Appendix F: Final Children's Services National Minimum Data Set Specifications Version 0.4

Preface

These data specifications for a Children's Services National Minimum Data Set (CSNMDS) are the culmination of work by the Children's Services Data Working Group (CSDWG) of the National Community Services Information Management Group (NCSIMG). Collections based on the CSNMDS will provide basic information about the provision of child care and preschool services, covering children, service providers and their workers.

Jurisdictions can use these data set specifications to enhance their data collection activities in the children's services field. They can be used in conjunction with other data elements to produce useful and relevant information and statistics at jurisdiction, state/territory and national level, about children's services in Australia.

The AIHW has coordinated pilot tests to test data items at the first and second phases of development—the first in August 2002 and the second in September 2004. Recommendations from both these tests have been incorporated into these data specifications.

1 Introduction

These data specifications define data elements of the Children's Services National Minimum Data Set (CSNMDS). Broadly, the CSNMDS relates to the provision of child care and preschool services funded and/or licensed by Australian and state/territory governments. It has been developed by the NCSIMG Children's Services Data Working Group (CSDWG).

The CSNMDS is a client-centred minimum data set that describes:

- children who use child care and preschool services
- organisations (services) providing child care and preschool service activities and the nature of the activities provided
- workers delivering child care and preschool activities to children.

Details about which children, organisations (services) and workers are included in the CSNMDS are provided in Section 2.

The CSNMDS does not represent all the information needed or collected by jurisdictions. The CSDWG has identified a range of data elements (also known elsewhere as data items, questions or variables) to be collected in the CSNMDS collection (Figure F.1). All of these data elements were tested in either the first or second phase pilot test.

The information reported from a collection using the CSNMDS data elements is designed to answer the following key questions:

- How many children are receiving child care and preschool activities in Australia?
- What are the characteristics of these children?
- How many child care and preschool services are there in Australia?
- Where are these services and what type of care do they provide for children?
- How are the available child care and preschool activities being used by children?
- To what extent do workers delivering child care and preschool activities have relevant qualifications and/or experience?
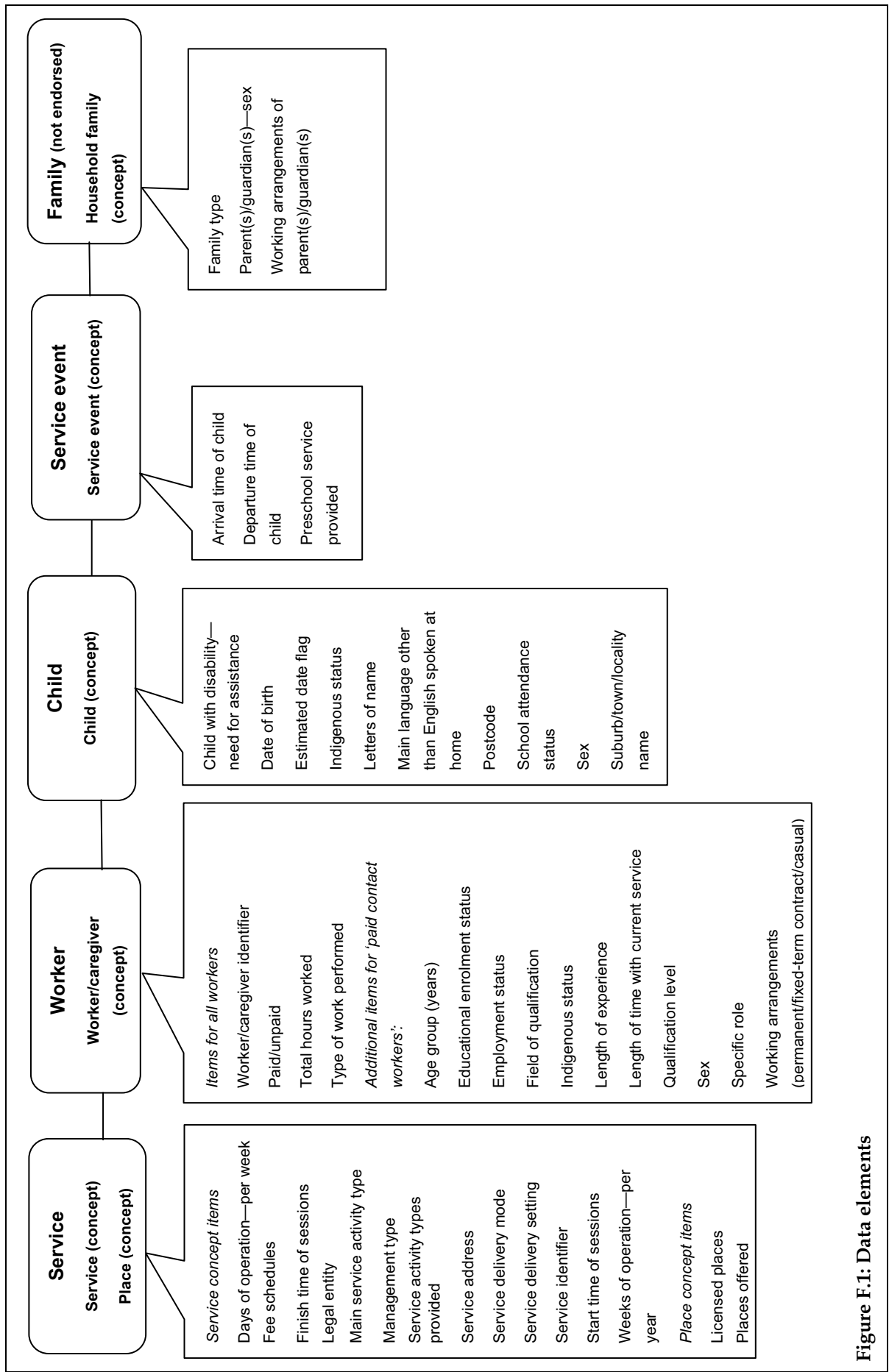
Service

Service (concept)

Place (concept)

Service concept items
Days of operation—per week
Fee schedules
Finish time of sessions
Legal entity
Main service activity type
Management type
Service activity types provided
Service address
Service delivery mode
Service delivery setting
Service identifier
Start time of sessions
Weeks of operation—per year

Place concept items
Licensed places
Places offered

Worker

Worker/caregiver (concept)

Items for all workers
Worker/caregiver identifier
Paid/unpaid
Total hours worked
Type of work performed

Additional items for 'paid contact workers':
Age group (years)
Educational enrolment status
Employment status
Field of qualification
Indigenous status
Length of experience
Length of time with current service
Qualification level
Sex
Specific role
Working arrangements (permanent/fixed-term contract/casual)

Child

Child (concept)

Child with disability—need for assistance
Date of birth
Estimated date flag
Indigenous status
Letters of name
Main language other than English spoken at home
Postcode
School attendance status
Sex
Suburb/town/locality name

Service event

Service event (concept)

Arrival time of child
Departure time of child
Preschool service provided

Family (not endorsed)

Household family (concept)

Family type
Parent(s)/guardian(s)—sex
Working arrangements of parent(s)/guardian(s)

Figure F.1: Data elements

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2   Scope

Children's services aim to:

- meet the care, educational and developmental needs of children in a safe and nurturing environment
- provide support for families in caring for their children
- provide these services in an equitable and efficient manner.

In this collection, children's services cover formal child care and preschools. The scope of the collection excludes activities meeting the aims above where they deliver compulsory primary education. However, some children's services within scope are delivered at primary schools. These include outside school hours care, vacation care and preschool activities.

The CSNMDS collects information about child care and preschool activities that are provided at services which are licensed and/or funded by Australian, state or territory governments to provide child care or preschool.

Child care and preschool services are defined as:

- a range of appropriate care and development activities for children; that
- promote the social, emotional, physical and intellectual development of children; which are
- provided by a person other than the child's parent or guardian
- allow parents to participate in employment, education and training, community activities and personal activities, including family support.

Playgroups, toy libraries and other activities that require the attendance of the parent/guardian and the child are excluded from the scope of the CSNMDS.

2.1 Services

In the CSNMDS, a service is defined as the organisational unit which delivers a child care or preschool service at a particular location. In terms of the CSNMDS, 'service' is considered as the main counting unit for the data collection. See Section 4 for a full definition of the concept 'Service—child care and preschool service'.

2.1.1 Services included in the CSNMDS

Services licensed and/or funded by Australian, state or territory governments to deliver child care and preschool services at a particular location. Services receiving government funding are those that:

- receive capital grants, operational funding or per capita funding from the Australian or state/territory governments
- receive funding as part of an approved educational establishment
- receive funding to reduce the cost of charges to parents (e.g. are 'approved' for the Child Care Benefit)
- or a combination of the above.

2.1.2 Services excluded from the CSNMDS

- Services that are neither licensed by, or in receipt of funding from, Australian or state or territory governments.

- Primary education: Full-time education that typically commences at around age 5 and lasts for 7–8 years. In New South Wales, Victoria, Tasmania and the Australian Capital Territory, primary education extends from the year prior to Year 1 to Year 6 (or equivalent). In South Australia, Western Australia and the Northern Territory, it extends from the year prior to Year 1 to Year 7 (or equivalent). In Queensland, it extends from Year 1 to Year 7 (or equivalent).

- Services such as playgroups, toy libraries and other services or activities that require the attendance of both the parent/guardian and the child.

2.2 Children

2.2.1 Children included in the CSNMDS

All children attending or 'usually attending' child care and preschool activities within services during the collection week, which are within the scope of the CSNMDS. Children are classed as 'usually attending' if they have attended the service within the last month and either have a place that has been paid for, or who are enrolled in a service with a standing arrangement that they attend specific sessions during the collection week, but are absent during the collection week.

2.2.2 Children excluded from the CSNMDS

- Children using a type of service for which the service is not licensed by, or in receipt of, any Australian or state/territory government funding.

- Children who are only attending activities that their parent(s) or guardian(s) are also required to attend.

2.3 Workers

2.3.1 Workers included in the CSNMDS

- All paid and unpaid workers , including workers funded under Community Development Employment Project (CDEP), Special Needs Support Scheme (SNSS) and Jobs, Education and Training Child Care (JET) schemes, present during the collection week, who undertake duties that mainly involve:
  - direct contact with children
  - management
  - administration tasks

  for child care and preschool activities at services which are within the scope of the CSNMDS.

- Executives, directors or administration workers who are working at the delivery outlet and/or who are involved in the day-to-day management of the service.

- Detailed information is collected about paid contact workers, i.e. those workers receiving wages or salary who work directly with children.

2.3.2 Workers excluded from the CSNMDS

- Workers absent for the entire collection week.

- Workers funded under the Supplementary Services Program (SUPS).

- Executives, directors or administration workers within organisations who are not based at the service location and have no involvement in the day-to-day management of the service.

- General staff or workers whose main duties do not involve working directly with children. This may include cooks, cleaners, gardeners, drivers and maintenance staff.

- Workers whose work only relates to activities which are outside the scope of the CSNMDS (e.g. playgroups, toy libraries and other activities that require the attendance of both the parent or guardian and the child).

3 Collection process

The CSNMDS collection would preferably occur during the same collection week in each state/territory on a regular basis. A collection week begins at 12.00 am on a Monday morning and ends at 11.59 pm on a Sunday night, i.e. from midnight to midnight for seven days ending on a Sunday night. A different collection week will be used for a collection specific to vacation care.

The data element *Service identifier* will uniquely identify services that deliver child care or preschool activities to children. Organisations involved in the provision of child care and preschool activities have various organisational structures. Some have a simple structure where responsibility for funding, administration and delivery of services is at the one level, for example private long day care centres or licensed home-based care providers.

Other organisations have a complex, hierarchical structure where these responsibilities are located at different levels of an organisation, or with different organisations; for example, long day care centre management committees or family day care schemes.

In a complex structure, one level of an organisation may be accountable to government. A lower level of the same organisation may be responsible for managing the provision of child care and preschool activities at one or more services. It is at these services providing child care or preschool activities to children where data are collected and reported using the CSNMDS.

4 Structure of data definitions

4.1 Format of the data definitions

The data definitions (or variables or items) contained in these data specifications are described and defined using a standard format or template endorsed by the National Community Services Information Management Group (NCSIMG). This standard format is based on ISO/IEC 11179 *Specification and standardization of data elements*—the international standard for defining data elements issued by the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC). The application of this international standard across data dictionaries in the health, housing and

community services fields adds to the completeness, integrity and consistency of data definitions and consequently to the quality and utility of national data.

A new international standard for the representation of data elements was introduced by the ISO in 2003.[3] An implementation of this new standard will be available from the AIHW in 2005 and it is intended that the CSNMDS will eventually convert to this.

The standard rules applied to each data item definition are designed to ensure that each is clear, concise, unambiguous, comprehensive and provides sufficient information to ensure that all those who collect, provide, analyse and use the data understand its meaning. These rules describe the data. In technical terms, these rules are called metadata—or information about data.

The template or format used as the framework for each data item definition is designed to prompt answers to a range of standard questions about each piece of information. Figure F.2 describes the specific questions that the fields in the template are designed to answer.

4.2   Content

Each data definition contains the minimum procedural information necessary to achieve national consistency and comparability. However, the specifications do not contain all the details required for the reporting and administration of a national data collection over time. Collecting and reporting arrangements will be the subject of further discussions between jurisdictions and additional guidelines or instructions on data validation processes, file structures, data collection methodologies etc. may need to be issued by each state and territory.

These data specifications contain *data concepts* and data elements (see Table F.1 for definitions). The data specifications contain definitions for a total of 6 data concepts and 51 data elements. Table F.2 lists the CSNMDS data items according to these two types.

Table F.1: Definitions of data concept and data element

Data concept	Data concepts are included to clarify the concepts underpinning related data elements within the data specifications. They have no reporting requirement, but define the higher level concepts that many of the individual data elements describe. Data specifications entries for data concepts are presented in a more limited format than other data elements.
Data elements	Data elements specify particular pieces of information which need to be collected by child care and preschool services and reported as part of the CSNMDS collection.

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3 International Organization for Standardization/International Electrotechnical Commission (ISO/IEC) 2003. International Standard ISO/IEC 11179-3:2003. Information technology: metadata registries (MDR). Part 3: Registry metamodel and basic attributes. Geneva: ISO/IEC.

Figure F.2: Template used for specification of data items

Name

Identifying and definitional attributes

Knowledge base ID: (tba = to be allocated)   *Version no:*

Metadata type: Data element

Definition: What is it you want to know?

Context: Who wants to know it and why?

Representational attributes

Data type:

Representational form: *Field size (minimum):*

Representational layout: *Field size (maximum):*

Data domain: What is the range of possible answers?

Guide for use: Which one of the possible answers should I choose?

Verification rules:

Collection methods: How and when should this information be obtained?

Relational attributes

Related metadata: What other information is connected to this information?

Community Services
Information Model link:

Administrative attributes

Registration authority:

Admin. status:

Source document:

Source organisation:

Comments: What else do I need to know to understand this definition?

Table F.2: Children's Services National Minimum Data Set data definitions by data type

Data concepts	Data elements
Service—child care and preschool service	Days of operation—per week Fee schedule—centre-based long day care Fee schedule—family day care/in-home care Fee schedule—occasional care Fee schedule—outside school hours care Fee schedule—preschool service Fee schedule—vacation care Finish time of sessions Legal entity—child care and preschool services Main service activity type Management type—service Service activity types provided Service address Service delivery mode Service delivery setting Service identifier Start time of sessions Weeks of operation—per year
Place—child care and preschool services	Places offered Licensed places
Worker/caregiver—child care and preschool services	Paid contact worker/caregiver—age group (years) Paid contact worker/caregiver—educational enrolment status Paid contact worker/caregiver—employment status Paid contact worker/caregiver—field of qualification relevant to children's services Paid contact worker/caregiver—Indigenous status Paid contact worker/caregiver—length of experience Paid contact worker/caregiver—length of time with current service Paid contact worker/caregiver—qualification level Paid contact worker/caregiver—sex Paid contact worker/caregiver—specific role Paid contact worker/caregiver—working arrangements (permanent/fixed-term contract/casual) Worker/caregiver identifier Worker/caregiver—paid/unpaid Worker/caregiver—total hours worked Worker/caregiver—type of work performed
Child—child care and preschool service	Child—date of birth Child—Indigenous status Child—in-home care—suburb/town/locality name Child—letters of name Child—main language spoken at home other than English Child—postcode—Australian Child—school attendance status Child—sex Child with a disability or long-term health condition—need for assistance Estimated date flag
Child care and preschool services—service event	Arrival time of child Departure time of child Preschool service provided for child
Household family—child care and preschool services	Child—family type Parent(s)/guardian(s)—sex Parent(s)/guardian(s)—working/not working

5 Data definitions

This section contains definitions of individual data concepts and data elements included in the CSNMDS. The data definitions are grouped in the way they are represented in Figure F.1 and Table F.2.

5.1 Services items

This category includes items to be collected under the Services component of the CSNMDS. It includes items which relate to the data concepts of 'Service' and 'Place'. Items in order are:

Days of operation—per week

Fee schedule—centre-based long day care

Fee schedule—family day care/in-home care

Fee schedule—occasional care

Fee schedule—outside school hours care

Fee schedule—preschool service

Fee schedule—vacation care

Finish time of sessions

Legal entity—child care and preschool service

Licensed places

Main service activity type

Management type—service

Place—child care and preschool services (data concept)

Places offered

Service activity types provided

Service address

Service—child care and preschool service (data concept)

Service delivery mode

Service delivery setting

Service identifier

Start time of sessions

Weeks of operation—per year

Days of operation—per week

Identifying and definitional attributes

Knowledge base ID:	tba	*Version no:*	
Metadata type:	Data element		

Definition: The days of the week that a child care or preschool service is available for children to use at a service in the collection week.

Context: This data element is an indicator of availability of child care and preschool services. The number of days per week that a service is available for children can be derived from this item.

This data element will be used to gain a greater understanding of patterns of service delivery. It may be used in conjunction with the data elements *Start time of sessions* and *Finish time of sessions* to measure of the accessibility of child care and preschool services.

Representational attributes

Data type: Numeric

Representational form: Code   *Field size (minimum):* 1

Representational layout: NNNNNNN   *Field size (maximum):* 7

Data domain:
1   Monday

2   Tuesday

3   Wednesday

4   Thursday

5   Friday

6   Saturday

7   Sunday

9   Not stated/inadequately described

Verification rules:

Guide for use: Round to the nearest quarter of an hour.

This data element does not include days when staff are working at a service but the service is not open for children to use, such as when staff are planning programs or consulting parents.

Collection methods: This data element should be reported in a table, in conjunction with Start time and Finish time for each day of the week on which the service operates in the data collection week.

Code 9 *Not stated/inadequately described* is not to be used on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

Relational attributes

Related metadata: Is related to the data concept *Service – child care and preschool service*.
Is used in conjunction with the data elements *Service address*, *Start time of*

sessions, Finish time of sessions and *Weeks of operation – per year.*

Administrative attributes

Registration authority:	NCSIMG
Admin. status:	Current
Source document:	Developed for the CSNMDS Version 1.0.
Source organisation:	NCSIMG Children's Services Data Working Group
	Australian Institute of Health and Welfare

Fee schedule—centre-based long day care

Identifying and definitional attributes

Knowledge base ID: tba   *Version no:*

Metadata type: Data element

Definition: The standard fee schedule reported by a service whose main service activity type is centre-based long day care.

Context: Information on fees charged by service providers can be used for calculating average fees charged for child care services in Australia. This can also be used with other service data items to provide average fee schedules for service types and geographical locations.

Representational attributes

Data type: Numeric

Representational form: Code   *Field size (minimum):* 5

Representational layout: $$.$$ *Field size (maximum):* 5

Data domain:
1   Daily fee for child aged under 2 years

2   Daily fee for child aged 2 years and over

3   Weekly fee for child aged under 2 years

4   Weekly fee for child aged 2 years and over

5   No fee charged

Guide for use: Record a dollar value for each age group listed, even if the fee is the same for all ages.

Fees recorded should be the standard one child fee. Services should report their standard fee, that is, without any reductions such as fee relief, sliding scales for families or other discounts. Voluntary levies paid by parents should not be included, nor should additional charges for service components such as nappy supplies or meals.

Code 5 *No fee charged* should be chosen if no fees are charged for the main service activity type.

Verification rules:

Collection methods: Question: For your main service type, what is the standard weekly fee charged for each child of the following ages?

Ages are those listed in the data domain.

Provision should be made for a 'no fee charged' tick box.

Relational attributes

Related metadata: Is related to the data concept *Service – child care and preschool services*.

Is related to the data element *Main service activity type*.

Is related to the data element *Fee schedule – occasional care*.

Is related to the data element *Fee schedule – outside school hours care*.

Is related to the data element *Fee schedule – vacation care*.

Is related to the data element *Fee schedule – family day care/in-home care*.

Is related to the data element *Fee schedule – preschool service*.

Administrative attributes

Registration authority:	NCSIMG
Admin. status:	Current *Effective date*:
Source document:	
Source organisation:	NCSIMG Children's Services Data Working Group Australian Institute of Health and Welfare
Comments:	Given the complexity of collecting data on fees, service providers are asked to attach their fee schedule to the questionnaire.

Fee schedule—family day care / in-home care

Identifying and definitional attributes

Knowledge base ID: tba   *Version no:*

Metadata type: Data element

Definition: The standard fee schedule reported by a service whose main service activity type is family day care and/or in-home care.

Context: Information on fees charged by service providers can be used for calculating average fees charged for child care services in Australia. This can also be used with additional service data items to provide averages for service types and geographical locations.

Representational attributes

Data type: Numeric

Representational form: Code   *Field size (minimum):*   5

Representational layout: $$.$$ *Field size (maximum):*   5

Data domain:

1	Hourly, standard fee for child aged under 2 years
2	Hourly, standard fee for child aged 2 years or over
3	Hourly, non-standard fee for a child aged under 2 years
4	Hourly, non-standard fee for child aged 2 years or over
5	No fees charged

Guide for use: Record the hourly (standard and non-standard) dollar value for each age group listed, even if the fee is the same for both age groups.

If non-standard care is not offered, write 'n/a' (not applicable) in the appropriate places on the collection form.

Fees should be the standard one child fee for the defined time period. Services should report their standard fee, that is, without any reductions such as fee relief, sliding scales for families or other discounts. Voluntary levies paid by parents should not be included, nor should additional charges for service components such as nappy supplies or meals.

Code 5 *No fee charged* should be chosen if no fees are charged for the main service activity type.

Verification rules:

Collection methods: Question: For your main service type, what fees do you charge for the following age groups?

Ages are those listed in the data domain.

Provision should be made for a 'no fee charged' tick box.

This data element applies to services whose main service activity type is family day care or in-home care. However, it is only asked of family day care/in-home care services, not their caregivers.

Relational attributes

Related metadata:	Is related to the data concept *Service – child care and preschool services.*
	Is related to the data element *Main service activity type.*
	Is related to the data element *Fee schedule – centre-based long day care.*
	Is related to the data element *Fee schedule – occasional care.*
	Is related to the data element *Fee schedule – outside school hours care.*
	Is related to the data element *Fee schedule – vacation care.*
	Is related to the data element *Fee schedule – preschool service.*

Administrative attributes

Registration authority:	NCSIMG		
Admin. status:	Current	*Effective date*:	
Source document:			
Source organisation:	NCSIMG Children's Services Data Working Group Australian Institute of Health and Welfare		
Comments:	Given the complexity of collecting data on fees, service providers are asked to attach their fee schedule to the questionnaire.		

Fee schedule—occasional care

Identifying and definitional attributes

Knowledge base ID:	tba	*Version no:*	
Metadata type:	Data element		

Definition: The standard fee schedule reported by a service whose main service activity type is occasional care.

Context: Information on fees charged by service providers can be used for calculating average fees charged for child care services in Australia. This can also be used with additional service data items to provide averages for service types and geographical locations.

Representational attributes

Data type: Numeric

Representational form:	Code	*Field size (minimum):*	5
Representational layout:	$$.$$	*Field size (maximum):*	5

Data domain:

1 Hourly fee for child aged under 1 year

2 Hourly fee for child aged 1 year

3 Hourly fee for child aged 2 years

4 Hourly fee for child aged 3 years

5 Hourly fee for child aged 4 years

6 Hourly fee for child aged 5–12 years

7 No fee charged

Guide for use: Record a dollar value for each age group listed, even if the fee is the same for all ages.

Fees should be the standard one child hourly fee. Services should report their standard fee, that is, without any reductions such as fee relief, sliding scales for families or other discounts. Voluntary levies paid by parents should not be included, nor should additional charges for service components such as nappy supplies or meals.

Code 7 *No fee charged* should be chosen if no fees are charged for the main service activity type.

Verification rules:

Collection methods: Question: For your main service type, what is the standard hourly fee charged for each child of the following ages?

Ages are those listed in the data domain.

Provision should be made for a 'no fee charged' tick box.

Relational attributes

Related metadata: Is related to the data concept *Service – child care and preschool services*.

Is related to the data element *Main service activity type*.

Is related to the data element *Fee schedule – centre-based long day care.*

Is related to the data element *Fee schedule – outside school hours care.*

Is related to the data element *Fee schedule – vacation care.*

Is related to the data element *Fee schedule – family day care/in-home care.*

Is related to the data element *Fee schedule – preschool service.*

Administrative attributes

Registration authority:	NCSIMG		
Admin. status:	Current	*Effective date*:	
Source document:			
Source organisation:	NCSIMG Children's Services Data Working Group Australian Institute of Health and Welfare		
Comments:	Given the complexity of collecting data on fees, service providers are asked to attach their fee schedule to the questionnaire.		

Fee schedule—outside school hours care

Identifying and definitional attributes

Knowledge base ID: tba   *Version no:*

Metadata type: Data element

Definition: The standard fee schedule reported by a service whose main service activity type is outside school hours care.

Context: Information on fees charged by service providers can be used for calculating average fees charged for child care services in Australia. This can also be used with additional service data items to provide averages for service types and geographical locations.

Representational attributes

Data type: Numeric

Representational form: Code   *Field size (minimum):* 5

Representational layout: $$.$$ *Field size (maximum):* 5

Data domain:

1	Before school session fee for each child
2	After school session fee for each child
3	No fee charged

Guide for use: Record a dollar value for each session listed.

Fees should be the standard one child fee for a session. Services should report their standard fee, that is, without any reductions such as fee relief, sliding scales for families or other discounts. Voluntary levies paid by parents should not be included, nor should additional charges for excursions or service components such as meals.

Code 3 *No fee charged* should be chosen if no fees are charged for the main service activity type.

Verification rules:

Collection methods: Question: For your main service type, what is the standard sessional fee charged for each child?

Fields are those listed in the data domain.

Provision should be made for a 'no fee charged' tick box.

Relational attributes

Related metadata: Is related to the data concept *Service – child care and preschool services*.

Is related to the data element *Main service activity type*.

Is related to the data element *Fee schedule – centre-based long day care*.

Is related to the data element *Fee schedule – occasional care*.

Is related to the data element *Fee schedule – vacation care*.

Is related to the data element *Fee schedule – family day care/in-home care*.

Is related to the data element *Fee schedule – preschool service*.

Administrative attributes

Registration authority: NCSIMG

Admin. status: Current   *Effective date*:

Source document:

Source organisation: NCSIMG Children's Services Data Working Group
Australian Institute of Health and Welfare

Comments: Given the complexity of collecting data on fees, service providers are asked
to attach their fee schedule to the questionnaire.

Fee schedule—preschool service

Identifying and definitional attributes

Knowledge base ID: tba   *Version no:*

Metadata type: Data element

Definition: The standard fee schedule reported by a service whose main service activity type is preschool.

Context: Information on fees charged by service providers can be used for calculating average fees charged for preschool services in Australia. This can also be used with additional service data items to provide averages for service types and geographical locations.

Representational attributes

Data type: Numeric

Representational form: Code   *Field size (minimum):* 5

Representational layout: $$.$$ *Field size (maximum):* 5

Data domain:

1	Daily fee for child aged 3 years
2	Daily fee for child aged 4 or 5 years
3	Sessional fee for child aged 3 years
4	Sessional fee for child aged 4 or 5 years
5	Term fee for child aged 3 years
6	Term fee for child aged 4 or 5 years
7	No fee charged

Guide for use: Record a dollar value for each age group listed, even if the fee is the same for all ages.

Fees should be the standard fee for one child per day, session or term. Services should report their standard fee, that is, without any reductions such as fee relief, sliding scales for families or other discounts. Voluntary levies paid by parents should not be included, nor should additional charges for service components such as snacks.

Code 7 *No fee charged* should be chosen if no fees are charged for the main service activity type.

Verification rules:

Collection methods: Question: For your main service activity type, what is the standard fee charged per term for each child, for the following ages?

Ages are those listed in the data domain.

Provision should be made for a 'no fee charged' tick box.

Relational attributes

Related metadata: Is related to the data concept *Service – child care and preschool services*.

Is related to the data element *Main service activity type*.

Is related to the data element *Fee schedule – centre-based long day care*.

Is related to the data element *Fee schedule – occasional care*.

Is related to the data element *Fee schedule – outside school hours care*.

Is related to the data element *Fee schedule – vacation care*.

Is related to the data element *Fee schedule – family day care*.

Is related to the data element *Fee schedule – in-home care*.

Administrative attributes

Registration authority:	NCSIMG	
Admin. status:	Current	*Effective date*:
Source document:		
Source organisation:	NCSIMG Children's Services Data Working Group Australian Institute of Health and Welfare	
Comments:	Given the complexity of collecting data on fees, service providers are asked to attach their fee schedule to the questionnaire.	

Fee schedule—vacation care

Identifying and definitional attributes

Knowledge base ID: tba   *Version no:*

Metadata type: Data element

Definition: The standard fee schedule reported by a service whose main service activity type is vacation care.

Context: Information on fees charged by service providers can be used for calculating average fees charged for child care services in Australia. This can also be used with additional service data items to provide averages for service types and geographical locations.

Representational attributes

Data type: Numeric

Representational form: Code   *Field size (minimum):* 5

Representational layout: $$.$$ *Field size (maximum):* 5

Data domain:

1	Daily fee for child aged 4 years.
2	Daily fee for child aged 5–12 years.
3	No fee charged.

Guide for use: Record a dollar value for each age group listed, even if the fee is the same for all ages.

Fees should be the standard one child daily fee. Services should report their standard fee, that is, without any reductions such as fee relief, sliding scales for families or other discounts. Voluntary levies paid by parents should not be included, nor should additional charges for excursions or service components such as meals.

Code 3 *No fee charged* should be chosen if no fees are charged for the main service activity type.

Verification rules:

Collection methods: Question: For your main service type, what is the standard daily fee charged for each child of the following ages?

Ages are those listed in the data domain.

Provision should be made for a 'no fee charged' tick box.

Relational attributes

Related metadata: Is related to the data concept *Service – child care and preschool services*.

Is related to the data element *Main service activity type*.

Is related to the data element *Fee schedule – centre-based long day care*.

Is related to the data element *Fee schedule – occasional care*.

Is related to the data element *Fee schedule – outside school hours care*.

Is related to the data element *Fee schedule – family day care/in-home care*.

Is related to the data element *Fee schedule – preschool service*.

Administrative attributes

Registration authority:	NCSIMG
Admin. status:	Current

Effective date:

Source document:

Source organisation: NCSIMG Children's Services Data Working Group
Australian Institute of Health and Welfare

Comments: Given the complexity of collecting data on fees, service providers are asked to attach their fee schedule to the questionnaire.

Finish time of sessions

Identifying and definitional attributes

Knowledge base ID:	tba	*Version no:*	
Metadata type:	Data element		

Definition: The finish time of each session that a child care or preschool service is available for children to use on each day in the collection week.

Context: This data element may be used in conjunction with the data element *Start time of session* as a measure of the availability of child care and preschool services and the appropriateness of this in meeting family needs. In addition, this data element can be used to derive the number of hours per day and hours per week a child care or preschool service is available for children to use.

This data element enables the identification of sessional provision of child care and preschool services.

Representational attributes

Data type:	Alphanumeric		
Representational form:	Code	*Field size (minimum):*	6
Representational layout:	HHMMAA	*Field size (maximum):*	6

Data domain: Respondents should use a 12-hour clock with am and pm suffixes.

Responses range from 1200am to 1159pm

999999 Not stated/inadequately described

Verification rules:

Guide for use: Round to the nearest quarter of an hour.

This data element does not include times when staff are working at a service but the service is not open for children to use, such as when staff are planning programs or consulting parents.

Services that do not operate continuously throughout the day should record finish times for each session on each day.

Mobile children's services should record start and finish times for each session on each day.

Collection methods: Note: This question records responses to 'Days of operation – per week' and 'Start time of sessions'.

Question: For each day of the week on which you provided child care or preschool activities in the collection week, please indicate start and finish times of each session.

For family day care and in-home care services, this question should be asked of caregivers only and asked in the following way: 'For each day of the week on which you provided family day care/in-home care activities, please indicate the earliest time of day and the latest time of day that you were available to care for children.'

Provision should be made for an 'available for overnight care' box.

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Provision should be made for recording of service provision times in the morning and afternoon, to allow for services that do not operate continuously throughout the day.

Provision should be made for mobile children's services so that each day should be broken into three possible session times. For mobile children's services, this question should be asked in conjunction with service address for each session, days of operation and the start and finish time of each session each day.

Code 999999 *Not stated/inadequately described* is not to be used on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

Relational attributes

Related metadata: Is related to the data concept *Service – child care and preschool services*.
Is used in conjunction with the data elements: *Service address*, *Start time of sessions*, *Days of operation – per week* and *Weeks of operation – per year*.

Administrative attributes

Registration authority: NCSIMG

Admin. status: Current

Source document: Developed for the CSNMDS Version 1.0.

Source organisation: NCSIMG Children's Services Data Working Group
Australian Institute of Health and Welfare

Legal entity—child care and preschool service

Identifying and definitional attributes

Knowledge base ID: tba   *Version no:*

Metadata type: Data element

Definition: The status of the group or organisation which is responsible for managing the children's service in terms of its legal entity as a corporation.

Context: The legal entity of the children's service indicates the involvement of different market sectors in the direct delivery of children's services. Embedded within this classification is the distinction between corporate services and other services.

Representational attributes

Data type: Numeric

Representational form: Code   *Field size (minimum):* 1

Representational layout: N   *Field size (maximum):* 1

Data domain:
1	Owned or managed by a corporation
2	Not owned or managed by a corporation
9	Not stated/inadequately

Guide for use: A corporation is a legal entity that:

- is created for the purpose of producing goods and services for the market; and

- may be a source of profit or other financial gain to its owner(s); and

- is collectively owned by shareholders who have the authority to appoint directors responsible for its general management and is publicly listed on the Stock Exchange.

Respondents should choose 'not a corporation' if the legal entity of their service's owner or management group does not reflect the definition above.

Verification rules:

Collection methods: Question: Is your service owned or managed by a corporation?

    ☐ Yes—owned or managed by a corporation

    ☐ No—not owned or managed by a corporation

This item only needs to be answered by those services who nominated category 3, 4 or 5 in the data element *Management type—service.*

Code 9 *Not stated/inadequately described* is not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

Relational attributes

Related metadata: Is related to the data concept *Service—child care and preschool services.*

Is related to the data element *Management type—service.*

Administrative attributes

Registration authority: NCSIMG

Admin. status: Current   *Effective date*:

Source document: Australian Bureau of Statistics (ABS) Standard Economic Sector Classifications of Australia (SESCA)

Source organisation: Australian Bureau of Statistics

Licensed places

Identifying and definitional attributes

Knowledge base ID:	tba	*Version no:*	
Metadata type:	Data element		

Definition: Maximum number of child care and preschool places licensed at a service where service activities are delivered. The number of licensed places in a child care or preschool service is equivalent to the maximum number of children allowed by regulation to attend at any one time.

Context: This data element helps in gaining a greater understanding of service capacity.

Representational attributes

Data type: Numeric

Representational form: Quantitative value   *Field size (minimum):* 1

Representational layout: NNN   *Field size (maximum):* 3

Data domain: Maximum number of licensed places.

Verification rules:

Guide for use: Licensing includes education department regulations relating to the maximum number of children per preschool class in government schools. Licensing provisions or regulations exist for many, but not all, types of child care and preschool services, and this is not uniform across the states and territories.

Where licensing or regulated numbers do not apply to any of the child care or preschool services delivered at the service record 000.

Collection methods: Question: How many places are you licensed to provide at any one time in this service?

Mobile services are to be asked this question per day and session and it should be asked in conjunction with where service was provided, days of operation — per week and the start time and finish time of sessions each day.

Family day care/in-home care services should be asked this question, and should respond for the whole service (rather than for an individual caregiver). Caregivers should not be asked this question.

Relational attributes

Related metadata: Is related to the data concept *Place — child care and preschool service*.

Is related to the data concept *Service — child care and preschool services*.

Is related to data element *Places offered*.

Administrative attributes

Registration authority: NCSIMG

Admin. status: Current

Source document: Developed for the CSNMDS Version 1.0.

Source organisation: NCSIMG Children's Services Data Working Group
Australian Institute of Health and Welfare

Main service activity type

Identifying and definitional attributes

Knowledge base ID:	tba	*Version no:*	

Metadata type: Data element

Definition: The main service activity type a children's service is licensed and/or funded to provide, in terms of the largest number of attending children during the collection week.

Context: This data element is used, in conjunction with other data elements about service provision, to obtain a detailed picture of service availability and how services are provided. At the broadest level, this data element should provide a measure of the extent to which different types of child care and preschool services are provided in areas throughout Australia.

Representational attributes

Data type: Numeric

Representational form: Code   *Field size (minimum):* 1

Representational layout: N   *Field size (maximum):* 1

Data domain:

1	Centre-based long day care
2	Occasional care
3	Outside school hours care
4	Vacation care
5	Family day care
6	In-home care
7	Preschool
8	Unable to identify main service activity type
9	Not stated/inadequately described

Guide for use: This question asks the service to nominate the main (or most commonly provided) service activity type, in terms of the largest number of attending children, in the data collection week.

Only one category should be chosen.

For some services, such as multifunctional children's services, there may be an equal number of children attending two or more service activity types in the data collection week. In this case, services are to choose code 8 *Unable to identify main service activity type*.

Definitions of service activity types:

Code 1: Centre-based long day care comprises services aimed primarily at 0–5 year olds that are provided in a centre usually by a mix of qualified and other staff. Educational, care and recreational programs are provided based on the developmental needs, interests and experience of each child. In some jurisdictions, primary school children may also receive care before and after school, and during school vacations.

Code 2: Occasional care comprises services usually provided at a centre on an hourly or sessional basis for short periods or at irregular intervals for

parents who need time to attend appointments, take care of personal matters, undertake casual and part-time employment, study or have temporary respite from full-time parenting. These services provide developmental activities for children and are aimed primarily at 0–5 year olds. Centres providing these services usually employ a mix of qualified and other staff.

Code 3: Outside school hours care comprises services provided for school aged children (5–12 year olds) outside school hours during term. Care may be provided on student-free days and when school finishes early. For the purposes of this collection, vacation care is recorded separately.

Code 4: Vacation care comprises services provided for school-aged children (5–12 year olds) during vacation periods.

Code 5: Family day care comprises services provided in the carer's own home. The care is largely aimed at 0–5 year olds, but primary school children may also receive care before and after school, and during school vacations. Central coordination units in all states and territories organise and support a network of carers, often with the help of local governments.

Code 6: In-home care services comprise services where an approved carer provides care in the child's home. Families eligible for in-home care include families where the parent/s or child has an illness or disability; families in rural or remote areas; parents working shift work or non-standard hours; families with more than two children from a multiple birth and/or more than two children under school age; and families where a breastfeeding mother is working from home.

Code 7: Preschool comprises a structured educational program usually provided by a qualified teacher on a sessional basis in dedicated preschools. Similar educational programs or curricula may be provided in long day care and other settings. These are primarily aimed at children in the year or two before they commence full-time schooling.

The terms most commonly used to describe preschool services in various states and territories are:

- Kindergarten—Tasmania, Western Australia and Queensland

   (In Queensland, the term currently used to define the year or two years before full-time schooling is kindergarten or preschool. From 2007, kindergarten/preschool services offered through community kindergartens will be re-branded. The new term is yet to be confirmed.)

- Kindergarten or Preschool—Victoria

- Preschool (including Child Parent Centres)—South Australia

- Preschool—New South Wales, Australian Capital Territory and the Northern Territory.

Verification rules:

Collection methods: Question: What is the main service activity type your service is licensed and/or funded to provide to children?

Fields are those listed in the data domain

This question is asked of all services—but not of family day care/in-home care caregivers.

Code 9 *Not stated/inadequately described* is not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

Relational attributes

Related metadata: Is related to the data concept *Service – child care and preschool services.*

Is related to the data element *Service activity types provided.*

Administrative attributes

Registration authority: NCSIMG

Admin. status: Current

Source document: Steering Committee for the Review of Government Services 2004. Report on government services 2004, Vol 2. Canberra: Australian Government.

Australian Institute of Health and Welfare (AIHW) 2000. Comparison of data items in selected children's services collections. AIHW cat. no. CFS 3. Canberra: AIHW.

Department of Family and Community Services (FaCS) 2003. 2002 Census of Child Care Services: summary booklet. Canberra: Australian Government.

Source organisation: Australian Institute of Health and Welfare

Australian Government Department of Family and Community Services

Management type – service

Identifying and definitional attributes

Knowledge base ID:	tba	*Version no:*	
Metadata type:	Data element		
Definition:	The type of group or organisation that is responsible for managing the service.		
Context:	The management structure of services indicates the involvement of different sectors in the direct delivery of children's services. Embedded within this classification is the distinction between for-profit and not-for-profit services.		

Representational attributes

Data type:	Numeric		
Representational form:	Code	*Field size (minimum):*	1
Representational layout:	N	*Field size (maximum):*	1

Data domain:

1 Community managed

2 Government managed

3 Non-government school managed

4 Private—for profit

5 Other

9 Not stated/inadequately described

Guide for use:

This question asks for the type of group or organisation which is responsible for managing your service.

Please choose only one category—the one which best represents the management type of your child care or preschool service.

Code 1 *Community managed* includes not-for-profit services provided or managed by parents, churches or co-operatives, but excludes non-government schools.

Code 2 *Government managed* includes Australian, state and local government managed services.

Code 3 *Non-government school managed* includes services which are attached (not necessarily physically) to, and managed by, a non-government school.

Code 4 *Private – for profit* includes for-profit services provided or managed by a company or private individual, excluding non-government schools.

Code 5 *Other* (e.g. employer-sponsored services).

Verification rules:

Collection methods:

Question: How is this service managed?

Fields are those listed in the data domain.

This question is asked of all services—but not of family day care/in-home care caregivers.

Code 9 *Not stated/inadequately described* is not to be used on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

Relational attributes

Related metadata: Is related to the data concept *Service – child care and preschool services*.

Administrative attributes

Registration authority: NCSIMG

Admin. Status: Current   *Effective date*:

Source document: Steering Committee for the Review of Government Services 2004. Report on government services 2004, Vol 2. Canberra: Australian Government.

Source organisation: Productivity Commission, Steering Committee for the Review of Government Service Provision

Place—child care and preschool services

Identifying and definitional attributes

Knowledge base ID:	tba	*Version no:*	

Metadata type: Data concept

Definition: The unit of measurement for the capacity of a service to provide a type of children's service.

Context: This data concept is used in order to gain a greater understanding of patterns of service delivery. Service capacity is usually measured in terms of places. Places are generally counted in terms of licensed places or funded places. Licensed places and funded places are not necessarily counted according to the same unit of measurement.

A service's number of licensed places is equivalent to the maximum number of children the service is licensed to have in care at a given time. Licensing includes education department regulations relating to the maximum number of children per preschool class in government schools. Licensing provisions exist for many, but not all, types of child care and preschool services, and this is not uniform across the states and territories.

A funded place refers to a block of time of care per week, which is variable by type of service. For occasional care services and dedicated preschools, it can vary depending on other attributes.

For some types of services, a funded place can be occupied by more than one child (but not at the same time). For example, in family day care, the number of places approved for funding are known as 'equivalent full-time places' (EFT) where an EFT is usually 35 hours of care per week. The EFT may be divided between a number of children who attend less than 35 hours per week. In contrast, in some occasional care centres, one funded place is equal to one session consisting of 3 hours only. Only one child can occupy one funded place.

A service's number of licensed places is not necessarily the same as the number of places offered. The number of places offered is decided by the management body of the service. Factors influencing this decision may include total number of licensed places, amount of available funding, physical size and space, staffing levels and workplace agreements and the mix of children by age.

Relational attributes

Related metadata: Is related to the data concept *Service – child care and preschool services*.

Is related to the data element *Licensed places*.

Is related to the data element *Places offered*.

Administrative attributes

Registration authority: NCSIMG

Admin. status: Current

Source document: Developed for the CSNMDS Version 1.0.

Source organisation: NCSIMG Children's Services Data Working Group
Australian Institute of Health and Welfare

Places offered

Identifying and definitional attributes

Knowledge base ID:	tba	*Version no:*	
Metadata type:	Data element		

Definition: The maximum number of children to whom a service offers child care and/or preschool services at a given time. The number may vary for different times of day or sessions.

Context: This data element helps in gaining a greater understanding of service capacity and use.

Representational attributes

Data type: Numeric

Representational form: Quantitative value   *Field size (minimum):* 1

Representational layout: NNN   *Field size (maximum):* 3

Data domain: Maximum number of places offered.

Verification rules:

Guide for use: This question differs from the licensed places question, in that it asks for the maximum number of children to whom your service can offer for all child care and/or preschool services available at any one time.

In the case of family day care and in-home care, this information is should be provided for each caregiver.

The number of places offered by a service is not necessarily the same as the number of licensed places. The number of places offered is decided by the management body of the service, or by individual caregivers in the case of family day care. It may vary according to: total number of licensed places; amount of available funding; physical size and space; staffing levels and workplace agreements; and the mix of children by age.

The management of a service may have chosen to have the maximum number of places offered the same as number of licensed places. If this is the case, or if the service's management have not stipulated a different maximum amount, record the same answer as you recorded for number of licensed places.

If the maximum number of children does not vary over day or times of the day record, one answer.

However, if maximum number of children does vary by time of the day and/or day of the week, record a separate answer for each day or part of the day.

Where licensing does not apply to any of the child care or preschool services delivered, and the service's management has not set a maximum number of places to be offered at the service, record 000.

Collection methods: Question: What is the maximum number of children to whom you offer child care or preschool activities at any one time?

For family day care/in-home care services, the question relates to places

offered by each caregiver and is worded as follows:

What is the maximum number of children to whom you offer child care at any one time (excluding your own children)?

Provision should be made for services to report the maximum number of places they offer for the whole week (if numbers do not vary) and for whole days of the collection week, plus morning and afternoon at services that do not operate continuously throughout the day or where levels vary (e.g. in a table).

For mobile services provision, is made for information to be recorded for each session that operates within the day and can be reported in conjunction with location of service activity, days of operation and the start and finish time of each session.

Relational attributes

Related metadata: Is related to the data concept *Place – child care and preschool services*.

Is related to the data concept *Service – child care and preschool services*.

Is related to the data element *Licensed places*.

Administrative attributes

Registration authority: NCSIMG

Admin. status: Current

Source document: Developed for the CSNMDS Version 1.0.

Source organisation: NCSIMG Children's Services Data Working Group
Australian Institute of Health and Welfare

Service activity types provided

Identifying and definitional attributes

Knowledge base ID:	tba	*Version no:*	
Metadata type:	Data element		
Definition:	The service activity type(s) that a children's service is licensed and/or funded to provide to children.		
Context:	This data element captures the different licensed/funded activities that are provided from one outlet. It can be used, in conjunction with other data elements about service provision, to obtain a detailed picture of service availability, use and provision. At the broadest level, this data element should provide a measure of the extent to which different types of child care and preschool services are provided in areas throughout Australia.		

Representational attributes

Data type:	Numeric		
Representational form:	Code	*Field size (minimum):*	1
Representational layout:	N[NNNNNN]	*Field size (maximum):*	7
Data domain:	1 Centre-based long day care		
	2 Occasional care		
	3 Outside school hours care		
	4 Vacation care		
	5 Family day care		
	6 In-home care		
	7 Preschool		
	9 Not stated/inadequately described		

Guide for use: This question allows the service to select every service activity type that the children's service provider is licensed and/or funded to provide to children.

Definitions of service activity types:

Code 1: Centre-based long day care comprises services aimed primarily at 0–5 year olds that are provided in a centre, usually by a mix of qualified and other staff. Educational, care and recreational programs are provided based on the developmental needs, interests and experience of each child. In some jurisdictions, primary school children may also receive care before and after school, and during school vacations.

Code 2: Occasional care comprises services usually provided at a centre on an hourly or sessional basis for short periods or at irregular intervals for parents who need time to attend appointments, take care of personal matters, undertake casual and part-time employment, study or have temporary respite from full-time parenting. These services provide developmental activities for children and are aimed primarily at 0–5 year olds. Centres providing these services usually employ a mix of qualified and other staff.

Code 3: Outside school hours care comprises services provided for school

aged children (5–12 year olds) outside school hours during term. Care may be provided on student-free days and when school finishes early. For the purposes of this collection, vacation care is recorded separately.

Code 4: Vacation care comprises services provided for school-aged children (5–12 year olds) during vacation periods.

Code 5: Family day care comprises services provided in the carer's own home. The care is largely aimed at 0–5 year olds, but primary school children may also receive care before and after school, and during school vacations. Central coordination units in all states and territories organise and support a network of carers, often with the help of local governments.

Code 6: In-home care services comprise services where an approved carer provides care in the child's home. Families eligible for in-home care include families where the parent/s or child has an illness or disability; families in rural or remote areas; parents working shift work or non-standard hours; families with more than two children from a multiple birth and/or more than two children under school age; and families where a breastfeeding mother is working from home.

Code 7: Preschool comprises a structured educational program usually provided by a qualified teacher on a sessional basis in dedicated preschools. Similar educational programs or curricula may be provided in long day care and other settings. These are primarily aimed at children in the year or two before they commence full-time schooling.

The terms most commonly used to describe preschool services in various states and territories are:

- Kindergarten—Tasmania, Western Australia and Queensland

    (In Queensland, the term currently used to define the year or two years before full-time schooling is kindergarten or preschool. From 2007, kindergarten/preschool services offered through community kindergartens will be re-branded. The new term is yet to be confirmed.)

- Kindergarten or Preschool—Victoria

- Preschool (including Child Parent Centres)—South Australia

- Preschool—New South Wales, Australian Capital Territory and the Northern Territory.

Verification rules:

Collection methods: Question: Which service activity types is your service licensed and/or funded to provide to children (more than one answer can be given).

Fields are those listed in the data domain.

This question is asked of all services—but not of family day care/in-home care caregivers.

Code 9 *Not stated/inadequately described* is not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

Relational attributes

Related metadata: Is related to the data concept *Service – child care and preschool services*.

Is related to the data element *Main service activity type*.

Administrative attributes

Registration authority:	NCSIMG
Admin. status:	Current
Source document:	Steering Committee for the Review of Government Services 2004. Report on government services 2004, Vol 2. Canberra: Australian Government.
	Australian Institute of Health and Welfare (AIHW) 2000. Comparison of data items in selected children's services collections. AIHW cat. no. CFS 3. Canberra: AIHW.
	Department of Family and Community Services (FaCS) 2003. 2002 Census of Child Care Services: summary booklet. Canberra: Australian Government.
Source organisation:	Australian Institute of Health and Welfare
	Australian Government Department of Family and Community Services

Service address

Identifying and definitional attributes

Knowledge base ID:	000859	*Version no:*	1

Metadata type: Data element

Definition: The physical location of the service which delivers a child care or preschool service.

Context: This information facilitates contact with the client, person or service provider. It also enables analyses of the geographical distribution of child care and preschool services which is required to assess the availability and accessibility of child care and preschool services nationally.

The information may also be used to map to the ABS Australian Standard Geographical Classification (ASGC) using the National Localities Index (also produced by the ABS). This information can then be used to compare aggregate data to other information on a Statistical Local Area basis, for example. Similarly, postcode can be obtained from an address for comparison with other information available on a postcode basis.

Representational attributes

Data type: Alphanumeric

Representational form: Text   *Field size (minimum):* 0

Representational layout: A(144)   *Field size (maximum):* 144

Data domain: Concatenation of:

Name of service (character position 1–69)

Street number (character position 70–82)

Street name (character position 83–112)

Suburb/town/locality name (character position 113–137)

Australian state/territory identifier (character position 138–140)

Postcode (character position 141–144)

Verification rules:

Guide for use: Street number: May refer to a street number where it is the numeric reference of a house or property. Or, it may refer to the lot number where a lot number is allocated to an address prior to street numbering. Or, it may refer to a roadside mailbox (RMB) number.

Street name: This should include the full street name to identify the street location.

Respondents should ensure that the street address provided is an accurate and valid street address.

Collection methods: All services are asked this question, including family day care/in-home care services and their individual caregivers.

Respondents must fill in all of the address boxes, except family day care/in-home care caregivers who provide care in their own home who should only report suburb/town/locality name, state/territory identifier

and postcode.

Mobile children's services are also required to record city/suburb/town, state/territory and postcode for each location that they provide a service in. Therefore, they report their main service contact address in full and then in conjunction with days of operation—per week and start and finish times of each session each day they also report the city/suburb/town, state/territory and postcode of each location they provide a service session for in the collection week.

Relational attributes

Related metadata: Is related to the data element *Service identifier*.

Community Services Information Model link: Location/Address

Administrative attributes

Registration authority: NCSIMG

Admin. status: Current

Source document: Standards Australia 1999. Australian Standard AS4590-1999 Interchange of client information. Sydney: Standards Australia.

Source organisation: Standards Australia

Comments: A complete implementation of Address, including the related data elements, is currently under development in coordination with Standards Australia, Australian Bureau of Statistics, Health Data Standards Committee and the National Community Services Information Management Group.

Service—child care and preschool service

Identifying and definitional attributes

Knowledge base ID:	tba	*Version no:*	

Metadata type: Data concept

Definition: The organisational unit which delivers child care or preschool services at a particular location.

In the case of mobile services, the particular location at which services are delivered may change over time.

Context: The 'service' is the level at which data are collected and reported for the CSNMDS. This data concept is used in order to gain a greater understanding of the type of children's services provided or available to children in Australia.

A child care or preschool service typically takes the form of a centre (e.g. private long day care centre, dedicated preschool, etc.), or can also be an individual (e.g. family day care provider). A service is known as a 'service operation' in some states.

Services which provide child care and preschool services can be located at different levels of an organisation, or with different organisations, e.g. long day care centre management committees or family day care schemes. In a complex structure, one level of an organisation may be accountable to government. A lower level of the same organisation may be responsible for managing the provision of child care and preschool activities at one or more services. It is at this service level at which data are collected and reported in the CSNMDS.

Relational attributes

Related metadata: Is related to the data element *Service identifier*.

Administrative attributes

Registration authority: NCSIMG

Admin. status: Current

Source document: Developed for the CSNMDS Version 1.0.

Source organisation: NCSIMG Children's Services Data Working Group
Australian Institute of Health and Welfare

Service delivery mode

Identifying and definitional attributes

Knowledge base ID:	tba	*Version no:*	
Metadata type:	Data element		

Definition: A flag indicating whether or not the child care or preschool service is provided by a mobile children's service.

Context: This data element distinguishes mobile child care and preschool services.

In conjunction with the data elements relating to service provision, including service delivery setting and geographical location, this data element supports analyses of the range of settings in which child care and preschool services are available.

Representational attributes

Data type: Numeric

Representational form: Code   *Field size (minimum):* 1

Representational layout: N   *Field size (maximum):* 1

Data domain:

1   Mobile

2   Non-mobile

9   Not stated/inadequately described

Verification rules:

Guide for use: Code 1 *Mobile*. Mobile children's services carry children's services to the community. They offer a range of services including occasional care, vacation care, playgroup sessions and child care, as well as other services outside the scope of this collection.

Code 2 *Non-mobile* should be recorded for all other child care and preschool services. For example, a child care centre, dedicated preschool, community centre, school, home, etc.

Collection methods: This item is obtained from the register of services held by the collection agency.

Relational attributes

Related metadata: Is related to the data concept *Service – child care and preschool services*.

Administrative attributes

Registration authority: NCSIMG

Admin. status: Current

Source document: Developed for the CSNMDS Version 1.0.

Source organisation: NCSIMG Children's Services Data Working Group
Australian Institute of Health and Welfare

Service delivery setting

Identifying and definitional attributes

Knowledge base ID:	000539	*Version no:*	3

Metadata type: Data element

Definition: The type of physical setting in which a service activity is usually provided.

Context: This element is used, in conjunction with other data elements about service provision, to obtain a more detailed appraisal of service availability and how services are provided. At the broadest level, this data element should provide a measure of the extent to which services are provided to clients in their own homes, in community settings or centre-based facilities, private residential dwellings or other settings.

Representational attributes

Data type: Numeric

Representational form: Code   *Field size (minimum):* 1

Representational layout: N   *Field size (maximum):* 1

Data domain:

1   Centre-based—school

2   Centre-based—other

3   Home-based—child's home

4   Home-based—other

5   General community setting

Verification rules:

Guide for use: This question asks you to categorise the type of place where your service usually provides their child care or preschool services.

Please tick only one box.

Code 1 *Centre-based — school* refers to child care or preschool services delivered on school grounds, using school facilities. E.g. a building owned by the school.

Code 2 *Centre-based — other* refers to a purpose-built building or buildings where a child care or preschool service is delivered and the primary function of the building is non-residential, e.g. a child care centre, dedicated preschool, etc.

Code 3 *Home-based – child's home* refers to a private residential dwelling where the child lives.

Code 4 *Home-based – other* refers to a private residential dwelling where a child care or preschool service is delivered by someone other than the child's parents, carers or guardians, e.g. a family day care caregiver's house.

Code 5 *General community setting* refers to child care or preschool services delivered at a general community infrastructure facility, e.g. a park, neighbourhood house, community hall, library, etc.

Collection methods:	Question: What best describes the physical setting in which your service operates?
	Fields are those listed in data domain.
	To be reported for each child care and preschool service, except mobile services and family day care/in-home care services. However, individual family day care/in-home care caregivers are asked this question as outlined below:
	Family day care and in-home care caregivers should only be given data domains 3 and 4 to choose from and should be asked:
	What best describes the physical setting in which you provide care?

Relational attributes

Related metadata:	Is related to the data concept *Service – childcare and preschool services*.
Community Services Information Model link:	Location/Setting/Service delivery setting

Administrative attributes

Registration authority:	NCSIMG
Admin. status:	Current
Source document:	Australian Institute of Health and Welfare (AIHW) 2003. National classifications of community services, Version 2.0. AIHW cat. no. HWI 40. Canberra: AIHW. Reference through: <http://www.aihw.gov.au/publications/hwi/nccsv2/index.html>
Source organisation:	NCSIMG Children's Services Data Working Group Australian Institute of Health and Welfare

Service identifier

Identifying and definitional attributes

Knowledge base ID:	tba	*Version no:*	
Metadata type:	Data element		

Definition: The unique identifier for a service which delivers child care or preschool services to children.

Context: Each service included in the CSNMDS collection should have a unique identifier at the national level. This number will be allocated by the organisation responsible for the CSNMDS collection.

The number may be used to identify particular records that require some follow-up contact with services to resolve any queries on the data reported.

Representational attributes

Data type: Numeric

Representational form:	Code	*Field size (minimum):*	6
Representational layout:	NNNNNN	*Field size (maximum):*	6

Data domain: The service identifier includes components that identify main service type, state/territory and a number for each service.

Verification rules: Field cannot be blank.

Guide for use: If data are supplied electronically, this item is only required once in the header information. If information is supplied manually, this item should be provided on each form submitted.

Collection methods: Allocation of the service identifier should be undertaken by the organisation responsible for the CSNMDS collection.

All individual caregivers working for family day care/in-home care services are provided with the same service identifier as the service in which they work.

Relational attributes

Related metadata: Is related to the data concept *Service – child care and preschool service*.

Administrative attributes

Registration authority: NCSIMG

Admin. status: Current

Source document: Developed for the CSNMDS Version 1.0.

Source organisation: NCSIMG Children's Services Data Working Group
Australian Institute of Health and Welfare

Start time of sessions

Identifying and definitional attributes

Knowledge base ID:	tba	*Version no:*	
Metadata type:	Data element		

Definition: The starting time of each session that a child care or preschool service is available for children to use on each day in the collection week.

Context: This data element may be used in conjunction with the data element *Finish time of session* as a measure of the availability of child care and preschool services and the appropriateness of this in meeting family needs. In addition, this data element can be used to derive the number of hours per day and hours per week a child care or preschool service is available for children to use.

This data element enables the identification of sessional provision of child care and preschool services.

Representational attributes

Data type:	Alphanumeric		
Representational form:	Code	*Field size (minimum):*	6
Representational layout:	HHMMAA	*Field size (maximum):*	6

Data domain: Respondents should use a 12-hour clock with am and pm suffixes.

Responses range from 1200am to 1159pm

999999 Not stated/inadequately described

Verification rules:

Guide for use: Round to the nearest quarter of an hour.

This data element does not include times when staff are working at a service but the service is not open for children to use, such as when staff are planning programs or consulting parents.

Services that do not operate continuously throughout the day should record start times for each session held on each day.

Mobile children's services should record start times for each session on each day.

Collection methods: Note: This question records responses to 'Days of operation— per week' and 'Finish time of sessions'.

Question: For each day of the week on which you provided child care or preschool activities in the collection week, please indicate start and finish times of each session.

For family day care and in-home care, this question should be asked of caregivers only and asked in the following way: 'For each day of the week on which you provided family day care/in-home care activities, please indicate the start and finish times of day when you were available to care for children.'

Provision should be made for an 'available for overnight care' box.

Provision should be made for recording of service provision times in the morning and afternoon, to allow for services that do not operate continuously throughout the day.

Provision should be made for mobile children's services so that each day should be broken into three possible session times. For mobile children's services, this question should be asked in conjunction with service address for each session, days of operation and the start and finish time of each session each day.

Code 999999 *Not stated/inadequately described* is not to be used on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

Relational attributes

Related metadata: Is related to the data concept *Service – child care and preschool services*.
Is used in conjunction with the data elements: *Service address*, *Finish time of session*, *Days of operation – per week* and *Weeks of operation – per year*.

Administrative attributes

Registration authority: NCSIMG

Admin. status: Current

Source document: Developed for the CSNMDS Version 1.0.

Source organisation: NCSIMG Children's Services Data Working Group
Australian Institute of Health and Welfare

Weeks of operation—per year

Identifying and definitional attributes

Knowledge base ID:	tba	*Version no:*	
Metadata type:	Data element		

Definition: The number of full and/or part weeks per year that a child care or preschool service is open for the provision of service(s).

Context: This data element is an indicator of availability of child care and preschool services.

This data element will be used to gain a greater understanding of patterns of service delivery, in conjunction with information about the hours in the day and the days in the week in which child care or preschool activities are available at a service.

Representational attributes

Data type: Numeric

Representational form: Quantitative   *Field size (minimum):* 2

Representational layout: NN   *Field size (maximum):* 2

Data domain: The number of weeks within which the service operates per year

Valid numbers are 01 to 52 and

99   Not stated/inadequately described (*not for use in primary data collections*)

Verification rules:

Guide for use: A week is measured from 12.00 am (midnight) Monday morning to 11.59 pm the following Sunday. If a service operates within this period, then it is counted as having operated during that week. Therefore, if a service operates for only a short time for one of the days within a week, it is counted as operating during that week.

New services should count the number of weeks that the service plans to operate in a full year.

Enter the maximum number of weeks that you are available for children (regardless of the service activity type being provided).

Collection methods: Question: How many weeks in a full year does this service usually operate?

This question is asked of all services including family day care/in-home care services and their individual caregivers.

Code 99 *Not stated/inadequately described* is not to be used on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

Relational attributes

Related metadata: Is related to the data concept *Service – child care and preschool services*.
Is used in conjunction with the data elements *Start time of session*, *Finish time of session* and *Days of operation – per week*.

Administrative attributes

Registration authority: NCSIMG

Admin. status: Current

Source document: National Community Services Data Dictionary, Version 3, 2000.

Source organisation: National Community Services Data Committee
NCSIMG Children's Services Data Working Group
Australian Institute of Health and Welfare

5.2 Worker items

This category includes items to be collected under the Worker component of the CSNMDS. It includes items which relate to the concepts of 'Worker/caregiver'. Items in order are:

Paid contact worker/caregiver—age group (years)

Paid contact worker/caregiver—educational enrolment status

Paid contact worker/caregiver—employment status

Paid contact worker/caregiver—field of qualification relevant to children's services

Paid contact worker/caregiver—Indigenous status

Paid contact worker/caregiver—length of experience

Paid contact worker/caregiver—length of time with current service

Paid contact worker/caregiver—qualification level

Paid contact worker/caregiver—sex

Paid contact worker/caregiver—specific role

Paid contact worker/caregiver—working arrangements (permanent/fixed-term contract/casual)

Worker/caregiver—childcare and preschool services (data concept)

Worker/caregiver identifier

Worker/caregiver—paid/unpaid

Worker/caregiver—total hours worked

Worker/caregiver—type of work performed

Paid contact worker/caregiver—age group (years)

Identifying and definitional attributes

Knowledge base ID: tba   *Version no:*

Metadata type: Data element

Definition: The age group of the paid contact children's services worker/caregiver.

Context: This data element can be used to compare the age structure of the children's services workforce with other sectors of the labour force; analysis of the sustainability of the workforce; and analysis of child care and preschool workers' qualification, enrolment and experience status by age group.

Representational attributes

Data type: Numeric

Representational form: Code   *Field size (minimum):* 1

Representational layout: NN   *Field size (maximum):* 2

Data domain:

1	15–19
2	20–24
3	25–29
4	30–34
5	35–39
6	40–44
7	45–49
8	50–54
9	55 and over
99	Not stated/inadequately described

Guide for use: The age groups relate to the age of the worker in completed years. Therefore, the age group that best reflects the worker's age, in completed years, on the date of collection should be used.

If the actual age of the worker is not known or cannot be obtained, an estimate of the worker's age should be used to assign them to the appropriate age grouping.

Verification rules: Field not to be blank.

Collection methods: Question: What age group does this worker belong to?

Fields are those listed in the data domain.

Code 99 *Not stated/inadequately described* is not to be used on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

This item refers to all paid contact workers/caregivers in child care and preschool services. Only workers identified as being 'paid' in the data element *Worker/caregiver – paid/unpaid* AND as being 'primary contact workers' or 'contact workers' in the data element *Worker/caregiver – type of work performed* should respond to this data element.

Relational attributes

Related metadata:	Is related to the data concept *Worker/caregiver – child care and preschool services*.
	Is related to the data element *Worker/caregiver – paid/unpaid*.
	Is related to the data element *Worker/caregiver – type of work performed*.
Community Services Information Model link:	Party characteristic/Person characteristic/Demographic characteristic

Administrative attributes

Registration authority:	
Admin. status:	Current
Source document:	Australian Bureau of Statistics (ABS) 1999. Standards for social, labour and demographic variables. Demographic variables. Age. Canberra: ABS.
Source organisation:	Australian Institute of Health and Welfare
	Australian Bureau of Statistics
Comments:	Privacy issues need to be taken into account when asking persons their age.
	Conventions set by the Australian Bureau of Statistics and followed by the National Community Services Data Committee state that, 'Whenever possible and wherever appropriate, date of birth should be used rather than age because the actual date of birth allows more precise calculation of age'. However, since worker's date of birth is not collected by all children's services, age group is expected to provide adequate and reliable data for the purposes of the CSNMDS.

Paid contact worker/caregiver—educational enrolment status

Identifying and definitional attributes

Knowledge base ID:	tba	*Version no:*	
Metadata type:	Data element		
Definition:	Whether a paid contact worker is currently studying for a qualification in a children's services related field.		
Context:	This item provides an indication of the number and proportion of staff who are working towards qualifications in the children's services field. It will allow a comparison of the staffing enrolment status across different service types and worker status (age, qualification level, length of experience, etc.) and may contribute to children's services workforce policy and planning.		

Representational attributes

Data type:	Numeric		
Representational form:	Code	*Field size (minimum):*	1
Representational layout:	N	*Field size (maximum):*	1
Data domain:	1	Currently studying	
	2	Not currently studying	
	9	Not stated/inadequately described	

Guide for use: *Currently studying* includes only those paid contact workers who are currently enrolled in a course of study in a children's services related field.

Codes 1–8 of the 'qualification field' data item outline the range of qualifications that is considered to be 'children's services related'. Only workers that are studying courses that fall within the categories listed in this item should be included as 'currently studying'.

Not currently studying includes workers who:

- have completed a course of study and are not currently undertaking another course of study; or

- have deferred from their training; or

- are currently enrolled in a course of study that is not in a specified children's services related field; and/or

- are not currently enrolled in any course of study.

Verification rules:

Collection methods: Question: Is the paid contact worker currently studying for a qualification in a children's services related field?

□ Yes—currently studying in a related field

□ No—not currently studying in a related field

Code 9 *Not stated/inadequately described* is not to be used on primary collection forms. It is primarily for use in administrative collections when

transferring data from data sets where the item has not been collected.

This element is closely related to the qualification field and qualification level items.

This item refers to all paid contact workers/caregivers in child care and preschool services. Only workers identified as being 'paid' in the data element *Worker/caregiver – paid/unpaid* AND as being 'primary contact workers' or 'other contact workers' in the data element *Worker/caregiver – type of work performed* should respond to this data element.

Relational attributes

Related metadata: Is related to the data concept *Worker/caregiver – child care and preschool services*.

Is related to the data element *Worker/caregiver – field of qualification relevant to children's services*.

Is related to the data element *Worker/caregiver – qualification level*.

Is related to the data element *Worker/caregiver – paid/unpaid*.

Is related to the data element *Worker/caregiver – type of work performed*.

Administrative attributes

Registration authority: NCSIMG

Admin. status: Current

Source document:

Source organisation: Australian Institute of Health and Welfare

Paid contact worker/caregiver—employment status

Identifying and definitional attributes

Knowledge base ID: 002005   *Version no:*   5

Metadata type: Data element

Definition: The paid contact worker/caregiver's position in relation to their employment.

Context: This data element can be used, along with others, to analyse workforce issues in the children's services field. It is designed to identify the number and proportion of workers who are employed by an organisation (such as an employment agency) other than the service they are working for during the collection week, as well as those who are owners or self-employed in children's services. It will allow changing patterns of employment in the child care sector to be monitored.

The information obtained from this data element can be used in association with service types, worker roles and any other data elements as the planning and policy need arises.

Representational attributes

Data type: Numeric

Representational form: Code   *Field size (minimum):* 1

Representational layout: N   *Field size (maximum):* 1

Data domain:

1	Employee of this service
2	Employee of a government agency/body (other than this service)
3	Employee of an agency contracted to provide staff
4	Employee of another organisation
5	Owner manager of incorporated enterprise
6	Owner manager of unincorporated enterprise
7	Self-employed worker (of unincorporated enterprise)
9	Not stated/inadequately described

Guide for use: The employing agency or body refers not only to the initial recruitment and appointment of a worker, but the ongoing employer relationship. It specifically refers to whether the worker is an employee of a particular agency/body.

Codes 1 to 4: An employee is a person who works for a public or private employer and receives remuneration in wages or salary from their employer.

Code 5: An owner manager of an incorporated enterprise is a person who works in his or her own incorporated enterprise, that is, a business entity which is registered as a separate legal entity to its members or owners (also known as a limited liability company).

Code 6: An owner manager of an unincorporated enterprise is a person who operates his or her own unincorporated enterprise and *hires employees*. An unincorporated enterprise is a business entity in which the owner and the business are legally inseparable, so that the owner is liable for any

business debts that are incurred.

Code 7: A self-employed worker (also referred to as an 'own account worker') is a person who operates his or her own unincorporated economic enterprise and *hires no employees*. Some family day care and in-home caregivers fall into this category.

Verification rules:	Field not to be blank.
Collection methods:	Question: What is this worker's employment status?
	Fields are those listed in the data domain.
	Code 9 *Not stated/inadequately described* is not to be used on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.
	This item refers to all paid contact workers/caregivers in child care and preschool services. Only workers identified as being 'paid' in the data element *Worker/caregiver – paid/unpaid* AND as being 'primary contact workers' or 'other contact workers' in the data element *Worker/caregiver – type of work performed* should respond to this data element.

Relational attributes

Related metadata:	Is related to the data concept *Worker/caregiver – child care and preschool services*.
	Is related to the data element *Worker/caregiver – paid/unpaid*.
	Is related to the data element *Worker/caregiver – type of work performed*.
	Is related to the data element *Worker/caregiver – working arrangements (permanent/fixed term contract/casual)*.

Administrative attributes

Registration authority:	NCSIMG
Admin. status:	Current
Source document:	Australian Bureau of Statistics (ABS) 2001. Labour statistics: concepts, sources and methods, Australia 2001. Cat no. 6102.0. Canberra: ABS. Reference through:
	<http://www.abs.gov.au>, select: Statistics/By Catalogue Number/61. Labour Statistics—General.
	Australian Bureau of Statistics (ABS) 2005. Forms of Employment, Australia 2005. Cat no. 6359.0. Canberra: ABS.
Source organisation:	Australian Institute of Health and Welfare
Comments:	'Contributing family worker', a field which is used by the ABS in its status in employment item, is excluded from this data item because this item relates only to those who are paid. A contributing family worker works without pay in an economic enterprise operated by a relative.

Paid contact worker/caregiver—field of qualification relevant to children's services

Identifying and definitional attributes

Knowledge base ID: tba   *Version no:*

Metadata type: Data element

Definition: The specific field of education in which the children's services paid contact worker has attained their highest children's services related qualification.

Context: The issue of children's service workers having appropriate credentials is of importance for the industry. This item can be used to show the proportion of contact workers who have qualifications relevant to children's services, and the range of fields of education in which workers are qualified.

Representational attributes

Data type: Numeric

Representational form: Code   *Field size (minimum):* 1

Representational layout: NN   *Field size (maximum):* 2

Data domain:

1	Teaching (early childhood related)
2	Teaching (primary)
3	Teaching (other)
4	Child care and other children's services
5	Nursing (including Mothercraft nursing)
6	Other human welfare studies and services
7	Behavioural science
8	Other child care related
9	No qualification in a children's services related field
99	Not stated/inadequately described

Verification rules:

Guide for use: The data domain uses the Field of Education classification of Australian Standard Classification of Education (ASCED). This is a three-level hierarchical classification specifying broad, narrow and detailed fields of study.

Code 1: Teaching (early childhood related)—ASCED 0101

Code 2: Teaching (primary)—ASECD 070103

Code 3: Teaching (other)—ASCED mappable 070105– 070199. This includes special education, and teaching English as a second language.

Code 4: Child care and other children's services—Children's services is ASCED 6 digit level 090503. Child care is not an ASCED category but all child care responses are coded to Children's services

Code 5: Nursing (including Mothercraft nursing)—ASCED 0603—4 digit level—all nursing categories

Code 6: Other human welfare studies and services—ASCED 090501, 090505–090599. This field includes:

- Social work (090501)

- Youth work (090505)

- Care for the disabled (090509)

- Residential client care (090511)

- Counselling (090513)

- Welfare studies (090515)

- Human welfare studies and services, nec.

Code 7: Behavioural science—ASCED 0907. This includes Psychology.

Code 8: Other child care related, please specify. Should include any other qualifications that are relevant to child care.

Code 9: No qualifications in a children's services related field.

Collection methods: Question: In which of the following children's services related fields does the worker hold their highest qualification?

□ Teaching (early childhood related)

□ Teaching (primary)

□ Teaching (other)

□ Child care and other children's services

□ Nursing (including Mothercraft nursing)

□ Other human welfare studies and services

□ Behavioural science

□ Other child care related, please specify

□ No qualification in a children's services related field

Code 99 *Not stated/inadequately described* is not to be used on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

This item is closely related to the 'qualification level' item and also relates to the educational enrolment status item.

This item refers to all paid contact workers/caregivers in child care and preschool services. Only workers identified as being 'paid' in the data element *Worker/caregiver – paid/unpaid* AND as being 'primary contact workers' or 'other contact workers' in the data element *Worker/caregiver – type of work performed* should respond to this data element.

Relational attributes

Related metadata: Is related to the data concept *Worker/caregiver – child care and preschool services.*

Is related to the data element *Worker/caregiver – qualification level.*

Is related to the data element *Worker/caregiver – educational enrolment status.*

Is related to the data element *Worker/caregiver – paid/unpaid.*

Is related to the data element *Worker/caregiver – type of work performed*.

Administrative attributes

Registration authority:	NCSIMG	
Admin. status:	Current	*Effective date:*
Source document:	Developed for the CSNMDS Version 1.0.	
Source organisation:	Australian Bureau of Statistics (ABS) 2001. Australian standard classification of education (ASCED) cat. no. 1272.0. Canberra: ABS. Reference through: <http://www.abs.gov.au>, select: Statistics/By Catalogue Number/12. Classifications and Work Manuals.	

Paid contact worker/caregiver—Indigenous status

Identifying and definitional attributes

Knowledge base ID: 002009   *Version no:* 5

Metadata type: Data element

Definition: Indigenous status is a measure of whether a person identifies as being of Aboriginal or Torres Strait Islander origin. This is in accord with the first two of three components of the Australian Government definition. See Comments for the Australian Government definition.

Context: Australia's Aboriginal and Torres Strait Islander peoples occupy a unique place in Australian society and culture. In the current climate of reconciliation, accurate and consistent statistics about Aboriginal and Torres Strait Islander peoples are needed in order to plan, promote and deliver essential services, to monitor changes in wellbeing and to account for government expenditure in this area. The purpose of this data element is to provide information about workers in the children's services sector who identify as being of Aboriginal or Torres Strait Islander origin.

Representational attributes

Data type: Numeric

Representational form: Code   *Field size (minimum):* 1

Representational layout: N   *Field size (maximum):* 1

Data domain:
1   Aboriginal but not Torres Strait Islander origin

2   Torres Strait Islander but not Aboriginal origin

3   Both Aboriginal and Torres Strait Islander origin

4   Neither Aboriginal nor Torres Strait Islander origin

9   Not stated/inadequately described

Verification rules: Field cannot be blank.

Guide for use: This data element is based on the Australian Bureau of Statistics (ABS) Standard for Indigenous Status. For detailed advice on its use and application, please refer to the ABS website as indicated below under Source document. The classification for 'Indigenous Status' has a hierarchical structure comprising two levels. There are four categories at the detailed level of the classification which are grouped into two categories at the broad level. There is one supplementary category for 'not stated' responses. The classification is as follows:

Indigenous:

- Aboriginal but not Torres Strait Islander origin

- Torres Strait Islander but not Aboriginal origin

- Both Aboriginal and Torres Strait Islander origin

Non-indigenous:

- Neither Aboriginal nor Torres Strait Islander origin

Code 9 *Not stated/ inadequately described*:

This category is not to be available as a valid answer to the questions but is intended for use:

- primarily when importing data from other data collections that do not contain mappable data; or

- where an answer was refused; or

- where the question was not able to be asked prior to completion of reporting because the client was unable to communicate or a person who knows the client was not available.

Only in the last two situations may the tick boxes on the questionnaire be left blank.

Collection methods: Question: Is the worker of Aboriginal or Torres Strait Islander origin?

(For workers of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)

□ No

□ Aboriginal

□ Torres Strait Islander

It is strongly recommended that this question be asked directly of the worker wherever possible (or drawn from administrative data provided by the worker). However, when the worker is not present, the person answering for them should be in a position to do so, i.e. this person must know the worker about whom the question is being asked well and feel confident to provide accurate information about them.

This question should always be asked even if the worker does or does not 'look' Aboriginal or Torres Strait Islander.

The Indigenous status question allows for more than one response. The procedure for coding multiple responses is as follows:

If the respondent marks 'No' and either 'Aboriginal' or 'Torres Strait Islander', then the response should be coded to either Aboriginal or Torres Strait Islander as indicated (that is, disregard the 'No' response).

If the respondent marks both the 'Aboriginal' and 'Torres Strait Islander' boxes, then their response should be coded to 'Both Aboriginal and Torres Strait Islander origin'.

If the respondent marks all three boxes ('No', 'Aboriginal' and 'Torres Strait Islander'), then the response should be coded to 'Both Aboriginal and Torres Strait Islander origin' (that is, disregard the 'No' response).

This item refers to all paid contact workers/caregivers in child care and preschool services. Only workers identified as being 'paid' in the data element *Worker/caregiver – paid/unpaid* AND as being 'primary contact workers' or 'other contact workers' in the data element *Worker/caregiver – type of work performed* should respond to this data element.

Relational attributes

Related metadata: Is related to the data concept *Worker/caregiver – child care and preschool services*.

Is related to the data element *Worker/caregiver – paid/unpaid*.

Is related to the data element *Worker/caregiver – type of work performed*.

Community Services Information Model link:	Party characteristic/Person characteristic/Social-cultural characteristic

Administrative attributes

Registration authority:	NCSIMG
Admin. status:	Current
Source document:	The Australian Bureau of Statistics (ABS) standards for the collection of Indigenous status appear on the ABS Website. <http://www.abs.gov.au>, select: Statistics/By Catalogue Number/12. Classifications and Work Manuals/Standards for Statistics on Cultural and Linguistic Diversity.
	Australian Bureau of Statistics (ABS) 2001. Australian Standard Geographical Classification (ASGC). Cat. no. 1216.0. Canberra: AGPS.
	Reference through: <http://www.abs.gov.au>, select: Statistics/By Catalogue Number/12. Classifications and Work Manuals.
Source organisation:	Australian Bureau of Statistics
	National Health Data Committee and National Community Services Data Committee
Comments:	This metadata item is common to both the National Community Services Data Dictionary and the National Health Data Dictionary.
	The following definition, commonly known as 'The Commonwealth Definition', was given in a High Court judgement in the case of Commonwealth v Tasmania (1983) 46 ALR 625.
	'An Aboriginal or Torres Strait Islander is a person of Aboriginal or Torres Strait Islander descent who identifies as an Aboriginal or Torres Strait Islander and is accepted as such by the community in which he or she lives'.
	There are three components to the Australian Government definition:
	1 descent
	2 self-identification; and
	3 community acceptance
	In practice, it is not feasible to collect information on the community acceptance part of this definition in general purpose statistical and administrative collections and, therefore, standard questions on Indigenous status relate to descent and self-identification only.

Paid contact worker/caregiver—length of experience

Identifying and definitional attributes

Knowledge base ID:	tba	*Version no:*	
Metadata type:	Data element		

Definition: The number of years that a paid contact worker has been employed as a contact worker in the children's services sector (child care or preschool services).

Context: This data element provides an indication of the levels of experience of the child care and preschool services workforce. It will enable a comparison of staff experience levels across different characteristics such as worker age, qualification level and service type.

Representational attributes

Data type: Numeric

Representational form:	Quantitative value	*Field size (minimum):*	1
Representational layout:	N	*Field size (maximum):*	1

Data domain:

1	Less than 1 year
2	1–2 years
3	3–4 years
4	5–9 years
5	10 years or more
9	Not stated/inadequately described

Guide for use: The length of experience of a worker in the children's services sector should be measured by totalling the number of years the worker has been employed to work with children in a child care or preschool service, regardless of whether this was full-time or part-time work. Absences of more than 3 months should be subtracted from the total.

The total length of experience should be rounded down to the nearest year. So, for example, if a worker has worked 2 years and 11 months, this should be recorded in the 1–2 years category.

Experience gained as a paid employee of a children's service or children's services agency should be counted. Any time spent as a private babysitter or carer of children is not to be included.

Verification rules:

Collection methods: Question: How many years experience does the worker have in the children's services sector?

This item refers to all paid contact workers/caregivers in child care and preschool services. Only workers identified as being 'paid' in the data element *Worker/caregiver – paid/unpaid* AND only those workers identified as being 'primary contact workers' or 'other contact workers' in the data element *Worker/caregiver – type of work performed* should respond to this data element.

Code 9 *Not stated/inadequately described* is not to be used on primary

collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

Relational attributes

Related metadata: Is related to the data concept *Worker/caregiver – child care and preschool services.*

Is related to the data element *Worker/caregiver – paid/unpaid.*

Is related to the data element *Worker/caregiver – type of work performed.*

Is related to the data element *Worker/caregiver – length of time with current service.*

Administrative attributes

Registration authority: NCSIMG

Admin. status: Current

Source document:

Source organisation: Australian Institute of Health and Welfare

Paid contact worker/caregiver—length of time with current service

Identifying and definitional attributes

Knowledge base ID:	tba	*Version no:*	

Metadata type: Data element

Definition: The number of years that the paid contact worker has been employed as a contact worker in the service in which they are currently employed.

Context: This data element provides an indication of the stability of the child care and preschool services workforce. It will enable a comparison of service/staff longevity across different variables such as worker age, qualification level and service type.

Representational attributes

Data type: Numeric

Representational form: Quantitative value   *Field size (minimum):* 1

Representational layout: N   *Field size (maximum):* 1

Data domain:
1   Less than 1 year

2   1–2 years

3   3–4 years

4   5–9 years

5   10 years or more

9   Not stated/inadequately described

Guide for use: The length of time a worker has been employed by the current service should be measured by totalling the number of years the worker has worked as a paid contact worker with the current service, regardless of whether this was full-time or part-time work. Absences of more than 3 months should be subtracted from the total.

The total length of experience should be rounded down to completed years. So, for example, if a worker has worked 2 years and 11 months, this should be recorded in the 1–2 years category.

Verification rules:

Collection methods: Question: How many years has the worker been employed as a contact worker with this service?

Code 9 *Not stated/inadequately described* is not to be used on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the data item has not been collected.

This item refers to all paid contact workers/caregivers in child care and preschool services. Only workers identified as being 'paid' in the data element *Worker/caregiver – paid/unpaid* AND as being 'primary contact workers' or 'other contact workers' in the data element *Worker/caregiver – type of work performed* should respond to this data element.

Relational attributes

Related metadata: Is related to the data concept *Worker/caregiver – child care and preschool services.*

Is related to the data element *Worker/caregiver – paid/unpaid.*

Is related to the data element *Worker/caregiver – type of work performed.*

Is related to the data element *Worker/caregiver – length of experience.*

Administrative attributes

Registration authority: NCSIMG

Admin. status: Current

Source document:

Source organisation: Australian Institute of Health and Welfare

Paid contact worker/caregiver—qualification level

Identifying and definitional attributes

Knowledge base ID: tba   *Version no:*

Metadata type: Data element

Definition: The highest level qualification a paid contact worker has attained in a children's services related field.

Context: This item will assist in the analysis of the children's services workforce, by showing the level of educational attainment achieved by contact workers in fields of education relevant to children's services.

The issue of children's service workers having appropriate credentials is of importance for the industry. This item can be used to show the proportion of workers who have different levels of qualifications, relevant to children's services.

Representational attributes

Data type: Numeric

Representational form: Code   *Field size (minimum):* 1

Representational layout: N   *Field size (maximum):* 2

Data domain:
1	Post graduate degree
2	Graduate diploma or graduate certificate
3	Bachelor degree
4	Advanced diploma
5	Diploma
6	Certificate level III or IV
7	Certificate level I or II
8	Other certificate
9	No qualification in a children's services related field
99	Not stated/inadequately described

Verification rules:

Guide for use: The qualification status of a worker relates to the worker's currently held relevant qualifications, i.e. only completed qualifications should be reported on.

Relevant formal qualifications are defined in the previous data element *Qualification field*. Specifically, codes 1–8 of that element outline the range of qualifications that are considered to be 'children's services related'. The highest level qualification reported in this item should refer to the same qualification reported in the *Qualification field* data element.

Associate Diplomas issued under the Register of Australian Tertiary Education should be reported as Code 5 *Diploma*.

Code 9 *No children's services related tertiary qualification*: A worker who has no relevant formal qualifications should be included here.

Collection methods:	Question: What is the worker's highest level of attainment in a children's services related field?

Fields are those listed in the data domain.

Code 99 *Not stated/inadequately described* is not to be used on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

This item refers to all paid contact workers/caregivers in child care and preschool services. Only workers identified as being 'paid' in the data element *Worker/caregiver – paid/unpaid* AND as being 'primary contact workers' or 'other contact workers' in the data element *Worker/caregiver – type of work performed* should respond to this data element.

Relational attributes

Related metadata:	Is related to the data concept *Worker/caregiver – child care and preschool services.*

Is related to the data element *Worker/caregiver — field of qualification relevant to children's services.*

Is related to the data element *Worker/caregiver — paid/unpaid.*

Is related to the data element *Worker/caregiver — type of work performed.*

Administrative attributes

Registration authority:	NCSIMG
Admin. status:	Current
Source document:	Australian Bureau of Statistics (ABS) 2001. Australian standard classification of education (ASCED) ABS cat. no. 1272.0. Canberra: ABS.
	Reference through <http://www.abs.gov.au>, select: Statistics/By Catalogue Number/12. Classifications and Work Manuals.
Source organisation:	NCSIMG Children's Services Data Working Group Australian Bureau of Statistics

Paid contact worker/caregiver—sex

Identifying and definitional attributes

Knowledge base ID: 002024   *Version no:* 4

Metadata type: Data element

Definition: The sex of the paid contact worker/caregiver in the children's service.

Sex is the biological distinction between male and female. Where there is an inconsistency between anatomical and chromosomal characteristics, sex is based on anatomical characteristics.

Context: Sex is a core data element in a wide range of social, labour and demographic statistics.

Representational attributes

Data type: Numeric

Representational form: Code   *Field size (minimum):* 1

Representational layout: N   *Field size (maximum):* 1

Data domain:
1 Male

2 Female

9 Not stated/inadequately described

Guide for use: Operationally, sex is the distinction between male and female. It is usually a simple matter to infer the sex of the respondent through observation, or from the worker's first name.

Verification rules:

Collection methods: Question: What is this worker's sex?

1 Male

2 Female

Code 9 *Not stated/inadequately described* is not to be used on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

This item refers to all paid contact workers/caregivers in child care and preschool services. Only workers identified as being 'paid' in the data element *Worker/caregiver – paid/unpaid* AND as being 'primary contact workers' or 'other contact workers' in the data element *Worker/caregiver – type of work performed* should respond to this data element.

Relational attributes

Related metadata: Is related to the data concept *Worker – child care and preschool services*.

Is related to the data element *Worker/caregiver – paid/unpaid*.

Is related to the data element *Worker/caregiver – type of work performed*.

Community Services Information Model link: Party characteristic/Person characteristic/Demographic characteristic

Administrative attributes

Registration authority: NCSIMG

Admin. status:	Current
Source document:	The ABS standards for the collection of Sex appear on the ABS website. < http://www.abs.gov.au>, select: Statistics/By Catalogue Number/12. General—Classifications and Work Manuals/Standards for Social, Labour and Demographic Variables/Demographic Variables.
Source organisation:	Australian Bureau of Statistics
Comments:	The National Health Data Dictionary Version 12 and the National Community Services Data Dictionary Version 3 also include an 'indeterminate' category. This category may be necessary for situations such as the classification of perinatal statistics when it is not possible for the sex to be determined. This coding option has been excluded from this data element because it is designed to accommodate a small number of perinatal clients which is not seen as relevant to the CSNMDS.

Paid contact worker/caregiver—specific role

Identifying and definitional attributes

Knowledge base ID:	tba
Metadata type:	Data element
Definition:	The specific role that the paid contact worker/caregiver performs in a children's service.
Context:	Information about contact workers/caregivers in child care and preschool services assists in the analysis of the structure of the children's services industry and, within this, the roles of workers who have direct contact with children. The concept is limited to paid contact workers.

Representational attributes

Data type:	Numeric
Representational form:	Code
Representational layout:	N

Field size (minimum): 1

Field size (maximum): 1

Data domain:	1	Director/coordinator/teacher in charge
	2	Group leader/teacher
	3	Assistant/aide
	4	Other specific contact worker, please specify
	9	Not stated/inadequately described

Guide for use:

For each worker, the category chosen should reflect the specific role that the worker is usually engaged in at the children's service.

If a worker's specific work role or title is not reflected in the categories provided, the category that most accurately reflects their work role should be chosen. For example, 'child care workers' should be assigned to either category 2 or 3, whichever category best reflects the work they perform.

Code 4 *Other specific contact worker* includes people who provide additional or supplementary services for children, such as a dance teacher, music therapist, disability support worker, librarian or speech therapist. Where this category is chosen, the respondent will be asked to specify the actual job title of the worker/caregiver.

Verification rules:

Collection methods:

Question: What role does the person have in this service in the collection week?

Fields are those listed the data domain.

This item refers to all paid contact workers/caregivers in child care and preschool services. Only workers identified as being 'paid' in the data element *Worker/caregiver – paid/unpaid* AND as being 'primary contact workers' or 'other contact workers' in the data element *Worker/caregiver – type of work performed* should respond to this data element.

If Code 4 *Other specific contact worker* is chosen, respondents will be asked to specify their job title.

Code 9 *Not stated/inadequately described* is not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

Relational attributes

Related metadata: Is related to the data concept *Worker/caregiver – child care and preschool services.*

Is related to the data element *Worker/caregiver – paid/unpaid.*

Is related to the data element *Worker/caregiver – type of work performed.*

Administrative attributes

Registration authority: NCSIMG

Admin. status: Current   *Effective date:*

Source document:

Source organisation: NCSIMG Children's Services Data Working Group
Australian Institute of Health and Welfare

Paid contact worker/caregiver—working arrangements (permanent/fixed-term contract/casual)

Identifying and definitional attributes

Knowledge base ID:	tba	*Version no:*	
Metadata type:	Data element		

Definition: Whether a contact worker in paid employment at a child care or preschool service is employed on a permanent, fixed-term contract or casual basis.

Context: This item allows the analysis of the children's services workforce. It allows a comparison of the working arrangements of workers in different types of work and different service types.

Representational attributes

Data type: Numeric

Representational form: Code   *Field size (minimum):* 1

Representational layout: N   *Field size (maximum):* 1

Data domain:
1   Permanent

2   Fixed-term contract

3   Casual

9   Not stated/inadequately described

Guide for use: Code 1: Permanent employees are those employees who are entitled to either paid sick leave, or paid holiday leave, or both, and are not employed on a fixed-term contract or casual basis.

Code 2: Fixed-term-contract employees are those employees who have a written agreement to work a minimum number of days over a specified period of time. They do not receive paid sick or annual leave entitlements.

Code 3: Casual employees are those employees who do not have a written agreement on the minimum number of days that will be worked. They are usually paid a higher rate of pay, to compensate for lack of permanency and leave entitlements. Casuals may be full-time or part-time, according to the hours they have agreed to work.

The leave entitlements that a worker is eligible for should be used as the basis for choosing to which category each worker belongs.

Verification rules:

Collection methods: Question: Is the worker employed on a permanent, fixed-term contract or casual basis?

Fields are those listed in the data domain.

Code 9 *Not stated/inadequately described* is not to be used on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

This item refers to all paid contact workers/caregivers in child care and preschool services. Only workers identified as being 'paid' in the data element *Worker/caregiver – paid/unpaid* AND as being 'primary contact workers' or 'other contact workers' in the data element *Worker/caregiver –*

type of work performed should respond to this data element.

Relational attributes

Related metadata: Is related to the data concept *Worker/caregiver — child care and preschool services.*

Is related to the data element *Worker/caregiver — paid/unpaid.*

Is related to the data element *Worker/caregiver — type of work performed.*

Administrative attributes

Registration authority: NCSIMG

Admin. status: Current

Source document: Australian Bureau of Statistics (ABS) 2001. Labour statistics: concepts sources and methods, Australia 2001. Cat no. 6102.0. Canberra: ABS. Reference through:

<http://www.abs.gov.au>. Select: Statistics/By Catalogue Number/61. Labour Statistics—General.

Source organisation: Australian Institute of Health and Welfare

Comments: See the ABS website for details regarding labour force data items and standard questions.

Worker/caregiver—child care and preschool services

Identifying and definitional attributes

Knowledge base ID:	tba	*Version no:*	

Metadata type: Data concept

Definition: A person working on either a paid or unpaid basis for a child care or preschool service who during the data collection week undertakes duties that mainly involve direct contact with children, management or administration tasks.

Context: Information about workers/caregivers in child care and preschool services assists in the analyses of the resources available to children attending these services and the composition of the children's services workforce. The concept is defined broadly to include both paid (including contract and relief workers) and unpaid workers (including volunteers). This recognises the contribution of all workers in delivering child care and preschool services.

Relational attributes

Related metadata:

Administrative attributes

Registration authority: NCSIMG

Admin. status: Current

Source document: Developed for the CSNMDS Version 1.0.

Australian Bureau of Statistics (ABS) 2001. Labour statistics: concepts, sources and methods, Australia, 2001. Cat. No. 6102.0. Canberra: ABS. Reference through < http://www.abs.gov.au> Select: Statistics/By Catalogue Number/61. Labour Statistics—General.

Source organisation: NCSIMG Children's Services Data Working Group

Australian Institute of Health and Welfare

Australian Bureau of Statistics

Worker/caregiver identifier

Identifying and definitional attributes

Knowledge base ID:	tba	*Version no:*	

Metadata type: Data element

Definition: This is the number assigned to uniquely identify each worker/caregiver in a specific child care or preschool service.

Context: This number uniquely identifies each worker's record reported in the CSNMDS collection. As a worker may be employed at more than one service during the collection week, this identifier will not uniquely identify a worker across all CSNMDS records, only within each service. The number does not personally identify individual workers. It identifies a record for each worker held by the service.

Representational attributes

Data type: Numeric

Representational form:	Code	*Field size (minimum):*	1
Representational layout:	NNN	*Field size (maximum):*	3

Data domain: Number

Verification rules:

Guide for use: Services should assign numbers sequentially to each worker/caregiver as they fill in the form.

Collection methods: Each service should allocate a unique *Worker/caregiver identifier* number for each worker in a child care or preschool service during the collection week for the purposes of CSNMDS reporting.

Relational attributes

Related metadata: Is related to the data concept *Worker/caregiver – child care and preschool services.*

Administrative attributes

Registration authority: NCSIMG

Admin. status: Current

Source document: Developed for the CSNMDS Version 1.0.

Source organisation: NCSIMG Children's Services Data Working Group

Australian Institute of Health and Welfare

Worker/caregiver—paid/unpaid

Identifying and definitional attributes

Knowledge base ID:	tba	*Version no:*	
Metadata type:	Data element		
Definition:	The status of a children's services worker in terms of being paid or unpaid.		
Context:	This item allows analysis of the composition of the children's services workforce. It can contribute to resource and service planning.		
	It is important to include unpaid staff because of the contribution that volunteers make within many children's services organisations.		

Representational attributes

Data type:	Numeric		
Representational form:	Code	*Field size (minimum):*	1
Representational layout:	N	*Field size (maximum):*	1
Data domain:	1	Paid	
	2	Unpaid	
	9	Not stated/inadequately described	

Guide for use: This item refers to every child care and preschool worker/caregiver who is working for the service during the data collection week.

Paid workers include workers who receive wages or salary. They can include contract workers or relief workers.

Unpaid workers include workers who are not paid, but who may be receiving in-kind benefits in recognition or exchange for their work. Unpaid staff may include volunteers, unpaid work trainees, parents and family members and students on work experience.

In-kind benefits such as free child care or the reimbursement of work-related expenses in full or part (for example, token payments or small gifts such as t-shirts) are not regarded as payment of salary, and people who receive these are considered to be unpaid workers.

Verification rules: Field cannot be blank.

Collection methods: Question: Is the worker paid or unpaid?

Fields are those listed in data domain.

Code 9 *Not stated/inadequately described* is not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

Relational attributes

Related metadata: Is related to the data concept *Worker/caregiver – child care and preschool services*.

Is related to the data element *Worker/caregiver – type of work*.

Is related to the data element *Worker/caregiver – specific role*.

Administrative attributes

Registration authority:	NCSIMG
Admin. status:	Current
Source document:	Australian Bureau of Statistics (ABS) 2001. Labour statistics: concepts, sources and methods, Australia, 2001. Cat. no. 6102.0. Canberra: ABS. Reference through <http://www.abs.gov.au >. Select: Statistics/By Catalogue Number/61. Labour Statistics—General.
Source organisation:	Australian Bureau of Statistics

Worker/caregiver—total hours worked

Identifying and definitional attributes

Knowledge base ID:	tba	*Version no:*	1

Metadata type: Data element

Definition: The total actual hours worked in the data collection week by a children's services worker, for this specific service.

Context: This item will assist in the analysis of staffing inputs and enable a comparison of the staffing requirements across different job roles and service types.

It is important to include unpaid staff because of the contribution that volunteers make within many children's services organisations.

Representational attributes

Data type: Numeric

Representational form: Quantitative value *Field size (minimum):* 3

Representational layout: NNN *Field size (maximum):* 3

Data domain: Total hours, expressed as 001, 425, etc.

999   Not stated/inadequately described

Guide for use: This item is asking for actual staff hours worked by all child care and preschool services' paid and unpaid workers/caregivers, not the rostered hours or full-time equivalent workers/caregivers.

Round to the nearest hour.

Actual hours of work refer to time spent at work for this children's service during the data collection week and includes:

- hours actually worked, including paid and/or unpaid overtime; and/or

- additional hours to those rostered; and

- time corresponding to short rest periods.

Actual hours of work does not include:

- hours paid for but not worked such as paid annual leave, public holidays or paid sick leave;

- time taken in lieu or flex time;

- meal breaks; and

- time spent on travel to and from work.

Hours of work should be measured by counting the total amount of time actually worked in the data collection week and rounding to nearest hour.

Only hours worked in a service activity that is within the scope of the CSNMDS should be included. Any work undertaken by the worker in an activity that requires the parents/guardians of the children to be present should not be included.

Workers who are absent for the data collection week are not included within the scope of the CSNMDS. Therefore no workers should have the

total number of hours worked recorded as 000.

Verification rules:

Collection methods: Question: How many hours did the worker work for this service during the collection week?

Code 999 *Not stated/inadequately described* is not to be used on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

Relational attributes

Related metadata: Is related to the data concept *Worker/caregiver – child care and preschool services.*

Administrative attributes

Registration authority: NCSIMG

Admin. status: Current

Source document: Australian Institute of Health and Welfare 2002. Commonwealth State/Territory Disability Agreement National Minimum Data Set collection: Data guide-data items and definitions 2002–03.

Source organisation: Australian Institute of Health and Welfare

Worker/caregiver—type of work performed

Identifying and definitional attributes

Knowledge base ID:	tba
Metadata type:	Data element
Definition:	The type of work performed in terms of the degree of contact a children's service worker has with children who attend a children's service.
	A contact worker is a worker who has either primary or other contact with children receiving services.
Context:	Information about workers/caregivers in child care and preschool services assists in the analysis of the resources available to children attending these services, and the relative proportion of workers who have direct contact with children. The concept is defined broadly to include both paid (including contract and relief workers) and unpaid workers (including volunteers). It includes all workers, regardless of the type of contact they have with children (including those with no direct contact). This recognises the contribution of all workers in delivering child care and preschool services.

Representational attributes

Datatype:	Numeric
Representational form:	Code *Field size (minimum):* 1
Representational layout:	N *Field size (maximum):* 1

Data domain:

1	Primary contact worker
2	Other contact worker
3	Administration worker
4	Other worker
9	Not stated/inadequately described

Guide for use:

This item refers to every child care and preschool worker/caregiver who is working for the service during the data collection week.

For each worker, the category chosen should reflect the type of work that involved most of the worker's time in the collection week. Only one category should be chosen for each worker.

Code 1: Primary contact worker is a worker who has mainly direct contact with children receiving services. This may include child care workers, teachers, teachers' assistants and aides. Specialist teachers and therapists would fit into this category.

Code 2: Other contact worker is a worker who has some duties involving direct contact with children, but deals mainly with staffing or management issues, e.g. supervising staff, handling queries from parents. This may include centre managers and coordinators.

Code 3: Administration worker is a worker who has no direct contact with children, but who contributes to the running of the service. Work could include clerical or receptionist duties, filing, keeping financial records, etc.

Code 4: Other worker is any worker who provides support services such as cooking, cleaning or gardening. This may include drivers, cooks, cleaners and maintenance staff.

Verification rules:

Collection methods: Question: What was the main type of work performed by the worker/caregiver during the collection week?

Fields are those listed in data domain.

Code 9 *Not stated/inadequately described* is not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected

Relational attributes

Related metadata: Is related to the data concept *Worker/caregiver – child care and preschool services.*

Administrative attributes

Registration authority: NCSIMG

Admin. status: Current   *Effective date:*

Source document:

Source organisation: NCSIMG Children's Services Data Working Group

Australian Institute of Health and Welfare

5.3 Children's collection items

This category includes items to be collected under the Children's component of the CSNMDS. It includes items which relate to the concepts of 'Child', 'Service event' and 'Family'. Items in order are:

Arrival time of child

Child care and preschool services—service event (data concept)

Child—child care and preschool services (data concept)

Child—date of birth

Child—Indigenous status

Child—in-home care—suburb/town/locality name

Child—letters of name

Child—family type

Child—main language other than English spoken at home

Child—postcode—Australian

Child—school attendance status

Child—sex

Child with a disability or long-term health condition—need for assistance

Departure time of child

Estimated date flag

Household family—child care and preschool services (data concept)

Parent(s)/guardian(s)—sex

Parent(s)/guardian(s)—working/not working

Preschool service provided for child

Arrival time of child

Identifying and definitional attributes

Knowledge base ID:	tba	*Version no:*	
Metadata type:	Data element		
Definition:	The time of day that a child arrives at a child care or preschool service.		
Context:	This data element may be used in conjunction with the data element *Departure time of child* as a measure of the patterns of utilisation of child care and preschool services. In addition, this data element can be used to calculate the number of hours per day, hours per week and days per week a child uses child care and preschool services.		

Representational attributes

Data type:	Alphanumeric		
Representational form:	Code	*Field size (minimum):*	6
Representational layout:	HHMMAA	*Field size (maximum):*	6
Data domain:	Respondents should use a 12-hour clock with am and pm suffixes.		

Responses range from 1200am to 1159pm.

000000   Child did not attend the children's service on this day.

999999   Not stated/inadequately described (*not for use in primary data collections*)

Verification rules:	Field cannot be blank.
Guide for use:	This should be reported for each child on every day in the collection week.

Round to the nearest quarter of an hour.

In cases where the child received overnight care, record the leaving time on the initial day as 1159pm and the next day record the first arrival time as 1200am.

For children who are included on the data collection form, but do not attend all or some of the sessions, the reporting field should reflect the child's non-attendance of these sessions and be filled in as 000000.

Therefore, for children who 'usually attend', but in fact did not attend for the collection week, all attendance times should be recorded as 000000.

Times should only be recorded for children who actually attended the service.

Where a child does not attend continuously throughout the day, arrival and departure times should be recorded in both the morning and the afternoon.

Where a child's time of attendance is the same as the previous child recorded on the form (or within a quarter of an hour) the 'hours same as child above' box should be ticked.

Collection methods:	Question: Please specify the time this child arrived at your service on each day of the collection week.

Provision should be made for 'hours same as child above' tick box.

Provision should be made for the recording of arrival and departure times in the morning and the afternoon; for example, to allow for children attending before and after school care.

Code 999999 *Not stated/inadequately described* is not to be used on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

Relational attributes

Related metadata: Is related to the data concept *Service – child care and preschool services*.

Is related to the data concept *Child – child care and preschool services*.

Is used in conjunction with the data element *Departure time of child*.

Administrative attributes

Registration authority: NCSIMG

Admin. status: Current

Source document: Developed for the CSNMDS Version 1.0.

Source organisation: NCSIMG Children's Services Data Working Group
Australian Institute of Health and Welfare

Comments: This data element definition is consistent with the definition of a school child for the purposes of the Child Care Benefit.

Child care and preschool services—service event

Identifying and definitional attributes

Knowledge base ID:	00591	*Version no:*	1

Metadata type: Data concept

Definition: An instance or occasion where a child receives child care and/or preschool services.

Context: Information about an individual child's receipt of children's services is a basic building block for other information that is of relevance to national reporting and statistical analysis. Amongst other areas of interest, this allows for information about the length of time that particular children are attending different types of children's services to be collected on a national level in a reliable, valid and comparable way.

This also provides relevant information for determining the level of usage of different types of children's services.

Relational attributes

Related metadata: Is related to the data concept *Service – child care and preschool services*.

Administrative attributes

Registration authority: NCSIMG

Admin. status: Current

Source document: Home and Community Care (HACC) Data Dictionary Version 1.0, 1998

Source organisation: Australian Institute of Health and Welfare

Child—child care and preschool services

Identifying and definitional attributes

Knowledge base ID:	tba	*Version no:*	

Metadata type: Data concept

Definition: A young person who is the recipient of the care/services provided by the child care or preschool facility. This includes children who have attended the service within the last month whose place has been paid for or who are enrolled in a service with a standing arrangement that they attend specific sessions, but are absent during the collection week.

Context: Information about the number and characteristics of children using child care and preschool services assists in the analyses of patterns of utilisation.

Relational attributes

Related metadata: Is related to the data concept *Service – child care and preschool services*.

Administrative attributes

Registration authority: NCSIMG

Admin. status: Current

Source document: Developed for the CSNMDS Version 1.0.

Source organisation: Children's Services Data Working Group of NCSIMG

    Australian Institute of Health and Welfare

Child—date of birth

Identifying and definitional attributes

Knowledge base ID:	002005	*Version no:*	5

Metadata type: Data element

Definition: The date of birth of the child attending or 'usually attending' the children's service.

Context: This data element can be used to derive age for use both in comparisons with population data and in analysis of child care and preschool service use by age group.

This item will also be used, along with sex and letters of name, to derive a statistical linkage key for children using children's services.

Representational attributes

Data type: Numeric

Representational form: Date   *Field size (minimum):* 8

Representational layout: DDMMYYYY   *Field size (maximum):* 8

Data domain: Valid 8 digit date

Guide for use: This data element should always be recorded as an eight digit valid date comprising day, month, and year. Year should always be recorded in its full four-digit format. For days and months with a numeric value of less than 10, zeros should be used to ensure that the date contains the required eight digits. For example, for a child born on the 1st of July, 1998, their date of birth would be reported as 01071998.

If the actual date of birth of the child is not known or cannot be obtained, an estimated date of birth can be calculated in the following way. If the age of the child is known, the age of the child should be used to derive the child's year of birth. If the child's age is not known, an estimate of the child's age should be used to calculate an estimated year of birth. An actual or estimated year of birth should then be converted to an estimated date of birth according to the following convention: 0101 estimated year of birth.

Date of birth of children estimated to be under 2 years of age should be reported to the nearest 3-month period, that is, 0101, 0104, 0107, 0110 of the estimated year of birth. For example, a child who is thought to be aged 18 months in October of one year would have his/her estimated date of birth reported as 0104 of the previous year.

An estimated date flag should be reported in conjunction with all estimated dates of birth.

It is important that child care and preschool services do not record estimated dates of birth by using '00' for the day, month or year as this may not be considered a valid date by the system processing the data.

Verification rules:

Collection methods:

Question: What is this child's date of birth? _ _ / _ _ / _ _ _ _

This enables easy conversion to the preferred representational layout

(DDMMYYYY).

Relational attributes

Related metadata:	Is related to the data concept *Child – child care and preschool services*.
	Is related to the data element *Estimated date flag*.
Community Services Information Model link:	Party characteristic/Person characteristic/Demographic characteristic

Administrative attributes

Registration authority:	NCSIMG
Admin. status:	Current
Source document:	Australian Institute of Health and Welfare (AIHW) 2004. National community services data dictionary, Version 3. Catalogue no. HWI 65. Canberra: AIHW.
Source organisation:	National Community Services Data Committee NCSIMG Children's Services Data Working Group Australian Institute of Health and Welfare
Comments:	Privacy issues need to be taken account in asking persons their date of birth.
	Wherever possible and wherever appropriate, date of birth should be used rather than age because the actual date of birth allows more precise calculation of age.

Child—Indigenous status

Identifying and definitional attributes

Knowledge base ID: 002009   *Version no:*   5

Metadata type: Data element

Definition: A measure of whether a child is identified by their parent(s)/guardian(s) as being of Aboriginal or Torres Strait Islander origin.

Context: Australia's Aboriginal and Torres Strait Islander peoples occupy a unique place in Australian society and culture. In the current climate of reconciliation, accurate and consistent statistics about Aboriginal and Torres Strait Islander peoples are needed in order to plan, promote and deliver essential services, to monitor changes in wellbeing and to account for government expenditure in this area. The purpose of this data element is to provide information about people who identify as being of Aboriginal or Torres Strait Islander origin.

Representational attributes

Data type: Numeric

Representational form: Code   *Field size (minimum):* 1

Representational layout: N   *Field size (maximum):* 1

Data domain:

1	Aboriginal but not Torres Strait Islander origin
2	Torres Strait Islander but not Aboriginal origin
3	Both Aboriginal and Torres Strait Islander origin
4	Neither Aboriginal nor Torres Strait Islander origin
9	Not stated/inadequately described

Verification rules: Field cannot be blank.

Guide for use: This data element is based on the Australian Bureau of Statistics (ABS) Standard for Indigenous Status. For detailed advice on its use and application, please refer to the ABS website as indicated below under Source document. The classification for 'Indigenous Status' has a hierarchical structure comprising two levels. There are four categories at the detailed level of the classification which are grouped into two categories at the broad level. There is one supplementary category for 'not stated' responses. The classification is as follows:

Indigenous:

- Aboriginal but not Torres Strait Islander origin

- Torres Strait Islander but not Aboriginal origin

- Both Aboriginal and Torres Strait Islander origin

Non-indigenous:

- Neither Aboriginal nor Torres Strait Islander origin

9 Not stated/ inadequately described:

This category is not to be available as a valid answer to the questions but is

intended for use:

- primarily when importing data from other data collections that do not contain mappable data; or

- where an answer was refused; or

- where the question was not able to be asked prior to completion of reporting because the client was unable to communicate or a person who knows the client was not available.

Only in the last two situations may the tick boxes on the questionnaire be left blank.

Collection methods: Question: Is the child of Aboriginal or Torres Strait Islander origin?

(For children of both Aboriginal and Torres Strait Islander origin,mark both 'Yes' boxes.)

□ No

□ Yes, Aboriginal

□ Yes, Torres Strait Islander

It is strongly recommended that this question be asked directly of the child's parent wherever possible (or drawn from administrative data provided by the child's parent). However, when the child's parent is not present, the person answering for them should be in a position to do so, i.e. this person must know the child about whom the question is being asked well and feel confident to provide accurate information about them.

This question should always be asked, even if the child does or does not 'look' Aboriginal or Torres Strait Islander.

The Indigenous status question allows for more than one response. The procedure for coding multiple responses is as follows:

If the respondent marks 'No' and either 'Aboriginal' or 'Torres Strait Islander', then the response should be coded to either Aboriginal or Torres Strait Islander as indicated (that is, disregard the 'No' response).

If the respondent marks both the 'Aboriginal' and 'Torres Strait Islander' boxes, then their response should be coded to 'Both Aboriginal and Torres Strait Islander origin'.

If the respondent marks all three boxes ('No', 'Aboriginal' and 'Torres Strait Islander'), then the response should be coded to 'Both Aboriginal and Torres Strait Islander origin' (that is, disregard the 'No' response).

Relational attributes

Related metadata: Is related to the data concept *Child – child care and preschool services*.

Community Services
Information Model link: Party characteristic/Person characteristic/Social-cultural characteristic

Administrative attributes

Registration authority: NCSIMG

Admin. status: Current

Source document: The Australian Bureau of Statistics (ABS) standards for the collection of

Indigenous status appear on the ABS website.<http://www.abs.gov.au>, select: Statistics/By Catalogue Number/12. Classifications and Work Manuals/Standards for Statistics on Cultural and Language Diversity.

Australian Bureau of Statistics 2001. Australian Standard Geographical Classification (ASGC). Cat. no. 1216.0. Canberra: AGPS.

Reference through: <http://www.abs.gov.au>, select: Statistics/By Catalogue Number/12. Classifications and Work Manuals.

Source organisation: Australian Bureau of Statistics

National Health Data Committee and National Community Services Data Committee

Comments: This metadata item is common to both the National Community Services Data Dictionary and the National Health Data Dictionary.

The following definition, commonly known as 'The Commonwealth Definition', was given in a High Court judgement in the case of Commonwealth v Tasmania (1983) 46 ALR 625.

'An Aboriginal or Torres Strait Islander is a person of Aboriginal or Torres Strait Islander descent who identifies as an Aboriginal or Torres Strait Islander and is accepted as such by the community in which he or she lives'.

There are three components to the Commonwealth definition:

- descent;

- self-identification; and

- community acceptance.

In practice, it is not feasible to collect information on the community acceptance part of this definition in general-purpose statistical and administrative collections and therefore standard questions on Indigenous Status relate to descent and self-identification only.

Child—in-home care—suburb/town/locality name

Identifying and definitional attributes

Knowledge base ID:	002026	*Version no:*	2

Metadata type: Data element

Definition: The full name of the general locality containing the specific residential address of the child receives an in-home child care service during the collection week.

Context: In conjunction with the data element *Child – Postcode – Australian*, the data element *Child – suburb/town/locality name* is included as an alternative means of reporting information about the geographical location of the residence of the child receiving in-home child care services.

It also enables analyses of the geographical distribution of child care and preschool services which are required to assess the availability and accessibility of child care and preschool services nationally.

The preferred standard for reporting this information is by using a Statistical Local Area in conjunction with a state/territory code. However, as some agencies may have difficulty allocating Statistical Local Area codes to the residential locations of their clients without more computerised assistance than is currently available to them, agencies may be given the option of reporting this information by using Postcode—Australian plus Suburb/town/locality name.

Representational attributes

Data type: Alphanumeric

Representational form:	Text	*Field size (minimum):*	–
Representational layout:	A(50)	*Field size (maximum):*	50

Data domain: Name of suburb/town/locality

Verification rules:

Guide for use: This item is used to record the suburb/town/locality name of a child receiving in-home child care services during the collection week.

Only provide an answer to this question if care has been provided in the child's home.

If care has been provided in the child's home, but the suburb/town/locality name is unknown, write 'unknown' in the space provided.

The suburb/town/locality name may be a town, city, suburb or commonly used location name such as a large agricultural property or Aboriginal community.

Collection methods: Question: If you provided care in the child's home, what was the suburb/town/locality and postcode of the child's home?

Enter 'Unknown' when the locality name or geographical area for a child is not known.

This question is only to be used on family day care/in-home care

caregiver collection forms. It is to be used in conjunction with the *Child – postcode* data element.

The Australian Bureau of Statistics has suggested that a maximum field length of 50 characters should be sufficient to record the vast majority of locality names.

Relational attributes

Related metadata:	Is related to the data concept *Child – child care and preschool services*.
	Is related to the data element *Child – postcode – Australian*.
Community Services Information Model link:	Location/Address

Administrative attributes

Registration authority:	NCSIMG
Admin. status:	Current
Source document:	Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia.
Source organisation:	National Health Data Committee and National Community Services Data Committee

Child—letters of name

Identifying and definitional attributes

Knowledge base ID: 002020   *Version no:*   2

Metadata type: Data element

Definition: A specific combination of letters selected from the child's first given name and the child's family name/surname to provide a child identifier within and across child care or preschool services and to assist with record linkage.

Context: The child's full name is not required for the CSNMDS reporting purposes. However, services are required to report selected letters of the child's first given name and the child's family name/surname. These will be used in combination with the child's date of birth and sex in order to identify children attending children's services at different locations, within the same collection week and over collection years.

This item specifies the exact combination of letters from the child's first given name and the child's family/surname that services will be required to report for each of the children attending their children's service in the data collection week.

The provision of letters of a child's name can be a sensitive issue because of privacy and confidentiality concerns. The use of this information will be in accordance with the Information Privacy Principles contained in the Commonwealth Privacy Act and letters from the person's name will only be used for linking records for statistical purposes.

Representational attributes

Data type: Alphanumeric

Representational form: Text   *Field size (minimum):* 5

Representational layout: XXXXX (may include numeric   *Field size (maximum):* 5
characters where necessary)

Data domain: 2nd and 3rd letters of the child's first given name; and

2nd, 3rd and 5th letters of the child's family name/surname.

Guide for use: The specified field size for *Letters of name* is five characters long. Letters from the child's full (formal) first given name should be provided first, followed by letters from the child's full (formal) family/surname. In the first two spaces the service should record the 2nd and 3rd letters of the child's first given name. In the following three spaces, the service should record the 2nd, 3rd and 5th letters of the child's family name or surname.

For example: If the child's name is Elizabeth Brown (i.e. first given name, surname) the Letters of name data element should be reported as LIRON. If the child's name is Robert Thompson, the Letters of name data element should be reported as OBHOP.

If either of the child's names includes non-alphabetic characters—for example hyphens (as in Lee-Archer) apostrophes (as in O'Mara) or blank spaces (as in Eu Jin)—these non-alphabetic characters should be ignored when counting the position of each character.

Regardless of the length of a child's name, the *Letters of name* field should always be five characters long. If either the first given name or the surname of the person is not long enough to supply the requested letters (i.e. a first name of less than three letters or a surname of less than five letters) then services should substitute the number '2' in the *Letters of name* field to reflect the missing letters. The placement of a number '2' should always correspond to the same space that the missing letter would have within the five-digit field.

For example: If a child's name is Ben Farr, then the *Letters of name* field would be ENAR2 because the 2 is substituting for the missing 5th letter of the surname.

Similarly, if the child's name was Jo Hua, then the *Letters of name* field would be O2UA2 because the 2s are substituting for the missing 3rd letter of the first given name and the missing 5th letter of the surname.

If the person's first name is missing altogether the agency should substitute 2s for the two spaces associated with the first given name. Similarly, if the child's surname is missing altogether the service should record 2s for all three spaces associated with the family name/surname.

A number (rather than a letter) is used for such substitutions in order to clearly indicate that an appropriate corresponding letter from the person's name has not been available. For this reason, the datatype has been specified as alphanumeric.

Respondents should also be instructed that they should not be concerned if they end up with the same code for more than one child in their service.

Verification rules:

Collection methods: Note: For consistency with other data collections and current standards and to enable the formulation of a statistical linkage key, at data entry only, the letters of name should be entered as the family name/surname letters first, followed by letters from the child's first given name.

Relational attributes

Related metadata: Is related to the data concept *Child – child care and preschool services*.

Administrative attributes

Registration authority: NCSIMG

Admin. status: Current

Source document: Australian Institute of Health and Welfare (AIHW) 1998. Home and community care (HACC) data dictionary, version 1.0. Canberra: AIHW.

Source organisation: Australian Institute of Health and Welfare

Child—family type

Identifying and definitional attributes

Knowledge base ID: 000518   *Version no:*   3

Metadata type: Data element

Definition: The usual composition of the child's household family where the child is
                          spending most of their time during the collection week.

Context: Information about the characteristics of families that enrol their children
                          into child care or preschool services assists in the analysis of patterns of
                          utilisation. For example, it contributes to an analysis of which types of child
                          care and preschool services are used by particular families.

Representational attributes

Data type: Numeric

Representational form: Code   *Field size (minimum):* 1

Representational layout: N   *Field size (maximum):* 1

Data domain: 1   Two-parent family

                          2   One-parent family

                          9   Not stated/inadequately described

Guide for use: The child's family will consist of two or more people, one of whom is at
                          least 15 years of age, who are related by blood, marriage (registered or de
                          facto), adoption, step or fostering, and who are usually resident in the same
                          household.

                          This data element requires the respondent to record the usual composition
                          of the family within the household where the child spends most of their
                          time during the collection week. Therefore, in situations of joint custody, it
                          should reflect the composition of the family with whom the child spent
                          most of their time with during the collection week.

                          Respondents can only choose one of the following categories:

                          Code 1: Two-parent family includes all household families with two
                          parents and/or guardians. Other related and unrelated individuals may
                          also live in the household. 'Two-parent family' could include any two
                          adults that have a parent-like relationship with the child, such as two
                          grandparents who are caring for their grandchild, two natural parents,
                          adoptive parents or a household with one step-parent and one natural
                          parent.

                          Code 2: One-parent family includes all household families where only one
                          adult is caring for the child—whether blood relative, guardian or
                          grandparent. Other non-parent(s) or guardian(s) who are related and
                          unrelated individuals may also live in the household; however the
                          household would have only one adult who has a parent-like relationship
                          with the child.

Verification rules:

Collection methods: Question: What type of family does the child live with?

Fields as per those listed in data domain.

Code 9 *Not stated/inadequately described* is not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

Relational attributes

Related metadata:	Is related to the data concept *Child – child care and preschool services*.
	Is related to the data element concept *Household family – child care and preschool services*.
Community Services Information Model link:	Party characteristics/Party group characteristic/Family characteristic/Other family characteristic

Administrative attributes

Registration authority:	NCSIMG		
Admin. status:	Current	*Effective date:*	02/09/2003
Source document:	Australian Bureau of Statistics, Standards for Social, Labour and Demographic Variables, Statistical Concepts Library, available on the website, <http://www.abs.gov.au>		
Source organisation:	Australian Bureau of Statistics		
Comments:	The classification is based on the Australian Bureau of Statistics publication, Standards for Statistics on the Family (ABS Catalogue. no. 1286.0) which contains a four-level hierarchical classification. Only level 1 of this classification has been adopted for this metadata item.		
	If, in the future, it is decided that it is necessary to classify family types at a lower level of detail than specified in this metadata item (for example, if they wish to split children into dependent and non-dependent children), they should ensure that the more detailed ABS classification is used.		

Child—main language other than English spoken at home

Identifying and definitional attributes

Knowledge base ID:	tba	*Version no:*	
Metadata type:	Data element		

Definition: The main language, other than English, that a child (or his/her parent/guardian) attending (or usually attending) a children's service speaks in his or her home on a regular basis, to communicate with other residents of the home and regular visitors to the home.

Context: This data element is important in identifying the number or proportion of children from a culturally or linguistically diverse background that are using children's services. In conjunction with Indigenous status, this data element forms the minimum core set of cultural and language indicators recommended by the Australian Bureau of Statistics (ABS).

Data on main language other than English spoken at home are regarded as an indicator of 'active' ethnicity and also as useful for the study of intergenerational language retention. The availability of such data may help providers of children's services to effectively target the geographical areas or population groups that need culturally appropriate services.

Representational attributes

Datatype:	Numeric		
Representational form:	Code	*Field size (minimum):*	4
Representational layout:	NNNN	*Field size (maximum):*	4

Data domain: Valid codes from the ABS Australian Standard Classification of Languages Second Edition 2005 (ABS Catalogue no. 1267.0)

9900 Not stated/inadequately described

Guide for use: The Australian Standard Classification of Languages (ASCL) has a three-level hierarchical structure. The most detailed level of the classification consists of base units (languages) which are represented by four-digit codes. The second level of the classification comprises narrow groups of languages (the Narrow group level), identified by the first two digits. The most general level of the classification consists of broad groups of languages (the Broad group level) and is identified by the first digit. The classification includes Indigenous Australian languages and sign languages.

For example, the Lithuanian language is coded as 3102. In this case, 3 denotes that it is an Eastern European language, while 31 denotes that it is a Baltic language. The Pintupi Aboriginal language is coded as 8217. In this case, 8 denotes that it is an Australian Indigenous language and 82 denotes that the language is Central Aboriginal.

Language data may be output at the broad group level, narrow group level or base level of the classification. If necessary significant languages within a narrow group can be presented separately while the remaining languages in the narrow group are aggregated. The same principle can be adopted to

highlight significant narrow groups within a broad group.

It is important to note that the child/parent(s)/guardian(s) may speak English proficiently, and English may even be their preferred language. However, the response provided will inform us that this child (or their parent(s)/guardian(s) also speak, or only speak, another language at home.

If the child/parent(s)/guardian(s) speaks more than one language other than English at home, record the more commonly spoken language (other than the English language) that is spoken most often.

Verification rules:

Collection methods: Question: Does the child (or their parent(s)/guardian(s)) speak a language other than English at home?

      □ No, English only spoken at home

      □ Yes, please specify ………………

Code *9900 Not stated/inadequately described* is not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

Relational attributes

Related metadata: Is related to the data concept *Child – child care and preschool services*.

Community Services
Information Model link: Party characteristic/Person characteristic/Labour characteristic

Administrative attributes

Registration authority: NCSIMG & NHIMG

Admin. status: Current   *Effective date*:

Source document: Australian Bureau of Statistics, Language Variables, Standards for Social, Labour and Demographic Variables, Statistical Concepts Library, available on the website, <http://www.abs.gov.au>

Source organisation: Australian Bureau of Statistics

National Health Data Committee and National Community Services Data Committee

Child—in-home care—postcode

Identifying and definitional attributes

Knowledge base ID: 002021 *Version no:* 3

Metadata type: Data element

Definition: The numeric descriptor for a postal delivery area (as defined by Australia Post), aligned with locality, suburb or place of the residential address of a child that attends or 'usually attends' an in-home child care service during the collection week.

Context: Postcode is an important part of a person's postal address. It is one of a number of geographical identifiers that can be used to determine a geographical location.

In conjunction with the data element *Child – suburb/town/locality name*, the data element *Child – postcode – Australian* is included as an alternative means of reporting information about the geographical location of the residence of the child receiving in-home child care services.

It also enables analyses of the geographic distribution of child care and preschool services which is required to assess the availability and accessibility of child care and preschool services nationally.

Representational attributes

Data type: Numeric

Representational form: Code *Field size (minimum):* 4

Representational layout: NNNN *Field size (maximum):* 4

Data domain: Valid Australia Post postal code.

Verification rules:

Guide for use: This item is used to record the postcode of a child's place of residence that is attending or 'usually attending' in-home child care services during the collection week.

Only provide an answer to this question if care has been provided in the child's home.

If care has been provided in the child's home, but the postcode is unknown, write 'unknown' in the space provided.

Respondents should check that the postcode is current and valid; the postcode book is updated more than once annually as postcodes are a dynamic entity and are constantly changing.

Collection methods: Question: If you provided care in the child's home, what was the suburb/town/locality and postcode of the child's home?

Enter 'unknown' when the postcode for a child is not known.

This question is only to be used on family day care/in-home care caregiver collection forms. It is to be used in conjunction with the *Child – suburb/town/locality name data element*.

Relational attributes

Related metadata:	Is related to the data concept *Child – child care and preschool services*.
	Is related to the data element *Child – suburb/town/locality name*.
Community Services Information Model link:	Location/Address

Administrative attributes

Registration authority:	NCSIMG
Admin. status:	Current
Source document:	Standards Australia 2002. Australian Standard AS5017-2002 Health Care Client Identification. Sydney: Standards Australia.
	Australia Post Postcode book. Reference through: <http://www1.auspost.com.au/postcodes>.
Source organisation:	National Health Data Committee and National Community Services Data Committee
Comments:	*Child – Postcode – Australian* may be used in the analysis of data on a geographical basis, which involves a conversion from postcodes to the ABS postal areas. This conversion results in some inaccuracy of information. However, in some data sets, postcode is the only geographical identifier, therefore the use of other more accurate indicators (e.g. Statistical Local Area) is not always possible.
	When dealing with aggregate data, postal areas, converted from postcodes, can be mapped to Australian Standard Geographical Classification (AGSC) codes using an ABS concordance, for example, to determine Statistical Local Areas. It should be noted that such concordances should not be used to determine the Statistical Local Area of any individual's postcode. Where individual street addresses are available, these can be mapped to ASGC codes (e.g. Statistical Local Areas) using the ABS National Localities Index (NLI). Refer to ABS catalogue no.1252.0 for full details of the National Localities Index.

Child—school attendance status

Identifying and definitional attributes

Knowledge base ID:	tba	*Version no:*	
Metadata type:	Data element		
Definition:	Whether a child using a child care or preschool service in the data collection week also attends school.		
Context:	The school child status of the child is required for determining the type of service utilisation of each child using child care and preschool services, for example, for children using care outside school hours.		

Representational attributes

Data type: Numeric

Representational form: Code   *Field size (minimum):* 1

Representational layout: N   *Field size (maximum):* 1

Data domain:
    1   Attends school
    2   Does not attend school
    9   Not stated/inadequately described (*not for use in primary data collections*)

Verification rules: Field cannot be blank.

Guide for use: A school child is a child who attends school or is on a break from school (for example, school holidays) and will be returning to school after that break.

School covers primary and secondary schooling. The first year of primary school is considered to commence in the various states and territories as follows:

- Kindergarten in New South Wales and Australian Capital Territory
- Preparatory in Victoria and Tasmania
- Year 1 in Queensland
- Pre-primary in Western Australia
- Reception in South Australia
- Transition in Northern Territory.

A child should not be counted as attending school if they are attending preschool (even if this preschool operates within a school-based environment).

Collection methods: *Question: Does this child attend school?*

□ Yes

□ No

Code 9 *Not stated/inadequately described* is not to be used on primary

collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

Relational attributes

Related metadata: Is related to the data concept *Child – child care and preschool services*.

Administrative attributes

Registration authority: NCSIMG

Admin. status: Current

Source document: Developed for the CSNMDS Version 1.0 based on Family Assistance Office 'Claim for Child Care Benefit to reduce your fees' instrument FA002.0107.

Source organisation: NCSIMG Children's Services Data Working Group
                             Australian Institute of Health and Welfare

Comments: This data element definition is consistent with the definition of a school child for the purposes of the Child Care Benefit.

Child—sex

Identifying and definitional attributes

Knowledge base ID:	002024	*Version no:*	4

Metadata type: Data element

Definition: The sex of the child attending or 'usually attending' children's services.

Sex is the biological distinction between male and female. Where there is an inconsistency between anatomical and chromosomal characteristics, sex is based on anatomical characteristics.

Context: Sex is a core data element in a wide range of social, labour and demographic statistics.

This item will also be used, along with letters of name and date of birth, to derive the statistical linkage key for children using children's services in the collection week.

Representational attributes

Data type: Numeric

Representational form:	CODE	*Field size (minimum):* 1
Representational layout:	N	*Field size (maximum):* 1

Data domain:

1 Male

2 Female

9 Not stated/inadequately described

Guide for use: Operationally, sex is the distinction between male and female. It is usually a simple matter to infer the sex of the respondent through observation, or from the child's first name.

Verification rules:

Collection methods: Question: What is the child's sex?

☐ Male

☐ Female

Code 9 *Not stated/inadequately described* is not to be used on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

Relational attributes

Related metadata: Is related to the data concept *Child – child care and preschool services*.

Community Services Information Model link: Party characteristic/Person characteristic/Demographic characteristic

Administrative attributes

Registration authority: NCSIMG

Admin. status: Current

Source document:	The Australian Bureau of Statistics (ABS) standards for the collection of Sex appear on the ABS website. Reference through: <http://www.abs.gov.a>. Select: Statistics/By Catalogue Number/12. Classifications and Work Manuals/Standards for Social, Labour and Demographic Variables.
Source organisation:	Australian Bureau of Statistics
Comments:	The National Health Data Dictionary Version 12, and the National Community Services Data Dictionary Version 3 also include an indeterminate category. This category may be necessary for situations such as the classification of perinatal statistics when it is not possible for the sex to be determined. This coding option has been excluded from this data element because it is designed to accommodate a small number of perinatal clients which is not seen as relevant to the CSNMDS.

Child with disability or long-term health condition— need for assistance

Identifying and definitional attributes

Knowledge base ID:	tba
Metadata type:	Data element
Definition:	The activities for which a child attending, or 'usually attending', children's services needs additional assistance compared to children of a similar age and related to an underlying long-term health condition or disability.
Context:	This item focuses on disability as it affects access and participation. Participation is in life situations. Activities are the execution of tasks or actions by an individual.
	A health condition is an umbrella term for disease, disorder, injury or trauma.
	A long-term health condition is one that lasts 6 months or more.
	Disability is the umbrella term for any or all of: an impairment of body structure or function, a limitation in activities, or a restriction in participation. Disability is defined in terms of three components: body functions and structures, activities and participation, and environmental factors.
	Children who need assistance in the specified areas may be restricted in their capacity to access and participate in the children's services provided. This may have an impact on the level of resourcing required to support the child.
	By asking about need for assistance, data will be collected which are consistent with other data collections and population data.

Representational attributes

Data type:	Numeric		
Representational form:	Code	*Field size (minimum):*	1
Representational layout:	N(NNNNN)	*Field size (maximum):*	6
Data domain:	1	Learning and applying knowledge, education	
	2	Communication	
	3	Mobility	
	4	Self-care	
	5	Interpersonal interactions and relationships	
	6	Other—including general tasks, domestic life, community and social life	
	7	No assistance needed in the areas listed	
	9	Not stated/inadequately described	
Guide for use:	'Long-term' means lasting for 6 months or more.		
	Children who are under 6 months of age, who have a health condition or		

disability affecting everyday life that is expected to last more than 6 months should be included in this question.

Respondents can choose more than one category. A category should only be chosen if the child's parent(s)/guardian(s) have identified and/or confirmed that the child has a need for assistance in this area stemming from an underlying long-term health condition or disability.

1   Learning and applying knowledge, education—intentionally using senses to experience certain stimuli (e.g. watching, listening, touching, smelling and tasting); ability to imitate actions or behaviours; learning to read and write; ability to solve problems, make decisions or think; and ability to focus and maintain attention to specific stimuli or tasks.

2   Communication—understanding and/or responding to spoken messages or non-verbal messages such as symbols, signs or drawings; speaking and/or singing; making self understood in their most effective method of communication or language if applicable.

3   Mobility—ability to roll, crawl, walk, climb and move around within and outside of buildings; being able to stay in the same body position (e.g. sitting or standing) to play or carry out a task; performing coordinated actions of handling objects (such as picking something up, grasping a toy or throwing).

4   Self-care—caring for oneself by performing activities such as washing and drying oneself, dressing, eating, drinking and toileting.

5   Interpersonal interactions and relationships—carrying out the tasks required for appropriate, basic and/or complex interactions with other people (including family members, friends, relatives, adults and strangers); creating and maintaining relationships in formal settings (such as child care centre); behaving within accepted limits; responding to the feelings of others and coping with their own emotions.

6   Other—including general tasks (such as undertaking and carrying out single or multiple tasks or being able to follow and adapt to changes in routine, or managing behaviours or emotions in completing tasks); domestic life (such as maintaining and caring for plants, animals and belongings and/or being able to assist others in carrying out these tasks); community and social life (such as ability to engage in groups or clubs for children that undertake activities such as play, games, sports and/or other hobbies).

7   No assistance needed in the areas listed

9   Not stated/inadequately described

Verification rules:

Collection methods: Question: Does this child have a need for additional assistance in any of the following areas compared to children of a similar age, that is related to an underlying long-term health condition or disability?

Fields are those listed in the data domain.

More than one response may be provided.

Code 9 Not *stated/inadequately described* is not for use on primary collection forms. It is primarily for use in administrative collections when transferring

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data from data sets where the item has not been collected.

Relational attributes

Related metadata: Is related to the data concept *Child – child care and preschool services*.

Administrative attributes

Registration authority: NCSIMG

Admin. status: Current   *Effective date:*

Source document: World Health Organization (WHO) 2001. International classification of functioning, disability and health. Geneva, WHO.

Further information on the ICF can be found in the ICF itself and the ICF Australian User Guide Version 1.0 (AIHW 2003), at the following websites:

WHO ICF website: <http://www.who.int/classifications/icf/en/>

Australian Collaborating Centre ICF website: <http://www.aihw.gov.au/disability/icf/>

Source organisation: World Health Organization

Comments: Care should be taken in reporting on this item appropriately. Wording should be couched in terms of the number or proportion of children using these services who are in need of additional assistance in the specified areas. (The item may encompass a larger group of children than those eligible for disability support services.)

Departure time of child

Identifying and definitional attributes

Knowledge base ID:	tba	*Version no:*
Metadata type:	Data element
Definition:	The time of day that a child leaves a child care or preschool service.
Context:	This data element may be used in conjunction with the data element *Arrival time of child* as a measure of the patterns of utilisation of child care and preschool services. In addition, this data element can be used to calculate the number of hours per day, hours per week and days per week a child uses child care or preschool services at a service.

Representational attributes

Data type: Alphanumeric

Representational form: Code   *Field size (minimum):* 6

Representational layout: HHMMAA   *Field size (maximum):* 6

Data domain: Respondents should use a 12-hour clock with am and pm suffixes.

Responses range from 1200am to 1159pm.

000000	Child did not attend the children's service on this day.
999999	Not stated/inadequately described (*not for use in primary data collections*)

Verification rules: Field cannot be blank.

Guide for use: Round to the nearest quarter of an hour.

In cases where the child has received overnight care, record the leaving time on the initial day as 1159pm and the next day record the first arrival time as 1200am.

For children who are included on the data collection form, but do not attend all or some of the sessions, the reporting field should reflect the child's non-attendance for these sessions and be filled in as 000000.

Therefore, for children who 'usually attend', but in fact did not attend for the collection week, all attendance times should be recorded as 000000.

Times should only be recorded for children that actually attended the service.

Where a child does not attend continuously throughout the day, arrival and departure times should be recorded in both the morning and the afternoon.

Where a child's time of attendance is the same as the previous child recorded on the form (or within a quarter of an hour) the 'hours same as child above' box should be ticked.

Collection methods: Question: Please specify the time this child left your service on each day of the collection week.

Provision of 'hours same as child above' tick box.

This should be reported for each child on every day in the collection week.

Provision should be made for the recording of arrival and departure times in the morning and the afternoon, for example, to allow for children attending before and after school care.

Code 999999 *Not stated/inadequately described* is not to be used on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

Relational attributes

Related metadata: Is related to the data concept *Service – child care and preschool services*.
                        Is used in conjunction with the data element *Arrival time of child*.

Administrative attributes

Registration authority: NCSIMG

Admin. status: Current

Source document: Developed for the CSNMDS Version 1.0.

Source organisation: NCSIMG Children's Services Data Working Group
Australian Institute of Health and Welfare

Estimated date flag

Identifying and definitional attributes

Knowledge base ID:	000860	*Version no:*	
Metadata type:	Data element		
Definition:	An indication of whether any component of a reported date was estimated.		
Context:	Provision of a child's date of birth is a requirement of the CSNMDS. However, at times, the actual date or part thereof is not known. This data element is designed to flag that part or parts of a date have been estimated (that is, a date provided is based on an approximation of the date in question rather than reporting of the actual date).		
	This data element will assist with record linkage processes for children, as the date of birth is a component of the statistical linkage key that is developed for children.		

Representational attributes

Data type:	Numeric		
Representational form:	Code	*Field size (minimum):* 1	
Representational layout:	N	*Field size (maximum):* 1	
Data domain:	1	Estimated	
	2	Not estimated	
	9	Not stated/inadequately described	
Guide for use:			
Verification rules:			
Collection methods:	This data element should be reported in conjunction with the child's date of birth when any part of the date represents an estimate rather than the actual or known date.		

Relational attributes

Related metadata:	Is related to the data element *Child – date of birth*.

Administrative attributes

Registration authority:	NCSIMG
Admin. status:	Current
Source document:	Australian Institute of Health and Welfare (AIHW) 2004. National community services data dictionary, version 3. Cat. no. HWI 65. Canberra: AIHW.
Source organisation:	National Community Services Data Committee Standards Australia

Household family—child care and preschool services

Identifying and definitional attributes

Knowledge base ID:	000854	*Version no:*	1

Metadata type: Data concept

Definition: The household family that a child using child care or preschool services spends most of their time with in the collection week.

This family would consist of two or more people, one of whom is at least 15 years of age, who are related by blood, marriage (registered or de facto), adoption, step or fostering, and who are usually resident in the same household.

Context: The family is a fundamental building block of society. As a social entity, it is universal and a topic of interest and investigation by social researchers. In a multicultural society such as contemporary Australia, this interest is stronger and more widespread than ever.

Data on families are essential elements for the study of the wellbeing of family groups and, in this way, for the study of the wellbeing of individuals.

Information about the characteristics of families that enrol their children into child care or preschool services assists in the analysis of patterns of utilisation. For example, contributing to an analysis of which types of child care and preschool services are used by particular families.

This concept will only identify the usual composition of the family within the household where the child spent most of their time during the collection week.

Relational attributes

Related metadata: Is related to the data concept *Child – child care and preschool services*.

Community Services Information Model link: Party/Party group

Administrative attributes

Registration authority: NCSIMG

Admin. Status: Current

Source document: Australian Institute of Health and Welfare (AIHW) 2004. National community services data dictionary, version 3. Cat. no HWI 65. Canberra: AIHW.

Australian Bureau of Statistics, Standards for Social, Labour and Demographic Variables, Statistical Concepts Library, available on the website, <http://www.abs.gov.au>

Source organisation: National Community Services Data Committee
Australian Institute of Health and Welfare
Australian Bureau of Statistics

Comments:	This definition is the standard definition for 'Family' of the Australian Bureau of Statistics and is based around ABS collections of information from households.
	A household may include more than one family. In these cases, we are only interested in knowing the characteristics of the family to which the child belongs.

Parent(s)/guardian(s)—sex

Identifying and definitional attributes

Knowledge base ID:	002024	*Version no:*	4

Metadata type: Data element

Definition: Sex of the parent(s)/guardian(s) who usually reside in the same household where the child is spending most of their time during the collection week.

Sex is the biological distinction between male and female. Where there is an inconsistency between anatomical and chromosomal characteristics, sex is based on anatomical characteristics.

Context: Sex is a core data element in a wide range of social, labour and demographic statistics.

This item will primarily be used, along with the element *Parent(s)/guardian(s) – working/not working*, to establish what the working arrangements are for the child's female parent/guardian as opposed to their male parent/guardian.

Information about the characteristics of families that enrol their children into child care or preschool services assists in the analysis of patterns of utilisation. This information may also contribute to analysis of suitability of different types of child care and preschool services for particular families.

Representational attributes

Data type: Numeric

Representational form:	Code	*Field size (minimum):*	1
Representational layout:	N	*Field size (maximum):*	1

Data domain:
1   Male

2   Female

9   Not stated/inadequately described

Guide for use: Operationally, sex is the distinction between male and female. It is usually a simple matter to infer the sex of the respondent through observation, or from the parent's first name.

Only the sex of the parent(s)/guardian(s) that usually live in the household where the child spent most of their time during the collection week, should be recorded.

Verification rules:

Collection methods: What is the sex of the child's parent(s)/guardian(s)?

☐ Male

☐ Female

Where the child has more than one parent/guardian usually living in the household where they spend most their time during the collection week, this item is to be recorded for both parent(s) and guardian(s).

This item should be reported in conjunction with the data item

Parent(s)/guardian(s) – working/not working.

Code 9 *Not stated/inadequately described* is not to be used on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected

Relational attributes

Related metadata:	[Note there are three instances of this data element in this data set].
	Is related to the data concept *Household family – child care and preschool services*.
	Is reported in conjunction with the data element *Parent(s)/guardian(s) – working/not working*.
Community Services Information Model link:	Party characteristic/Person characteristic/Demographic characteristic

Administrative attributes

Registration authority:	NCSIMG	
Admin. status:	Current	*Effective date:*
Source document:	Australian Bureau of Statistics, Standards for Social, Labour and Demographic Variables, Statistical Concepts Library, available on the website, <http://www.abs.gov.au>	
Source organisation:	Australian Bureau of Statistics	
Comments:	The National Health Data Dictionary Version 12 and the National Community Services Data Dictionary Version 3 also include an indeterminate category. This category may be necessary for situations such as the classification of perinatal statistics when it is not possible for the sex to be determined. This coding option has been excluded from this data element because it is designed to accommodate a small number of perinatal clients which is not seen as relevant to the CSNMDS.	

Parent(s)/guardian(s)—working/not working

Identifying and definitional attributes

Knowledge base ID: 002010   *Version no:* 3

Metadata type: Data element

Definition: The current working arrangement of the child's parent(s)/guardian(s), who usually reside in the same household that the child is spending most of their time in during the collection week.

Context: A parent's working arrangements determine whether the child is eligible for Child Care Benefit.

Information about the characteristics of families that enrol their children into child care or preschool services assists in the analysis of patterns of utilisation. This information may also contribute to an analysis of which types of child care and preschool services are used by particular families.

Representational attributes

Data type: Numeric

Representational form: Code   *Field size (minimum):* 1

Representational layout: N   *Field size (maximum):* 1

Data domain:
1	Working
2	Not working—looking for work
3	Neither working nor looking for work—studying/training
4	Neither working nor looking for work—other
9	Not recorded/inadequately described

Guide for use: Respondents can choose only one of the following categories:

Code 1: Working includes all people in paid employment and those who are both studying and working.

Code 2: Not working includes all people who are not in paid employment, but are actively looking for work; and those who are studying as well as looking for work.

Code 3: Neither working nor looking for work includes all people who are studying or training, but not working or looking for work

Code 4: Neither working nor looking for work—other includes those who are not actively looking for work and those who are not in the labour force, for example, those who are raising children and those who are retired.

Only the working arrangements of the parent(s)/guardian(s) that usually live in the household where the child spent most of their time during the collection week should be recorded.

Verification rules:

Collection methods: Question: What are the current working arrangements of the child's parent(s)/guardian(s)?

Fields are those listed in the data domain.

Where the child has more than one parent/guardian usually living in the household where they spent most of their time during the collection week, this item is to be recorded for both parents or guardians.

This item should be reported in conjunction with the data item 'parent(s)/guardian(s) sex'.

Code 9 *Not stated/inadequately described* is not to be used on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

Relational attributes

Related metadata: Is related to the data concept *Household family – child care and preschool services.*

Is reported in conjunction with the data element *Parent(s)/guardian(s) – sex.*

Community Services
Information Model link: Party characteristic/Person characteristic/Labour characteristic

Administrative attributes

Registration authority: NCSIMG

Admin. Status: Current   *Effective date:*   02/09/2003

Source document:

Source organisation: National Health Data Committee and National Community Services Data Committee

Preschool service provided for child

Identifying and definitional attributes

Knowledge base ID:	tba	*Version no:*	
Metadata type:	Data element		
Definition:	Whether a child receives or usually receives preschool as a service activity type from the children's service in the specified data collection week.		
Context:	This data element is used, in conjunction with other data elements about service provision, to obtain a more detailed appraisal of how services are provided and the use of these services. At the broadest level, this data element should provide a measure of the extent to which preschool services are provided and the settings where they are provided, in areas throughout Australia.		

Representational attributes

Data type:	Numeric		
Representational form:	Code	*Field size (minimum):* 1	
Representational layout:	N	*Field size (maximum):* 1	

Data domain:

1   Yes (child receives preschool service from this children's service)

2   No (child does not receive preschool service from this service)

9   Not stated/inadequately described

Guide for use:

Preschool comprises a structured educational program usually provided by a qualified teacher on a sessional basis in dedicated preschools. Similar educational programs or curricula may be provided in long day care and other settings. These are primarily aimed at children in the year or two before they commence full-time schooling.

The terms most commonly used to describe preschool services in various states and territories are:

- Kindergarten—Tasmania, Western Australia and Queensland
- (In Queensland between 2003–07 Kindergarten is being replaced with a year called Preschool)
- Kindergarten or Preschool—Victoria
- Preschool (including Child parent centres)—South Australia
- Preschool— New South Wales, Australian Capital Territory and the Northern Territory

This question asks whether the child received (or usually receives) a preschool service as either the main service activity type or as an additional service activity type from this children's service during the data collection week.

If the service is a dedicated preschool then code 1 should be chosen.

If the service activity is offered at a long day care or mobile service and the child is aged 3 years or over and receives a service that is funded or licensed by the relevant state or territory as a preschool program, then code 1 should be chosen.

If the child is aged 3 years or over and receives a structured educational program delivered by a degree qualified early childhood teacher, then code 1 should be chosen.

If a child care service transports or accompanies children to a preschool service provided by another children's service, code 2 should be chosen since the child did not receive a preschool service from this service.

If the child usually attends the service, but is away on the day/s that they would usually attend preschool, then code 1 should be chosen.

Verification rules:

Collection methods: Question: Does the child receive preschool as a service activity type from this children's service?

☐ Yes

☐ No

This data element should not be reported for children attending family day care/in-home care services.

Code 9 *Not stated/inadequately described* is not to be used on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

Relational attributes

Related metadata: Is related to the data concept *Child care and preschool services – service event*.

Is related to the data concept *Child – child care and preschool services*.

Administrative attributes

Registration authority: NCSIMG

Admin. status: Current

Source document: Australian Institute of Health and Welfare (AIHW) 2000. Comparison of data items in selected children's services collections. AIHW cat. no. CFS 3. Canberra: AIHW.

Source organisation: Australian Institute of Health and Welfare

Index of data items