|  |  |  |
| --- | --- | --- |
| Instructions | | **Internal Reference Code:** |
| Click here to enter text. |
| * Refer to the AEDC Data Guidelines when completing this application. * Prior to submitting an application, organisations that have received AEDC data under an existing agreement or licence should contact their nominated AEDC Authorised Data User to check if they can access the required data and avoid incurring any unnecessary fees. * Email completed form to [support@aedc.gov.au](mailto:support@aedc.gov.au) as a Word document. The ‘Declarations and Signature’ page (section 8) can be scanned and provided separately. | For any queries, contact:  **AEDC Data Management**  E**:** [support@aedc.gov.au](mailto:support@aedc.gov.au)  Ph: (03) 9114 1555 | |

## **Project Title, Summary and Applicant Details**

### Applicant Details

The person shown here will be the main contact that the Data Management Agency (DMA) or the Department will liaise with in relation to the application. If the microdata application is approved the ‘applicant’ will become the Authorised Data User and ultimately be responsible for the AEDC data in accordance with the AEDC Data Guidelines. Where the applicant is not the intended Authorised Data User, please nominate the appropriate person in the relevant section below.

The personal information in this form will be collected by the Australian Government Department of Education (Department) and its contracted service provider as part of the proper administration of the AEDC. If this personal information is not collected, it will not be possible [to process this application].

The Department and its contracted service provider may disclose the relevant personal information (to each other and to other Commonwealth agencies and third parties) if required for the proper administration of the AEDC and will protect the personal information in accordance with the Privacy Act 1988 (Cth). The personal information will not be disclosed to any overseas recipients.

To find out more about how to access or correct personal information, or make a complaint, see the Department’s Privacy Policy.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Title** | Click here to enter text. | | **Surname** | Click here to enter text. | **First Name** | Click here to enter text. |
| **Job Title** | | Click here to enter text. | | | | |
| **Project role** | | Indicate the role the applicant will play in the project (e.g. Chief researcher, project manager etc.). | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Nominated as the Authorised Data User** | **Yes** | | |
| **No** | **If no, nominate the Authorised Data User** | Name of nominated Authorised Data User if not the applicant. Provide details in the additional applicant section. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualifications and relevant experience** | If the applicant is the nominated Authorised Data User, provide a summary of qualifications and relevant experience (max 200 words). | | |
| **Email** | Click here to enter text. | | |
| **Phone** | Click here to enter text. | | |
| **Organisation** | Click here to enter text. | | |
| **ABN** | Click here to enter text. | | |
| **Postal Address** | | **Billing Address** | **Street Address** (If required) |
| Click here to enter text. | | Click here to enter text. | Click here to enter text. |

### Project Overview

Provide a brief overview of the project using plain English with no jargon. For projects that are releasing results publicly the information in this section will be used to provide a summary of the research on the AEDC website. Please inform the [DMA](mailto:support@aedc.gov.au) if you do not wish to have this information published on the AEDC website.

|  |  |
| --- | --- |
| **Project title** | The research project’s official title. |
| **Short title** | Short title of project, if applicable. Where possible, short title should be in plain English and succinctly describe the project to a lay person. |
| **Project description** | Describe the project without the use of complex language or jargon (300 words max.) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Purpose and Objectives** | Describe the projects purpose and objectives without the use of complex language or jargon (200 words max.) | | | | |
| **Geographic Area study covers**  (Tick all that apply) | ACT | NSW | NT | QLD | SA |
| TAS | VIC | WA | National (includes all areas) | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Keywords** | Relevant keywords (10 word max.) that will be used to index and classify the project and will be the main search terms for projects on the AEDC website. | | |
| **Start date** | Preferred date for project commencement. | **End date** | Projected anticipated completion date (no later than the date ethical clearance concludes). |

## **Research Project Information**

### Detailed Project Information

Provide details on the research and analysis that is planned to be undertaken with the requested AEDC data.

|  |  |
| --- | --- |
| **Research aims and questions** | List research aims, questions and/or hypotheses in a numbered format. |
| **Research plan and reason for requesting the data** | Research outline or overview, including project purpose and significance. Where the research plan or reason for requesting the uses acronyms or initials, these must be clearly explained. |
| **Analysis techniques** | Summarise the techniques that will be used to analyse the data |

### Project Benefits

Summarise the project’s benefits to the following key communities (if not applicable, explain why).

|  |  |
| --- | --- |
| **Policy** | Summarise the benefits of the research to the policy community. |
| **Education** | Summarise the benefits of the research to schools, educators and pedagogues. |
| **Other** | Summarise the benefits of the research to the wider community, including participants, parents and the research or academic communities. |

### Project Funding

If the project is receiving any external funding or sponsorship, detail this below:

|  |  |
| --- | --- |
| **Funding Information** | Detail the project’s funding arrangements or agreements with any organisation, agency, and/or Government Department. |
| **Sponsorship information** | Click here to enter text. |

### Project Human Research Ethics Approval

Detail the project’s Human Research Ethics Committee (HREC) approval.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Human Research Ethics Committee approval** | **Approved by a HREC** |  | Attach a copy of the approval. If more than one HREC has granted approval provide below details below in an attachment, along with copies. | |
| **Source** | Click here to enter text. |
| **Start Date** | Click here to enter a date. |
| **End Date** | Click here to enter a date. |
| **Awaiting approval** |  | Provide a copy as soon as it becomes available. Application will not receive in-principle approval until HREC approval has been received. | |
| **Not applicable** |  | Detail why ethics approval is not applicable. | |

**\* IMPORTANT NOTE:**

Applicants that are unsure if the proposed usage of AEDC data requires Human Research Ethics Committee (HREC) approval should seek independent information from the National Health and Medical Research Council (NHMRC) website at [www.nhmrc.gov.au](http://www.nhmrc.gov.au), the ‘*Frequently asked questions (FAQs) about Human Research Ethics Committees’* or the *National Statement on Ethical Conduct in Human Research* guidelines. Alternatively, contact the NHMRC at [ethics@nhmrc.gov.au](mailto:ethics@nhmrc.gov.au).

Any information provided by the DMA in relation to HREC approval is provided for guidance only and does not constitute legal advice, nor should it be treated as a substitute for legal or professional advice, particularly in relation to subjects such as human research ethical approval requirements, privacy and the use and storage of personal information.

### Project Risks and Risk Management

Detail potential risks associated with the following categories and what mitigation and/or management steps will be implemented to address them.

|  |  |
| --- | --- |
| **Risk of re-identification and/or disclosure of sensitive information** | Explain any potential risks associated with re-identification and/or disclosure of personal, sensitive and/or health information or any activities that could result in any type of re-identification or disclosure.  Explanation of how each risk will be responded to, minimised and managed. Researchers should also indicate how the benefits of the research will outweigh any identified risks. |
| **Risks associated with project team’s access and handling of the data** | Explain any potential risks associated with project team’s data access, handling and usage of the data. Particularly explain any possible personal, social, economic or legal harm that could result (directly or indirectly) during the project’s life.  Explanation of how each risk will be responded to, minimised and managed. Researchers should also indicate how the benefits of the research will outweigh any identified risks. |
| **Risks associated with dissemination and/or publication of findings** | Explain any potential risks associated with dissemination and/or publication of both positive and negative findings from any AEDC data analysis.  Detail any potential harm to children, teachers, schools, or communities associated with the publication of AEDC results (with reference to any identified risks).  Explanation of how each risk will be responded to, minimised and managed. Researchers should also indicate how the benefits of the research will outweigh any identified risks. |

### Relevant Legislations

Detail consideration of the relevant and applicable Commonwealth, State and/or Territory legislation, particularly in relation to privacy and the handling of personal information.

|  |  |
| --- | --- |
| **Relevant legislations** | Click here to enter text. |

## **Publication and reporting**

Provide details about the intended publication and reporting aims of AEDC data and results. In this context, ‘publication’ or ‘reporting’ means the circulation of AEDC data beyond the Authorised and Permitted Data User(s) as outlined in the AEDC Data Guidelines.

|  |  |  |  |
| --- | --- | --- | --- |
| **Will data or results of analysis be published?** | **Yes** |  | Provide details of how they will be made public (e.g. publication in journals, presentation at conference or public forums, etc.) |
| **No** |  | Provide details of how they will not be made public (e.g. internal reporting and briefing notes, etc.) |
| **Publication and presentation plan** | List all planned publications and presentations and include a description and estimated publication date, noting the Publication Rules in the AEDC Data Guidelines. | | |

## **Data Linkage**

Only complete this section if AEDC data will be linked to other data.

### Linkage Organisation

|  |  |  |
| --- | --- | --- |
| **How will data linkage be undertaken?** | 1. Using an AEDC-approved Data Linkage Unit\* |  |
| 1. Using a recognised DLU that has not been pre-approved by the Department. This requires the DLU becoming an AEDC-approved Data Linkage Unit. |  |

\*Details of approved Data Linkage Units can be found at <https://www.aedc.gov.au/data-hub/data-applications/access-by-application>

### Linkage Organisation Details

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Data Linkage Unit** | | Click here to enter text. | | | | |
| **Contact details** (Contact information for person at DLU or within organisation with responsibility for project) | | | | | | |
| **Title** | Click here to enter text. | | **Surname** | Click here to enter text. | **First Name** | Click here to enter text. |
| **Job Title** | | Click here to enter text. | | | | |
| **Email** | | Click here to enter text. | | | | |
| **Phone** | | Click here to enter text. | | | | |

### Linkage Organisation Feasibility Assessment

|  |  |  |  |
| --- | --- | --- | --- |
| **Feasibility Statement from linkage organisation** | **Yes** |  | Attach a copy of the approval. |
| **Awaiting approval** |  | Provide a copy as soon as it becomes available. Applications will not be approved until a feasibility statement has been received. |

### Linkage Datasets

To be filled in by all applicants proposing to undertake data linkage. Provide details of the datasets that AEDC will be linked to.

When describing any risks associated with linking the AEDC data, please do not assume any pre-existing knowledge of the other datasets. Any specific risks relevant to linkage that were noted in the feasibility assessment, or the ethics application should be listed in this section.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dataset name and custodian** | **Date/period of  data collection** | **Linkage risk?\*** | **Detail risk^** |
| Click here to enter text. | Click here to enter text. |  | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |  | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |  | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |  | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |  | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |  | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |  | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |  | Click here to enter text. |

\* When datasets are linked to AEDC, will there be an increased risk of re-identification of individuals? Tick if yes.

^ If there are risks, detail them here, including the nature of this risk (i.e. which data items/elements are contributing to the risk) and how the risk will be minimised or managed.

## **Data Elements**

Select each variable required for the project and indicate why it is required (i.e. the research aim or question the variable relates too). Commonly requested variables are listed below. If additional variables are required, please list them in section 5.9. For an explanation of each variable, plus a complete list of AEDC variables, please refer to the [AEDC Data Dictionary](https://www.aedc.gov.au/resources/detail/aedc-data-dictionary)[[1]](#footnote-1).

All collections, or all variables in a particular section can be selected by ticking the appropriate box. Where applicants tick the option for ‘*All in this section’*, details of the relevant research aim/question must still be completed for each variable to enable the DMA to process the application.

### Collections

Select which collection(s) required.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2009** |  | **2012** |  | **2015** |  | **2018** |  | **2021** |  | **2024** |  | **ALL** |  |

### Pre-instrument Variables

StudentID and Year are included in all microdata by default (noting that StudentID is not unique across Year). SchoolID and TeacherID should be requested if the research intends to address issues relevant to teachers and/or schools.

|  |  |  |  |
| --- | --- | --- | --- |
| **Variable ID** | **Description** | **🗹** | **Relevant research aim/question** |
| SchoolID | School identifier |  | Click here to enter text. |
| TeacherID | Teacher identifier |  | Click here to enter text. |

### Instrument Background

|  |  |  |  |
| --- | --- | --- | --- |
| **Variable ID** | **Description** | **🗹** | **Relevant research aim/question** |
| ClassTypeA\_1 | Multi-year class |  | Click here to enter text. |
| ClassTypeB | Child repeating this grade |  | Click here to enter text. |
| ClassTypeC | Dual placement |  | Click here to enter text. |
| ClassTypeD | Number of terms attended |  | Click here to enter text. |
| Tmsch | In school for less than one month |  | Click here to enter text. |

### Demographic Variables

|  |  |  |  |
| --- | --- | --- | --- |
| **Variable ID** | **Description** | **🗹** | **Relevant research aim/question** |
| Gender | Gender of child |  | Click here to enter text. |
| AgeCat | Age categories |  | Click here to enter text. |
| SpecialNeeds | Special needs status |  | Click here to enter text. |
| ATSI | Indigenous |  | Click here to enter text. |
| ESL | English as a second language |  | Click here to enter text. |
| Lang | Speaks language other than English |  | Click here to enter text. |
| LBOTE | Language Background Other Than English |  | Click here to enter text. |
| PlaceOfBirth | Place of birth |  | Click here to enter text. |
| ArrivalYear\* | Year child arrived in Australia |  | Click here to enter text. |
| Parent1School\* | School level completed by first parent or carer. |  | Click here to enter text. |
| Parent1PostSchool\* | Post-school qualification of first parent or carer. |  | Click here to enter text. |
| Parent2School\* | School level completed by second parent or carer. |  | Click here to enter text. |
| Parent2PostSchool\* | Post-school qualification of second parent or carer. |  | Click here to enter text. |

### Geographic Variables

If geographic variables other than those shown are required, contact the DMA prior to application.

|  |  |  |  |
| --- | --- | --- | --- |
| **Variable ID** | **Description** | **🗹** | **Relevant research aim/question** |
| State | State |  | Click here to enter text. |
| LocalCommunity | AEDC Local Community |  | Click here to enter text. |
| Community | AEDC Community |  | Click here to enter text. |
| LGA[[2]](#footnote-2) | Local Government Area |  | Click here to enter text. |
| SA22 | Statistical Area [two] |  | Click here to enter text. |
| SA32 | Statistical Area [three] |  | Click here to enter text. |
| SA42 | Statistical Area [four] |  | Click here to enter text. |
| Remoteness | Remoteness Area |  | Click here to enter text. |
| SEIFACategory | SEIFA quintile |  | Click here to enter text. |

### General Instrument Variables

Research should rely on the analysis of AEDC domains and subdomains only and not upon the individual analysis of instrument variables.

|  |  |  |  |
| --- | --- | --- | --- |
| **Variable ID** | **Description** | **🗹** | **Relevant research aim/question** |
| D1 | Physical disability |  | Click here to enter text. |
| D2 | Visual impairment |  | Click here to enter text. |
| D3 | Hearing impairment |  | Click here to enter text. |
| D4 | Speech impairment |  | Click here to enter text. |
| D5 | Learning disability |  | Click here to enter text. |
| D6 | Emotional problem |  | Click here to enter text. |
| D7 | Behavioural problem |  | Click here to enter text. |
| D8 | Problems at home |  | Click here to enter text. |
| D9 | Trauma, isolation or difficulties associated with resettlement |  | Click here to enter text. |
| D10a | Chronic Illness |  | Click here to enter text. |
| D10b | Neurodevelopmental disorder |  | Click here to enter text. |
| D10c | Other enduring problems |  | Click here to enter text. |
| D11 | Needs further assessment |  | Click here to enter text. |
| **All in this section** | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Variable ID** | **Description** | **🗹** | **Relevant research aim/question** |
| E1 | Attended an early intervention program |  | Click here to enter text. |
| E2y | Attended preschool/kindergarten program |  | Click here to enter text. |
| Daycare | Attended a day care centre |  | Click here to enter text. |
| Preschool | Attended a pre-school program |  | Click here to enter text. |
| E4 | Attended playgroup before entering full time school |  | Click here to enter text. |
| E5 | Child is adapting to school |  | Click here to enter text. |
| E6 | Parents actively engaged with the school |  | Click here to enter text. |
| E7 | Child is regularly read to at home |  | Click here to enter text. |
| **All in this section** | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Variable ID** | **Description** | **🗹** | **Relevant research aim/question** |
| A1 | Days absent since the start of the year |  | Click here to enter text. |
| A1a | Family or cultural obligations |  | Click here to enter text. |
| A1b | Illness or injury |  | Click here to enter text. |
| A1c | Other explained reasons |  | Click here to enter text. |
| A1d | Unexplained reasons |  | Click here to enter text. |
| A2 | Dressed inappropriately |  | Click here to enter text. |
| A3 | Too tired and/or sick |  | Click here to enter text. |
| A3a | Too tired |  | Click here to enter text. |
| A3b | Too sick |  | Click here to enter text. |
| A4 | Hungry |  | Click here to enter text. |
| A4a | Attends school/community breakfast club |  | Click here to enter text. |
| A5 | Washroom |  | Click here to enter text. |
| A6 | Hand preference |  | Click here to enter text. |
| A7 | Well-coordinated |  | Click here to enter text. |
| A8 | Proficient at holding pen |  | Click here to enter text. |
| A9 | Manipulates objects |  | Click here to enter text. |
| A10 | Climbs stairs |  | Click here to enter text. |
| A11 | Level of energy |  | Click here to enter text. |
| A12 | Overall physical |  | Click here to enter text. |
| A13 | Daily personal hygiene |  | Click here to enter text. |
| **All in this section** | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Variable ID** | **Description** | **🗹** | **Relevant research aim/question** |
| B1 | Proficient in English |  | Click here to enter text. |
| B2 | Listens - English |  | Click here to enter text. |
| B3 | Tells a story |  | Click here to enter text. |
| B4 | Imaginative play |  | Click here to enter text. |
| B5 | Communicates needs |  | Click here to enter text. |
| B6 | Understands |  | Click here to enter text. |
| B7 | Articulates clearly |  | Click here to enter text. |
| B8 | Handles a book |  | Click here to enter text. |
| B9 | Interested in books |  | Click here to enter text. |
| B10 | Interested in reading |  | Click here to enter text. |
| B11 | Identifies letters |  | Click here to enter text. |
| B12 | Sounds to letters |  | Click here to enter text. |
| B13 | Rhyming awareness |  | Click here to enter text. |
| B14 | Group reading |  | Click here to enter text. |
| B15 | Reads simple words |  | Click here to enter text. |
| B16 | Reads complex words |  | Click here to enter text. |
| B17 | Reads sentences |  | Click here to enter text. |
| B18 | Experiments writing |  | Click here to enter text. |
| B19 | Writing directions |  | Click here to enter text. |
| B20 | Writing voluntarily |  | Click here to enter text. |
| B21 | Write own name |  | Click here to enter text. |
| B22 | Write simple words |  | Click here to enter text. |
| B23 | Write simple sentences |  | Click here to enter text. |
| B24 | Remembers things |  | Click here to enter text. |
| B25 | Interested in maths |  | Click here to enter text. |
| B26 | Interested in number games |  | Click here to enter text. |
| B27 | Sorts and classifies |  | Click here to enter text. |
| B28 | One-to-one correspondence |  | Click here to enter text. |
| B29 | Counts to 20 |  | Click here to enter text. |
| B30 | Recognises 1-10 |  | Click here to enter text. |
| B31 | Compares numbers |  | Click here to enter text. |
| B32 | Recognises shapes |  | Click here to enter text. |
| B33 | Time concepts |  | Click here to enter text. |
| B34 | Special numeracy |  | Click here to enter text. |
| B35 | Special literacy |  | Click here to enter text. |
| B36 | Special visual arts |  | Click here to enter text. |
| B37 | Special music |  | Click here to enter text. |
| B38 | Special athletics/dance |  | Click here to enter text. |
| B39 | Special problem-solving |  | Click here to enter text. |
| B40 | Special other |  | Click here to enter text. |
| **All in this section** | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Variable ID** | **Description** | **🗹** | **Relevant research aim/question** |
| C1 | Overall social/emotional |  | Click here to enter text. |
| C2 | Gets along with peers |  | Click here to enter text. |
| C3 | Cooperative |  | Click here to enter text. |
| C4 | Plays with various children |  | Click here to enter text. |
| C5 | Follows rules |  | Click here to enter text. |
| C6 | Respects property |  | Click here to enter text. |
| C7 | Self-control |  | Click here to enter text. |
| C8 | Respect for adults |  | Click here to enter text. |
| C9 | Respect for children |  | Click here to enter text. |
| C10 | Accept responsibility |  | Click here to enter text. |
| C11 | Listens |  | Click here to enter text. |
| C12 | Completes work on time |  | Click here to enter text. |
| C12a | Completes if given more time |  | Click here to enter text. |
| C13 | Independent |  | Click here to enter text. |
| C14 | Takes care of materials |  | Click here to enter text. |
| C15 | Works neatly |  | Click here to enter text. |
| C16 | Curious |  | Click here to enter text. |
| C17 | Eager new toy |  | Click here to enter text. |
| C18 | Eager new game |  | Click here to enter text. |
| C19 | Eager new book |  | Click here to enter text. |
| C20 | Independent solve problems |  | Click here to enter text. |
| C21 | Follow simple instructions |  | Click here to enter text. |
| C22 | Follow class routines |  | Click here to enter text. |
| C23 | Adjust to change |  | Click here to enter text. |
| C24 | Knowledge about world |  | Click here to enter text. |
| C25 | Tolerance for mistake |  | Click here to enter text. |
| C26 | Help hurt |  | Click here to enter text. |
| C27 | Clear up mess |  | Click here to enter text. |
| C28 | Stop quarrel |  | Click here to enter text. |
| C29 | Offers help |  | Click here to enter text. |
| C30 | Comforts upset |  | Click here to enter text. |
| C31 | Spontaneously helps |  | Click here to enter text. |
| C32 | Invite bystanders |  | Click here to enter text. |
| C33 | Helps sick |  | Click here to enter text. |
| C34 | Gets into fights |  | Click here to enter text. |
| C35 | Bullies or mean |  | Click here to enter text. |
| C36 | Kicks etc. |  | Click here to enter text. |
| C37 | Takes things |  | Click here to enter text. |
| C38 | Laughs at others |  | Click here to enter text. |
| C39 | Restless |  | Click here to enter text. |
| C40 | Distractible |  | Click here to enter text. |
| C41 | Disobedient |  | Click here to enter text. |
| C42 | Temper tantrums |  | Click here to enter text. |
| C43 | Impulsive |  | Click here to enter text. |
| C44 | Difficulty awaiting turns |  | Click here to enter text. |
| C45 | Can't settle |  | Click here to enter text. |
| C46 | Inattentive |  | Click here to enter text. |
| C47 | Seems unhappy |  | Click here to enter text. |
| C48 | Worried |  | Click here to enter text. |
| C49 | Cries a lot |  | Click here to enter text. |
| C50 | Nervous |  | Click here to enter text. |
| C51 | Indecisive |  | Click here to enter text. |
| **All in this section** | |  |  |

### Domain Variables

|  |  |  |  |
| --- | --- | --- | --- |
| **Variable ID** | **Description** | **🗹** | **Relevant research aim/question** |
| PHYS | Physical health and wellbeing |  | Click here to enter text. |
| SOC | Social competence |  | Click here to enter text. |
| EMOT | Emotional maturity |  | Click here to enter text. |
| LANGCOG | Language and cognitive skills |  | Click here to enter text. |
| COMGEN | Communication and general knowledge |  | Click here to enter text. |
| PHYSValid | Valid - Physical health and wellbeing |  | Click here to enter text. |
| SOCValid | Valid - Social competence |  | Click here to enter text. |
| EMOTValid | Valid - Emotional maturity |  | Click here to enter text. |
| LANGCOGValid | Valid - Language and cognitive skills |  | Click here to enter text. |
| COMGENValid | Valid – Communication and general knowledge |  | Click here to enter text. |
| PHYSCategory | Vulnerable - Physical health and wellbeing |  | Click here to enter text. |
| SOCCategory | Vulnerable - Social competence |  | Click here to enter text. |
| EMOTCategory | Vulnerable - Emotional maturity |  | Click here to enter text. |
| LANGCOGCategory | Vulnerable - Language and cognition |  | Click here to enter text. |
| COMGENCategory | Vulnerable - Communication |  | Click here to enter text. |
| DV1 | Vulnerable - One or more domains |  | Click here to enter text. |
| DV2 | Vulnerable - Two or more domains |  | Click here to enter text. |
| OT5 | On track - On five domains |  | Click here to enter text. |
| DV1Flag | Qualifies for the denominator of DV1 |  | Click here to enter text. |
| DV2Flag | Qualifies for the denominator of DV2 |  | Click here to enter text. |
| OT5Flag | Qualifies for the denominator of OT5 |  | Click here to enter text. |
| OT1[[3]](#footnote-3)\* | On Track - On one or more domains |  | Click here to enter text. |
| OT2\* | On Track - On two or more domains |  | Click here to enter text. |
| OT3\* | On Track - On three or more domains |  | Click here to enter text. |
| OT4\* | On Track - On four or more domains |  | Click here to enter text. |
| OT1Flag | Qualifies for the denominator of OT1 |  | Click here to enter text. |
| OT2Flag | Qualifies for the denominator of OT2 |  | Click here to enter text. |
| OT3Flag | Qualifies for the denominator of OT3 |  | Click here to enter text. |
| OT4Flag | Qualifies for the denominator of OT4 |  | Click here to enter text. |
| **All in this section** | |  |  |

### Sub-domain Variables

| **Variable ID** | **Description** | **🗹** | **Relevant research aim/question** |
| --- | --- | --- | --- |
| PHYS\_1 | Physical readiness for school day |  | Click here to enter text. |
| PHYS\_2 | Physical independence |  | Click here to enter text. |
| PHYS\_3 | Gross and fine motor skills |  | Click here to enter text. |
| SOC\_1 | Overall social competence |  | Click here to enter text. |
| SOC\_2 | Responsibility and respect |  | Click here to enter text. |
| SOC\_3 | Approaches to learning |  | Click here to enter text. |
| SOC\_4 | Readiness to explore new things |  | Click here to enter text. |
| EMOT\_1 | Prosocial and helping behaviour |  | Click here to enter text. |
| EMOT\_2 | Anxious and fearful behaviour |  | Click here to enter text. |
| EMOT\_3 | Aggressive behaviour |  | Click here to enter text. |
| EMOT\_4 | Hyperactive and inattentive behaviour |  | Click here to enter text. |
| LANGCOG\_1 | Basic literacy |  | Click here to enter text. |
| LANGCOG\_2 | Interest literacy/numeracy and memory |  | Click here to enter text. |
| LANGCOG\_3 | Advanced literacy |  | Click here to enter text. |
| LANGCOG\_4 | Basic numeracy |  | Click here to enter text. |
| COMGEN\_1 | Communication skills and general knowledge |  | Click here to enter text. |
| PHYS\_1\_Vuln | Vulnerable - Physical readiness for school day |  | Click here to enter text. |
| PHYS\_2\_Vuln | Vulnerable - Physical independence |  | Click here to enter text. |
| PHYS\_3\_Vuln | Vulnerable - Gross and fine motor skills |  | Click here to enter text. |
| SOC\_1\_Vuln | Vulnerable - Overall social competence |  | Click here to enter text. |
| SOC\_2\_Vuln | Vulnerable - Responsibility and respect |  | Click here to enter text. |
| SOC\_3\_Vuln | Vulnerable - Approaches to learning |  | Click here to enter text. |
| SOC\_4\_Vuln | Vulnerable - Readiness to explore new things |  | Click here to enter text. |
| EMOT\_1\_Vuln | Vulnerable - Prosocial and helping behaviour |  | Click here to enter text. |
| EMOT\_2\_Vuln | Vulnerable - Anxious and fearful behaviour |  | Click here to enter text. |
| EMOT\_3\_Vuln | Vulnerable - Aggressive behaviour |  | Click here to enter text. |
| EMOT\_4\_Vuln | Vulnerable - Hyperactive and inattentive behaviour |  | Click here to enter text. |
| LANGCOG\_1\_Vuln | Vulnerable - Basic literacy |  | Click here to enter text. |
| LANGCOG\_2\_Vuln | Vulnerable – Interest in literacy/numeracy and memory |  | Click here to enter text. |
| LANGCOG\_3\_Vuln | Vulnerable - Advanced literacy |  | Click here to enter text. |
| LANGCOG\_4\_Vuln | Vulnerable - Basic numeracy |  | Click here to enter text. |
| **All in this section** | |  |  |

### MSI Variables

|  |  |  |  |
| --- | --- | --- | --- |
| **Variable ID** | **Description** | **🗹** | **Relevant research aim/question** |
| MSI | Multiple Strengths Indicator |  | Click here to enter text. |
| MSIValid | Valid - Multiple Strengths Indicator |  | Click here to enter text. |
| MSI Category | Category - Multiple Strengths Indicator |  | Click here to enter text. |
| **All in this section** | |  |  |

### Other Variables

To request variables detailed in the [AEDC Data Dictionary](http://www.aedc.gov.au/resources/detail/aedc-data-dictionary)[[4]](#footnote-4), but not shown in section 5.2 to 5.9, add the Variable ID and a justification for its request by outlining the relevant research aim or question below. Due to confidentiality requirements, not all variables are released or made available.

|  |  |
| --- | --- |
| **Variable ID** | **Relevant research aim/question** |
| Variable name | Click here to enter text. |
| Variable name | Click here to enter text. |
| Variable name | Click here to enter text. |
| Variable name | Click here to enter text. |
| Variable name | Click here to enter text. |
| Variable name | Click here to enter text. |
| Variable name | Click here to enter text. |
| Variable name | Click here to enter text. |
| Variable name | Click here to enter text. |
| Variable name | Click here to enter text. |
| Variable name | Click here to enter text. |
| Variable name | Click here to enter text. |
| Variable name | Click here to enter text. |
| Variable name | Click here to enter text. |
| Variable name | Click here to enter text. |
| Variable name | Click here to enter text. |
| Variable name | Click here to enter text. |
| Variable name | Click here to enter text. |
| Variable name | Click here to enter text. |
| Variable name | Click here to enter text. |
| Variable name | Click here to enter text. |
| Variable name | Click here to enter text. |
| Variable name | Click here to enter text. |
| Variable name | Click here to enter text. |
| Variable name | Click here to enter text. |
| Variable name | Click here to enter text. |
| Variable name | Click here to enter text. |

## **Data Security**

Provide details of how AEDC data will be securely stored, protected from unauthorised access, misuse or loss, and how the data will be securely destroyed at the conclusion of the project. Further information can be provided as an attachment.

|  |  |
| --- | --- |
| **Data Storage** | Where and in what format will the AEDC data be stored during the project?  Detail all secure storage arrangements. Include details of all storage locations, including any off-site locations (e.g. research institution or organisational electronic file repositories). |
| **Data Usage** | Describe the measures that will be used to protect AEDC Data from unauthorised access, misuse or loss. Detail all security measures, including password protection, procedures for ensuring that data access is restricted to the research team, data security training and any project specific data handling and security protocols should be detailed in this section. |
| **Data Disposal** | Describe how the AEDC data will be securely destroyed at the conclusion of the project. |

## **Additional applicants**

On approval of an application, any applicants other than the nominated Authorised Data User will become Permitted Data Users. All Data Users, including the Authorised Data User and Permitted Data Users, are required to comply with the AEDC Data Guidelines and must complete an Authorised Data Certification User form or Permitted Data User form. The DMA must be informed of any changes to applicant details following application approval (refer to section 5.4 of the AEDC Data Guidelines for further information). If there are more additional applicants, please provide their details as a separate attachment.

### Additional applicant 1

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title** | Click here to enter text. | | **Surname** | Click here to enter text. | | | **First Name** | | Click here to enter text. |
| **Job Title** | | Click here to enter text. | | | | | | | |
| **Project Role** | | Indicate the role the applicant will play in the project (e.g. Chief researchers, project manager etc.). | | | | | | | |
| **Nominated as the Authorised Data User** | | | | | | **Yes** | | | |
| **No** | | | |
| **Qualifications and relevant experience** | | If this applicant is the nominated Authorised Data User, provide a summary of qualifications and relevant experience (max 200 words). | | | | | | | |
| **Same organisational details as Applicant** | | | | | | **Yes** | | | |
| **No** | | If no, provide details below. | |
| **Organisation** | | Click here to enter text. | | | | | | | |
| **Email** | | Click here to enter text. | | | | | | | |
| **Phone** | | Click here to enter text. | | | | | | | |
| **Postal Address** | | | | | **Street Address** (If required) | | | | |
| Only provide if organisation is different to the Applicant. | | | | | Click here to enter text. | | | | |

### Additional applicant 2

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title** | Click here to enter text. | | **Surname** | Click here to enter text. | | | **First Name** | Click here to enter text. |
| **Job Title** | | Click here to enter text. | | | | | | |
| **Project Role** | | Indicate the role the applicant will play in the project (e.g. Chief researchers, project manager etc.). | | | | | | |
| **Email** | | Click here to enter text. | | | | | | |
| **Phone** | | Click here to enter text. | | | | | | |
| **Same organisational details as Applicant** | | | | | |  | | |
| **Organisation** | | Click here to enter text. | | | | | | |
| **Postal Address** | | | | | **Street Address** (If required) | | | |
| Only provide if organisation is different to the Applicant. | | | | | Click here to enter text. | | | |

## **Declaration and Signatures**

I/we, the applicant(s):

1. certify and acknowledge that the information given is true and correct and that in making a false or misleading statement, could be penalised through the immediate cancellation of this application’s approval and the withdrawal of access to AEDC Data
2. understand that the personal information in this form will be collected by the Australian Government Department of Education (Department) and its contracted service provider as part of the proper administration of the AEDC. If this personal information is not collected, it will not be possible [to process this application].
3. have read and understood the AEDC Data Guidelines and agree to comply with its requirements
4. will ensure that the use of AEDC data and the research project is conducted in accordance with:
   * any legislation relevant to the proposed project
   * the National Statement on Ethical Conduct in Research
   * the ethical and research arrangements of the organisations involved in the project
   * Commonwealth and relevant State/Territory law
   * privacy and confidentiality requirements as required by law
5. will not link AEDC Data with data from other sources not shown in this application
6. will store all AEDC Data in any form (including CD-ROMs, DVDs, files or printout with unit records) securely
7. will return or destroy all copies of or extracts of AEDC data and provide certification or other suitable evidence to the DMA of this action upon completion of the project
8. will comply with any information access, renewal processes and/or any request from the DMA or the Department to review arrangements concerning storage and use of AEDC data
9. certify and acknowledge that the applicant(s) and individuals involved in the research project (whether named in this application or not) will:
   * use the AEDC data only for the purposes of statistical analysis and/or research and for the project as outlined in this application
   * not disclose information that could reasonably result in the identity of an individual student, teacher, school or community member being directly or indirectly ascertained
   * not disclose or allow access to AEDC data to anyone who has not been authorised in accordance with the AEDC Data guidelines
10. warrant that, each Authorised Data User and Permitted Data User(s):
    * have no conflict of interest or is one likely to arise while in receipt of Confidential Information
    * will not permit any situation to arise or engage in any activity that may result in a conflict of interest with the Organisation’s receipt of Confidential Information
11. will immediately inform the DMA if the project experiences a serious or adverse event, a breach of the proposed data security or storage procedures or there is a significant unforeseen event that could affect the ongoing viability of the project.

|  |  |
| --- | --- |
| **Applicant** |  |
| Name |  |
| Sign |  |
| Date |  |

1. https://www.aedc.gov.au/resources/detail/aedc-data-dictionary

   \* Available from 2015 onwards [↑](#footnote-ref-1)
2. Both Code and Name variables are provided. [↑](#footnote-ref-2)
3. \****On track on 1 – On track on 4 domains***

   Following the update to On Track on 5 domains (OnTrack5) and the introduction of new variables OT5 and OT5Flag in 2021, legacy variables OnTrack1, OnTrack2, OnTrack3 and OnTrack4 variables have been recalculated to align with the methodology for calculating OT5. OnTrack on no domains (OnTrack0) was not updated to the new methodology. Refer to [AEDC Data Dictionary](http://www.aedc.gov.au/resources/detail/aedc-data-dictionary) for further details. [↑](#footnote-ref-3)
4. www.aedc.gov.au/resources/detail/aedc-data-dictionary [↑](#footnote-ref-4)