



Department of Education  
Queensland Early Childhood Education and Care Services Census 2020

# Child Record Collection upload instructions

## Overview

The Queensland Department of Education has been partnering with the following child care management software providers to make the 2020 Census easier for you to complete:

- Qikkids
- HeartBeat4Kidz
- Kidsoft
- Xplor
- HubWorks! (HubHello!)
- All Quality Child Care
- NumeroPro/Kidsoft

Services that provide a funded kindergarten program will be able to run a report from their administrative systems (*after 9 August*) and download the required child information necessary for census reporting. You will then be able to directly upload this report into the 2020 Census collection tool.

Your software company will provide information about how to find and create this report. Step two of the instructions below show you how to upload the report directly into the Census collection tool.

If you do not use any of the software listed above or if your software provider does not provide this report, you can also submit this information using an excel spreadsheet template. Go to <https://earlychildhood.qld.gov.au/about-us/publications-and-research/early-childhood-education-and-care-services-census> , navigate to the template stored under the 'Child Upload' heading then follow the instructions in Step 1 below.

Please consult the [Child Upload Checklist](#) to ensure your spreadsheet contains the appropriate response to the questions.

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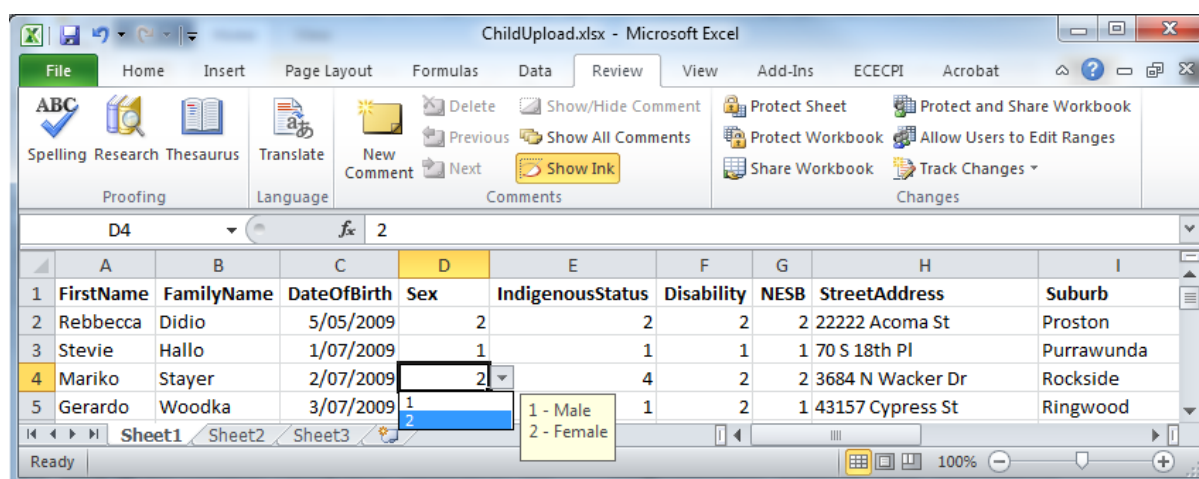




## Step 1 – Download and complete the EXCEL template spreadsheet

For those services using the DoE supplied spreadsheet, please complete the following steps. Those who already have a report exported out of their software can skip to Step 2.

1. [Download](#) and save the Excel spreadsheet to your desktop from the website.
2. Enter all information regarding all children enrolled in a kindergarten program within your service. Please note: You will be required to use codes rather than text to record this information. E.g. Male should be recorded as 1 and Female as 2. Please refer to the spreadsheet for all data entry requirements.



3. Please ensure that all names and address details are spelt correctly, particularly the suburb where the child resides. This will reduce the number of errors that will need to be corrected later.
4. Once you have completed all data you may then save your updated file as an Excel or CSV file.
5. To assist in entering data, the table below shows the information needed in each column.

Column	Description
<b>FirstName</b>	The child's first name
<b>FamilyName</b>	The child's family name
<b>DateOfBirth</b>	The child's date of birth (in the format DD/MM/YYYY)
<b>Sex</b>	The sex of the child
<b>IndigenousStatus</b>	Is this child of Aboriginal and/or Torres Strait Islander descent?
<b>Disability</b>	Is the child diagnosed with a disability or long-term medical condition requiring assistance?
<b>NESB</b>	Is this child from a non-English speaking background?
<b>StreetAddress</b>	The residential street address of this child's parent/guardian





<b>Suburb</b>	The suburb for the residential street address of this child's parent/guardian
<b>PostCode</b>	The postcode for the residential street address of this child's parent/guardian
<b>State</b>	The state for the residential street address of this child's parent/guardian
<b>HoursEnrolledPreSchool</b>	The number of hours this child is enrolled in a kindergarten program in a typical week
<b>HoursAttendedPreSchool</b>	The number of hours this child actually attended the kindergarten program in the reference week (3 August 2020 - 9 August 2020)
<b>PreschoolProgramRepeat Indicator</b>	To the best of your knowledge, prior to this year was this child enrolled in a kindergarten program in this or another service?
<b>HealthCareCard</b>	To the best of your knowledge does this child have a Health Care card?

\* All columns **MUST** contain a response



## Step 2 – Upload your data into the Census Collection Tool

Once you have generated your file using your Child Care Subsidy System Software provider, you can now upload this data into the collection tool. The file should be in CSV, XLS or XLSX format.

1. Commence the Census as per normal. When you get to the “Child Details” page, you will be presented with the following screen offering three options for uploading your child details.

If you have a child file you may now click on “Import”.

2. Locate the relevant file on your computer and select “Open”.

Name	Date modified	Type	Size
ChildUpload.xlsx	2/06/2015 2:10 PM	Microsoft Excel W...	18 KB



- The system will automatically read the child information into the database and produce an Upload Summary. You may export this information to a file and investigate any issues or import the data and fix the problems in your Census directly.

The collection of this information is authorised by the Education and Care Services National Law (Queensland) Act 2011, or the Education and Care Services Act 2013. Deleted information about kindergarten participants including residential address is required either as a condition of your service agreement with the Department of Education or in accordance with the requirements of your Central Governing Body.

Please contact the Census Support Team on 1300 613 188 if you would like to discuss why the department requires this information, who will use it and how it is stored. You may also wish to refer to the [Frequently Asked Questions](#) or the [Privacy Notice for Parents](#).

Status	firstname	familyname	dateofbirth	sex	indigenousstatus	disability	nesh	streetaddress	suburb	postcode	state	hoursenrolle
Imported with blank entries	Wilmer	Johnson	9/06/2014 12:00:00 AM		4[Neither Aboriginal nor Torres Strait Islander]	2[No]	2 [No]	97 Innes Place	Middle Park	4074	QLD	18
Completely Imported	Bella	Smith	17/05/2014 12:00:00 AM	2 [Female]	4[Neither Aboriginal nor Torres Strait Islander]	2[No]	2 [No]	27 Smith Street	Westlake	4074	QLD	18
Completely Imported	Cameron	Higgins	11/04/2014 12:00:00 AM	2 [Female]	4[Neither Aboriginal nor Torres Strait Islander]	2[No]	2 [No]	19 Black Road	Corinda	4075	QLD	18
Completely Imported	Blair	Brown	7/02/2014 12:00:00 AM	2 [Female]	4[Neither Aboriginal nor Torres Strait Islander]	2[No]	2 [No]	200 Whitehill Road	Chelmer	4068	QLD	12

Export summary OK

HeartBeat4Kids  
 HubWorkst  
 Xplor  
 Kindy Manager  
 NumeroPro  
 Kidsoft  
 DET provided spreadsheet  
 Manual Data Entry  
 Other

- If an error has occurred with a particular child, a red cross will appear next to that child’s name. See below.

You will be required to resolve these issues before submitting your Census. These issues may include missing information or incorrect information.

You can correct data for any child simply by clicking on the “Edit” button for that child.





There are three options for adding child details to the 2018 survey:

- Type details directly into the survey tool
- Upload a file generated by your compatible software. [Click HERE](#) for instructions
- Add details to a [template spreadsheet](#) and upload to the survey. [Click HERE](#) for instructions

If your service runs a two week cycle, eg. 5 days per fortnight, then please use the week before or after the reference week which best reflects your usual pattern of attendance. In addition to the nominated reference week and then divide the fortnightly hours by two.

After uploading, review the Child Summary below and delete any children who are not enrolled in a funded kindergarten program.

Valid #	Last Name	First Name	Actions
1.	Adams	Bailey	<a href="#">Edit</a> <a href="#">Print</a> <a href="#">Delete</a>
2.	Bauer	Tracey	<a href="#">Edit</a> <a href="#">Print</a> <a href="#">Delete</a>
3.	Black	Sam	<a href="#">Edit</a> <a href="#">Print</a> <a href="#">Delete</a>
4.	Brown	Blair	<a href="#">Edit</a> <a href="#">Print</a> <a href="#">Delete</a>
5.	Brown	William	<a href="#">Edit</a> <a href="#">Print</a> <a href="#">Delete</a>
6.	Higgins	Cameron	<a href="#">Edit</a> <a href="#">Print</a> <a href="#">Delete</a>
7.	Johnson	Wilmer	<a href="#">Edit</a> <a href="#">Print</a> <a href="#">Delete</a>
8.	Smith	Bella	<a href="#">Edit</a> <a href="#">Print</a> <a href="#">Delete</a>
9.	White	Terry	<a href="#">Edit</a> <a href="#">Print</a> <a href="#">Delete</a>
10.	Williams	shane	<a href="#">Edit</a> <a href="#">Print</a> <a href="#">Delete</a>

What method did you use to enter your child records?

Q&Kids  
 HeartBeat4Kids  
 HubWorkit  
 Xplor  
 Kindy Manager  
 Numer8Pro  
 Kidsoft

- You also have the ability to delete a single child simply by clicking on the “Delete” button for that child.
- You may also delete all children and start the upload process again by clicking on the “Delete all” button.