



**MCEETYA**

**Performance Measurement and Reporting  
Taskforce**

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**NATIONAL GOALS FOR SCHOOLING**

**COLLECTION OF INFORMATION ON STUDENT  
BACKGROUND CHARACTERISTICS**

**DATA IMPLEMENTATION MANUAL  
FOR ENROLMENTS FOR THE 2005  
AND 2006 SCHOOL YEARS**

**For Use By Schools, School Systems And Testing Agents**

First Edition

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This manual is on line at <http://www.mceetya.edu.au/public/dm.htm>

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## **SECTION 1. INTRODUCTION**

### **1.1 Purpose of the manual**

This manual provides information to assist schools and school systems to implement changes required by Education Ministers to enrolment forms (and associated data collection and storage processes).

This is to enable nationally comparable reporting of students' outcomes against the *National Goals for Schooling in the Twenty-First Century*.

The changes relate to the collection of information on students':

- sex;
- Indigenous status;
- socioeconomic background; and
- language background.

Some of the required data involves collecting information about the background of students' parents/guardians. (The Glossary at Attachment 4 has information on the term 'parents/guardians'.)

The manual describes what is involved and what it means in practical terms for schools, school systems and testing agents.

In brief, schools and school systems will need to collect background information on relevant students using agreed questions. The resulting information is to be supplied to testing agents (see Section 2.1.3) so that it can be linked with students' test forms.

### **1.2 Who should use the manual?**

The manual is intended for people in schools and school systems who are involved in the:

- design of enrolment forms and enrolment processes;
- collection of information from parents;
- design, maintenance or modification of student information storage and retrieval systems;
- updating of student records; and
- school-level management or coordination of literacy, numeracy and national sample testing.

The manual also provides information for testing agents, i.e. the organisations that conduct the assessments. In some cases, school systems are the testing agents.

Not all schools will need to use this manual. In large systems, for example, implementation will be a central responsibility.

### **1.3 How will the information be used?**

The relevant background data will be linked to students' literacy and numeracy test forms (Years 3, 5 and 7) and to the test forms of students selected to participate in national sample assessments at Year 6. The background information will be used to analyse the test data utilising a nationally consistent reporting format. The background information will be reported at an aggregated level. No individual student will be identifiable.

The relevant assessments in 2005 will be:

- full cohort literacy and numeracy assessments in Years 3, 5 and 7; and the national sample assessment of Year 6 students' information and communication technology (ICT) knowledge and skills.

The relevant assessments in 2006 will be:

- full cohort literacy and numeracy assessments in Years 3, 5 and 7; and
- the national sample assessment of Year 6 students' science knowledge and skills.

Schools will be notified during 2005 if they have been selected for the Year 6 ICT testing and during 2006 for the Year 6 science testing. Schools may wish to wait until they know whether they have been selected in the sample testing before deciding whether to collect information from Year 6 parents.

There will also be sample testing of secondary students, generally at Year 10, but data for these students will be obtained from the students themselves via questions on the relevant test forms. More information on the programme of assessments is provided in Attachment 2.

## **1.4 From which parents is information required?**

The background information listed in Section 1.1 is required in relation to those students who are in Years 3, 5, or 7 (the years of full cohort literacy and numeracy testing) or who are selected to participate in national sample testing in Year 6.

Schools or school systems may collect enrolment data from parents every year. If so, they need to ensure that the agreed questions are included in the enrolment form for all primary students (including Year 7 students regardless of how Year 7 is normally regarded within the jurisdiction).

Alternatively, where schools or school systems only seek information from parents when the student first enrolls, usually at Year K/1 or Year 7/8, special data collection forms will need to be used to collect the required background information for students scheduled to participate in national testing. These special data collection forms will need to be employed each year until the enrolment records for all students up to and including Year 7 contain the required background information. (See Section 2.1.2 and Attachment 3.)

**Once the necessary information has been obtained from parents using the agreed questions, schools or school systems do not need to update it unless they choose to do so. This is because the background information sought will not change greatly from year to year.**

## **1.5 How will the implementation be managed in your sector?**

*Government sector:*

- The implementation will be managed at central level.

*Catholic sector:*

- In diocesan/systemic schools, the implementation will be managed at diocesan level.
- In non-diocesan/non-systemic schools, implementation may vary across States and Territories. Please consult with your Catholic Education Office if required.

*Independent sector:*

- Implementation in this sector will occur at either the individual school level or at the systemic level where groups of independent schools are organised on a systemic basis eg Seventh Day Adventist schools.

## SECTION 2. ACTIONS REQUIRED

### 2.1 Key steps

The key steps for schools or school systems are as follows:

- Revise enrolment forms to incorporate the agreed questions.
- Develop special data collection forms (if needed) to collect the background information on students participating in the literacy, numeracy or national sample testing.
- Ensure information has been obtained from testing agents on the agreed process for providing student background information to the testing agents to enable them to link this with the test data.
- Revise the data storage system for student records to include fields for the new enrolment data on students' background characteristics.
- Collect and store the necessary student background data.

Further details are provided below and a checklist of tasks associated with these key steps is shown in Attachment 1.

#### **2.1.1 Changes to enrolment forms**

Enrolment forms need to be revised to include the agreed question modules set out in Section 3 of this manual (*Technical Specifications*). **To ensure consistency in national reporting, the question modules must be used as specified.**

In order for the testing agent to link students' test results to their background characteristics, an identifier for each student may need to be attached to both the background information and the test forms (see Section 2.3).

Attachment 3 provides two samples of how the question modules might appear on enrolment forms.

#### **2.1.2 Use of special data collection forms**

Until the necessary student background information is available via enrolment forms it will need to be collected using special data collection forms for those students taking part in literacy, numeracy or national sample assessments.

**To ensure consistency in national reporting, the special data collection forms must use the question modules as specified.**

Attachment 3 provides two sample special data collection forms, using the agreed question modules.

#### **2.1.3 Information from testing agents**

After each assessment is conducted, the testing agent(s) will need to link students' test results to their respective background characteristics. This will require schools or school systems to provide the background information to the testing agent in an agreed format.

Prior to revising the data storage system for student records, an agreed process needs to be in place between the testing agent(s) and the schools or school systems on the required format for the collection of information. Schools need to ensure that they have the latest information on the testing agents' requirements. In the independent sector, the Associations of Independent Schools will advise schools on the processes to follow.

### **2.1.4 Revising the data storage system for student records**

Along with the required question modules, Section 3 provides guidance on how the responses should be coded and stored. In relation to this, you may wish to check that:

- student data records include fields for all of the information specified in Section 3;
- the fields in electronic records meet the information system requirements specified in Section 3; and
- student background information is able to be retrieved in such a way that it can be linked to their test forms by the testing agent, for example by means of a suitable student identifier.

### **2.1.5 Collecting and storing the background information**

Because of the importance for national reporting of having data as accurate as possible and from as many parents as possible, procedures in schools for ensuring completion of enrolment forms or special data collection forms may need to be reconsidered. Parents may need assistance in interpreting and answering some of the questions and schools will need to ensure that clearly defined processes are in place to capture information at enrolment or via special forms. For example, schools could provide information accompanying enrolment or special data collection forms. They will need to work with parents and have arrangements in place to follow up where forms are incomplete.

Agreed processes need to be in place for entry and coding of data to computer files from enrolment or special forms.

## **2.2 Timeframe**

Those schools or school systems which are able to revise 2005 enrolment forms and processes in time for enrolments in the 2005 school year should proceed to do so.

If this is not possible, schools or school systems will need to collect the relevant background information, either from parents using the special data collection forms provided in this manual, or from existing test forms (which it is recognised may not provide nationally comparable data) together with special data collection forms to collect information items not sought on test forms.

For the 2006 school year, ALL schools or school systems are required to:

- have revised their enrolment forms and associated record systems or data storage systems in time for student enrolments for the 2006 school year;
- if necessary, collect background information via special data collection forms from parents of continuing students in Years 3, 5 and 7 (and Year 6 where necessary);
- collect and store the necessary background information on new enrolments in 2006;
- provide the background information on the students participating in testing to the testing agent, in the format agreed with the testing agent(s), so that they can link this information to the 2006 test data.

Attachment 1 provides a detailed checklist of the tasks to be carried out.

## **2.3 Updates of the manual**

This manual will be updated on a regular basis with the latest version readily available on the MCEETYA website <<http://www.mceetya.edu.au/public/dm.htm>>. The title of the manual will set out the school year(s) for which the manual is relevant. The present version is valid for 2005 and 2006 enrolments.

## 2.4 Privacy requirements

Schools and school systems should review and, if necessary, revise their privacy policies and related documentation providing advice to parents on the collection, storage, use and disclosure of personal information. Such information should be distributed to parents with enrolment or special data collection forms, reproduced in the school's or school system's privacy policy as well as any other relevant documents and, if appropriate, provided on associated websites.

For non-government sectors: a comprehensive *Privacy Compliance Manual* is available. This document was developed jointly by the National Catholic Education Commission (NCEC) and the Independent Schools Council of Australia (ISCA) with the assistance of Minter Ellison Lawyers. It provides advice for non-government schools and school systems on compliance with Commonwealth privacy legislation by private sector organisations. It also includes advice on obtaining parents' consent to the collection and use of personal information and examples of standard collection notices. The *Privacy Compliance Manual* is available on the NCEC and ISCA websites.

## 2.5 Help for schools

Your primary contact is as follows:

### Government sector:

New South Wales:	Juho Looveer NSW Department of Education and Training Phone: (02) 95618192 Email: <a href="mailto:Juho.Looveer@det.nsw.edu.au">Juho.Looveer@det.nsw.edu.au</a>
Victoria:	Michael Dalton Department of Education and Training Phone: (03) 96373227 Email: <a href="mailto:dalton.michael.d@edumail.vic.gov.au">dalton.michael.d@edumail.vic.gov.au</a>
Queensland:	Corporate Data Enquiries Education Queensland Phone: (07) 3237 0760 Email: <a href="mailto:CorporateData.PERFMEAS@ged.qld.gov.au">CorporateData.PERFMEAS@ged.qld.gov.au</a>
South Australia:	Tassi Georgiadis Department of Education and Children's Services Phone: (08) 8226 1478 Email: <a href="mailto:Georgiadis.Tassi@saugov.sa.gov.au">Georgiadis.Tassi@saugov.sa.gov.au</a>
Western Australia:	John Harris Department of Education and Training Phone: (08) 9264 4668 Email: <a href="mailto:John.Harris@det.wa.edu.au">John.Harris@det.wa.edu.au</a>
Tasmania:	Rob Dalton Department of Education Tasmania Phone: (03) 6233 7090 Email: <a href="mailto:rob.dalton@education.tas.gov.au">rob.dalton@education.tas.gov.au</a>
Northern Territory:	Patrick Burford NT Department of Employment, Education and Training Phone: (08) 89995743 Email: <a href="mailto:bruce.dunn@nt.gov.au">bruce.dunn@nt.gov.au</a>
Australian Capital Territory:	Stephen Tregear-Collett Department of Education, Youth and Family Services Phone: (02) 6205 9166 Email: <a href="mailto:stephen.tregear-collett@act.gov.au">stephen.tregear-collett@act.gov.au</a>

## 2.5 Help for schools continued.

### Catholic Sector:

All States/Territories:	Contact your local Catholic Schools Office/Catholic Education Office for further information.
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### Independent Sector:

New South Wales:	Ray Whitfield The Association of Independent Schools of New South Wales Ltd Phone: (02) 9299 2845 Email: <a href="mailto:aisnsw@aisnsw.edu.au">aisnsw@aisnsw.edu.au</a>
Victoria:	Andrew Smith Director, Strategy and Operations Association of Independent Schools of Victoria Inc Phone: (03) 9825 7212 Email: <a href="mailto:andrew.smith@ais.vic.edu.au">andrew.smith@ais.vic.edu.au</a>
Queensland:	David Robertson Assistant Director (Operations) The Association of Independent Schools of Queensland Inc Phone: (07) 3228 1515 Email: <a href="mailto:drobotson@aisq.qld.edu.au">drobotson@aisq.qld.edu.au</a>
South Australia:	Peter Lang Assistant Director Administration Services Association of Independent Schools of SA Phone: (08) 81791406 Email: <a href="mailto:langp@ais.sa.edu.au">langp@ais.sa.edu.au</a>
Western Australia:	Audrey Jackson Association of Independent Schools of Western Australia Inc. Phone: (08) 9244 2788 Email: <a href="mailto:admin@ais.wa.edu.au">admin@ais.wa.edu.au</a> Ron Gorman Email: <a href="mailto:rgorman@ais.wa.edu.au">rgorman@ais.wa.edu.au</a>
Tasmania:	Tony Crehan The Association of Independent Schools of Tasmania Phone: (03) 6224 0125 Email: <a href="mailto:aist@tassie.net.au">aist@tassie.net.au</a>
Northern Territory:	Kath Phelan Association of Independent Schools of the Northern Territory Inc. Phone: (08) 8981 8668 Email: <a href="mailto:admin@aisnt.asn.au">admin@aisnt.asn.au</a>
Australian Capital Territory:	Allan Hird Association of Independent Schools of the ACT Inc. Phone: (02) 6260 4955 Email: <a href="mailto:ahird@ais.act.edu.au">ahird@ais.act.edu.au</a>

## SECTION 3. TECHNICAL SPECIFICATIONS

### 3.1 How to use this section

Section 3 sets out how information is to be collected, stored and reported for each of the four background characteristics:

- sex;
- Indigenous status;
- socioeconomic background; and
- language background.

Each background characteristic is defined in terms of one or more *data elements*.

The data elements contain one or more *question modules* depending on the number of persons from whom information is requested. The question module includes exact wording of both the question and the response options. In some cases, the question modules provide two question options. In those cases, the school or school system may choose between the two options.

Attachment 3 provides two samples of the special data collection forms which schools or school systems may wish to use, either as a model for the questions to be included on enrolment forms or as their own special data collection forms.

The following table summarises how the four background characteristics translate into data elements and question modules.

Background characteristic	Indicator	Data Elements	Question Modules	Information sought about
Sex		Sex	Single module	Student
Indigenous status		Indigenous status	Single module Two options provided	Student
Socioeconomic background	Socioeconomic background – education	Parental school education	Two modules	Parents/ guardians
		Parental non-school education	Two modules	Parents/ guardians
	Socioeconomic background – occupation	Parental occupation	Two modules	Parents/ guardians
Language background	Language background	Main language other than English spoken at home	Three modules Two options provided for each module	Student and parents/guardians
	Main language other than English spoken at home			
	Country of birth	Country of birth	Single module Two options provided	Student

The information in Sections 3.2 to 3.8 (one section for each data element) is set out in a standard format with the following common headings on the left hand side:

- *Definition* – provides a description of the data element.
- *Related Indicator(s)* – shows how the data element relates to the background characteristic.
- *Question Module* – sets out the relevant question(s) as they must appear on the enrolment form. In some cases more than one question option is offered. Where this occurs, schools/systems may select the option that suits them best.
- *Rules* – shows how responses should be coded.
- *Guide for Use* – indicates how responses are linked to relevant classifications in the Attachments.
- *Output Requirements* – sets out the form in which the school or school system is to record the data on each student for provision to the testing agent.
- *Information System Requirements* – shows the properties of the fields to be used in information storage and retrieval systems. For more information on the properties of the fields see Glossary.
- *Coding Structure* – lists the allowable codes for responses to the questions.
- *Information for the Testing Agent: Deriving the indicator* – shows how the testing agent will provide the information for the annual *National Report on Schooling*.

## 3.2 Technical specifications - Sex

**Definition:** 'Sex' is the distinction 'male' and 'female', as reported by a person.

**Related Indicator(s):** 'Sex' of student is required to report on student's performance by male and female.

**Question Module:** For the collection of data on 'Sex' the following question module should be used:

**Sex:**             Male  
                       Female

**Guide for Use:** 'Sex' is regarded as the physical and biological distinction between male and female. It is not the socially expected/perceived dimensions of behaviour associated with male and female (masculinity and femininity).

**Output Requirements:** The following output code needs to be recorded for each student and provided to the testing agent as and when required:

1    Male  
2    Female

**Information System Requirements:**

It is necessary to store 'Sex' data that will enable output according to the following:

Form of representation:            Code

Datatype:                              Numeric character

Size of data element values:        1

Permissible data element values:    Code values represented in the 'Sex' classification.

**Coding Structure:**

'Sex' is a flat classification having only one level with the two categories 'male' and 'female'. The code structure is simply:

1    Male  
2    Female

**Information for the Testing Agent:**

'Sex' of student is to be reported by male and female.

### 3.3 Technical specifications - Indigenous status

**Definition:** A student is considered to be 'Indigenous' if he or she identifies as being of Aboriginal and/or Torres Strait Islander origin. The term 'origin' is considered to relate to people's Australian Aboriginal or Torres Strait Islander descent and for some, but not all, their cultural identity.

**Related Indicator(s):** 'Indigenous status' of the student is used to derive the Indigenous status indicator.

**Question Module:** One of the following questions should be used to collect 'Indigenous status':

*Question Option One:*

**Is the student of Aboriginal or Torres Strait Islander origin?**

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

- No.....
- Yes, Aboriginal.....
- Yes, Torres Strait Islander.....

*Question Option Two:*

A response category for 'Both Aboriginal and Torres Strait Islander' can be included if the data collection practices of the department/school system/school cannot accommodate more than one category being ticked at the same time. In that case, the following question can be used:

**Is the student of Aboriginal or Torres Strait Islander origin?**

- No.....
- Yes, Aboriginal.....
- Yes, Torres Strait Islander.....
- Yes, Both Aboriginal and Torres Strait Islander.....

**Rules:** 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 (i.e. disregard the 'No' response).
- If the respondent marks both the 'Aboriginal' and 'Torres Strait Islander' boxes, then the response should be coded to 'Both Aboriginal and Torres Strait Islander Origin'.

### 3.3 Technical Specifications - Indigenous status continued

- 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' (i.e. disregard the 'No' response).

**Where 'Indigenous status' is not stated or unknown, the code should be '9'.**

#### Output Requirements:

The following output code needs to be recorded for each student and provided to the testing agent as and when required:

- 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/Unknown

#### Information System Requirements:

It is necessary to store 'Indigenous status' data that will enable output according to the following:

Form of representation:	Code
Datatype:	Numeric character
Size of data element values:	1
Permissible data element values:	All codes represented in the 'Indigenous status' classification.
	Where 'Indigenous status' is 'Not stated/Unknown' the code should be '9'.

#### Coding Structure:

'Indigenous status' has a hierarchical structure comprising two levels. There are four categories at the detailed level of the classification that are grouped into two categories at the broader level. The classification is as follows:

- 1 Indigenous
  - 11 Aboriginal but not Torres Strait Islander Origin
  - 12 Torres Strait Islander but not Aboriginal Origin
  - 13 Both Aboriginal and Torres Strait Islander Origin
- 2 Non-Indigenous
  - 24 Neither Aboriginal nor Torres Strait Islander Origin
- 9 Not stated/Unknown

Only the second digit of the two-digit code needs to be used for data input and storage purposes. Responses should be coded to the appropriate category of the classification. For example '24 Neither Aboriginal nor Torres Strait Islander Origin' would have an input code of '4'.

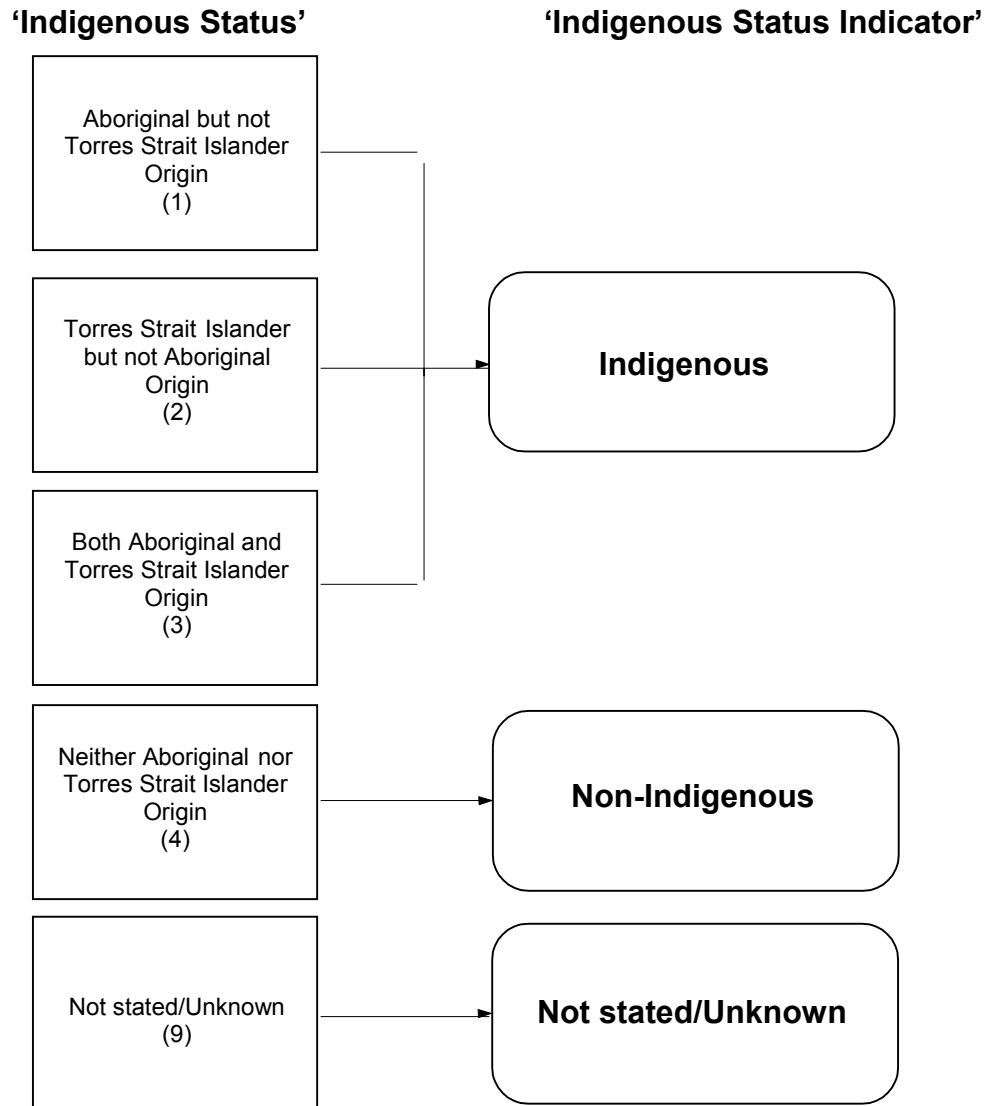
### 3.3 Technical Specifications - Indigenous status continued

'Not stated/Unknown' 'Indigenous status' is to be uniquely represented in information management systems using the code '9'. **The 'Not stated/Unknown' category however is not to appear as an option for answering the question on forms (e.g. enrolment forms).**

#### Information for the Testing Agent: Deriving 'Indigenous Status Indicator'

For the purpose of nationally comparable reporting on student outcomes in the annual National Report on Schooling in Australia (see Glossary), the testing agent will be asked to provide tables on the learning outcomes of students including Indigenous students.

For the purpose of providing such tables, testing agents will need to recode the data provided to enable reporting of outcomes for Indigenous students and for non-Indigenous students, as illustrated in the following flowchart:



### 3.4 Technical specifications - Parental school education

**Definition:** 'Parental school education' is the highest year of primary or secondary education a parent/guardian has completed.

**Related Indicator(s):** 'Parental school education' of mother/parent1/guardian1 and father/parent2/guardian2 are required to derive the Socioeconomic background – education indicator.

**Question Module:** For the collection of data on 'Parental school education' the following two question modules should be used:

**What is the highest year of primary or secondary school the mother/parent1/guardian1 has completed?**  
*(For persons who have never attended school, mark 'Year 9 or equivalent or below'.)*

Mark one box only

Year 12 or equivalent.....	<input type="checkbox"/>
Year 11 or equivalent.....	<input type="checkbox"/>
Year 10 or equivalent.....	<input type="checkbox"/>
Year 9 or equivalent or below.....	<input type="checkbox"/>

**What is the highest year of primary or secondary school the father/parent2/guardian2 has completed?**  
*(For persons who have never attended school, mark 'Year 9 or equivalent or below'.)*

Mark one box only

Year 12 or equivalent.....	<input type="checkbox"/>
Year 11 or equivalent.....	<input type="checkbox"/>
Year 10 or equivalent.....	<input type="checkbox"/>
Year 9 or equivalent or below.....	<input type="checkbox"/>

See Glossary for advice on the terminology to use for mother/father/parent/guardian.

**Rules:** For the purposes of this data element, school education means primary and secondary education, regardless of the location or institution where it is undertaken. It therefore includes study at a secondary education level that might, for example, be undertaken at a Technical and Further Education (TAFE) institution.

For the purposes of this data element, persons who have never attended school should be included in the 'Year 9 or equivalent or below' category.

### 3.4 Technical Specifications - Parental school education continued

- Output Requirements:** The following output code needs to be recorded for each student and provided to the testing agent as and when required:
- 1 digit 'Parental school education' code for mother/parent1/guardian1; and
  - 1 digit 'Parental school education' code for father/parent2/guardian2.

**Information System Requirements:**

It is necessary to store 'Parental school education' data that will enable output according to the following:

Form of representation:	Code
Datatype:	Numeric character
Size of data element values:	1
Permissible data element values:	All relevant categories of the coding structure specified below.

**Coding Structure:**

The coding structure for 'Parental school education' is:

- 4 Year 12 or equivalent
- 3 Year 11 or equivalent
- 2 Year 10 or equivalent
- 1 Year 9 or equivalent or below
- 0 Not stated/Unknown

**Information for the Testing Agent:  
Deriving Socioeconomic background - education indicator**

For the purpose of nationally comparable reporting on student outcomes in the annual National Report on Schooling in Australia (see Glossary), the testing agent will be asked to provide tables on the learning outcomes of students including their Socioeconomic background – education.

For the purpose of providing such tables, the testing agent will need to combine 'Parental school education' data and 'Parental non-school education' to derive the Socioeconomic background-education indicator. See 3.5 Information for the Testing Agent.

### 3.5 Technical specifications - Parental non-school education

**Definition:** 'Parental non-school education' identifies the highest qualification attained by a parent/guardian in any area of study other than school education.

**Related Indicator(s):** 'Parental non-school education' of mother/parent1/guardian1 and father/parent2/guardian2 are required to derive the Socioeconomic background– education indicator.

**Question Module:** For the collection of data on 'Parental non-school education' the following two question modules should be used:

**What is the level of the *highest* qualification the mother/parent1/guardian1 has completed?**

Mark one box only

Bachelor degree or above.....

Advanced diploma/Diploma.....

Certificate I to IV (including trade certificate)....

No non-school qualification.....

**What is the level of the *highest* qualification the father/parent2/guardian2 has completed?**

Mark one box only

Bachelor degree or above.....

Advanced diploma/Diploma.....

Certificate I to IV (including trade certificate)....

No non-school qualification.....

See Glossary for advice on the terminology to use for mother/father/parent/guardian and for definitions on what constitutes Bachelor degree or above, Advanced diploma/Diploma and Certificate I to IV.

**Rules:** Primary and secondary education are not non-school qualifications, regardless of the location or institution where the study is undertaken. Secondary education undertaken for example as a mature-age student at a Technical and Further Education (TAFE) institution is considered school education. However non-school qualifications completed by parents/guardians when at school, e.g. Certificate I, should be included as non-school qualifications.

**Output Requirements:** The following output codes need to be recorded for each student and provided to the testing agent as and when required:

- 1 digit 'Parental non-school education' code for mother/parent1/guardian1; and
- 1 digit 'Parental non-school education' code for father/parent2/guardian2.

### 3.5 Technical specifications - Parental non-school education continued

#### Information System Requirements:

It is necessary to store 'Parental non-school education' data that will enable output according to the following:

Form of representation:	Code
Datatype:	Numeric character
Size of data element values:	1
Permissible data element values:	All relevant categories of the coding structure specified below.

#### Coding Structure:

The coding structure for 'Parental non-school education' is:

7	Bachelor degree or above
6	Advanced diploma/Diploma
5	Certificate I to IV (including trade certificate)
8	No non-school qualification
0	Not stated/Unknown

#### Information for the Testing Agent: Deriving Socioeconomic background - education indicator

For the purpose of nationally comparable reporting on student outcomes in the annual National Report on Schooling in Australia (see Glossary), the testing agent will be asked to provide tables on the learning outcomes of students including their Socioeconomic background – education.

For the purpose of providing such tables, the testing agent will need to combine 'Parental school education' data and 'Parental non-school education' data to derive the Socioeconomic background-education indicator.

Therefore, the derivation requires the combination of Father's School Education (FSE), Mother's School Education (MSE), Father's Non-School Education (FNSE) and Mother's Non-School Education (MNSE) to determine a single value, the Socioeconomic background – education indicator. In general, this will be the highest educational attainment of either parent, as shown in the following table.

Final decisions on reporting categories will be made when the requirements of the relevant annual National Report on Schooling (ANR) are settled.

### 3.5 Technical specifications - Parental non-school education continued

Derivation Conditions	Socioeconomic Background – Education Indicator
1. FNSE = 8 MNSE = 8 FSE = 4,3,2,1,0 MSE = 4,3,2,1,0	Parental Education Indicator = highest response of FSE, MSE
2. FNSE = 8 MNSE = 7,6,5,0 FSE = 4,3,2,1,0 MSE = 4,3,2,1,0	Parental Education Indicator = highest response of MNSE, FSE, MSE
3. FNSE = 7,6,5,0 MNSE = 8 FSE = 4,3,2,1,0 MSE = 4,3,2,1,0	Parental Education Indicator = highest response of FNSE, FSE, MSE
4. FNSE = 7,6,5,0 MNSE = 7,6,5,0 FSE = 4,3,2,1,0 MSE = 4,3,2,1,0	Parental Education Indicator = highest response of FNSE, MNSE, FSE, MSE

Example 1: Where the Parental non-school education (father) response code is '6' and the Parental non-school education (mother) response code is '8', the Parental school education (father) is '4' and the Parental school education (mother) response code is '3', the derived Socioeconomic background – education indicator code will be '6'.

Example 2: Where the Parental non-school education (father) response code is '0' and the Parental non-school education (mother) response code is '8', the Parental school education (father) is '0' and the Parental school education (mother) response code is '3', the derived Socioeconomic background – education indicator code will be '3'.

Example 3: Where the Parental non-school education (father) response code is '8' and the Parental non-school education (mother) response code is '8', the Parental School Education (father) is '0' and the Parental school education (mother) response code is '0', the derived Socioeconomic background – education indicator code will be '0'.

Example 4: Where the Parental non-school education (father) response code is '0' and the Parental non-school education (mother) response code is '0', the Parental school education (father) is '0' and the Parental school education (mother) response code is '0', the derived Socioeconomic background – education indicator code will be '0'.

The coding structure for 'Parental non-school education', represented above by FNSE (Father's Non-School Education) and MNSE (Mother's Non-School Education) is:

- 7 Bachelor degree or above
- 6 Advanced diploma/Diploma
- 5 Certificate I to IV (including trade certificate)
- 8 No non-school qualification
- 0 Not stated/Unknown

The coding structure for 'Parental school education', represented above by FSE (Father's School Education) and MSE (Mother's School Education) is:

- 4 Year 12 or equivalent
- 3 Year 11 or equivalent
- 2 Year 10 or equivalent
- 1 Year 9 or equivalent or below
- 0 Not stated/Unknown

### 3.6 Technical specifications - Parental occupation group

**Definition:** 'Parental occupation group' is defined as the occupation group which includes the main work undertaken by the parent/guardian. If a parent/guardian has more than one job, report the occupation group which includes their main job.

**Related Indicator(s):** 'Parental occupation group' of mother/parent1/guardian1 and father/parent2/guardian2 are required to derive the Socioeconomic background – occupation indicator.

**Question Module:** For the collection of data on 'Parental occupation group' the following two question modules should be used:

**What is the occupation group of the mother/parent1/guardian1?**

*Please select the appropriate parental occupation group from the attached list.*

- *If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.*
- *If the person has not been in paid work in the last 12 months, enter '8' above.*

**What is the occupation group of the father/parent2/guardian2?**

*Please select the appropriate parental occupation group from the attached list.*

- *If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.*
- *If the person has not been in paid work in the last 12 months, enter '8' above.*

### 3.6 Technical specifications - Parental occupation group continued

#### LIST OF PARENTAL OCCUPATION GROUPS

<p><b><u>Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals</u></b> <input type="checkbox"/></p> <p><b>Senior executive/manager/department head in industry, commerce, media or other large organisation.</b> <b>Public service manager</b> (Section head or above), regional director, health/education/police/fire services administrator <b>Other administrator</b> [school principal, faculty head/dean, library/museum/gallery director, research facility director] <b>Defence Forces</b> Commissioned Officer <b>Professionals</b> generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others. <b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> professional <b>Business</b> [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer] <b>Air/sea transport</b> [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]</p>
<p><b><u>Group 2: Other business managers, arts/media/sportspersons and associate professionals</u></b> <input type="checkbox"/></p> <p><b>Owner/manager</b> of farm, construction, import/export, wholesale, manufacturing, transport, real estate business <b>Specialist manager</b> [finance/engineering/production/personnel/industrial relations/sales/marketing] <b>Financial services manager</b> [bank branch manager, finance/investment/insurance broker, credit/loans officer] <b>Retail sales/services manager</b> [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency] <b>Arts/media/sports</b> [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official] <b>Associate professionals</b> generally have diploma/technical qualifications and support managers and professionals. <b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> technician/associate professional <b>Business/administration</b> [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager] <b>Defence Forces</b> senior Non-Commissioned Officer</p>
<p><b><u>Group 3: Tradesmen/women, clerks and skilled office, sales and service staff</u></b> <input type="checkbox"/></p> <p><b>Tradesmen/women</b> generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group. <b>Clerks</b> [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk] <b>Skilled office, sales and service staff.</b> <b>Office</b> [secretary, personal assistant, desktop publishing operator, switchboard operator] <b>Sales</b> [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher] <b>Service</b> [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]</p>
<p><b><u>Group 4: Machine operators, hospitality staff, assistants, labourers and related workers</u></b> <input type="checkbox"/></p> <p><b>Drivers, mobile plant, production/processing machinery and other machinery operators.</b> <b>Hospitality staff</b> [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper] <b>Office assistants, sales assistants and other assistants.</b> <b>Office</b> [typist, word processing/data entry/business machine operator, receptionist, office assistant] <b>Sales</b> [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker] <b>Assistant/aide</b> [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant] <b>Labourers and related workers</b> <b>Defence Forces</b> ranks below senior NCO not included above <b>Agriculture, horticulture, forestry, fishing, mining worker</b> [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand] <b>Other worker</b> [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]</p>

### 3.6 Technical specifications - Parental occupation group continued

**Rules:** 'Parental occupation group' is used to derive the Socioeconomic background – occupation indicator. It is necessary therefore to uniquely identify in the collection and storage processes (e.g. on student enrolment forms and in information management systems) the:

- 'Parental occupation group' of the mother/parent1/guardian1; and
- 'Parental occupation group' of the father/parent2/guardian2.

**Output Requirements:** The following output codes need to be recorded for each student and provided to the testing agent as and when required:

- 1 digit 'Parental occupation' code for mother/parent1/guardian1; and
- 1 digit 'Parental occupation' code for father/parent2/guardian2.

**Information System Requirements:**

It is necessary to store 'Parental occupation group' data that will enable output according to the following:

Form of representation:	Code
Datatype:	Numeric character
Size of data element values:	1
Permissible data element values:	All relevant categories of the coding structure specified below.

Where the occupation group of the parent/guardian is not stated or unknown the code should be '9'.

**Coding Structure:** 'Parental occupation' is a flat classification having only one level with six categories. The code structure is simply:

- |   |  |
|---|--|
| 1 | Senior management in large business organisation, government administration and defence, and qualified professionals |
| 2 | Other business managers, arts/media/sportspersons and associate professionals  |
| 3 | Tradesmen/women, clerks and skilled office, sales and service staff  |
| 4 | Machine operators, hospitality staff, assistants, labourers and related workers                                      |
| 8 | Not in paid work in last 12 months   |
| 9 | Not stated or unknown  |

### 3.6 Technical specifications - Parental occupation group continued

#### Information for the Testing

##### Agent:

##### Deriving Socioeconomic background - occupation indicator

For the purpose of nationally comparable reporting on student outcomes in the annual National Report on Schooling in Australia (see Glossary), the testing agent will be asked to provide tables on the learning outcomes of students including their Socioeconomic background – occupation.

For the purpose of providing such tables, the testing agent will need to compare 'Parental occupation group' data from the father and the mother to derive the Socioeconomic background-occupation indicator. Based on the above code values for each of the mother/parent1/guardian1 and father/parent2/guardian2, the testing agent will determine the higher 'Parental occupation group'.

Therefore, the derivation requires the combination of Father's Occupation (FOCC) and Mother's Occupation (MOCC) to determine a single value, the Socioeconomic background – occupation indicator. In general, this will be the lowest occupation response code of either parent. This is illustrated in the following table:

Derivation Conditions	Socioeconomic Background – Occupation Indicator
1. FOCC = 9	Occupation Indicator = MOCC
2. FOCC = 8 and MOCC = 9	Occupation Indicator = FOCC
3. FOCC = 8 and MOCC = 8,4,3,2,1	Occupation Indicator = MOCC
4. FOCC = 4,3,2,1 and MOCC = 9,8	Occupation Indicator = FOCC
5. FOCC = 4,3,2,1 and MOCC = 4,3,2,1	Occupation Indicator = lowest response code of FOCC and MOCC

Example 1: Where the Parental occupation (father) response code is '4' and the Parental occupation (mother) response code is '1', the derived Socioeconomic background – occupation indicator code will be '1'.

Example 2: Where the Parental occupation (father) response code is '9' and the Parental occupation (mother) response code is '1', the derived Socioeconomic background – occupation indicator code will be '1'.

Example 3: Where the Parental occupation (father) response code is '9' and the Parental occupation (mother) response code is '8', the derived Socioeconomic background – occupation indicator code will be '8'.

Example 4: Where the Parental occupation (father) response code is '8' and the Parental occupation (mother) response code is '8', the derived Socioeconomic background – occupation indicator code will be '8'.

The categories to be used in reporting will be drawn from the six Socioeconomic background - occupation indicator codes listed in the Coding Structure. Final decisions on exact reporting categories will be made when the requirements of the relevant annual National Report on Schooling (ANR) are settled.

### 3.6 Technical specifications - Parental occupation group continued

The coding structure for 'Parental occupation', represented above by Father's Occupation (FOCC) and Mother's Occupation (MOCC) is:

- 1 Senior management in large business organisation, government administration and defence, and qualified professionals
- 2 Other business managers, arts/media/sportspersons and associate professionals
- 3 Tradesmen/women, clerks and skilled office, sales and service staff
- 4 Machine operators, hospitality staff, assistants, labourers and related workers
- 8 Not in paid work in last 12 months
- 9 Not stated or unknown

### 3.7 Technical specifications - Main language other than English spoken at home

**Definition:** 'Main language other than English spoken at home' is defined as the main language other than English, spoken in the home by the respondent.

If the respondent speaks more than one language at home (not including English), report the language the respondent speaks most often.

Information is to be sought in relation to the student, mother/parent1/guardian1 and father/parent2/guardian2.

**Related Indicator(s):** 'Main language other than English spoken at home' is required to derive the 'Language background' and 'Main Language other than English spoken at home' indicators.

**Question Module:** 'Main language other than English spoken at home' can be collected in two ways.

Clear instructions, as provided below, must be included regarding the choice of only one language (the language spoken most often), other than English, when the respondent speaks multiple languages at home.

*Question Option One:*

For the collection of data on 'Main language other than English spoken at home' the following three question modules should be used:

**Does the student speak a language other than English at home?**

*(If more than one language, indicate the one that is spoken most often.)*

- No, English only.....
- Yes, Italian.....
- Yes, Cantonese.....
- Yes, Arabic (incl. Lebanese).....
- Yes, Vietnamese.....
- Yes, Greek.....
- Yes, Mandarin.....
- Yes, Tagalog - (Filipino).....
- Yes, Spanish .....
- Yes, Macedonian.....
- Yes, Other - please specify .....

**3.7 Technical specifications - Main language other than English spoken at home continued**

**Does the mother/parent1/guardian1 speak a language other than English at home?**

*(If more than one language, indicate the one that is spoken most often.)*

- No, English only.....
- Yes, Italian.....
- Yes, Cantonese.....
- Yes, Arabic (incl. Lebanese).....
- Yes, Vietnamese.....
- Yes, Greek.....
- Yes, Mandarin.....
- Yes, Tagalog - (Filipino).....
- Yes, Spanish .....
- Yes, Macedonian.....
- Yes, Other - please specify .....

**Does the father/parent2/guardian2 speak a language other than English at home?**

*(If more than one language, indicate the one that is spoken most often.)*

- No, English only.....
- Yes, Italian.....
- Yes, Cantonese.....
- Yes, Arabic (incl. Lebanese).....
- Yes, Vietnamese.....
- Yes, Greek.....
- Yes, Mandarin.....
- Yes, Tagalog - (Filipino).....
- Yes, Spanish .....
- Yes, Macedonian.....
- Yes, Other - please specify .....

Schools or school systems can choose to use either the above list; a list of the main languages spoken for their State/Territory provided at Attachment 5; or another list of main languages spoken developed by the school or school system. Regardless of the list of languages used, the question format must not be changed and the coding needs to be consistent with ABS standards.

Lists of main languages spoken for each State/Territory provided at Attachment 5 were derived using Census 2001 data for 'Parents with students 5-19 years of age'.

### 3.7 Technical specifications - Main language other than English spoken at home continued

*Question Option Two:*

For the collection of data on 'Main language other than English spoken at home' the following three question modules should be used:

**Does the student speak a language other than English at home?**

*(If more than one language, indicate the one that is spoken most often.)*

No, English only.....   
Yes, Other - please specify .....

**Does the mother/parent1/guardian1 speak a language other than English at home?**

*(If more than one language, indicate the one that is spoken most often.)*

No, English only.....   
Yes, Other - please specify .....

**Does the father/parent2/guardian2 speak a language other than English at home?**

*(If more than one language, indicate the one that is spoken most often.)*

No, English only.....   
Yes, Other - please specify .....

Question Option Two involves a more complex and time consuming coding process compared with the tick box layout of Question Option One, which is designed to enable direct coding of the majority of responses.

**Rules:**

The 'Main language other than English spoken at home' by the respondent is used to derive the 'Language background' and the 'Main language other than English spoken at home' indicators. It is necessary therefore to uniquely identify in the collection and storage processes (e.g. on student enrolment forms and in information management systems):

- 'Main language other than English spoken at home' of the student; and
- 'Main language other than English spoken at home' of the mother/parent1/guardian1; and
- 'Main language other than English spoken at home' of the father/parent2/guardian2.

### 3.7 Technical specifications - Main language other than English spoken at home continued

The procedures for coding multiple language responses are:

- If the respondent specifies that more than one language other than English is spoken, then the response should be coded to the first language other than English specified.
- If the respondent specifies that they speak both English and another language(s), then the response should be coded to the first language other than English specified.

The above coding rules will result in some misreporting, as the first language specified might not be the main language (other than English) spoken at home.

#### Guide for Use:

The coding index to link responses to the 'Main language other than English spoken at home' question to the Australian Standard Classification of Languages, is described at Attachment 6 and is available at the MCEETYA website <http://www.mceetya.edu.au/public/pdf/attachment6.txt>. This coding index facilitates data being accurately coded to the appropriate ASCL code by providing an alphabetical listing of possible question responses that can be coded to the relevant ASCL code.

#### Output Requirements:

The following output codes need to be recorded in respect of each student and provided to the testing agent as and when required:

- 4 digit ASCL code for the student;
- 4 digit ASCL code for the mother/parent1/guardian1; and
- 4 digit ASCL code for the father/parent2/guardian2.

#### Information System Requirements:

It is necessary to store 'Main language other than English spoken at home' data that will enable output according to the following:

Form of representation:	Code
Datatype:	Numeric character
Size of data element values:	4
Permissible data element values:	All codes represented in the <i>Australian Standard Classification of Languages (ASCL)</i> (ABS cat. no. 1267.0).

Where the language spoken by the respondent is not stated the code should be '0002'.

### 3.7 Technical specifications - Main language other than English spoken at home continued

Four-digit codes ending with two or three zeros are described as 'not further defined' (n.f.d.) codes. These codes are used to code responses that cannot be coded to the most detailed level of the classification but can be coded to a higher level of the classification.

For example: a response 'Celtic' does not contain sufficient information to be coded to a particular language but it can be coded to the Narrow Group 'Celtic' (11) as 'Celtic n.f.d.' (1100), which includes all languages in this Group.

#### Coding Structure:

The ASCL (ABS cat. no. 1267.0) is a 4-digit, three-level hierarchical structure. The following example illustrates the coding scheme:

Broad Group:	1	Northern European Languages
Narrow Group:	11	Celtic
Detailed Level:	1101	Gaelic (Scotland)
	1102	Irish
	1103	Welsh
	1199	Celtic, n.e.c. (Breton, Cornish, Manx)

The ASCL comprises nine Broad Groups, 48 Narrow Groups and 193 Detailed Levels. For a complete list of Language codes refer to the *Australian Standard Classification of Languages (ASCL)* (ABS cat. no. 1267.0).

#### Information for the Testing Agent: Deriving 'Language background' and 'Main language other than English spoken at home' indicators

For the purpose of nationally comparable reporting on student outcomes in the annual National Report on Schooling in Australia (ANR) the testing agent will be asked to provide tables on the learning outcomes of students including their Language background. Generally, for the language background indicator, if either the student or parent/guardian1 or parent/guardian2 speaks a language other than English at home, the derived language background indicator code will be 'LBOTE'.

For the purpose of providing such tables, the testing agent will need to compare 'Main language other than English spoken at home' data from the student, the father and the mother to derive the Language background indicator. Based on the above code values for each of the student, the mother/parent1/guardian1 and father/parent2/guardian2, the testing agent will determine the 'Language background'.

Therefore, the derivation requires the combination of Students' Language (SLG), Father's Language (FLG) and Mother's Language (MLG) to determine a single value, the Language background indicator. This is illustrated in the following table:

<b>Derivation Conditions</b>	<b>Language background Indicator</b>
1. SLG= 1201, FLG = 1201, 0002, 0001, 0000 MLG = 1201, 0002	Language background Indicator = Not LBOTE
2. FLG (not =) 1201, 0002, 0001, 0000	Language background Indicator = LBOTE
3. SLG = 1201, FLG = 0002, 0001, 0000, MLG (not =) 1201, 0002, 0000	Language background Indicator = LBOTE
4 SLG = 0002, 0001, 0000, FLG = 1201, 0002, 0001, 0000, MLG = 1201	Language background Indicator = Not LBOTE
5. SLG = 0002, 0001, 0000 FLG = 1201, 0002, 0001, 0000, MLG (not =) 1201, 0002, 0001, 0000	Language background Indicator = LBOTE
6. SLG = 0002, 0001, 0000, FLG = 1201, MLG = 0002, 0001, 0000	Language background Indicator = Not LBOTE
7. SLG = 0002, 0001, 0000, FLG = 0002, 0001, 0000, MLG = 0002, 0001, 0000	Language background Indicator = Not stated/Non verbal/Inadequately described

Example 1: Where the Language (student) response code is '1201', the Language (father) response code is '2101' and the Language (mother) response code is '0002', the derived Language background indicator code will be 'LBOTE'.

Example 2: Where the Language (student) response code is '1201', the Language (father) response code is '1201' and the Language (mother) response code is '2101', the derived Language background indicator code will be 'LBOTE'.

Example 3: Where the Language (student) response code is '0002', the Language (father) response code is '1201' and the Language (mother) response code is '1201', the derived Language background indicator code will be 'Not LBOTE'.

Example 4: Where the Language (student) response code is '0002', the Language (father) response code is '0002' and the Language (mother) response code is '0002', the derived Language background indicator code will be 'Not stated/Non verbal/Inadequately described'.

The coding structure for Main Language Other Than English Spoken At Home, represented above by Students' Language (SLG), Father's Language (FLG) and Mother's Language (MLG) is based on the Australian Standard Classification of Languages where:

0000 Inadequately described  
0001 Non verbal, so described  
0002 Not stated  
1201 English  
All other 4 digit languages as specified in ASCL

There is also the potential to report by main language spoken at home. Final decisions on exact reporting categories for the 'Main language other than English spoken at home' indicator will be made when the requirements of the relevant ANR are settled.

### 3.8 Technical specifications - Country of birth

**Definition:** 'Country of birth' of a student is defined as being the one in which the student was born.

**Related Indicator(s):** 'Country of birth' of student may be used in relation to understanding the 'Language background' and 'Main language other than English spoken at home' indicators.

**Question Module:** Either one of the following two question options should be used to collect 'Country of birth' data for the student:

*Question Option One:*

**In which country was the student born?**

- Australia.....
- New Zealand.....
- England .....
- China .....
- Philippines .....
- South Africa .....
- Hong Kong .....
- India .....
- United States of America .....
- South Korea .....
- Other - please specify:.....

Schools or school systems can choose to use either the above list; a list of the main countries of birth for their State/Territory provided at Attachment 7; or another list of countries developed by the school or school system. Regardless of the list of countries used, the question format must not be changed and the coding needs to be consistent with ABS standards.

Lists of countries for each State/Territory provided at Attachment 7 were derived using Census 2001 data for 'Students 5-19 years of age'.

*Question Option Two:*

**In which country was the student born?**

- Australia.....
- Other – please specify: .....

### 3.8 Technical specifications - Country of birth continued

Question Option Two involves a more complex and time consuming coding process compared with the tick box layout of Question Option One, which is designed to enable direct coding of the majority of responses.

**Rules:**

It is necessary to uniquely identify in the collection and storage processes (e.g. on student enrolment forms and in information management systems), the 'Country of birth' of the student.

**Guide for Use:**

The coding index to link responses to the 'Country of birth' question to the Standard Australian Classification of Countries (SACC) is described at Attachment 8 and is available at the MCEETYA website <http://www.mceetya.edu.au/public/pdf/attachment8.txt>. This coding index facilitates data being accurately coded to the appropriate SACC code by providing an alphabetical listing of possible question responses and the relevant SACC code.

**Output Requirements:**

A 4-digit SACC code needs to be recorded for each student and provided to the testing agent as and when required.

**Information System Requirements:**

It is necessary to store 'Country of birth' data that will enable output according to the following:

Form of representation:	Code
Datatype:	Numeric character
Size of data element values:	4
Permissible data element values:	All codes represented in the <i>Standard Australian Classification of Countries (SACC)</i> (ABS cat. no. 1269.0).

Where the 'Country of birth' is not stated, the code should be '0003'.

Four-digit codes ending with two or three zeros are described as 'not further defined' (n.f.d.) codes. These codes are used to code responses that cannot be coded to the most detailed level of the classification but can be coded to a broader level of the classification.

For example: a response 'United Kingdom' does not contain sufficient information to be coded to a particular country but it can be coded to the Minor Group 'United Kingdom' (21) as 'United Kingdom n.f.d.' (2100) which includes all countries in this Group.

### 3.8 Technical specifications - Country of birth continued

**Coding Structure:**

The SACC (*ABS cat. no.1269.0*) is a 4-digit, three-level hierarchical structure (Major Group, Minor Group and Detailed Level). The following example illustrates the coding scheme:

Major Group:	2	North-West Europe
Minor Group:	21	United Kingdom
Detailed Level:	2101	Channel Islands
	2102	England
	2103	Isle of Man
	2104	Northern Ireland
	2105	Scotland
	2106	Wales

SACC comprises nine Major Groups, 27 Minor Groups and 245 Detailed Levels. For a complete list of Country codes refer to the *Standard Australian Classification of Countries* (SACC) (ABS cat. no.1269.0).

**Information for the Testing Agent:**

In reporting student outcomes in the annual National Report on Schooling (ANR), information on students' country of birth may be used to supplement data on 'Language background' and 'Main language other than English spoken at home'.

Final decisions on how country of birth data is to be used will be made when the requirements of the relevant ANR are settled.

## ATTACHMENT 1: IMPLEMENTATION CHECKLIST

Task	Notes
<input type="checkbox"/> Inform school community of information required from parents.	
<input type="checkbox"/> Modify the enrolment form and where necessary develop special data collection forms to include the required questions from Section 3 (Technical Specifications).	This may require amendment of existing questions and the addition of new questions.
<input type="checkbox"/> Check privacy requirements and notices provided to parents regarding provision of information to testing agents.	
<input type="checkbox"/> Confirm the format for providing information to testing agents.	This will usually be done at the system or central level (for example by Associations of Independent Schools in the independent sector). The purpose is to establish the format in which the information on students' background characteristics is to be transmitted to testing agents.
<input type="checkbox"/> Modify the system for student records to include responses to the questions added to the enrolment form.	<p>For manual records this will mean including the necessary fields on record cards.</p> <p>For electronic data storage and retrieval, this will mean customising the software to amend existing fields or include new fields.</p> <p>Attention will also need to be paid to advice from testing agents on the format in which the information will be transmitted to them.</p>
<input type="checkbox"/> Review procedures for completion of the enrolment form or special data collection form. These may include: <ul style="list-style-type: none"> <li>• distribution and collection of forms</li> <li>• handling queries from parents</li> <li>• interviewing parents</li> <li>• checking for completeness and accuracy</li> <li>• entering data to storage and retrieval systems.</li> </ul>	Modifications to existing procedures may be required.
<input type="checkbox"/> Train personnel involved in enrolment or data collection procedures.	<p>Relevant personnel include those responsible for such processes as:</p> <ul style="list-style-type: none"> <li>• interviews</li> <li>• answering questions</li> <li>• handling complaints</li> <li>• checking</li> <li>• data entry.</li> </ul>
<input type="checkbox"/> Implement the revised enrolment system .	
<input type="checkbox"/> If necessary, use special data collection forms to collect background information from parents on students in Years 3, 5 and 7, as well as students participating in Year 6 national sample testing.	This will require special forms (See Section 2.1.2).
<input type="checkbox"/> Prepare processes for providing the background information in the format required by the testing agent.	Subject to advice from the testing agent. This may require the preparation of tables to send to the testing agent.

## **ATTACHMENT 2: BACKGROUND TO THE IMPLEMENTATION OF AGREED DEFINITIONS FOR STUDENT BACKGROUND CHARACTERISTICS**

### **National Goals for Schooling**

In 1999, State, Territory and Australian Government Ministers for Education, meeting as the 10<sup>th</sup> Ministerial Council on Education, Employment, Training and Youth Affairs (MCEETYA), endorsed a new statement of national goals, the *National Goals for Schooling in the Twenty-First Century*.

### **Priority areas of schooling**

At the same time, Ministers agreed to report on progress towards the achievement of the *National Goals* in the following six priority areas of schooling using key performance measures as the basis for nationally comparable reporting:

- literacy
- numeracy
- science
- information and communication technology
- student participation and attainment
- vocational education and training in schools.

Ministers also asked for work to begin on key performance measures for civics and citizenship education and enterprise education.

### **MCEETYA Performance Measurement and Reporting Taskforce**

The taskforce established by Ministers is responsible for the development and maintenance of the key performance measures, which provide the basis for national reporting and for the development of nationally consistent definitions of student groups. The taskforce comprises representatives of the Australian Government, all State and Territory education departments and of the two peak bodies representing the non-government school sector (the National Catholic Education Commission and the Independent Schools Council of Australia).

### **Key Performance Measures**

Ministers agreed that the national key performance measures would be a set of measures 'limited in number and strategic in orientation'. In most instances, including the five set out in the table below, the KPMs are expressed as a percentage of students achieving a set standard or level of proficiency in a given learning area.

The table below sets out the key performance measures for the first five of the priority areas noted above and provides details of the year level(s) at which assessments will be conducted, the proportion of students undertaking the assessment - that is, the full cohort (all students) or a sample of students – and the frequency of the assessments. It also indicates, in bold type, those assessments for which linking of enrolment data and test data is required.

These five areas are particularly important in relation to reporting outcomes by student groups, as there is a need, for assessments for year levels up to and including Year 7, to link students' outcomes on the assessments with their background characteristics as reported on enrolment or special data collection forms.

## Key Performance Measures

Measure	Year Level	Full cohort or Sample	Frequency or Cycle
<b>Literacy - % achieving reading/spelling/ writing benchmark</b>	<b>Years 3, 5, 7</b>	<b>Full cohort</b>	<b>Annual</b>
Literacy - % achieving standard	15 year-olds	National sample	Three-yearly (based on OECD PISA <sup>1</sup> )
<b>Numeracy - % achieving numeracy benchmark</b>	<b>Years 3, 5, 7</b>	<b>Full cohort</b>	<b>Annual</b>
Numeracy - % achieving standard	15 year-olds	National sample	Three-yearly (based on OECD PISA <sup>1</sup> )
<b>Science - % achieving standard</b>	<b>Year 6</b>	<b>National sample</b>	<b>Three-yearly from 2003</b>
Science - % achieving standard	15 year-olds	National sample	Three-yearly (based on OECD PISA <sup>1</sup> )
<b>Civics and Citizenship Education - % achieving standard</b>	<b>Year 6 } Year 10 }</b>	<b>National sample</b>	<b>Three-yearly from 2004</b>
<b>Information and Communication Technology (ICT) - % achieving standard</b>	<b>Year 6 } Year 10 }</b>	<b>National sample</b>	<b>Three-yearly from 2005</b>

<sup>1</sup>The OECD's Programme for International Student Assessment (PISA)

**Bold text** indicates those measures (and year levels) for which linking will be required. (Note that for Year 6 Science, linking will be required for the first time in 2006.)

## Reporting on student groups

The capacity to obtain a coherent national picture of the educational progress of students across Australia has been affected by the variety of definitions of student groups used by different States and Territories, school systems and schools.

Ministers' agreement to develop nationally consistent definitions of groups of the population arose from their recognition that, when reporting on students' educational outcomes, there needs to be reporting in respect of particular groups of students.

The *National Goals* also provide the underlying rationale for nationally comparable reporting in respect of particular groups of students. In particular, they state that

*Schooling should be socially just, so that:*

*students' outcomes from schooling should be free of negative forms of discrimination based on sex, language, culture and ethnicity, religion or disability; and of differences arising from students' socio-economic background or geographic location [Goal 3.1]*

*the learning outcomes of educationally disadvantaged students [should] improve and, over time, match those of other students [Goal 3.2].*

The reporting of student outcomes using agreed definitions of student groups will become a standard component of reporting in the annual *National Report on Schooling in Australia* (ANR) and therefore applies to government and non-government schools.

## **ATTACHMENT 3: SPECIAL DATA COLLECTION FORMS**

This attachment provides two sample forms (A and B) which contain the agreed question modules provided in Section 3.

Schools or school systems may wish to use these sample forms as special data collection forms. Schools or school systems may also use the question layouts contained in these samples in revising their enrolment forms.

The difference between the two samples lies in the questions relating to country of birth and language background where there are two question options.

Sample A contains the question modules which entail the least amount of coding. It is slightly longer than Sample B as the most common countries and languages are listed so that they can be ticked. If a school or school system chooses to use the question formats in Sample A, they may wish to consider the alternative (State and Territory-based) lists of languages and lists of countries in Attachments 5 and 7 respectively. The lists are highlighted in yellow in Sample A.

Sample B provides the shortest form of these questions; however this will require schools or school systems to do more coding.

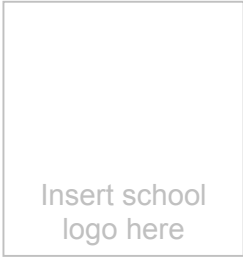
Schools or school systems may choose to use a mix of questions from the two samples. They can also choose their preferred terminology for parents/guardians (described in the Glossary).

Considerable flexibility is provided so long as the actual questions and response categories are not altered.

[This form provides questions which entail the least amount of coding by schools. Schools or school systems may choose alternative lists of languages and countries– see Attachments 5 and 7]

## SAMPLE A: Data Collection Form

Information required for assessment and reporting purposes



Note: If you need help with this form please telephone XX on YYYYYYYY.

### Name of student:

First name

Last name

### Home address of student:

(No. and street name)

Suburb

Postcode

[Schools may wish to put a reference to their privacy policy here indicating that information collected from this form will be covered by the School's Privacy Policy.]

- 1 Sex** Male.....   
Female.....

### 2 Is the student of Aboriginal or Torres Strait Islander origin?

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

- No.....   
Yes, Aboriginal.....   
Yes, Torres Strait Islander.....

### 3 In which country was the student born?

- Australia.....   
New Zealand.....   
England.....   
China.....   
Philippines.....   
South Africa.....   
Hong Kong.....   
India.....   
United States of America.....   
South Korea.....   
Other – please specify.....

**4 Does the student or their mother/guardian or their father/guardian speak a language other than English at home?**

*(If more than one language, indicate the one that is spoken most often.)*

		student	mother/parent1/ guardian1	father/parent2/ guardian2
No,	English only.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes,	Italian .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes,	Cantonese.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes,	Arabic (incl. Lebanese).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes,	Vietnamese.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes,	Greek.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes,	Mandarin.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes,	Tagalog - (Filipino).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes,	Spanish .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes,	Macedonian.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes,	Other - please specify .....			

**5(a) What is the highest year of primary or secondary school the parents/guardians have completed?**

*(For persons who have never attended school, mark 'Year 9 or equivalent or below.)*

Mark one box only in each column

	mother/parent1/ guardian1	father/parent2/ guardian2
Year 12 or equivalent.....	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent.....	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent.....	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent or below.....	<input type="checkbox"/>	<input type="checkbox"/>

**5(b) What is the level of the highest qualification the parents/guardians have completed?**

Mark one box only in each column

	mother/parent1/ guardian1	father/parent2/ guardian2
Bachelor degree or above.....	<input type="checkbox"/>	<input type="checkbox"/>
Advanced diploma/Diploma.....	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I to IV (including trade certificate).....	<input type="checkbox"/>	<input type="checkbox"/>
No non-school qualification.....	<input type="checkbox"/>	<input type="checkbox"/>

**6(a) What is the occupation group of the mother/parent1/guardian1?**

**6(b) What is the occupation group of the father/parent2/guardian2?**

*Please select the appropriate parental occupation group from the attached list.*

- If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.*
- If the person has not been in paid work in the last 12 months, enter '8' in the box above.*

Thank you for your time.

Please return this form to the school in the enclosed envelope.

## List of Parental Occupation Groups (for question 6)

### **Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals**

**Senior executive/manager/department head** in industry, commerce, media or other large organisation.  
**Public service manager** (Section head or above), regional director, health/education/police/fire services administrator  
**Other administrator** [school principal, faculty head/dean, library/museum/gallery director, research facility director]  
**Defence Forces** Commissioned Officer  
**Professionals** generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.  
**Health, Education, Law, Social Welfare, Engineering, Science, Computing** professional  
**Business** [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]  
**Air/sea transport** [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

### **Group 2: Other business managers, arts/media/sportspersons and associate professionals**

**Owner/manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business  
**Specialist manager** [finance/engineering/production/personnel/industrial relations/sales/marketing]  
**Financial services manager** [bank branch manager, finance/investment/insurance broker, credit/loans officer]  
**Retail sales/services manager** [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]  
**Arts/media/sports** [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]  
**Associate professionals** generally have diploma/technical qualifications and support managers and professionals.  
**Health, Education, Law, Social Welfare, Engineering, Science, Computing** technician/associate professional  
**Business/administration** [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]  
**Defence Forces** senior Non-Commissioned Officer

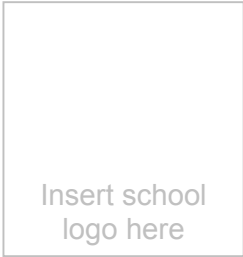
### **Group 3: Tradesmen/women, clerks and skilled office, sales and service staff**

**Tradesmen/women** generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.  
**Clerks** [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]  
**Skilled office, sales and service staff.**  
**Office** [secretary, personal assistant, desktop publishing operator, switchboard operator]  
**Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]  
**Service** [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

### **Group 4: Machine operators, hospitality staff, assistants, labourers and related workers**

**Drivers, mobile plant, production/processing machinery and other machinery operators.**  
**Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]  
**Office assistants, sales assistants and other assistants.**  
**Office** [typist, word processing/data entry/business machine operator, receptionist, office assistant]  
**Sales** [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]  
**Assistant/aide** [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]  
**Labourers and related workers**  
**Defence Forces** ranks below senior NCO not included above  
**Agriculture, horticulture, forestry, fishing, mining worker** [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]  
**Other worker** [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

[This form provides the shortest form of each question but note that this will involve schools in more coding than the alternative form]



## SAMPLE B: Data Collection Form

Information required for assessment and reporting purposes

Note: If you need help with this form please telephone XX on YYYYYYY.

### Name of student:

First name

Last name

### Home address of student:

(No. and street name)

Suburb

Postcode

[Schools may wish to put a reference to their privacy policy here indicating that information collected from this form will be covered by the School's Privacy Policy.]

- 1 **Sex** Male.....   
Female.....

- 2 **Is the student of Aboriginal or Torres Strait Islander origin?**  
(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)

No.....   
Yes, Aboriginal.....   
Yes, Torres Strait Islander.....

- 3 **In which country was the student born?**

Australia.....   
Other – please specify.....

- 4 **Does the student or their mother/guardian or their father/guardian speak a language other than English at home?**

(If more than one language, indicate the one that is spoken most often.)

	student	mother/parent1/ guardian1	father/parent2/ guardian2
No, English only.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Other - please specify .....	<input type="text"/>		

**5(a) What is the highest year of primary or secondary school the parents/guardians have completed?**

(For persons who have never attended school, mark 'Year 9 or equivalent or below'.)

Mark one box only in each column

	mother/parent1/ guardian1	father/parent2/ guardian2
Year 12 or equivalent.....	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent.....	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent.....	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent or below.....	<input type="checkbox"/>	<input type="checkbox"/>

**5(b) What is the level of the *highest* qualification the parents/guardians have completed?**

Mark one box only in each column

	mother/parent1/ guardian1	father/parent2/ guardian2
Bachelor degree or above.....	<input type="checkbox"/>	<input type="checkbox"/>
Advanced diploma/Diploma.....	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I to IV (including trade certificate).....	<input type="checkbox"/>	<input type="checkbox"/>
No non-school qualification.....	<input type="checkbox"/>	<input type="checkbox"/>

**6(a) What is the occupation group of the mother/parent1/guardian1?**

**6(b) What is the occupation group of the father/parent2/guardian2?**

*Please select the appropriate parental occupation group from the attached list.*

- *If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.*
- *If the person has not been in paid work in the last 12 months, enter '8' in the box above.*

Thank you for your time.

Please return this form to the school in the enclosed envelope.

## List of Parental Occupation Groups (for question 6)

### **Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals**

**Senior executive/manager/department head** in industry, commerce, media or other large organisation.  
**Public service manager** (Section head or above), regional director, health/education/police/fire services administrator  
**Other administrator** [school principal, faculty head/dean, library/museum/gallery director, research facility director]  
**Defence Forces** Commissioned Officer  
**Professionals** generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.  
**Health, Education, Law, Social Welfare, Engineering, Science, Computing** professional  
**Business** [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]  
**Air/sea transport** [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

### **Group 2: Other business managers, arts/media/sportspersons and associate professionals**

**Owner/manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business  
**Specialist manager** [finance/engineering/production/personnel/industrial relations/sales/marketing]  
**Financial services manager** [bank branch manager, finance/investment/insurance broker, credit/loans officer]  
**Retail sales/services manager** [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]  
**Arts/media/sports** [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]  
**Associate professionals** generally have diploma/technical qualifications and support managers and professionals.  
**Health, Education, Law, Social Welfare, Engineering, Science, Computing** technician/associate professional  
**Business/administration** [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]  
**Defence Forces** senior Non-Commissioned Officer

### **Group 3: Tradesmen/women, clerks and skilled office, sales and service staff**

**Tradesmen/women** generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.  
**Clerks** [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]  
**Skilled office, sales and service staff.**  
**Office** [secretary, personal assistant, desktop publishing operator, switchboard operator]  
**Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]  
**Service** [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

### **Group 4: Machine operators, hospitality staff, assistants, labourers and related workers**

**Drivers, mobile plant, production/processing machinery and other machinery operators.**  
**Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]  
**Office assistants, sales assistants and other assistants.**  
**Office** [typist, word processing/data entry/business machine operator, receptionist, office assistant]  
**Sales** [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]  
**Assistant/aide** [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]  
**Labourers and related workers**  
**Defence Forces** ranks below senior NCO not included above  
**Agriculture, horticulture, forestry, fishing, mining worker** [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]  
**Other worker** [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

## ATTACHMENT 4: GLOSSARY

ABS	Australian Bureau of Statistics.
ANR	See National Report on Schooling.
Bachelor degree	Includes Postgraduate Degree, Masters Degree, Graduate Diploma, Graduate Certificate, Bachelor Degree (with Honours) and Bachelor Degree.
Certificate I to IV (including trade certificate)	Includes Certificate I, Certificate II, Certificate III, Certificate IV, Trade Certificate, Advanced Certificate, Apprenticeship Certificate, Traineeship Certificate.
Country of birth	The country in which the student was born. This information may be used in relation to understanding the Language background indicator and main language other than English spoken at home indicator.
Data type	Could be an integer, numeric, alphanumeric etc. In the 'Country of Birth' data element, the data type would be a numeric code from the Australian Standard Classification of Countries.
Diploma/Advanced diploma	Includes Advanced Diploma, Associate Degree and Diploma.
Enrolment form	The form used by schools to collect information from parents when enrolling students.
Father/parent2/guardian2	See Parent/guardian.
Form of representation	Could be a code or a picture. In all cases in this document it will be a code.
ICT	Information and communication technology.
Indigenous status	A student is considered to be 'Indigenous' if he or she identifies as being of Aboriginal and/or Torres Strait Islander origin. The indicator will be used to determine Indigenous and non-Indigenous status.
Key Performance Measures	See Attachment 2.
KPM	See Key Performance Measures.
Language background indicator	This indicator is derived from the main language other than English spoken at home by the student or mother or father at home. It indicates whether a student is of an English or other than English language background.
Main language other than English spoken at home indicator	This indicator is derived from the main language other than English spoken at home by the student or mother or father at home. A student will be of a language background other than English if either the student, mother or father speaks a language other than English at home.
Main language other than English spoken at home	The main language, other than English, spoken in the student's home by the student or mother or father.
MCEETYA	Ministerial Council on Education, Employment, Training and Youth Affairs.
Mother/parent1/guardian1	See Parent/guardian.
National goals	See National Goals for Schooling.
National Goals for Schooling	See <a href="http://www.curriculum.edu.au/mceetya/nationalgoals/index.htm">http://www.curriculum.edu.au/mceetya/nationalgoals/index.htm</a> .
National Report on Schooling	See <a href="http://online.curriculum.edu.au/anr2001/ch2_school.htm">http://online.curriculum.edu.au/anr2001/ch2_school.htm</a> .
National sample assessment	Three-yearly national assessments involving samples of schools and students, in the areas of science (Year 6), civics and citizenship education (Years 6 and 10) and ICT (also Years 6 and 10). See Attachment 2.
OECD	Organisation for Economic Cooperation and Development.

## Attachment 4: Glossary continued

Parent/guardian	Schools and school systems should select the appropriate wording for “Mother/parent1/guardian1” and “Father/parent2/guardian2” on their enrolment form, to align with local or State/Territory policies. Alternatives include using: <ul style="list-style-type: none"> <li>• mother and father</li> <li>• parent 1 and parent 2</li> <li>• guardian 1 and guardian 2</li> <li>• parent/guardian1 and parent/guardian2</li> <li>• mother/guardian1 and father/guardian2</li> <li>• mother/parent1/guardian1 and father/parent2/guardian2.</li> </ul>
Parental non-school education	The highest qualification attained by a parent/guardian in any area of study other than school education.
Parental occupation group	The occupation group which includes the main work undertaken by the parent/guardian. For the purposes of national reporting, a parent/guardian’s work is classified into one of four groups.
Parental school education	The highest year of primary or secondary education a parent/guardian has completed.
Performance Measurement and Reporting Taskforce	A taskforce of MCEETYA that is responsible for the development and reporting of Key Performance Measures that enable progress to be assessed against the National Goals for Schooling.
Permissible data element values	Are all codes represented in the Classification being used? In the case of Country of Birth, this would be every code included in the classification and any supplementary codes used.
PISA	The OECD’s Programme for International Student Assessment (PISA), which assesses 15-year-old students every 3 years from 2000.
PMRT	See Performance Measurement and Reporting Taskforce.
Question module	The exact wording of a question and response categories to be included on the enrolment or special data collection form.
Sex	‘Sex’ is the distinction ‘male’ and ‘female’, as reported by a person.
Size of data element values	Shows the field length required to store the data. In the case of Country of Birth, the size would be 4, which is the length of the numeric code.
Socioeconomic background – education	The indicator derived from the parental school and parental non-school education for both parents/guardians. The indicator will be based on the higher educational attainment of the two parents/guardians.
Socioeconomic background – occupation	The indicator derived from parental occupation group of both parents/guardians. The indicator will be based on the higher occupation group of the two parents/guardians.
Student identifier	A numeric or alphanumeric string that is used to uniquely identify a given student within a school or school system, for example a student number.
Testing agent	An organisation administering literacy and numeracy testing at Years 3, 5 and 7 (usually but not always a State or Territory department of education or board of studies) or administering a particular national sample assessment. A testing agent may be responsible for some or all aspects of the preparation, distribution and collection of student tests, the linking of test results with student background characteristics, the analysis of results or the preparation of reports.

## ATTACHMENT 5: MAIN LANGUAGES SPOKEN, BY STATE/TERRITORY

Collection of 'Main language other than English spoken at home' by the student and both parents/guardians living in the home is required for reporting purposes. Some schools or school systems may wish to tailor the tick-box options for the 'Main language other than English spoken at home' Question Option One to the main languages spoken for their State/Territory (refer to 'Main language other than English spoken at home' data element for additional information). Alternatively schools or school systems may wish to tailor the tick-box options to another list of main languages spoken. Regardless of the list of languages used, the question format must not be changed.

This attachment provides the tick box options for all States/Territories and Australia that are relevant to the sub-population of 'Parents with students 5-19 years of age'. These options were derived using ABS Census 2001 data for 'Parents with students 5-19 years of age'.

### Australia:

**Does the student/mother/parent1/guardian1/father/parent2/guardian2 speak a language other than English at home?**

*(If more than one language, indicate the one that is spoken most often.)*

- No, English only.....
- Yes, Italian.....
- Yes, Cantonese.....
- Yes, Arabic (incl. Lebanese).....
- Yes, Vietnamese.....
- Yes, Greek.....
- Yes, Mandarin.....
- Yes, Tagalog - (Filipino).....
- Yes, Spanish .....
- Yes, Macedonian.....
- Yes, Other - please specify.....

### New South Wales:

**Does the student/mother/parent1/guardian1/father/parent2/guardian2 speak a language other than English at home?**

*(If more than one language, indicate the one that is spoken most often.)*

- No, English only.....
- Yes, Arabic (incl. Lebanese).....
- Yes, Cantonese.....
- Yes, Mandarin.....
- Yes, Vietnamese.....
- Yes, Italian.....
- Yes, Greek.....
- Yes, Tagalog (Filipino).....
- Yes, Spanish.....
- Yes, Hindi.....
- Yes, Other - please specify.....

**Victoria:**

**Does the student/mother/parent1/guardian1/father/parent2/ speak a language other than English at home?**

*(If more than one language, indicate the one that is spoken most often.)*

- No, English only.....
- Yes, Italian.....
- Yes, Greek.....
- Yes, Vietnamese.....
- Yes, Cantonese.....
- Yes, Arabic (incl. Lebanese).....
- Yes, Mandarin.....
- Yes, Turkish.....
- Yes, Macedonian.....
- Yes, Tagalog (Filipino) .....
- Yes, Other - please specify.....

**Queensland:**

**Does the student/mother/parent1/guardian1/father/parent2/guardian2 speak a language other than English at home?**

*(If more than one language, indicate the one that is spoken most often.)*

- No, English only.....
- Yes, Cantonese.....
- Yes, Italian.....
- Yes, Vietnamese.....
- Yes, Mandarin.....
- Yes, Tagalog (Filipino).....
- Yes, Spanish.....
- Yes, Samoan.....
- Yes, Greek.....
- Yes, German.....
- Yes, Other - please specify.....

**South Australia:**

**Does the student/mother/parent1/guardian1/father/parent2/guardian2 speak a language other than English at home?**

*(If more than one language, indicate the one that is spoken most often.)*

- No, English only.....
- Yes, Italian.....
- Yes, Greek.....
- Yes, Vietnamese.....
- Yes, Cantonese .....
- Yes, Polish.....
- Yes, Arabic (incl. Lebanese).....
- Yes, Tagalog (Filipino).....
- Yes, Serbian.....
- Yes, German.....
- Yes, Other - please specify.....

**Western Australia:**

**Does the student/mother/parent1/guardian1/father/parent2/guardian2 speak a language other than English at home?**

*(If more than one language, indicate the one that is spoken most often.)*

- No, English only.....
- Yes, Italian.....
- Yes, Cantonese.....
- Yes, Vietnamese.....
- Yes, Mandarin .....
- Yes, Polish.....
- Yes, Macedonian.....
- Yes, Arabic (incl. Lebanese).....
- Yes, Spanish.....
- Yes, Indonesian.....
- Yes, Other - please specify.....

**Tasmania:**

**Does the student/mother/parent1/guardian1/father/parent2/guardian2 speak a language other than English at home?**

*(If more than one language, indicate the one that is spoken most often.)*

- No, English only.....
- Yes, Greek.....
- Yes, Netherlandic.....
- Yes, Italian.....
- Yes, German.....
- Yes, Spanish.....
- Yes, Polish .....
- Yes, Cantonese.....
- Yes, Tagalog - (Filipino).....
- Yes, Arabic (incl. Lebanese).....
- Yes, Other - please specify.....

**Northern Territory:**

**Does the student/mother/parent1/guardian1/father/parent2/guardian2 speak a language other than English at home?**

*(If more than one language, indicate the one that is spoken most often.)*

- No, English only.....
- Yes, Greek.....
- Yes, Warlpiri.....
- Yes, Arrernte (Aranda).....
- Yes, Kriol.....
- Yes, Tagalog (Filipino) .....
- Yes, Tiwi.....
- Yes, Alyawarr (Alyawara).....
- Yes, Anindilyakwa.....
- Yes, Dhuwal-Dhuwala .....
- Yes, Other - please specify.....

**Australian Capital Territory:**

**Does the student/mother/parent1/guardian1/father/parent2/guardian2 speak a language other than English at home?**

*(If more than one language, indicate the one that is spoken most often.)*

- No, English only.....
- Yes, Italian.....
- Yes, Vietnamese.....
- Yes, Cantonese.....
- Yes, Spanish.....
- Yes, Croatian.....
- Yes, Mandarin.....
- Yes, Greek.....
- Yes, Tagalog - (Filipino).....
- Yes, Arabic (incl. Lebanese).....
- Yes, Other - please specify.....

## ATTACHMENT 6: AUSTRALIAN STANDARD CLASSIFICATION OF LANGUAGES (ASCL) CODING INDEX–BACKGROUND AND LINK TO INDEX

A coding index is required to link responses from the 'Main language other than English spoken at home' question to the Australian Standard Classification of Languages (ASCL) (ABS cat. no. 1267.0). This index can be obtained in the form of an electronic text file from <http://www.mceetya.edu.au/public/pdf/attachment6.txt>.

Information provided in administrative collections does not always comprise the exact words used as the official names of classification categories in the ASCL. A coding index is therefore necessary to act as a link between individual responses and the classification categories, enabling data to be coded accurately and quickly to the appropriate category in the classification.

The coding index has been developed to assist in the implementation and use of the ASCL and should be used when coding responses to questions relating to language spoken. The coding index has been devised by reference to existing literature in the field; consultation with language experts, government and private organisations with language knowledge and expertise, and ethnic and community groups; and by analysis of existing ABS data. It contains a comprehensive list of the most probable responses to questions relating to language and their correct classification codes.

The base-level units of the classification are languages as described in the *Australian Standard Classification of Languages (ASCL)* (ABS cat. no. 1267.0). The term 'language' is used in the ASCL to describe languages, dialects, pidgins, Creoles, and invented and sign languages. As well as the relevant recognised language and its official name, many of the Language categories also cover dialects and regional varieties of that language not separately identified in the classification. In addition to its coding function, the numerical index can be used to clarify the nature, extent and diverse content of each Language category. For example, Occitan and Walloon appear in the index with the same classification code as the Language category French.

### Coding Rules

A range of coding rules is applied in the coding index to facilitate accurate coding of responses to the ASCL classification. These rules include:

Responses that match exactly with an entry in the coding index are assigned the code allocated to that index entry.

Responses that relate directly to a Language category are coded to that Language category. Such instances include responses that are an exact match with the Language category title except in terms of alternative spelling, the use of abbreviations, or the use of foreign or idiosyncratic words, etc., and responses that match the title in terms of the fundamental or basic words of the title and differ only in terms of qualifying or extraneous words.

Responses that relate directly to a Language category because they describe a variety, dialect or geographic variation of that language, for which a separate base unit has not been established in the classification, are coded directly to that Language category. For example, Siamese appears in the index with the same classification code as the Language category Thai.

Responses that cannot be identified as relating to a separately identified Language in the classification are assigned a residual category code, or a supplementary 'n.f.d.' code. A response should only be coded to a residual category if it is clear that it belongs in that category. For example, responses that cannot be identified as relating directly to a particular Language category, but which is known to be within the range of languages relating to a particular Narrow Group, are coded to that Narrow group and allocated an 'n.f.d.' code (for example, Celtic n.f.d. 1100). Responses that are not precise enough to be coded to any category of the classification are assigned the appropriate supplementary code. For example, an 'inadequately described' (0000) or a 'not stated' (0002) code.

## ATTACHMENT 7: MAIN COUNTRIES OF BIRTH, BY STATE/ TERRITORY

Collection of 'Country of birth' of the student is required for assisting in the interpretation of responses on language background. Some schools or school systems may wish to tailor the tick-box options for 'Country of birth' Question Option One to the main countries of birth for their State/Territory (refer to 'Country of birth' data element, question module attribute for additional information). Alternatively schools or school systems may wish to tailor the tick-box options for 'Country of birth' Question Option One to another list of main countries of birth. Regardless of the list of countries used, the question format must not be changed.

This attachment provides the tick box options for all States/Territories and Australia that are relevant to the sub-population of 'Students 5-19 years of age'. This information was derived using ABS Census 2001 data for 'Students 5-19 years of age'.

### Australia:

#### In which country was the student born?

- Australia.....
- New Zealand.....
- England.....
- China.....
- Philippines.....
- South Africa.....
- Hong Kong .....
- India .....
- United States of America.....
- South Korea .....
- Other - please specify.....

### New South Wales:

#### In which country was the student born?

- Australia.....
- New Zealand.....
- China .....
- England.....
- Philippines.....
- Hong Kong (SAR of China).....
- South Korea .....
- South Africa .....
- India.....
- United States of America .....
- Other - please specify.....

**Victoria:**

**In which country was the student born?**

- Australia.....
- New Zealand.....
- England.....
- China .....
- Philippines.....
- Viet Nam.....
- India.....
- Hong Kong .....
- Sri Lanka .....
- South Africa.....
- Other - please specify.....

**Queensland:**

**In which country was the student born?**

- Australia.....
- New Zealand.....
- England.....
- South Africa.....
- Philippines.....
- Taiwan .....
- Papua New Guinea.....
- United States of America.....
- Hong Kong.....
- South Korea .....
- Other - please specify.....

**South Australia:**

**In which country was the student born?**

- Australia.....
- England.....
- New Zealand.....
- South Africa.....
- Philippines.....
- Viet Nam.....
- United States of America .....
- Bosnia and Herzegovina.....
- Thailand .....
- China .....
- Other - please specify.....

**Western Australia:**

**In which country was the student born?**

- Australia.....
- England.....
- New Zealand.....
- South Africa.....
- Malaysia .....
- Indonesia.....
- Singapore.....
- Scotland .....
- United States of America .....
- India.....
- Other - please specify.....

**Tasmania:**

**In which country was the student born?**

- Australia.....
- New Zealand.....
- England.....
- South Africa.....
- South Korea .....
- United States of America .....
- Philippines.....
- Other - please specify.....

**Northern Territory:**

**In which country was the student born?**

- Australia.....
- United States of America.....
- New Zealand.....
- Philippines.....
- England .....
- Other - please specify.....

**Australian Capital Territory:**

**In which country was the student born?**

- Australia.....
- England.....
- New Zealand.....
- United States of America.....
- China .....
- India.....
- Philippines.....
- South Korea .....
- Sri Lanka .....
- Hong Kong .....
- Other - please specify.....

## ATTACHMENT 8: STANDARD AUSTRALIAN CLASSIFICATION OF COUNTRIES (SACC) CODING INDEX–BACKGROUND AND LINK TO INDEX

A coding index is required to link responses from the 'Country of Birth' questions to the *Standard Australian Classification of Countries (SACC)* (ABS cat. no.1269.0) classification categories. Information provided in administrative collections does not always comprise the exact words used as the official names of classification categories in the SACC. A coding index is therefore necessary to act as a link between individual responses and the classification categories, enabling data to be coded accurately and quickly to the appropriate category in the classification.

The coding index has been developed to assist in the implementation and use of the classification and should be used when coding responses to questions relating to 'Country of birth'. The coding index has been devised by reference to relevant documents such as atlases, gazetteers, guides to countries, and most importantly, by analysis of ABS data collected over many years. It contains a comprehensive list of the most probable responses to questions relating to country and their correct classification codes.

An electronic text file of the coding index can be obtained from the MCEETYA website <http://www.mceetya.edu.au/public/pdf/attachment8.txt>.

### Coding rules

A range of coding rules is applied in the coding index to facilitate accurate coding of responses to the SACC classification. These rules include:

Responses which relate directly to a country category but which contain information additional to that included in the coding index are allocated the code of that country category. Such instances include responses consisting of a full or formal country name (for example, Syrian Arab Republic is coded to Syria), or responses containing a geographic qualifier such as east or west (for example, South of England is coded to England).

Responses which relate directly to a country category but which consist of alternative spellings (for example, Tadzhestan for Tajikistan), abbreviations (for example, Aust. for Australia), acronyms (for example, FRY for the Federal Republic of Yugoslavia), or foreign language names (for example, Ceska Republika for the Czech Republic) are allocated the code of that country category. Similarly, slang or idiosyncratic responses (for example, Aussie or Oz for Australia) are allocated the code of the country category to which they directly relate.

If a response consists of an archaic or historical name (for example, Persia for Iran) it is necessary to determine the current country or geographic area to which the response relates and allocate the appropriate code: country, minor group, n.f.d. (not further defined); major group, n.f.d.; or inadequately described. It should be noted that special supplementary codes have been assigned to the recently defunct political entities of Eastern Europe (former USSR, former Czechoslovakia, etc.) and these codes are used rather than the standard supplementary codes.

Responses that cannot be identified as relating directly to a separately identified country in the classification are assigned a residual category code or a supplementary n.f.d. code. A response should only be coded to a residual category if it is clear that it belongs in that category. For example, responses which cannot be identified as relating directly to a particular country category, but which is known to be within the range of countries relating to a particular Minor Group, are coded to that Minor group and allocated an 'n.f.d.' code (for example, Northern America n.f.d. 8100). Responses that do not contain sufficient information to be coded to any category of the classification are assigned the appropriate inadequately described code. For example, 'Inadequately described' (0000), 'Not elsewhere classified' (0002) or 'Not stated' (0003) code.

Changes in national boundaries create coding difficulties. In order to maintain consistency of coding in all applications it is preferable that each country response be coded according to national boundaries existing at the time of the data collection. Therefore, all responses relating to a country which currently exists, but which has undergone boundary changes at some time in the past, are coded to the named country. For example, all persons who give their 'Country of birth' as 'Poland' are coded to Poland, even though the boundaries of Poland may have changed since they were born and they may have in fact been born in a place that is now in Germany. Birthplace responses that relate to particular cities or regions which are now in one country, but which may have been in another country at the time of birth, should be coded to the country the city or region is in at the time of collection of the data. For example, the response 'Danzig' is coded to Poland not to Germany.

Responses relating to countries that have changed name, without changing boundaries, are coded to the name in the current classification. Thus the response 'Upper Volta' is coded to 'Burkina Faso'.