

**DATA COLLECTION FORM****Special Data Collection Form****National Reporting on Student Outcomes Collection of Student Background Characteristics**

All Australian schools are now required by law to supply the Commonwealth Government and appropriate testing agencies with student background information in order to facilitate reporting against national benchmarks. This is to enable nationally comparable reporting of students' outcomes against the National Goals for Schooling in the Twenty-First Century (1999). No individual student will be identifiable.

As a result of this government requirement William Campbell College is instructed to collect (from parents or caregivers), code and process the required data beginning in 2005. Some of the required data involves collecting information about the background of students' parents/guardians.

In brief, WCC will need to collect background information on relevant students using agreed questions as set out in the document. The resulting information is to be supplied to testing agents so that it can be linked with students' literacy and numeracy test forms.

This Special Data Collection Form and subsequent data collection, processing and storage procedures have been devised in order to comply with Commonwealth Privacy legislation and are based on advice provided by the Ministerial Council on Education, Employment, Training and Youth Affairs (MCEETYA) and the Association of Independent Schools (AIS).

Parents/caregivers seeking further information on these Commonwealth requirements or clarification of the processes and procedures involved should contact the College Principal.

1. DATA COLLECTION			
<b>Country of Birth</b>			
<b>Aboriginal or Torres Strait Islander</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>1. Does the student or their parent/caregiver speak a language other than English at home?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>2. If yes, what languages other than English are spoken at home?</b>			
<b>3. What is the highest year of primary or secondary school the parents/caregiver have completed? (for persons who have never attended school, mark 'Year 9 or equivalent or below')</b>		<b>Parent/Carer 1</b>	<b>Parent/Carer 2</b>
	Year 12 or equivalent		
	Year 11 or equivalent		
	Year 10 or equivalent		
	Year 9 or equivalent or below		



<b>4. What is the level of the highest qualification the parents/ caregiver have completed? (mark one box in each column)</b>	Bachelor degree or above	Parent/Carer 1	Parent/Carer 2
	Advanced diploma/diploma certificate I to IV (inc. Trade Certificate)		
	No non-school qualification		
<b>5. Religion/Denomination of the Parent/Carer?</b>			
<b>6. Church attendance/involvement of the Parent/Carer?</b>			
<b>7. Workplace and Occupation of the Parent/Carer?</b>			
<b>8. What is the occupation group of the Parent/Carer?</b>			

#### 8. LIST OF PARENTAL OCCUPATION GROUPS (Question 8)

##### 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, 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, and 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 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 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 sales person, 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 Force ranks below senior NCO not included above.
- Agriculture, horticulture, forestry, fishing, mining work – 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.

**GROUP 8:**

- You have not been in paid work in the last 12 months.

Please select the appropriate parental occupation group from the list above.

- If the parent/carer 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 parent/carer has not been in paid work in the last 12 months, enter '8' in the box above.