

16 June 2023

Circular to principals of Catholic schools in Victoria

2023 Preparation for the August Census

Main Points

- The Catholic Education Commission of Victoria Ltd (CECV) requests the cooperation of schools in submitting the August Census. The information collected during the Census is required under the *Australian Education Act 2013* (Cth) and is critical to annual funding calculations for schools.
- The Department of Education (DE) Non-Government Schools Census will take place on **Friday 4 August 2023**.
- The Online Data Transfer (ODT) application will open on **Wednesday 19 July 2023** for schools to submit their Census data. ODT is available via the CEVN website <https://cevn.cecv.catholic.edu.au> under *Data Management* / [Online Data Transfer \(ODT\)](#).
- There are several steps that schools can complete in advance to help prepare for Census day. These include reviewing and updating student visa information, and adding destination codes for Year 6 students moving to new schools. For any students who have yet to confirm the school, code E9914 (unknown destination) can be used.
- A current Student Details file can be uploaded to ODT prior to Census day and it is recommended that this be done any time there are changes to enrolments. Schools are encouraged to resolve any data issues, as this helps to reduce validation errors on Census day.
- Mid-year staff records are now available in the Online Staffing Records (OSR) application via the CEVN website under *Staffing and ER* / [Online Staffing Records \(OSR\)](#). Principals are asked to review staff records and report any missing information.
- As part of the August Census, principals will need to log into the DE SchoolsHUB to declare their 2023 data. Principals with an account should log in and reset their password (if required), while those without an account can register on the SchoolsHUB [website](#).

Critical Dates

- The ODT application on the CEVN website will open for schools on **Wednesday 19 July 2023**.
- August Census day is **Friday 4 August 2023**.
- Mid-year staff records are now available in OSR for schools to review and request any changes, with confirmation due between **Friday 4 August** and **Tuesday 8 August 2023**.

Actions Required

- Schools are asked to:
 - ensure that all student data is updated in their administration system in preparation for the August Census
 - ensure that all staff data is updated in OSR in preparation for the August Census
 - review student visa details (including expiry dates) and update student records, if required
 - upload and confirm a current Student Details file via ODT as soon as possible, and resolve any data issues
 - confirm access to SchoolsHUB.
- Primary schools are asked to enter destination codes for all Year 6 students leaving their school at the end of 2023.
- Schools are asked to inform parents via their website or newsletter that [2023 Non-Government Schools Census collection notice](#) is available. A copy can be found on the CEVN website under *Data Management* / [2023 August Census](#) below the 'Privacy Notice' heading.

Additional Information

- Further information about the 2023 August Census is available on the CEVN website under *Data Management* / [2023 August Census](#).
- Information about access to SchoolsHUB can be found on the CEVN website under *Data Management* / [DE SchoolsHUB](#).

Contact/Enquiries

- For all enquiries for ICON schools, please contact the ICT Helpdesk on 03 9267 0422, and choose option 2, then option 1 for Student Admin support, or ictsupport@macs.vic.edu.au.
- For student data enquiries and support with the Census process for schools not using ICON, please contact the ICT Helpdesk on 03 9267 0422, and choose option 4 for Census support, or censushelpdesk@macs.vic.edu.au.
- For enquiries regarding OSR for schools not using ICON, please contact the Application Support Officer on 03 9267 0228 or online.staffing@macs.vic.edu.au.
- For enquiries regarding OSR for Shared Services schools, please raise requests via the ICON ePortal.



Jim Miles
Executive Director