



**Non-State Schools
Accreditation Board**

Record number: 20/591455
Phone: (07) 351 36773

1 February 2021

Dear Chairperson

I am writing to provide you with information on the processes to be used for the *School Survey Data for Non-State Schools—Queensland 2021* (the 'Census form').

Data provided in the Census form are used by the Non-State Schools Accreditation Board (the 'Board') in connection with its statutory functions, as well as by the Queensland Department of Education in assessing the entitlement to allowances distributed to governing bodies of non-State schools on behalf of the Queensland Minister for Education.

Important information about the Census

Section 168 of the *Education (Accreditation of Non-State Schools) Act 2017* requires the governing body of an accredited school to give the Board school survey data, for the school, relating to the Census Day.

The Census Day is the last Friday in February and the data must be submitted within seven days after the Census Day.

Processes for 2021

As in previous years, the Board has written to each school principal to inform them about this year's Census.

To assist in the compilation of data and enable the accurate completion of the Census form, *Instructions for completing School Survey Data for Non-State Schools – Queensland 2021* (the 'Instructions') are available from the [Board's website](#). The Census form will also be available at [NSSAB Online Services](#), from Friday, 26 February 2021. A preview of the form and *Are you ready?* checklist can be found as part of the Instructions.

The Census form must be completed using data as at **Friday, 26 February 2021** and must be submitted to the Board no later than **Friday, 5 March 2021**.

Persons completing the Census are requested to ensure that students entered on the Census form conform to the definitions and requirements in the Instructions. The data provided in the Census form will be validated and may be subject to enrolment verification by authorised persons appointed by the Board.

The Census has moved online

From 2021 onwards, the interactive pdf used in the past will no longer be available. Instead a web-based Census form is available for each accredited and operating site and mode of delivery at [NSSAB Online Services](#). The layout of the online form, and the processes for filling it out, are similar to the previous interactive pdf.

The move to an online form allows for pre-population of a number of fields including school name, site code, other accreditation information and contact details. The online form also allows for accuracy and consistency checks in real time. If the form detects an error or inconsistency, an error message will appear informing the user what has gone wrong and how to fix it.

In order to access the Census form, users must first log in to [NSSAB Online services](#).

Floor 8 Education House
30 Mary Street Brisbane 4000
PO Box 15347 City East
Queensland 4002 Australia
Telephone +61 7 351 36773
Email nssab.admin@qed.qld.gov.au
Website www.nssab.qld.edu.au
ABN 53 636 704 278

Other changes from the previous year

Changes from the previous year are highlighted on page 5 of the Instructions. In particular:

- amendments to reflect the Census form being able to be completed online
- guidance on students on Individual Learning Plans
- change to include non-State schools accredited for distance education in the section *Students accessing one or more subjects at a School of Distance Education*.

Census Feedback survey

At the end of the Census form, there is a link to the *Census Feedback* survey. The results of this will be used to help improve the user experience in completing the Census process. Please complete the survey – all responses are anonymous.

Submission of the Census form

For 2021, all Census forms are to be completed and submitted to the Board through NSSAB Online Services.

Census forms must only be submitted by the person(s) authorised by the governing body.

Representatives from governing bodies and non-State schools have been provided with a user account. If more persons require access to NSSAB Online Services, please complete an Access request form.

More detailed information on the completion of the Census form and the submission process can be found in the Instructions at <http://www.nssab.qld.edu.au/Census/>.

Should you have any enquiries or problems accessing NSSAB Online Services, please contact the Non-State Schools Accreditation Board Secretariat, on telephone (07) 3034 5257 or email nssab.admin@qed.qld.gov.au by Wednesday, 17 February 2021.

Yours sincerely



Lynne Foley OAM
Chairperson