



# 2023 Non-government Schools Census Post Enumeration (Census PE) Exercise

## Frequently Asked Questions (FAQs)

### Where is the 2023 Census PE presentation located?

The presentation is available on GovTEAMS. Please email [education-schoolspostenumeration@education.gov.au](mailto:education-schoolspostenumeration@education.gov.au) for access.

### How will schools be notified of their selection in the Census PE Exercise?

The Australian Government Department of Education (the department) will confirm your participation in the Census PE Exercise by email. The contractor scheduled to conduct your Census PE Exercise will set an appointment for an in person visit or a GovTEAMS meeting. Your school's Approved Authority will also be notified by the department.

### How will the Census PE Exercise be conducted in 2024?

In addition to in person school visits, this year the department is piloting the use of the Australian Government's online collaboration service GovTEAMS to undertake some Census PE reviews. The department will advise which schools are participating in the pilot. [GovTEAMS](#) will enable schools to complete the Census PE via its videoconference, voice over the internet, and instant messaging functions.

### How were schools selected to complete the Census PE Exercise via GovTEAMS?

Schools were selected based on several criteria including the size of the school, location, remoteness, and other logistic factors.

### Can a school find out if they were randomly selected or targeted to take part in the Census PE Exercise?

For answers to any specific questions about your selection in the 2023 Census PE Exercise, email the department at [education-schoolspostenumeration@education.gov.au](mailto:education-schoolspostenumeration@education.gov.au).

### Can schools choose to have an in person visit if they were selected to participate in the Census PE Exercise using GovTEAMS?

Approved Authorities can contact the department on behalf of the school to discuss the request.

### Will schools need to produce paper records for the Census PE Exercise?

The department's contractors will require assistance from school staff to gain access to school registers, attendance records, class rolls, documentation relating to students and any other materials required to verify the Census data. The documentation can be held in any format and does not need to be printed for the review.

### Is a staff member required to facilitate the Census PE Exercise?

On the day of the visit, a staff member must assist the contractor to locate the school records to be validated. The amount of support required will be determined by the ease with which the contractor can locate the required documents.

### Where is the link to the File Transfer Protocol (FTP) server?

The department will email each school's nominated staff member a link to the secure FTP server with instructions on how to access and use the portal.

### How long will the FTP server be available to upload documents?

Access to the FTP folder will be provided to the school's nominated contact prior to a scheduled in person or GovTEAMS meeting. The server will remain open for 14 days after the review is undertaken if the school has been requested to provide additional documents.

### What evidence is needed for students counted in the Nationally Consistent Collection of Data on Students with Disability (NCCD)?

The evidence requirements to include students with disability can be found in the NCCD evidence fact sheet: [Evidence Requirements for the Nationally Consistent Collection of Data on School Students with Disability \(NCCD\) Factsheet - Department of Education, Australian Government](#).

### What data from the NCCD is being verified?

The 2023 Census PE Exercise validates 2023 Census data for 100 students reported in the NCCD per school. For NCCD verification, evidence may be provided for the 12 months prior to Friday 4 August 2023 to demonstrate the provision of a minimum of 10 weeks of adjustments.

### If we have fewer than 100 students included in the NCCD, does that mean contractors must check every student in this count?

Yes, schools will need to provide evidence for all students included in the NCCD recorded at supplementary, substantial, and extensive adjustment levels where there are fewer than 100 students.

### What errors would prompt checking more than 100 NCCD students?

If a reporting error is found in the sample of 100 students reported in the NCCD, the contractor is required to review all student records in this category. An example of insufficient evidence to support a student's inclusion in the NCCD is a failure to demonstrate the provision of a minimum of 10 weeks of adjustments.

### Is the contractor validating the quality of evidence for the level of adjustment reported in the NCCD?

Contractors do not validate the quality of evidence for the level of adjustment in the NCCD. The Census PE Exercise validates that schools have met the evidence requirements for including a student in the NCCD.

### What size is the sample of students included at the Quality Differentiated Teaching Practice (QDTP) level of adjustment?

On the day of the visit, contractors will randomly select a 5% sample from the QDTP NCCD adjustment level to be validated.



## What evidence will be requested from school counsellors about students reported in the NCCD?

Contractors will not record the personal information of a student. Contractors will require access to evidence to address the 4 general areas of personalised learning and support identified in the 2023 NCCD Guidelines; however this will be submitted to the department as de-identified data.

## Will contractors be required to sight birth certificates and passports?

Contractors will verify a student's citizenship status using enrolment forms.

## What evidence is required for students on visas?

Contractors will need to sight the visa evidence held by the school for the student and/or their parents and the visa subclass number. This information will be cross referenced with the online visa entitlement verification at [Check visa conditions online \(VEVO\) \(homeaffairs.gov.au\)](https://www.homeaffairs.gov.au/vevo).

## What evidence is required to validate a student's pattern of school attendance?

Schools can provide evidence in the form of class attendance records.

## Are enrolment forms required to validate student age data?

Enrolment forms or information from an enrolment system are sufficient evidence to validate student ages. If an adjustment needs to be made for a particular student, we will need to know the age of the student.

## When is the Census reference period?

The student Census reference period consists of the 20 school days preceding and including Friday 5 August 2023 (Census Day). School holidays, public holidays, and weekends are not part of the 20-day Census reference period. Pupil-free days in the Census reference period do count towards these 20 days.

## What evidence is required for self-identified Indigenous students?

Written evidence that a student self-identifies as Indigenous is sufficient. This can be included on the student's enrolment form or on a statutory declaration.

## Can schools appeal their selection to participate in the Census PE Exercise?

The Census PE Exercise is an annual assurance activity. It checks the accuracy of student data provided by schools in the annual School Census to determine recurrent school funding and to support record-keeping and compliance with the *Australian Education Act 2013* and the Australian Education Regulations 2023.

The department will consider a school's request to be excluded from the Census PE Exercise only in exceptional circumstances.

## Does signing the Client Declaration endorse the document's content?

The purpose of the Client Declaration is to confirm the contractor's findings at the time of their visit. Signing this document does not endorse or dispute these findings. The department will assess the information provided and determine an outcome. Your school's Approved Authority will be notified by the department of the outcome of the Census PE Exercise.

## How do I contact the department?

If you have any questions about the 2023 Census PE Exercise, please email [education-schoolspostenumeration@education.gov.au](mailto:education-schoolspostenumeration@education.gov.au).

