

# 1. INTRODUCTION

## 1.1 Purpose of the 2007 manual

This manual provides information to assist schools and school systems to collect student background information as required by Education Ministers. The purpose is to enable nationally comparable reporting of students' outcomes against the National Goals for Schooling in the Twenty-First Century.

It involves the collection of information on students':

- sex;
- Indigenous status;
- socioeconomic background; and
- language background.

The manual describes what is involved and what it means in practical terms for schools, school systems and testing agents.

In brief, schools and school systems need to collect background information on relevant students using agreed questions. The resulting information is then supplied to testing agents so that it can be linked with students' test forms.

The process of collecting student background information from parents began in 2005. The original edition of this manual, *Data Implementation Manual for Enrolments for the 2005 and 2006 School Years*, was prepared to assist schools and systems in implementing collection of student background data. 2005 was regarded as a transition year with States, Territories and non-government schools being able to collect data via student test forms if it was not possible to implement collections from parents. However, Ministers agreed that from 2006 these data items were to be collected from parents.

The 2007 edition of the manual is to be used by schools and school systems when enrolling students for the first time in the 2007 school year or when collecting information, via special data collection forms, on those students who are involved in national testing in 2007.

## 1.2 How will the information be used?

As previously, the relevant background data will be linked to students' national literacy and numeracy test forms at Years 3, 5, and 7 and to the test forms of students selected to participate in national sample assessments at Year 6. The information will then be used to report performance data by agreed categories at the State level in the annual National Report on Schooling in Australia (ANR).

### **National Assessment Program – Literacy and numeracy testing**

In light of the introduction of full cohort Year 9 literacy and numeracy testing across Australia from 2008, all schools will be required to have background information on Year 9 students collected from parents according to the agreed definitions available from 2008 onwards. It is therefore strongly recommended that all schools and school systems implement the collection of the agreed information during 2007 so that it will be available for use for Year 9 testing in 2008. This requirement is particularly pertinent to those States and Territories where secondary schooling commences at Year 8, and where secondary schools may not previously have been involved in the collection of student background data according to the agreed definitions.

### **National Assessment Program – triennial sample assessments**

In 2007, a sample of Year 6 students will be selected to participate in the National Assessment Program (NAP) – civics and citizenship education, 2007. The NAP – civics and citizenship

education assessment also involves Year 10 students, but background information on those students will be collected from the students themselves, via the test forms.

Schools will be notified well in advance if they have been selected for participation in the NAP – civics and citizenship, 2007. Schools may wish to wait until they know whether they have been selected in the sample testing before deciding whether to collect information from parents of students selected.

More information on the programme of assessments is provided in Attachment 2.

### **1.3 Who should use the manual?**

Within schools and school systems the manual will be used by people who are involved in the:

- design of enrolment forms and enrolment processes;
- collection of information from parents;
- design, maintenance or modification of student information storage and retrieval systems;
- updating of student records; and
- school-level management or coordination of literacy, numeracy and national sample testing.

The manual also provides information for testing agents, (i.e. the organisations that conduct the assessments), software providers and Boards of Studies. In some cases, State education authorities are the testing agents.

Not all schools will need to use this manual. In large systems, for example, implementation is a central responsibility.

Because implementation began in 2005, most systems and schools will already have implemented the new definitions. However there are potentially new users, as outlined below. The *Introduction* section of this manual has therefore been designed with two broad sets of users in mind.

- Schools and schools systems which have already implemented the changes to their data collection processes, and who therefore need only to note minor updates – see section 1.3.1 below; and
- New users, who need to implement collections for the first time – these are most likely to be either
  - New independent schools coming into operation in 2007 or
  - Secondary schools which have not as yet implemented the changes and wish to collect information so that it will be available for use for Year 9 testing in 2008.

These users should refer to section 1.3.2 below.

#### **1.3.1 Existing Users**

For existing users, the principal update that needs to be noted is that the ABS has released an updated version of the Australian Standard Classification of Languages coding index as set out in Attachment 6. It provides the most up-to-date classification against which to code the information, provided by parents, on languages spoken at home. Schools and school systems need to ensure that, information on languages spoken at home collected for the first time for a student in 2007 is coded in accordance with the updated coding index as set out in Attachment 6.

However, existing data that has already been collected and coded to the previous classification does not need to be updated for national reporting purposes.

### 1.3.2 New Users

Those schools and school systems which have not yet implemented the collection of student background information using the agreed questions and response categories as contained in Section 3 of this manual, will need to take the steps set out in Section 2.2 in order to amend enrolment forms and data collection processes.

## 1.4 How is implementation managed in your sector?

*Government sector:*

- The implementation has been managed at central level. In most cases, implementation has already occurred. However, in some jurisdictions there may be a need to implement collections in secondary schools in order to obtain the necessary information on Year 9 students in 2008.

*Catholic sector:*

- In diocesan/systemic schools, implementation has been managed at diocesan level.
- In non-diocesan/non-systemic schools, implementation has varied across States and Territories. Please consult with your Catholic Education Office if required.
- In both cases, there may be a need to implement collections in secondary schools in order to obtain the necessary information on Year 9 students in 2008.

*Independent sector:*

- Implementation in this sector has occurred at either the individual school level or at the systemic level where groups of independent schools are organised on a systemic basis eg Seventh Day Adventist schools. In both cases there may be a need to implement collections in secondary schools in order to obtain the necessary information on Year 9 students in 2008.

## 1.5 Updates of the manual

This manual will be updated on a regular basis with the latest version available on the [MCEETYA website](#). The title of the manual will set out the school year(s) for which the manual is relevant. This version is valid for the 2007 school year.

## 1.6 Privacy requirements

Schools and school systems should review and, if necessary, revise their privacy policies and related documentation providing advice to parents on the collection, storage, use and disclosure of personal information. Such information should be distributed to parents with enrolment or special data collection forms, reproduced in the school's or school system's privacy policy as well as any other relevant documents and, if appropriate, provided on associated websites.

For the non-government sector: please note that a comprehensive *Privacy Compliance Manual* is available. This document was developed jointly by the National Catholic Education Commission (NCEC) and the Independent Schools Council of Australia (ISCA) with the assistance of Minter Ellison Lawyers. It provides advice for non-government schools and school systems on compliance with Commonwealth privacy legislation by private sector organisations. It also includes advice on obtaining parents' consent to the collection and use of personal information and examples of standard collection notices. The *Privacy Compliance Manual* is available on the NCEC and ISCA websites.

***Please note that for the purposes of nationally comparable reporting, schools and school systems are not required to seek updated information from parents once the information has been collected according to the agreed questions and response***

*formats. However, there may be a requirement under privacy legislation that such data has to be updated.*

## 1.7 Help for schools

### Government sector

Within the government sector, your primary contact is as follows:

New South Wales Govt contact:	Juho Looveer NSW Department of Education and Training Phone: (02) 95618192 Email: Juho.Looveer@det.nsw.edu.au
Victoria Govt contact:	Susan Dennett Department of Education and Training Phone: (03) 96372175 Email: susan.dennett@edumail.vic.gov.au
Queensland Govt contact:	Corporate Data Enquiries Education Queensland Phone: (07) 3237 0760 Email: CorporateData.PERFMEAS@qed.qld.gov.au
South Australia Govt contact:	Tassi Georgiadis Department of Education and Children's Services Phone: (08) 8226 1478 Email: Georgiadis.Tassi@saugov.sa.gov.au
Western Australia Govt contact:	John Harris Department of Education and Training Phone: (08) 9264 4668 Email: John.Harris@det.wa.edu.au
Tasmania Govt contact:	Andrew Oakley Department of Education Tasmania Phone: (03) 6233 2012 Email: andrew.oakley@education.tas.gov.au
Northern Territory Govt contact:	Patrick Burford NT Department of Employment, Education and Training Phone: (08) 89995743 Email: bruce.dunn@nt.gov.au
Australian Capital Territory Govt contact:	Matthew Hardy Department of Education and Training Phone: (02) 6205 5511 Email: matthew.hardy@act.gov.au

## **Catholic sector**

Within the Catholic sector systemic schools can contact the local Catholic Schools Office or Catholic Education Office for further information. Non-systemic Catholic schools can contact the State/Territory Catholic Education Commission.

## **Independent sector**

Within the Independent sector you can contact your State or Territory Association of Independent Schools (AIS) representative.

### **Independent Sector:**

New South Wales:	Ray Whitfield The Association of Independent Schools of New South Wales Ltd Phone: (02) 9299 2845 Email: <a href="mailto:aisnsw@aisnsw.edu.au">aisnsw@aisnsw.edu.au</a>
Victoria:	Peter Roberts Manager, Compliance Frameworks Association of Independent Schools of Victoria Inc Phone: (03) 9825 7211 Email: <a href="mailto:peter.roberts@ais.vic.edu.au">peter.roberts@ais.vic.edu.au</a>
Queensland:	David Robertson Assistant Director (Operations) Independent Schools Queensland Phone: (07) 3228 1515 Email: <a href="mailto:drobotson@aisq.qld.edu.au">drobotson@aisq.qld.edu.au</a>
South Australia:	Brian Simons Assistant Director Administration Services Association of Independent Schools of SA Phone: (08) 81791406 Email: <a href="mailto:simonsb@ais.sa.edu.au">simonsb@ais.sa.edu.au</a>
Western Australia:	Keva Crouch Association of Independent Schools of Western Australia Inc. Phone: (08) 9441 1614 Email: <a href="mailto:kcrouch@ais.wa.edu.au">kcrouch@ais.wa.edu.au</a>  Ron Gorman Phone: (08) 9441 1620 Email: <a href="mailto:rgorman@ais.wa.edu.au">rgorman@ais.wa.edu.au</a>
Tasmania:	Tony Crehan The Association of Independent Schools of Tasmania Phone: (03) 6224 0125 Email: <a href="mailto:aist@tassie.net.au">aist@tassie.net.au</a>
Northern Territory:	Kath Phelan Association of Independent Schools of the Northern Territory Inc. Phone: (08) 8981 8668 Email: <a href="mailto:admin@aisnt.asn.au">admin@aisnt.asn.au</a>
Australian Capital Territory:	Executive Director Association of Independent Schools of the ACT Inc. Phone: (02) 6162 4955 Email: <a href="mailto:aisact@ais.act.edu.au">aisact@ais.act.edu.au</a>