

Nationally Consistent Collection of Data on School Students with Disability

Data Specification: 2017 Collection

Version 1.00

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Change History

NCCD SWD Collection Year	Changes to data specification	
	Section	Change Made
2017	1	Change year reference to 2017
	3.2	Change date references to 2017 collection dates.
	4	Change guidelines reference to 2017 guidelines.
	8.2	Change guidelines reference to 2017 guidelines.
	10	Appendix A – add forth note about meaning of blank in the table (school industry provider request)

1 Purpose

The purpose of this document is to define the data requirements for the 2017 Nationally Consistent Collection of Data on School Students with Disability (NCCD). The aim of the collection is for the Australian Government Department of Education and Training (the department) to receive consistent data across sectors, jurisdictions, school systems and independent schools.

2 Audience

The audiences for this specification are:

- Data analysts and programmers in education sectors, jurisdictions and school systems.
- Staff in schools who are collecting the required data and/or creating a comma separated variable (csv) file to submit their data using the Schools Service Point.
- Software providers to schools where their product supports the NCCD. (**Please note**, it is the responsibility of the organisation using the software provider to ensure they have a copy of this specification).
- School Services Point (SSP) application developers within the Australian Government Department of Education and Training.

3 Collection Overview

3.1 About the Collection

The NCCD is an Education Council initiative. This means the Australian Government, all state and territory governments as well as the Catholic and Independent education sectors are collaborating to collect data annually about students with disability, that draws on the broad definition of disability under the *Disability Discrimination Act 1992* and the level of reasonable adjustments they are provided with to access and participate in education on the same basis as other students consistent with the *Disability Standards for Education 2005*. All Australian

primary, secondary, combined¹ and special schools² are required by the [Australian Education Regulation 2013](#)³ to participate in the collection.

3.1.1 The NCCD and the National Schools Statistics Collection

The NCCD's reference date (first Friday in August) is the same date as the National Schools Statistics Collection⁴ (NSSC). However, the NCCD is a **separate collection** to the NSSC. Both collections obtain information about students with disability but the information collected is based on different definitions of disability.

3.2 Data submission and dates

Each Approved Authority in a sector decides how and when their schools will provide data and advises their schools accordingly. In the Independent schools sector, most individual schools will provide their school's data directly to the Australian Government, although in some jurisdictions schools will provide data to their Association of Independent School (AIS). Independent schools should contact their local AIS to confirm which arrangements apply in their jurisdiction. Non-systemic Catholic schools are generally responsible for providing their school's data directly to the Australian Government unless other, prior arrangements are made with their local Catholic Approved Authority.

Non-government schools must provide their data to either the Australian Government or their local AIS by Friday 22 September 2017.

Government education authorities must provide their data to the Australian Government by Friday 13 October 2017.

The earlier date for non-government schools is because the Australian Government undertake significant data quality assessment activities, with the assistance of non-government Approved Authorities, once the data has been provided. Data quality assessment activities will be undertaken for government schools prior to submission.

Data **cannot** be submitted to the department **prior to** Friday 04 August 2017.

3.3 Providing data to the department

Each sector provides data to the department in a specific manner.

- **Government education authorities** provide the data from government schools in the appropriate format using a secure file transfer facility.
- **Non-government independent schools** provide data in a variety of methods. They can:

¹ A combined schools is a school with primary and secondary students; area schools are considered to be combined schools for the purpose of the NCCD.

² Special schools include Special Assistance Schools

³ When accessing the *Australian Education Regulation 2013* it is important to ensure you are accessing the latest version of the regulations.

⁴ Also known as Schools Census and, in the Schools Service Point, Census on the Internet

- manually enter their data into their school's record in the NCCD SWD module in SSP or use a single school csv data file and an upload facility in the NCCD SWD module in SSP or
- provide their data to an AIS which will collate and provide the data to the department in csv format for their schools,
 - In the first two instances, the school will declare the data to the Australian Government. In the final instance, the school will declare the data when providing to the AIS.
- **Non-government Catholic Systems and Other Systems** may request their schools to:
 - provide their data to their System Office in csv format or another format and the System Office will then upload a csv file of all schools within the system to the Schools Service Point (SSP) and declare the data as true and correct; **or**
 - manually enter their school's data into the NCCD SWD module in SSP and declare their school's data as true and correct; **or**
 - create and upload a single school csv data file into their school's record in the NCCD SWD module in SSP and declare their school's data as true and correct; **or**
 - provide their data to an AIS (for Other System Schools only), which will collate and provide the data to the department in csv format for their schools
- **Catholic Non-systemic schools** may be supported for the collection by their Catholic System Office **or** they may operate as an independent school and enter their own data for the purposes of this collection.

3.3.1 Upload of Data Using a CSV file

Government authorities and AISs that provide information on behalf of schools in their jurisdiction define their csv data file for submission and provide it to the department via secure file transfer.

A Microsoft Excel csv template is available for non-government individual schools and for non-government system offices for reporting multiple schools in the [Nationally Consistent Collection of Data on School Students with Disability Help section of SSP](#).

It is noted that some schools use a csv file downloaded from a software product used by the school to then be uploaded to the SSP. The downloaded file must meet the data specification at **Appendix A** to be able to successfully upload to the SSP.

4 Scope of the collection

The collection's scope is:

Any student enrolled at the school on the first Friday in August who has been:

- counted in the school's NSSC for the collection year; **and**
- identified by the school as meeting the eligibility requirements to be counted in the NCCD collection (as defined in the 2017 NCCD Guidelines⁵).

5 Data Collection Level

Data is collected and submitted at the **school level**⁶.

6 Data Count Basis

The data count basis for the collection is head count⁷. A student must be counted **once** at their principle school.

7 Data Form

Data is collected in the form of a **numeric count** of each student eligible to be counted in the collection. Personal details of students eligible to be counted in the collection **are not** provided to the collection.

⁵ The NCCD Guidelines can be found at <https://www.education.gov.au/what-nationally-consistent-collection-data-school-students-disability>

⁶ Jurisdictions that for legal reasons cannot collect and submit data at the school level, should contact the Director, Data Production Team within the Australian Government Department of Education.

⁷ This was agreed by DTSG in November 2013, see 2013 Data Technical Specifications.

8 Data business rules

8.1 The School

- The school **must** be an approved school in the collection year. This means the school may or may not be a school funded by the Australian Government.⁸
- The school **must** report against its Australian Government Education Client Identifier (AGEID).
- A school with multiple campuses **must** collate their data to the school level prior to submitting it to the Australian Government or to the local Education Authority. The Head Campus should submit a collated response for all campuses, including the Head Campus, to the collection.
- If a school has no students with disability to report, either:
 - The csv file must contain a single row for the school with the AGEID complete and all other fields blank; **or**
 - Report there are no students with disability to report through the schools NCCD record in the SSP.

8.2 The Student

- The student **must**:
 - be enrolled⁹ at the school on the first Friday in August; and
 - have been counted in the NSSC/Census on the Internet submission for the collection year¹⁰; and
 - be identified by the school as eligible for inclusion in the NCCD (as defined in the 2017 NCCD Guidelines).
- The student may be a full time or part time student at the school.
- An eligible student **must** be counted only **once** at their principle school because the count basis is a head count.

8.3 The CSV File

- Where a csv file is used to upload data to the department, it **must not** include a header row and **must** be in the same sequence as the data fields shown at **Appendix A**.
- The department requires Microsoft Excel csv files.

⁸ During data follow-up, any non-funded schools who have not responded are not followed up.

⁹ Enrolled has the same meaning as used in the National School Statistics Collection/Census on the Internet under the definition of student

¹⁰ It is also noted that a student enrolled at a **non-government school** who has an approved 'Special Circumstances' application for Census on the Internet **and** is eligible to be counted in the NCCD may need to be added to the school's NCCD response once the 'Special Circumstances' application for Census on Internet has been approved. These may cause data anomalies.

9 Information Collected

The data collected and to be submitted is summarised at **Appendix A**.

The information collected comprises:

- The school's **AGEID**
- The school's **region** (government schools only)
- The **school type** (primary, secondary, combined or special)
- The **student level(s)** of the school are primary and secondary. Generally, primary education level is Foundation (Year 1 minus 1) to Year 6 and secondary education level is Year 7 to Year 12. However, in South Australia Year 7 is counted in the primary education level. Ungraded students are allocated to either primary or secondary according to their age. The same definitions as NSSC are used.
- The **number** of enrolled school students
 - assessed by school staff (teachers, principals, other specialist school staff) as meeting the definition of disability under the *Disability Discrimination Act 1992*; **and**
 - the student(s) combination of **level of education adjustment** provided by the school to the student(s) and the **category of disability** of the student(s) as identified by the school.

10 Appendix A: Specification of Information Collected

Notes:

1. There are 16 possible combinations of category of disability and level of adjustment.
2. AGEID, Region and School Type are automatically collected where the school provides their data using the SSP.
3. If a csv file is being used and a school has no students with disability to report, then the csv file must contain a single row for the school with the AGEID complete and all other fields blank.
4. **In the table below** the word 'blank' means an empty data field (i.e. no characters or integers)

Variable	Description	Values/Ranges	Format	Comment
AGEID	The Australian Government Department of Education Client ID	>0	Integer	
Region	Region is defined based on the Australian Bureau of Statistics' (ABS) Remoteness Structure , (<i>government schools only</i>)	Metro Non-Metro Blank	Characters	Specifically, <ul style="list-style-type: none"> • A major city in Australia is 'metropolitan' • All other areas are 'non-metropolitan'
School Type	The type of school	Primary Secondary Combined Special Blank	Characters	
Student Level	The education level of the identified student	Primary Secondary Blank	Characters	
Category of disability	The category of disability assigned to the student by the school	Physical Cognitive Sensory Social-Emotional Blank	Characters	Ensure there are no spaces either side of the dash in the category of Social-Emotional
Level of Adjustment	The level of education adjustment provided to the student by the school	Support within QDTP Supplementary Substantial Extensive Blank	Characters	The category ' <i>Support provided within quality differentiated teaching practice</i> ' is shortened to Support within QDTP in departmental technology
Number of Students	The head count of students for each combination of category of disability and level of adjustment	≥ 0 Blank	Integer	For any combination of category of disability and level of adjustment that has a zero student count, either enter zero or leave blank