**Collection of Nationally Consistent Student Background Information**

From 2005, new nationally defined background characteristic information must be collected for all Australian students, including those at Victorian government schools.

The new nationally consistent definitions cover students’:

* Sex;
* Indigenous status;
* Country of birth;
* Language other than English spoken at home; by the student and parents/guardians;
* Parents’ occupational group; and
* Parents’ educational attainment.

**Student Family Occupation**

The equity funding component of the SRP aims to break the patterns of inequality in student outcomes by targeting funds at schools with a higher density of students from low socio-economic backgrounds, who are most at risk of not achieving satisfactory outcomes in literacy and numeracy.

The measurement used to assess student need is based upon parental occupation and has become an increasingly important component of funding.

More information regarding the Student Resource Package can be found on the following website:

<http://www.education.vic.gov.au/school/principals/finance/Pages/srp.aspx>

**SFO Review**

To ensure resources provided through the SRP are targeted effectively, an annual review of data submitted for SFO will be undertaken by the School Resource Allocation Branch on a random sample of schools.

The SFO review is intended to ensure schools undertake a responsible and diligent approach to collecting Student Family Occupation data with the following objectives:

* Ensuring data submitted by schools could be verified and validated;
* Reasonable judgement is applied to parental occupational coding ;
* Administration processes undertaken by schools is adequate to ensure strict quality control checks is taken to ensure data integrity;
* Good record keeping of student enrolment forms to ensure up to date information of students; and
* Ensuring an acceptable return rate and accuracy on occupation data to ensure schools are not disadvantaged in SFO funding in anyway.

**Contact Details**

If you have any queries regarding the collection of the *Student Parental Occupation data*, please contact the **Census Hotline** on (03) 9637-3225 or email census@edumail.vic.gov.au

For other SFO related enquiries, please contact:

**School Resource Allocation**

Student.ResourcePackage.SRP@edumail.vic.gov.au

**Enrolment Forms**

Enrolment form for all new students can be found on the following website:

<https://edugate.eduweb.vic.gov.au/edulibrary/Schools/Forms%20Various/General%20School%20Forms/Student_Enrolment_Form_MidYear2009.doc>

**Guidelines for Collection of Student Parental Occupation Data**

**Definition:**

‘Parental occupation group’ is defined as the occupation group which includes the main work undertaken by the parent/guardian.

If a parent/guardian has more than one job, report the occupation which includes their main job.

**Related indicator(s):**

‘Parental occupation group’ of mother/parent1/guardian1 (*MOCC*) and father/parent2/guardian2 (*FOCC*) are required to derive which occupational category will be used for the calculation of the occupation indicator.

**Question Module:**

For the collection of data on ‘parental occupation group’ the following three question modules should be used

**What is the occupation group of the mother/parent1/guardian1 (MOCC)?**

Please select the appropriate parental occupation group from the attached list.

* If the person is not currently in **paid** work but has had a job in the last 12 months or has retired in the last 12 months, please use the person’s last occupation.
* If the person has not been in **paid** work in the last 12 months enter ‘N’

**What is the occupation group of the father/parent2/guardian2 (FOCC)?**

Please select the appropriate parental occupation group from the attached list.

* If the person is not currently in **paid** work but has had a job in the last 12 months or has retired in the last 12 months, please use the person’s last occupation.
* If the person has not been in **paid** work in the last 12 months enter ‘N’

**Which parental occupation is in a higher category?**

For example if FOCC occupation falls in category ‘B’ and MOCC falls in category ‘C’, the FOCC category to be used for reporting the student family occupation should be listed as category ‘B’.

If the student has siblings attending the same school all siblings must have a parental occupation category provided in the data collection.

**Good Practice - Quality Control Checks**

The following processes are examples of some strict quality control checks your school should consider:-

* discuss coding in general and reach an agreement on a process to improve data
* revise all student enrolment forms and issue all parents with a supplementary enrolment form
* ensure an acceptable return rate on occupation data
* verify parent occupations for accuracy prior to entry into the CASES21 database
* ensure consistency by assigning one person within the office to take the responsibilities for all SFO matters
* good record keeping of student enrolment forms to ensure up to date information of students and where necessary file notes, records of substantiation or other explanations when circumstances change

**Identification of Students with Missing and/or Incomplete Family Occupation Status Codes**

To assist in identifying which students have missing and/or incomplete family occupation status codes, please refer to report in CASES21 titled:

**Families with Missing Occupation Status Groups [DF21004]**

This report identifies families that have missing and/or incomplete family occupation status codes.

For each of these families the youngest student within the family will be listed. Schools can use this information to decide which families may need to be followed up to obtain the nationally required information, in particular the SFO data.

***SQL Query***

Alternatively, schools can also extract the required SFO data by applying the following SQL query:-

SELECT ST.STKEY,ST.SURNAME,ST.FIRST\_NAME,ST.SCHOOL\_YEAR,DF.SURNAME\_A,DF.NAME\_A,DF.SURNAME\_B,DF.NAME\_B,ST.ENTRY,ST.EXIT\_DATE,DF.OCCUPATION\_A,DF.OCCUPATION\_B,DF.OCCUP\_STATUS\_A,DF.OCCUP\_STATUS\_B,DF.OCCUP\_STATUS\_GRP

FROM ST INNER JOIN DF ON ST.FAMILY = DF.DFKEY

WHERE ST.STATUS = 'ACTV'

***SFO Frequently Asked Questions***

**When does SFO information need to be collected by?**

Student Family Occupation information is captured as part of the August census each year, schools submits occupational data for each of their enrolled students.

**What is SFO information used for?**

The SFO information is used to calculate school’s SFO density to assist in determining schools allocation of equity funding for the Student Resource Package budget.

Please note the SFO index is calculated at a point in time and remains fixed for the remaining of the year.

**Is it compulsory for parents to advise the school when family situations change for the student?**

While it is not compulsory for parents to advise schools in the case when family situations change for students, it is desirable. Parents need to be made aware of the consequences for the school of not providing updated parental occupation information.

Inaccurate or out of date data can potentially disadvantage their child’s school when it comes to equity funding for the student resource package budget. When there is no parental occupation information, the occupation group defaults to group A (the highest group). This group does not contribute in the formula for determining equity funding.

**Why is equity funding being based upon parent’s income associated with their occupation group?**

SFO indexes are derived based on parental occupation information and not a measure of parental income therefore equity funding is not based upon income levels. Rather it is based upon occupation groups of the parents of the children. Expert research indicates there is a strong link between occupation and student performance.

**What should a school do if they know a child’s parent’s occupation is no longer relevant and the parent has not advised the school of this information?**

It is good practice for schools to send a data collection form each year to ensure updated information is collected from parents. An example of a data collection form, refer to document titled “*DEECD Sample of Data Collection Form*”

The form has been designed such that only one form needs to be sent to each family. Multiple students can be included on the form and be provided to the parents listed as being the Primary family within CASES21.

Please note that information should only be entered or updated in CASES21 when the information is received from the parent. Occupational coding should not be undertaken based on local school knowledge unless information is obtained directly from the parent.

All updates to parental occupation should have a file note, records of substantiation or other explanations when circumstances change.

**How do I extract SFO information from CASES21 to identify unknown data?**

Please refer to the section above – “Identification of Students with Missing and/or Incomplete Family Occupation Status Codes”

**SCHOOL FAMILY OCCUPATION INDEX**

**PARENT OCCUPATION GROUPS**

Please select the appropriate group from the following list.

|  |
| --- |
| **GROUP N: Unemployed for more than 12 months**If you are not currently in paid work but **have had a job** **in the last 12 months**, or have retired in the last 12 months, please **use your last occupation** to select from the list. If you have not been in paid work for the last 12 months, enter **‘N’** into the ‘occupation code’ field on the enrolment form. |

**OCCUPATION GROUP A**

**SENIOR MANAGEMENT IN LARGE BUSINESS ORGANISATIONS, GOVERNMENTADMINISTRATION AND DEFENCE AND QUALIFIED PROFESSIONALS**

**Senior management in large business organisations**

**Senior Executive / Manager /Department Head** in industry, commerce, media or other large organisation

* **Business** [e.g. chief executive, managing director, company secretary, finance director, chief accountant, personnel/industrial relations manager, research and development manager]
* **Media** [e.g. newspaper editor, film/television/radio/stage producer/director/manager]

**Government administration**

* **Public Service Manager** (Section head or above) [e.g. regional director, hospital/health services/nurse administrator, school principal, faculty head/dean, library/museum/gallery director, research /facility manager, police/fire services administrator]
* **Defence Forces Commissioned officer**

**Qualified Professionals –** generally have a degree or higher qualifications and experience in applying this knowledge to:

-design, develop or operate complex systems, identify, treat and advise on problems, teach others

*Health, Education, Law, Social Welfare, Engineering, Science, Computing* professional, Business, Air/sea transport

* **Health** [e.g. GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician]
* **Education** [e.g. school teacher, university lecturer, VET/special education/ESL/private teacher, education officer]
* **Law** [e.g. judge, magistrate, barrister, coroner, solicitor, lawyer]
* **Social Welfare** [e.g. social/welfare/community worker, counsellor, minister of religion, economist, urban/regional planner, sociologist, librarian, records manager, archivist, interpreter/translator]
* **Engineering** [e.g. architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer]
* **Science** [e.g. scientist, geologist, meteorologist, metallurgist]
* **Computing** [e.g. IT services manager, computer systems designer/administrator, software engineer, systems/applications programmer]
* **Business** [e.g. management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
* **Air/sea transport** [e.g. aircraft pilot, flight officer, flying instructor, air traffic controller, ship’s captain/officer/pilot]

**OCCUPATION GROUP B**

**OTHER BUSINESS OWNERS/MANAGERS, ARTS/MEDIA/SPORTSPERSONS AND ASSOCIATE PROFESSIONALS**

**Business Owner / Manager**

* **Farm/business owner/manager** [e.g. crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager, real estate business]
* **Specialist manager** [e.g. works manager, engineering manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, personnel, industrial relations]
* **Financial services manager** [e.g. bank branch manager, finance/investment/insurance broker, credit/loans officer]
* **Retail sales/services manager** [e.g. shop, post office, restaurant, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre/cinema, gallery, car rental, car fleet, railway station]

**Arts /media / sportspersons**

* **Artist/Writer** [e.g. editor, journalist, author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor]
* **Sports** [e.g. sportsman/woman, coach, trainer, sports official]

**Associate professionals –** generally have diploma /technical qualifications and provide support to managers and professionals

*Health, Education, Law, Social Welfare, Engineering, Science, Computing technician / Business/administration*

* **Medical, science, building, engineering, computer** technician/associate professional
* **Health/social welfare** [e.g. enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician]
* **Law** [e.g. police officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private, law clerk, court officer, bailiff]
* **Business/administration** [e.g. recruitment/employment/industrial relations/training officer, marketing/ advertising specialist, market research analyst, technical sales representative, retail buyer, office/business manager, project manager/administrator, other managing supervisors]
* **Defence Forces** [e.g. senior non-commissioned officer]
* **Other** [e.g. library technician, museum/gallery technician, research assistant, proof reader]

**OCCUPATION GROUP C**

**TRADESMEN/WOMEN, CLERKS AND SKILLED OFFICE, SALES AND SERVICE STAFF**

**Tradesmen/women** generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

**Tradesmen/women**

* **Trades** [e.g. Electrician, plumber, welder, cabinet maker, carpenter, joiner, plasterer, tiler, stonemason, painter decorator, butcher, pastry cook, panel beater, fitter, toolmaker, aircraft engineer]

**Clerks, Skilled office, sales and service staff**

* **Clerk** [e.g. bookkeeper, bank clerk, PO clerk, statistical/actuarial clerk, accounts/claims/audit/ payroll clerk, personnel records clerk, registry/filing clerk, betting clerk, production recording clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk/despatcher, bond clerk, customs agent/clerk, customer inquiry/complaints/service clerk, hospital admissions clerk]
* **Office** [e.g. secretary, personal assistant, desktop publishing operator, switchboard operator]
* **Sales** [e.g. company sales representative (goods and services), auctioneer, insurance agent/assessor/loss adjuster, market researcher]
* **Carer** [e.g. aged/disabled/refuge care worker, child care assistant, nanny]
* **Service** [e.g. meter reader, parking inspector, postal delivery worker, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/gaming table supervisor]

**OCCUPATION GROUP D**

**MACHINE OPERATORS, HOSPITALITY STAFF, OFFICE ASSISTANTS, LABOURERS AND RELATED WORKERS**

**Drivers, mobile plant, production/processing machinery and other machinery operators**

* **Driver or mobile plant operator** [e.g. car, taxi, truck, bus, tram or train driver, courier/ deliverer, forklift driver, street sweeper driver, garbage collector, bulldozer/loader/grader/excavator operator, farm/horticulture/forestry machinery operator]
* **Production/processing machine operator** [e.g. engineering, chemical, petroleum, gas, water, sewerage, cement, plastics, rubber, textile, footwear, wood/paper, glass, clay, stone, concrete, production/processing machine operator]
* **Machinery operator** [e.g. photographic developer/printer, industrial spray painter, boiler/air- conditioning/ refrigeration plant, railway signals/points, crane/hoist/lift, bulk materials handling machinery]

**Hospitality, office staff**

* **Sales staff** [e.g. sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, sales demonstrator, shelf stacker]
* **Office staff** [e.g. typist, word processing/data entry/business machine operator, receptionist]
* **Hospitality staff** [e.g. hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, fast food cook, usher, porter, housekeeper]
* **Assistant/aide** [e.g. trades’ assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, home helper, salon assistant, animal attendant]

#### Labourers and related workers

* **Defence Forces** [other ranks (below senior NCO) without trade qualification not included above]
* **Agriculture, horticulture, forestry, fishing, mining worker** [e.g. farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]
* **Other worker** [e.g. labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]