Staff acknowledgement of consent
Family day care

*Please include all people employed in the provision of care and education for children or who provide administrative support in the day to day management of the service.*

This service is seeking your consent to provide your personal information to the Department of Education (the Department) through the 2019 Early Childhood Education and Care Services Census (the Census). Your provision of personal information is voluntary.

Information collected in the Census will be used for planning and program development, research and monitoring outcomes of early childhood initiatives such as the Department’s Workforce Action Plan, the Queensland Kindergarten Funding Scheme and the implementation of the Education and Care Services National Law.

Census data may be provided to Commonwealth entities such as the Australian Bureau of Statistics and the Australian Institute of Health and Welfare.

Data collected will be managed in accordance with the requirements imposed on the Department under law, for example, the *Education and Care Services National Law (Queensland) Act 2011* and the *Education and Care Services Act 2013*. The information will be stored securely, only accessed by authorised staff and will only be used and disclosed where authorised or required by law. Identifying information about you will not be publicly accessible.

De-identified information obtained from the survey may be published publicly by the Department, or shared with other government agencies.

The information the Department wishes to collect about you is included on the following three pages.

*By signing below, you indicate that you agree to the terms of use of your personal information as set out in the Acknowledgement of consent above:*

NAME…………………………….SIGNATURE…………………………..…... DATE …….….……..

Or:

*I do not agree*

NAME…………………………….SIGNATURE…………………………..…... DATE …….….……..

This year’s collection is a great opportunity for early childhood education and care providers, parents, local communities, schools and other agencies to work together in the best interests of our children. Thank you for your continued support of the Early Childhood Education and Care Services Census.

*PLEASE COMPLETE THIS FORM AND RETURN IT TO THE DIRECTOR OF THE SERVICE TO ASSIST IN COMPLETION OF THE CENSUS.*
## Personal Information

2.1.1 Please enter the staff member’s name. *(This is used for quality assurance purposes only).*

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
</table>

2.1.2 Please indicate the sex of the staff member.

- [ ] Male
- [ ] Female
- [ ] Not stated

2.1.3 Is this staff member of **Aboriginal and/or Torres Strait Islander** descent?

- [ ] No
- [ ] Aboriginal
- [ ] Torres Strait Islander
- [ ] Aboriginal and Torres Strait Islander
- [ ] Not stated

2.1.4 Is this staff member from a **non-English speaking** background?

- [ ] Yes
- [ ] No
- [ ] Not stated

2.1.5 What is the staff member’s age group?

- [ ] 15-24
- [ ] 25-34
- [ ] 35-44
- [ ] 45-54
- [ ] 55+
- [ ] Not stated

2.1.6 In which position did this staff member work during the week beginning **Monday 29 July 2019**?

- [ ] Manager / Senior co-ordinator
- [ ] Co-ordinator
- [ ] Administration assistant
- [ ] Other worker
- [ ] Not stated

**Note:** If this person worked in more than one position, please record the position in which they worked the most hours.

## Workforce data

2.2.1 What is this staff member’s employment status?

- [ ] Paid full-time
- [ ] Paid part-time
- [ ] Paid casual
- [ ] Volunteer / unpaid worker

2.2.2 How many hours did this staff member work during the week beginning **Monday 29 July 2019**?

________ Hours

2.2.3 What type of work did the staff member perform during the week beginning **Monday 29 July 2019**?

- [ ] Primary contact with children
- [ ] Other child contact
- [ ] Management / admin work with no child contact
- [ ] Other work with no child contact

2.2.4 How long has this staff member worked in the early childhood education and care sector? *(If unknown please report N/A)*

________ Years

2.2.5 How long has this staff member worked at this service?

________ Years
<table>
<thead>
<tr>
<th><strong>Qualifications</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2.3.1</strong> Does this staff member hold an <em>Early Childhood Education and Care (ECEC)</em> related qualification?</td>
</tr>
</tbody>
</table>
| □ Yes  
| □ No *(go to 2.3.6)* |
| **2.3.2** What is the field of *highest ECEC related qualification held* by this staff member? |
| □ Teaching (early childhood related)  
| □ Teaching (primary)  
| □ Teaching (secondary)  
| □ Other early childhood related, inc. child care and children’s services |
| **2.3.3** What is this staff member’s *highest level of completed* ECEC related qualification? |
| □ Postgraduate degree  
| □ Graduate diploma or graduate certificate level  
| □ Bachelor degree (Honours)  
| □ Bachelor degree pass (4 years or equivalent)  
| □ Bachelor degree pass (3 years or equivalent)  
| □ Diploma (3 year equivalent obtained prior to 1995)  
| □ Advanced diploma  
| □ Diploma  
| □ Certificate level 3 or 4  
| □ Certificate level 1 or 2  
| □ Other certificate |
| **2.3.4** Is this staff member currently registered with the Queensland College of Teachers (QCT)? |
| □ Yes – full QCT registration  
| □ Yes - provisional QCT registration  
| □ No |

If the field of highest ECEC related qualification held by this staff member is “Teaching (Primary)” (Item 2.3.2) AND this staff member is currently registered with the QCT (Item 2.3.4. is either “Yes – full QCT registration” OR “Yes – provisional QCT registration”) → **GO TO 2.3.5**  
Otherwise GO TO 2.3.6

| **2.3.5** Does this staff member also hold an ECEC related Diploma? |
| □ Yes  
| □ No  
| □ Not applicable |
| **2.3.6** Is this staff member currently studying an *Early Childhood Education and Care (ECEC)* related qualification? |
| □ Yes  
| □ No *(go to 2.3.10)* |
| **2.3.7** What field of *ECEC* is this staff member currently studying? |
| If more than one, please select the field of study closest to the top of the list. |
| □ Teaching (early childhood related)  
| □ Teaching (primary)  
| □ Teaching (secondary)  
| □ Other early childhood related, inc. child care and children’s services |
| **2.3.8** What level of *ECEC qualification* is this staff member currently studying to attain? |
| □ Postgraduate degree  
| □ Graduate diploma or graduate certificate level  
| □ Bachelor degree (Honours)  
| □ Bachelor degree pass (4 years or equivalent)  
| □ Bachelor degree pass (3 years or equivalent)  
| □ Advanced diploma  
| □ Diploma  
| □ Certificate level 3 or 4  
| □ Certificate level 1 or 2  
| □ Other certificate |
| **2.3.9** For the qualification this staff member is currently studying, what is the expected year of completion for their final unit of study? |
| ____________ |
| **2.3.10** Has this staff member undertaken any *in-service training or professional development* within the previous 12 months? |
| □ Yes  
| □ No |
### 2.3.11 What was the focus of any in-service training or professional development completed within the previous 12 months? (select multiple focus areas if applicable)

<table>
<thead>
<tr>
<th>Focus Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ National Quality Framework/National Quality Standards</td>
</tr>
<tr>
<td>□ Educational program and practice</td>
</tr>
<tr>
<td>□ Children’s health, safety &amp; wellbeing</td>
</tr>
<tr>
<td>□ Family and community partnerships</td>
</tr>
<tr>
<td>□ Leadership / management</td>
</tr>
<tr>
<td>□ Pedagogical leadership</td>
</tr>
<tr>
<td>□ Children with complex needs / supporting children with disability</td>
</tr>
<tr>
<td>□ Cultural capability development</td>
</tr>
<tr>
<td>□ Other</td>
</tr>
</tbody>
</table>

*Note: this form is for use by the service. Completion of these forms assists accurate data entry into the Census by your service.*