How to prepare guide

What is the Queensland Early Childhood Education and Care Services Census?
The Census is an annual data collection, with information requested from all approved early childhood education and care services.

Why is it important that I participate?
Information collected is used for planning and program development, monitoring outcomes of early childhood initiatives such as universal access to kindergarten and the implementation of the National Quality Framework. Census data not only helps to inform current and future government initiatives, but is also useful for communities and services in determining the characteristics of early childhood education and care provision in Queensland.

What information will I be asked to provide?
Information is requested on the services you provide, your staff, and children enrolled in your service. Services receiving kindergarten funding from the Queensland Government are required to provide more detailed information, in accordance with their service agreement or the requirements of their Central Governing Body.

How and when do I complete the Census?
We will send you an email on 29 July 2019 with confidential login details to complete the Census online. You may start entering data as soon as you receive the email. Our survey tool has many support functions to help you during the data entry process. The Census needs to be completed and submitted by 18 August 2019.

Will this year’s Census be the same as last year?
We try to improve the Census each year in the way we ask for the information required and in the technology to support the collection. This year we have again worked with Commonwealth’s Child Care Subsidy System software companies to allow services to upload data about the children in funded kindergarten programs directly into the Census collection tool.

I have already completed other government surveys, why do I need to provide some information more than once?
Due to information sharing restrictions imposed by privacy legislation, most government departments are unable to share detailed data without your consent. This includes data submitted through the Commonwealth’s Child Care Subsidy System and other national surveys, such as the 2016 ECEC National Workforce Census you may recently have completed.

It is important that as much information as possible is collected through the Census to provide the Queensland government a comprehensive picture of Queensland’s early childhood education and care sector – every community, every service.
Key dates to remember

- 15 July – Confirmation of service details
- 29 July – Census opens
- 29 July – 4 August – Reference Period
- 18 August – Final due date for responses

The following checklist provides a guide to prepare for the 2019 Census

**Access to a computer to complete the Census online**
You need a computer with reliable internet access and the link that will be emailed to you by the Department with your login details.

**Time allocated in advance to complete the Census**
The time it will take to complete the Census will vary depending on your service type and number of staff and children. Planning ahead to have the necessary information on hand to enter into the survey tool will help reduce the time needed to complete the Census online.

**Completed staff privacy notice and consent forms**
Staff consent is required to collect personal details, such as names and date of birth, but not for other information such as qualifications and experience. A form to collect the required information and to obtain the staff consent is available on the Department’s website for you to distribute to your staff, if you choose to, for their use in providing these details.

**Access to enrolment files**
All services may need to access their child enrolment records, class lists or sign-in books for the Census. Please remember that we are asking for the age the child was on 1 July 2019, not the age during the Census period. Tables are available in the census collection to assist in determining which age to report for specific dates of birth.

**Check your access to the funded kindergarten program report available through some software providers**
Some Child Care Subsidy Software providers have developed a report that will allow services to upload funded kindergarten program enrolments into the Census collection tool. The software companies will provide information about how to find and create this report. You will need to wait until the end of the reference period (4 August) to run the report for this Census collection. If your software provider does not provide this report, you can also submit this information via an Excel spreadsheet. More information about the funded kindergarten program report process is available on our website, listed below.
Want more information?

Contact the Census Support Team during business hours on the following contact details:

Phone – 1300 613 188

Email – Census.ECEC@qed.qld.gov.au


**Access**

You may wish to record your login details below (once received) for ease of access during the Census – please keep them secure.

Login: (Please insert details here).

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Password: (Please insert details here).

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