



**Non-State Schools
Accreditation Board**

Record number: 20/591452
Phone: (07) 351 36773

1 February 2021

Dear Principal

I am writing to provide you with information on the processes to be used for the completion of 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 of allowances distributed to governing bodies of non-State schools on behalf of the Queensland Minister for Education.

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](#).

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*.

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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

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

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

Completed Census forms are to be submitted to the Board consistent with the following arrangements:

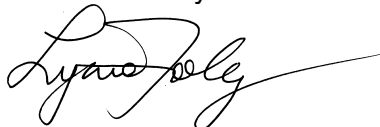
- **Lutheran schools** send to Lutheran Education Queensland, c/- Mrs Kerryn Sempfendorfer at kerryn.simpfendorfer@leq.lutheran.edu.au
- **Diocesan-owned schools in the Anglican Diocese of Brisbane** send to the Anglican Schools Commission, c/- Mr Robert Nettleton at rnettleton@anglicanchurchsq.org.au
- **Catholic diocesan-owned schools** send to the relevant diocesan office, viz.:
 - **Catholic Archdiocese of Brisbane** to Brisbane Catholic Education Centre, c/ Mr Trevor Reid at supportaccountants@bne.catholic.edu.au
 - **Cairns Catholic Diocese** to Cairns Catholic Education Office, c/- Ms Jayne Horsnell at jhorsnell@cns.catholic.edu.au
 - **Rockhampton Catholic Diocese** to Rockhampton Catholic Education Office, c/- Mr John McDevitt at dceoschoolsaccounting@rok.catholic.edu.au
 - **Townsville Catholic Diocese** to Townsville Catholic Education Office, c/- Mr Chris Watts at cwatts2@tsv.catholic.edu.au
 - **Toowoomba Catholic Diocese** to Toowoomba Catholic Education Office, c/- Mr Charles at charles.corbett@twb.catholic.edu.au
- **All other schools** check with the governing body as to the person authorised to submit Census data on behalf of the governing body and either:
 - send to the school's governing body for submission to the Board, or
 - submit directly to the Board via NSSAB Online Services.

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 the NSSAB Online Services, please contact the Non-State Schools Accreditation Board Secretariat, on telephone (07) 3034 5257 or email nssab.admin@ged.qld.gov.au by Wednesday, 17 February 2021.

Yours sincerely



Lynne Foley OAM
Chairperson