

30 July 2021

Circular to principals of Catholic schools in Victoria

2021 NCCD August Census data validation warnings

Main Points

- All Victorian Catholic schools are required to submit their Nationally Consistent Collection of Data on School Students with Disability (NCCD) by **Friday 6 August 2021** as part of the August Census. The NCCD is submitted via the [NCCD application](https://cevn.cecv.catholic.edu.au) on the CEVN website <https://cevn.cecv.catholic.edu.au> under *Student Support / Students with Disability (NCCD SWD) Funding*.
- The Australian Government Department of Education, Skills and Employment (DESE) has published the [Non-Government School Census Data Specification 2021](#). This document outlines the full list of data validation warnings, with pages 15–17 listing those specific to the NCCD.
- Prior to declaring their August Census data on SchoolsHUB, principals will be expected to provide short text responses to any data validation warnings.
- Note that data validation warnings do not mean that the NCCD dataset is incorrect, rather the DESE is requesting a brief explanation of what is happening at the school level that accounts for the change in data.
- To support schools with the data validation process, principals and staff with administrator access to the NCCD application will be able to view a warnings summary. Once logged into the application, users should navigate to *Surveys* and then select *NCCD Warnings*.
- Schools will also be able to download a spreadsheet that identifies student-level changes between the previous and current year NCCD disability category and level of adjustment judgments.
- Schools can refer to the Census NCCD Data Validation Warnings [Tutorial](#) and [Response Template](#) for assistance. The tutorial contains an example of a data validation message and an appropriate explanation to guide schools with their own responses. Both resources are available on the CEVN website under *Student Support / Students with Disability (NCCD SWD) Funding*.
- As in previous years, after Census day, principals are reminded not to make any changes to their NCCD dataset in SchoolsHUB when completing the declaration process. If errors have been identified and changes need to be made, principals are asked to contact the Census Helpdesk on 03 9267 0422 or censushelpdesk@macs.vic.edu.au.

Critical Dates

- The 2021 NCCD submission is due **Friday 6 August 2021**.

Actions Required

- Principals are asked to:
 - review the [Non-Government School Census Data Specification 2021](#), in particular pages 15–17 that outline the data validation warnings related to the NCCD
 - verify and submit their 2021 NCCD data by Census day (**Friday 6 August 2021**) via the CEVN website under *Student Support / Students with Disability (NCCD SWD) Funding*
 - view data validation warning notifications via the *NCCD Warnings* section of the NCCD application and prepare responses ready for input into SchoolsHUB
 - refer to the Census NCCD Data Validation Warnings [Tutorial](#) and [Response Template](#) on the CEVN website under *Student Support / Students with Disability (NCCD SWD) Funding*
 - contact their NCCD key contact or diocesan representative if they require further support regarding NCCD data validation warnings.

Additional Information

- The [Non-Government School Census Data Specification 2021](#) should be read in conjunction with the [2021 Non-Government Schools Census Requirements](#) and the NCCD [2021 Guidelines](#).
- For step-by-step instructions on submitting the NCCD dataset, schools can refer to the [NCCD Submission Process for Schools – Tutorial for Principals and School Staff](#) and the accompanying pre-recorded [webinar](#).
- To ensure that schools' enrolment data is updated in the NCCD application, it is important that the administration officer/registrar uploads a current 'student details file' via the CEVN website under *Data Management* / [Online Data Transfer \(ODT\)](#). Steps to complete the process are outlined in the tutorial linked above.
- The NCCD data provided by schools and their approved authorities now forms part of the set of data used to calculate a school's Australian government funding entitlement. As such, the NCCD data provided by a non-government school and its approved authority may now be subject to post-enumeration activities by the DESE, which are conducted in accordance with the [Australian Education Act 2013](#) (Cth) and the [Australian Education Regulation 2013](#) (Cth).

Contact/Enquiries

- For all enquiries, please contact the relevant diocesan representative:
 - Melbourne: Ms Frieda Lai on 03 9267 0228 or flai@macs.vic.edu.au
 - Ballarat: Ms Susan Rampling on 03 5337 7135 or srampling@ceob.edu.au
 - Sale: Ms Robyn Halliwell on 03 5622 6600 or rhalliwell@ceosale.catholic.edu.au
 - Sandhurst: Ms Joy Ready on 03 5443 2377 or jready@ceosand.catholic.edu.au.



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