

## Attachment 2                      Sample Data Collection Forms

This attachment provides two sample forms (Options A and B) which contain the agreed question modules specified in the 'Technical specifications' section of the Manual.

Schools or school systems which do not have arrangements in place for collecting the required student background data via the enrolment process and which are collecting student background data using the nationally agreed definitions for the first time may use the sample forms as special data collection forms.

The question layouts contained in the sample forms may also be used by schools or school systems to incorporate the specified question modules in enrolment forms in order to collect the required student background data from parents.

The difference between the two samples lies in the questions relating to country of birth and language background where there are two question options.

Option A contains the question modules which entail the least amount of coding. The form is slightly longer than Option B as the most common countries and languages are listed so that they can be ticked. If a school or school system chooses to use the question formats in Option A, they may use the lists of 'Main languages spoken' for Australia and each State and Territory (Attachment 4) and the 'Main countries of birth' for Australia and each State and Territory (Attachment 6). The question modules using this option are shaded in Option A.

Option B provides the shorter forms of the questions; however, this format requires school or school system personnel to do more coding.

Schools or school systems may choose to use a mix of questions from the two options.

Schools can also choose their preferred terminology for parents/guardians/carers (described in the Glossary at Attachment 7).

*[This form provides questions which entail the least amount of coding by schools. Schools or school systems may choose alternative lists of languages and countries– see Attachments 4 and 6.]*



## OPTION A: Data Collection Form

### Information required for assessment and reporting purposes

*[Note: If you need help with this form please telephone XX on YYYYYYYY.]*

#### Name of student:

First name

Last name

#### Home address of student:

(No. and street name)

Suburb

Postcode

*[Schools may wish to insert reference to their privacy policy here indicating that information collected from this form will be covered by that policy.]*

- 1 Sex**    Male.....   
              Female.....

- 2 Is the student of Aboriginal or Torres Strait Islander origin?**  
*(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)*

- No.....   
Yes, Aboriginal.....   
Yes, Torres Strait Islander.....

**3 In which country was the student born?**

- Australia .....
- New Zealand .....
- England .....
- South Africa .....
- China (excludes SARs & Taiwan) .....
- Philippines .....
- India .....
- United States of America .....
- South Korea .....
- Hong Kong (SAR of China) .....
- Other – please specify .....

**4 Does the student or their mother/guardian or their father/guardian speak a language other than English at home?**

*(If more than one language, indicate the one that is spoken most often.)*

		student	mother/parent1/ guardian1	father/parent2/ guardian2
No,	English only .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes,	Arabic .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes,	Cantonese .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes,	Italian .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes,	Vietnamese .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes,	Mandarin .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes,	Greek .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes,	Spanish .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes,	Tagalog .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes,	Hindi .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes,	Other - please specify .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**5(a) What is the highest year of primary or secondary school the parents/guardians have completed?**

*(For persons who have never attended school, mark 'Year 9 or equivalent or below.)*

Mark one box only in each column

	mother/parent1/ guardian1	father/parent2/ guardian2
Year 12 or equivalent.....	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent.....	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent.....	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent or below.....	<input type="checkbox"/>	<input type="checkbox"/>

**5(b) What is the level of the highest qualification the parents/guardians have completed?**

Mark one box only in each column

	mother/parent1/ guardian1	father/parent2/ guardian2
Bachelor degree or above.....	<input type="checkbox"/>	<input type="checkbox"/>
Advanced diploma/Diploma.....	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I to IV (including trade certificate).....	<input type="checkbox"/>	<input type="checkbox"/>
No non-school qualification.....	<input type="checkbox"/>	<input type="checkbox"/>

**6(a) What is the occupation group of the mother/parent1/guardian1?**

**6(b) What is the occupation group of the father/parent2/guardian2?**

*Please select the appropriate parental occupation group from the attached list.*

- *If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.*
- *If the person has not been in paid work in the last 12 months, enter '8' in the box above.*

**Thank you for your time.**

**Please return this form to the school in the enclosed envelope.**

## List of Parental Occupation Groups (for Question 6)

### **Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals**

**Senior executive/manager/department head** in industry, commerce, media or other large organisation.  
**Public service manager** (Section head or above), regional director, health/education/police/fire services administrator  
**Other administrator** [school principal, faculty head/dean, library/museum/gallery director, research facility director]  
**Defence Forces** Commissioned Officer  
**Professionals** generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.  
**Health, Education, Law, Social Welfare, Engineering, Science, Computing** professional  
**Business** [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]  
**Air/sea transport** [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

### **Group 2: Other business managers, arts/media/sportspersons and associate professionals**

**Owner/manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business  
**Specialist manager** [finance/engineering/production/personnel/industrial relations/sales/marketing]  
**Financial services manager** [bank branch manager, finance/investment/insurance broker, credit/loans officer]  
**Retail sales/services manager** [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]  
**Arts/media/sports** [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]  
**Associate professionals** generally have diploma/technical qualifications and support managers and professionals.  
**Health, Education, Law, Social Welfare, Engineering, Science, Computing** technician/associate professional  
**Business/administration** [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]  
**Defence Forces** senior Non-Commissioned Officer

### **Group 3: Tradesmen/women, clerks and skilled office, sales and service staff**

**Tradesmen/women** generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.  
**Clerks** [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]  
**Skilled office, sales and service staff.**  
**Office** [secretary, personal assistant, desktop publishing operator, switchboard operator]  
**Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]  
**Service** [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

### **Group 4: Machine operators, hospitality staff, assistants, labourers and related workers**

**Drivers, mobile plant, production/processing machinery and other machinery operators.**  
**Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]  
**Office assistants, sales assistants and other assistants.**  
**Office** [typist, word processing/data entry/business machine operator, receptionist, office assistant]  
**Sales** [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]  
**Assistant/aide** [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]  
**Labourers and related workers**  
**Defence Forces** ranks below senior NCO not included above  
**Agriculture, horticulture, forestry, fishing, mining worker** [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]  
**Other worker** [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

*[This form provides the shortest form of each question but note that this will require schools to do more coding than the alternative form]*

## OPTION B: Data Collection Form

### Information required for assessment and reporting purposes



*[Note: If you need help with this form please telephone XX on YYYYYYYY.]*

**Name of student:**

First name

Last name

**Home address of student:**

(No. and street name)

Suburb

Postcode

*[Schools may wish to insert a reference to their privacy policy here indicating that information collected from this form will be covered by that policy.]*

- 1 Sex**    Male.....   
               Female.....

- 2 Is the student of Aboriginal or Torres Strait Islander origin?**  
*(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)*

- No.....   
 Yes, Aboriginal.....   
 Yes, Torres Strait Islander.....

- 3 In which country was the student born?**

- Australia.....   
 Other – please specify.....  .....

- 4 Does the student or their mother/guardian or their father/guardian speak a language other than English at home?**

*(If more than one language, indicate the one that is spoken most often.)*

- |                                   | student                  | mother/parent1/<br>guardian1 | father/parent2/<br>guardian2 |
|-----------------------------------|--------------------------|------------------------------|------------------------------|
| No, English only.....             | <input type="checkbox"/> | <input type="checkbox"/>     | <input type="checkbox"/>     |
| Yes, Other - please specify ..... | <input type="checkbox"/> | <input type="checkbox"/>     | <input type="checkbox"/>     |

**5(a) What is the highest year of primary or secondary school the parents/guardians have completed?**

(For persons who have never attended school, mark 'Year 9 or equivalent or below'.)

Mark one box only in each column

	mother/parent1/ guardian1	father/parent2/ guardian2
Year 12 or equivalent.....	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent.....	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent.....	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent or below.....	<input type="checkbox"/>	<input type="checkbox"/>

**5(b) What is the level of the *highest* qualification the parents/guardians have completed?**

Mark one box only in each column

	mother/parent1/ guardian1	father/parent2/ guardian2
Bachelor degree or above.....	<input type="checkbox"/>	<input type="checkbox"/>
Advanced diploma/Diploma.....	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I to IV (including trade certificate).....	<input type="checkbox"/>	<input type="checkbox"/>
No non-school qualification.....	<input type="checkbox"/>	<input type="checkbox"/>

**6(a) What is the occupation group of the mother/parent1/guardian1?**

**6(b) What is the occupation group of the father/parent2/guardian2?**

Please select the appropriate parental occupation group from the attached list.

- If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.
- If the person has not been in paid work in the last 12 months, enter '8' in the box above.

**Thank you for your time.**  
**Please return this form to the school in the enclosed envelope.**

## List of Parental Occupation Groups (for Question 6)

### **Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals**

**Senior executive/manager/department head** in industry, commerce, media or other large organisation.  
**Public service manager** (Section head or above), regional director, health/education/police/fire services administrator  
**Other administrator** [school principal, faculty head/dean, library/museum/gallery director, research facility director]  
**Defence Forces** Commissioned Officer  
**Professionals** generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.  
**Health, Education, Law, Social Welfare, Engineering, Science, Computing** professional  
**Business** [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]  
**Air/sea transport** [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

### **Group 2: Other business managers, arts/media/sportspersons and associate professionals**

**Owner/manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business  
**Specialist manager** [finance/engineering/production/personnel/industrial relations/sales/marketing]  
**Financial services manager** [bank branch manager, finance/investment/insurance broker, credit/loans officer]  
**Retail sales/services manager** [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]  
**Arts/media/sports** [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]  
**Associate professionals** generally have diploma/technical qualifications and support managers and professionals.  
**Health, Education, Law, Social Welfare, Engineering, Science, Computing** technician/associate professional  
**Business/administration** [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]  
**Defence Forces** senior Non-Commissioned Officer

### **Group 3: Tradesmen/women, clerks and skilled office, sales and service staff**

**Tradesmen/women** generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.  
**Clerks** [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]  
**Skilled office, sales and service staff.**  
**Office** [secretary, personal assistant, desktop publishing operator, switchboard operator]  
**Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]  
**Service** [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

### **Group 4: Machine operators, hospitality staff, assistants, labourers and related workers**

**Drivers, mobile plant, production/processing machinery and other machinery operators.**  
**Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]  
**Office assistants, sales assistants and other assistants.**  
**Office** [typist, word processing/data entry/business machine operator, receptionist, office assistant]  
**Sales** [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]  
**Assistant/aide** [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]  
**Labourers and related workers**  
**Defence Forces** ranks below senior NCO not included above  
**Agriculture, horticulture, forestry, fishing, mining worker** [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]  
**Other worker** [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]