

NATIONAL WORKFORCE CENSUS – CHILD DETAIL

All CCS approved providers/services must complete the National Workforce Census to continue to receive funding under the Family Assistance Law.

The census is comprehensive with a number of sections, each with broad questions and statistical requirements.

Some of the required information regarding children can be obtained from the data we store for each service.

This tip sheet will walk you through:

- Reference week
- Accessing the report
- Notes

Summary

1. Click on reports menu
2. Select child
3. Select National Workforce Census – Child Details
4. Select the CCS approval
5. Enter the Start Date
6. Adjust sort order and export options if needed
7. Click download

NATIONAL WORKFORCE CENSUS – CHILD DETAIL

Detailed

Reference Week

The reference week depends upon your service type:

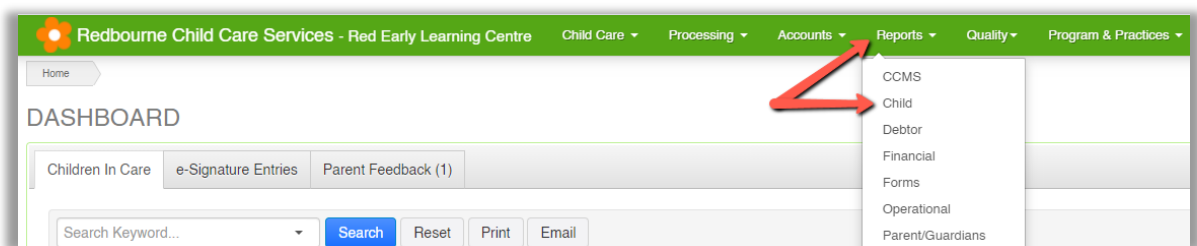
- 12 April – 18 April 2021 for Outside School Hours Care (Vacation Care only)
- 10 May – 16 May 2021 for Centre Based Day Care, Family Day Care, In Home Care, Outside School Hours Care (BSC/ASC), and dedicated preschools/kindergartens.

Accessing the Report

Before running your report, please ensure you have entered your Daily Sessions for the reference week.

It doesn't matter if you have submitted your session reports because the report includes children based on saved Daily Sessions.

The report can be accessed by clicking on the **Reports** menu and select **Child**:



Select **National Workforce Census - Child Details** from the dropdown list of reports:

Detailed cont.

CHILD REPORTS

1. Select Report

Select Report

National Workforce Census - Child Details

2. Set Report Parameters

CCS Approval

123456789 - Redbourne Child Care

Start Date (Monday) Stop Date (Sunday)

12/04/2021

18/04/2021

Child Sort Order: Name Age

Export Options PDF Excel

[Download](#)

Select the CCS approval and enter the Monday date for the reference week in the Start Date.

You can print the list of children by Name or Age order and can optionally export the report to an Excel file or a PDF.

National Workforce Census - Child Details Report will list the children who were in care during the census week, along with their date of birth, age, gender, indigenous status, non-English language (if appropriate), Special Needs indicator, and Disability indicator.

For example:

National Workforce Census - Child Details										
for the week: 5/04/2021 to 11/04/2021										
Service: 190016362L - Redbourne Family Day Care						Non-English Language	Refugee	Special Needs	Disability	Comment
Child	DoB	Age	Gender	Attended Care	Indigenous	Non-English Language	Refugee	Special Needs	Disability	Comment
ADAMS, Letty	16/08/2016	4y 7m	Female	Yes
ALFRED, Betty	11/05/2016	4y 10m	Female	Yes	Yes
ELLISON-9856, Tracey	20/10/2016	4y 5m	Female	Yes
FRASER, Faith	18/10/2018	2y 5m	Female	Yes	Yes
GALVAN-8403, Phillip	30/09/2016	4y 6m	Male	Yes
JOHNSON, Rebecca	22/08/2015	5y 7m	Female	Yes
RANDALL, Colum	1/10/2019	1y 6m	Male	Yes
RANDALL, Dougal	7/04/2008	12y 11m	Male	Yes	Portuguese	Yes
ROWLAND-3012, Foster	1/11/2016	4y 5m	Male	Yes
WALLACE-8070, Roy	7/12/2016	4y 3m	Male	Yes	Yes
Total Children:	10			10	1	1	2	1	

Detailed cont.

In addition, and more importantly, a statistical summary is provided on the last page of the report that is broken down by age groups.

For example

Summary	Age Range	Attended Care	Indigenous	Non-English Language	Refugee	Special Needs	Disability
	0 to less than 1	0
	1 to less than 2	1
	2 to less than 3	1	1
	3 to less than 4	0
	4 to less than 5	6	1	1
	5 to less than 6	1
	6 to less than 7	0
	7 to less than 8	0
	8 to less than 9	0
	9 to less than 10	0
	10 to less than 11	0
	11 to less than 12	0
	12 and over	1	1	1
	Total	10	1	1	2	1

As you can see, the report will not provide all the details required for the census, such as if a child has a Communication special need, or a Mobility special need, or a Self-care special need, etc, but the report will identify each child that has a special need and/or disability along with the child's age to allow you to calculate the number of children with a specific type of special need for an age group.

The **Attended** column will always contain "Yes" because only children who attended care during the reference week will be included on the report.

If a child has a Non-English Primary Language, the child's language will be included in the "Non-English Language" column instead of a "Yes".

A **Refugee** column is included, but it will always be empty because we do not store that information.

The **Special Needs** column will contain a "Yes", if the child has the "Child has a special needs?" value set to Yes on the child's General tab. You may need to look at the special needs "Comment" on the General tab to determine the type of special need.

Detailed cont.

The **Disability** column will contain a "Yes", if the child has the "Child has a disability?" value set to Yes on the child's General tab. You may need to look at the disability "Comment" on the General tab to determine the type of disability.

The **Comment** column will always be empty, but is included to allow you to make some notes against the

Notes

- If you have multiple CCS services in the one site, you will need to run the report separately for each service.
- Each child's age is calculated as at the start of the reference week.
- A child will be included on the report provided the child has at least one session of care in the reference week. (Absent and Exempt sessions are considered as in care.)
- Before running your report, please ensure you have entered your Daily Sessions for the reference week. It doesn't matter if you have submitted your session reports because the report includes children based on saved Daily Sessions.