

# GLOSSARY

*Aboriginal/Torres Strait Islander student:* a student of Aboriginal or Torres Strait Island origin who identifies as an Aboriginal or Torres Strait Islander.

*Affiliation of non-government schools:* non-government schools are classified into two groups—Catholic and independent. Included in the independent category are schools with specific religious affiliations (other than Catholic) and schools that are inter-denominational, non-denominational or which have no religious affiliation.

*Age participation rate:* the number of school students of a particular age and sex expressed as a proportion of the estimated resident population of the same age and sex. It indicates the proportion of the population who are still at school.

*Apparent retention rate:* the percentage of full-time students of a given cohort group who continued to a particular level/year of education. In this publication, retention rates are calculated for students who continued to years 10, 11 and 12 of secondary schooling.

*Area of activity (of staff):* considered to be primary education or secondary education. As a rule, the full-time equivalent (FTE) of staff is apportioned across areas of activity on the basis of time spent in the various areas of activity.

*Category of school:* schools are classified to the government or non-government sector.

*Educational attainment:* measures the highest qualification obtained by the respondent. Qualifications may include those obtained at other than educational institutions (e.g. nursing qualifications obtained at a hospital).

*FTE of staff:* a measure of the total level of staff resources used. The FTE of a full-time staff member (i.e. employed full-time and engaged solely on activities which fall within the scope of the National Schools Statistics Collection (NSSC)) is equal to 1.0. The calculation of FTE for part-time staff is as follows:

- (a) The full-time equivalent of part-time staff performing some activities which fall outside the scope of this collection (e.g. pre-school, TAFE) is calculated on the basis of the proportion of time spent on in-scope activities compared with that spent by a full-time staff member solely occupied by in-scope activities.
- (b) The FTE of part-time staff performing activities which fall solely within the scope of the NSSC is calculated on

the basis of time worked compared with that worked by full-time staff performing similar duties.

Some States are not able to calculate FTEs on a ‘time spent’ basis for all staff functions but use wages paid as a fraction of full-time rate, or a resource allocation-based formula. Some also use a pro-rata formula based on student or teacher numbers to estimate aggregate FTE for some categories of staff.

*Highest level of secondary schooling available:* the highest level of secondary schooling (or equivalent) offered by the education system at the time the respondent left school.

*Leavers:* persons who were full-time students at any time in the previous calendar year, but were not full-time students at the time of the survey.

*Level of education:* defined as follows:

- (a) primary education is that full-time education which typically commences at around age 5 and lasts for seven to eight years. It does not include sessional education such as pre-school education. In New South Wales, Victoria, Tasmania and the Australian Capital Territory, primary education may extend from pre-year 1 to year 6 (or equivalent). In South Australia and the Northern Territory it may extend from pre-year 1 to year 7 (or equivalent). In Queensland and Western Australia it may extend from year 1 to year 7 (or equivalent);
- (b) secondary education is that education which typically commences at around age 12 after completion of primary education and lasts for five or six years. In New South Wales, Victoria, Tasmania and the Australian Capital Territory secondary education may extend from year 7 to year 12 (or equivalent). In Queensland, Western Australia, South Australia and the Northern Territory it may extend from year 8 to year 12 (or equivalent).

*Junior secondary education* comprises years 7 to 10 in New South Wales, Victoria, Tasmania, and the Australian Capital Territory and years 8 to 10 in Queensland, South Australia, Western Australia and the Northern Territory.

*Senior secondary education* comprises years 11 and 12 in all States and Territories; and

- (c) combined education refers to those schools which offer both primary and secondary education.

*Major function (of staff):* staff have been categorised according to their major function, which is based on the duties in which they spend the majority of their time.

The functional categories for school staff are as follows:

- (a) teaching staff are staff who spend the majority of their time in contact with students, i.e. support students either by direct class contact or on an individual basis, and have teaching duties, i.e. are engaged to impart the school curriculum. Teaching staff include principals, deputy principals and senior teachers mainly involved in administrative duties;
- (b) specialist support staff are staff who perform functions that are of special benefit to students or teaching staff in the development of the school curriculum. While these staff may spend the majority of their time in contact with students, they are not engaged to impart the school curriculum. Instead they generally undertake such duties as providing counselling to students or their families, providing advice on appropriate courses of study or careers advice;
- (c) administrative and clerical staff are staff whose main duties are generally of a clerical/administrative nature. Teacher aides and assistants are included in this category, as they are seen to provide services to teaching staff rather than directly to students; and
- (d) building operations, general maintenance and other staff are staff involved in the maintenance of buildings, grounds etc. Also included are staff providing associated technical services and janitorial staff.

The functional categories for staff not generally active in schools are as follows:

- (a) executive staff are staff generally undertaking senior administrative functions which are broader than those of a secondary school principal. Executive staff salaries generally exceed those of a secondary school principal;
- (b) specialist support staff are staff who manage or are engaged in curriculum development and research activities, assisting with teaching resources, staff development, student support services and teacher support services.
- (c) administrative and clerical staff are staff whose main duties are of a clerical/administrative nature. Includes office staff, publicity staff and information technology staff in State and regional offices; and
- (d) building operations, general maintenance and other staff are staff involved in the maintenance of buildings, grounds etc. Also included are staff providing associated technical services and janitorial staff.

*School (other than a special school):* must satisfy the following criteria:

- (a) its major activity is:
  - (i) the provision of full-time day primary or secondary education
  - or
  - (ii) the provision of primary or secondary education by radio or correspondence;
- (b) it is headed by a principal (or equivalent) responsible for its internal operation; and
- (c) it is possible for students to enrol for a minimum of four continuous weeks, excluding breaks for school vacations.

The term 'school' includes schools in institutions and hospitals, mission schools and similar establishments. The term excludes pre-schools, kindergarten centres, pre-primary schools or pre-primary classes in or attached to non-special schools, senior technical and agricultural colleges, evening schools, continuation classes, and institutions such as business or coaching colleges.

*Special school:* a school which requires students to exhibit one or more of the following characteristics before enrolment is allowed:

- intellectual disability
- physical disability
- autism
- social/emotional disturbance
- in custody or on remand.

The following are not considered to be special schools: intensive language centres; schools whose distinguishing feature is the lack of formal curriculum; or schools for exceptionally bright or talented students.

*Staff:* persons who are involved in the administration or provision of primary, secondary or special education. Staff are categorised as school staff and staff not generally active in schools. School staff include all teaching staff and those non-teaching staff who spend more than half their time actively engaged in duties in one or more schools.

*Student:* a person who is enrolled in a school and active in a course of study other than pre-school or TAFE courses.

A *full-time* student is one who undertakes a workload specified as full-time in the government or non-government sector.

A *part-time* student is one who undertakes a workload less than that specified as full-time in either sector.

The method used to determine student workload varies between States. Most of the tables in this publication relate to full-time students.