

NATIONAL WORKFORCE CENSUS-EDUCATOR DETAIL

We have created a "National Workforce Census - Educator Details Report" that will list the educators who provided care during the census week, along with their date of birth, age, gender, hours worked, registration date, years of service, formal qualifications, and a list of their in service training courses completed in the last 12 months.

This tip sheet will walk you through:

- [Reference week](#)
- [Notes](#)
- [Accessing the report](#)
- [Sample](#)
- [Reading the report](#)

Summary

1. Click on reports menu
2. Select educator
3. Select National Workforce Census – Educator Details
4. Select the CCS approval
5. Enter the Start Date
6. Tick if you wish to include absence days in hours work
7. Choose export options
8. Click download

NATIONAL WORKFORCE CENSUS—EDUCATOR DETAIL

Detailed

Reference Week

All CCS approved providers/services must complete the National Workforce Census to continue to receive funding under the Family Assistance Law. The reference week for FDC/IHC services is:

- 10 May – 16 May 2021

Notes:

The report is designed to assist you with "SECTION D - DETAILS REQUIRED FOR EACH INDIVIDUAL WORKER: STAFF MEMBER, EDUCATOR AND CONTRACTOR" of the census, and in particular, the details relating to educators.

As you can see, the report will not provide all the details required in for the census, such as Indigenous status, Wage compared to award rate (if known), Employment status, etc but the report will identify each educator, including their age and number of hours worked. The Qualifications / Training details will assist with the Qualifications section on the census.

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

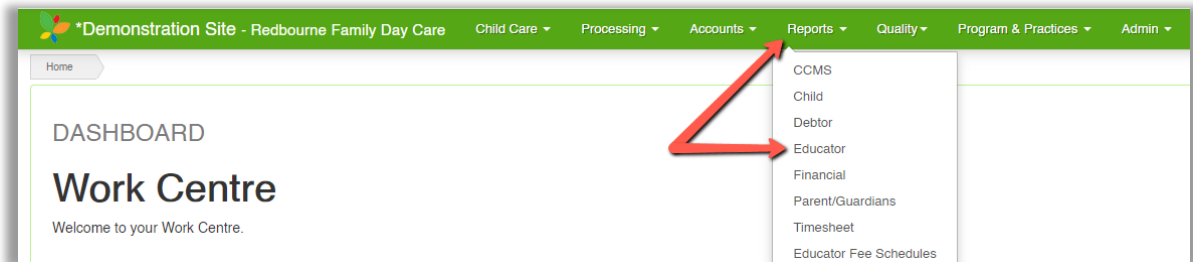
It doesn't matter if you have marked your timesheets "Ready for CCS" or submitted them to CCS because the report includes timesheet for educators with a minimum status of "Draft".

An educator will be included on the report provided the educator has at least one session of care in the reference week. (Exempt sessions are considered as in care.)

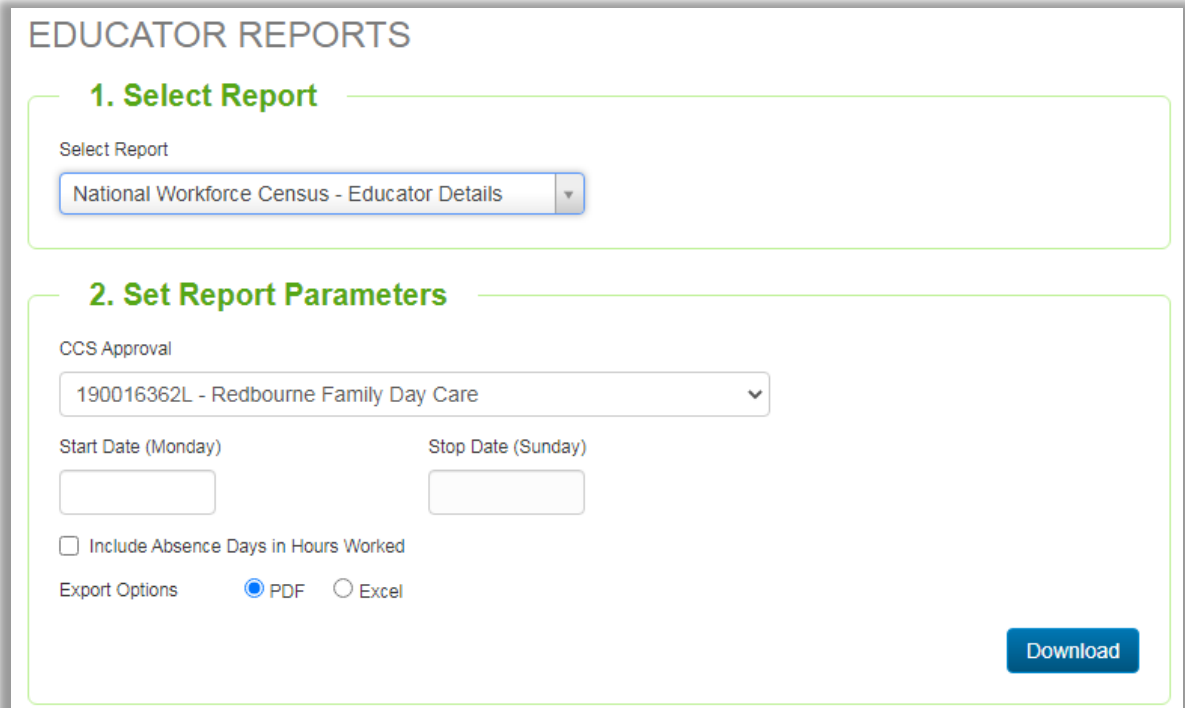
Accessing the Report

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

Detailed cont.



Select **National Workforce Census - Educator Details** from the dropdown list of reports.

A screenshot of the 'EDUCATOR REPORTS' form. The form is divided into two main sections: '1. Select Report' and '2. Set Report Parameters'. In the '1. Select Report' section, there is a 'Select Report' dropdown menu with 'National Workforce Census - Educator Details' selected. In the '2. Set Report Parameters' section, there is a 'CCS Approval' dropdown menu with '190016362L - Redbourne Family Day Care' selected. Below this, there are two date input fields: 'Start Date (Monday)' and 'Stop Date (Sunday)'. There is also a checkbox for 'Include Absence Days in Hours Worked' which is currently unchecked. At the bottom, there are 'Export Options' with radio buttons for 'PDF' (selected) and 'Excel'. A blue 'Download' button is located at the bottom right of the form.

Select the **CCS approval**

Start Date: enter the Monday date for the reference week

Include Absence Days in Hours Worked: When calculating the hours an educator worked during the selected week, you decide if sessions marked as **absent** should be included in the calculation.

Export Options: You can export the report to an Excel file or a PDF file.

Detailed

Sample:

National Workforce Census - Educator Details							
for the week: 10/05/2021 to 16/05/2021							
Service: 190016362L - Redbourne Family Day Care							
Educator	DoB	Age	Gender	Hours Worked	Registered	Service	Qualifications / Training
BROWN, Louise	6/07/1954	66y 10m	Female	2.00	26/08/2019	1y 8m	Q1: Bach of Early Childhd Educ TC1: First Aid (15/01/2021 - Completed)
KENT, Victoria	15/08/1977	43y 8m	Female	20.00	Q1: Advncd Dip in Child Services TC1: Fire Safety (15/09/2020 - Completed) TC2: First Aid (30/12/2020 - Completed)
WOOD, Noah	5/03/1982	39y 2m	Male	2.00	1/01/2018	3y 4m	Q1: Bach of Early Childhd Educ Q2: Mster of Education TC1: Fire Safety (15/09/2020 - Completed) TC2: First Aid (13/11/2020 - Completed)
Total Educators: 3							

Reading the report

An **educator** will be included on the report provided the educator has at least one session of care in the reference week. (Exempt sessions are considered as in care.)

Each **educator's age** is calculated as at the start of the reference week.

This report lists the number of **hours worked** by each educator (max 24 hours per day).

- The hours are listed in decimal format. For example, 20 hours 15 minutes is printed as 20.25.
- It doesn't matter how many children were in care at the same time, as long as at least one child was in care at that time for the educator, the time is counted.
- For example, if there are 4 children in care at the same time for one hour, the hours worked is 1 hour and not 4 because all children were in care at the same time.

The **Registration Date** is obtained from the "Educator" tab for each educator.

The **Service** is the number of years and months each educator has worked at the service based on the specified start date of the reference week and the educator's registration date.

The **Qualifications** are obtained from the details listed in the educator's "Qualifications" tab.

Detailed cont.

The Training Courses are obtained from the list of courses located in the educator's "In Service Training" tab.

Only courses that have been completed in the last 12 months using the specified start date of the reference week and the Course Date are included.