



**Non-State Schools
Accreditation Board**

Record number: 21/600680
Phone: (07) 3513 6773

1 February 2022

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 2022* (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.

The Board wrote to all governing bodies and principals on 20 January 2022 regarding changes to the 2022 Census due to the revised formal start of the school year. A copy of this letter was published on the [Board's website](#) on 21 January 2022.

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 2022

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 2022* (the 'Instructions') are available from the [Board's website](#). The Census form will also be available at [NSSAB Online Services](#), from Friday, 25 February 2022. 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, 25 February 2022** and must be submitted to the Board no later than **Friday, 4 March 2022**.

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.

Census online

An online Census form will be made available for each accredited and operating site and mode of delivery at [NSSAB Online Services](#). In order to access the Census form, users must first log in to [NSSAB Online services](#).

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Changes from the previous year

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

In particular:

- Special provisions for 2022 due to school start delay (highlighted in yellow throughout the document)
- Definition of "residing in Queensland" in relation to distance education students
- New sections regarding enrolment verifications including:
 - Enrolment verification program
 - Availability of audit documentation
 - Finalising the audit.

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 2022, 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 issues accessing NSSAB Online Services, please contact the Non-State Schools Accreditation Board Secretariat, on telephone (07) 3513 6773 (option 3) or email nssab.admin@qed.qld.gov.au by Wednesday, 16 February 2022.

Yours sincerely



Lynne Foley OAM
Chairperson