**AEDC VIDEO SCRIPT**

KEY STEPS TO COMPLETING THE AUSTRALIAN EARLY DEVELOPMENT CENSUS DATA COLLECTION FOR NSW SCHOOLS

**Introduction (voiceover)**

Welcome to the 2021 Australian Early Development Census (AEDC). AEDC is a nationwide census of early childhood development in Australia. The AEDC takes place every three years. The fifth AEDC data collection will take place in your school in Term 2 2021 (that is between May to June 2021).

The AEDC collects data about five key areas of child development:

* physical health and wellbeing
* social competence
* emotional maturity
* language & cognitive skills
* communication skills & general knowledge

As the data collection approaches, it is important to be prepared so that you can ensure the process runs smoothly.

This video provides a general overview of steps that will support NSW school principals and teachers to prepare for the 2021 AEDC data collection. As the collection year progresses, more information and guidance on each step of the data collection will be provided.

**Text on screen – Step 1. REVIEW THE INFORMATION.**

Information packs will be sent to Principals in all NSW primary schools. (screen shot – Information packs.)

The information packs will contain a school leader pack for the principal and teacher packs for each Kindergarten teacher. The packs contain valuable information to guide you prior to and during the data collection. Therefore, it is important to utilise the packs when planning to participate in the AEDC. FOOTAGE

FOOTAGE

**Text on screen – step 2. NOMINATE someone to coordinate the AEDC**

The school principal will either coordinate the collection themselves or nominate a staff member to coordinate the AEDC collection (screen grab – Nominate Coordinator details). The AEDC Coordinator will facilitate the smooth running of the data collection in your school. Once nominated, the AEDC coordinators details will be entered into the data collection system as part of the online school activation process*.* FOOTAGE

(screen grab - PDF school activation fact sheet)

FOOTAGE

**Text on screen - STEP 3 - ENGAGE WITH YOUR ABORIGINAL AND TORRES STRAIT ISLANDER CULTURAL CONSULTANT**

For non-Aboriginal teachers who have at least one student who identifies as Aboriginal, it is recommended that you work with an Aboriginal and Torres Strait Islander Cultural Consultant. A Cultural Consultant can work with you to answer questions that may be culturally sensitive. Teachers have knowledge and expertise about child development and education and Aboriginal and Torres Strait Islander staff bring a cultural lens and knowledge of the contexts of children, families, and communities. (screen shot – about the AEDC for ATSI children). FOOTAGE

**Text on screen - STEP 4 – USE YOUR ACTIVATION CODE TO ACTIVATE YOUR SCHOOL**

A welcome letter with your activation code will be provided in your school leader pack (screen shot - PDF Principal welcome letter). To activate your school, you will be required to visit the AEDC website (text on screen). As part of school activation, you will need to enter information about the school, the name of the financial manager and AEDC coordinator (screen grab 2 & 3). School activation should take no longer than 5 minutes. FOOTAGE (screen grab - PDF school activation fact sheet –FOOTAGE

**Text on screen - STEP 5 – DISTRIBUTE THE PARENT LETTER**

The AEDC coordinator will arrange for the parent letter to be sent out to parents of Kindergarten children and record the names of children whose parents opt out of the AEDC data collection.

**Text on screen - STEP 6 –PLAN FOR TEACHER RELIEF**

The AEDC coordinator will need to estimate the number of hours of teacher relief that will be required to complete the data collection. This is calculated using the total number of children as an indication of the number of instruments to be completed, plus one hour of training per teacher. FOOTAGE

**Text on screen - STEP 7 – TEACHER REGISTRATION AND TRAINING**

After registering, AEDC Coordinators will be responsible for entering the names and email addresses of each teacher participating in the AEDC (screen grab - Manage teachers). Teachers will then be sent an email to register for the data collection and participate in online training. (screen shot – teacher registration), (screen shot – teacher training). Teacher training usually takes about an hour to complete and this is included in your teacher relief.

To support teachers in managing their time, it is recommended that they read through the Guide to Completing the Australian version of the Early Development Instrument.

This guide contains every question that will be asked in the AvEDI as well as additional information and helpful hints. (screen grab 3 Teacher registration fact sheet)

**Text on screen - STEP 8 CREATE YOUR CLASS LIST**

When teachers have completed training, they will prepare their own class list. For most schools, the master list of children in Kindergarten will be pre-populated. Teachers can select the children who are in their class from the master list. (screen shots-My class list 1 & 2). FOOTAGE **(screen shot – class list fact sheet). FOOTAGE**

**Text on screen - STEP 9 – COMPLETE THE INSTRUMENT**

The data collection begins in May 2021 and will run until June 2021. Teachers should plan to undertake the data collection within this time. It is recommended that schools plans to complete the data collection in one block. FOOTAGE

FOOTAGE

**Text on screen - STEP 10 – FINANCIAL / INVOICING**

Once the AEDC co-ordinator indicates in the system that the school has completed all instruments, an email will be sent to the nominated financial manager with instructions about preparing the invoice. Most of the invoicing information will be pre-populated based on the number of children and teachers involved (screen shot – invoice.). FOOTAGE

More information will be available in the information pack that you will receive (screen shot – PDF of teacher relief fact sheet) FOOTAGE

Text Screen with key points in text and voices remain

Or maybe add the pictures here with some text

**Concluding comments (with footage)**

The data collected does not provide information about a school’s performance provides a snapshot of children in your school and community.

AEDC NSW has a two hours online Professional Development Course that you can complete to have a broader understanding of how you can use AEDC to inform policy and practice.

AEDC OPL course is available and can be completed by government and non-government employees.

You can refer to NSW’s DoE AEDC website <https://education.nsw.gov.au/student-wellbeing/whole-school-approach/aedc> for more information on how you can enrol and complete AEDC OPL course.

You can also access other additional information on NSW’s DoE AEDC website or AEDC National website <https://www.aedc.gov.au/about-the-aedc>

If you have questions or need to clarify anything on AEDC data collection in NSW, you can contact NSW AEDC State Coordinator on [aedc@det.nsw.edu.au](mailto:aedc@det.nsw.edu.au) or call 02 7814 3083