

NOTE

Make sure all School Census Forms and Teacher's information are thoroughly and correctly completed before the Census Forms are signed. A checklist is provided at the back of the Census Forms for the Principal or person filling out the form to thoroughly check if all the questions in the Census Form are answered and completely filled before the form is sent back to the National Department of Education. Remember that all copies of the Census Forms must be delivered to:

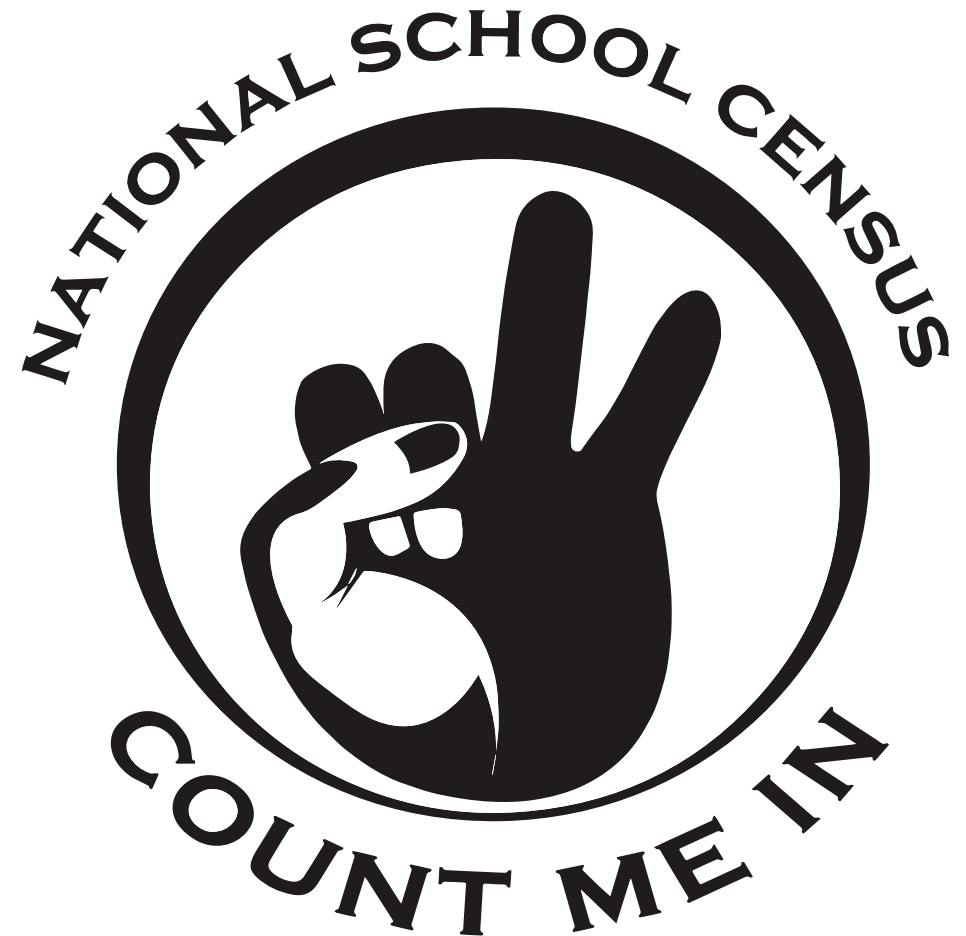
- 1) **Retain 1st Copy for your school**
- 2) **2nd Copy for the District Education Officer**
- 3) **3rd Copy for the Provincial Education Advisor**
- 4) **4th Copy for the National Department of Education**



For more information about the School Census Forms
or help in completing the forms,
Please contact your Provincial Education Advisor (PEA) or
Mr. James Agigo - Assistant Secretary - RED: Department of Education
Phone: 301 3384 Fax: 301 3496

Vocational Guide

Instructions for Vocational School Census Form



School Census Form Instructions

- 1) Read through the Managers' and Manageress' Census Guide.
- 2) Use a pen to neatly fill in the Census Forms (it is not necessary to type your responses on the form)
- 3) Use block letters when writing and clearly indicate your spelling of words when filling the Census Forms so that it is clearly understood and read.
- 4) All Managers and Manageress' are responsible for completing the Census Forms even though in larger schools, census duties could be delegated to the Assistant Manager/Manageress or (equivalent). Managers and Manageress' must ensure that the Census Forms are completed accurately and sent to the appropriate education office (DEO, PEA, NDOE).
- 5) Managers and Manageress' need to sign off the Census Forms as being accurate and complete before sending them on to the Department.
- 6) National School Census Week is on the 6th - 10th March 2017. All schools must complete and return forms before 4:00pm Friday 10th March 2017.

Instructions and Examples for Answering Questions

SECTION 1

This sections asks for basic school details. If you are not sure, clarify this with your Census Trainer at the Managers' and Manageresses' meeting, nearest education office or LLG office.

Question 1 - 20 Refers to your basic school details.

Questions 3 - 8 Are asking where your school is located. If you are not sure, clarify this with your nearest education office, LLG office or Local Council.

SECTION 2

This section covers school finances, money your school received from other sources in the previous year (2016).

Question 21 Asks you to give the amount of funds from various sources in the table and spaces provided in the Census Form.

The table below defines the other sources

Sources of School Funds	Definition
National Government subsidies	Funds provided by the Department of Education
Provincial Government subsidies	Funds provided by the Provincial Government
Local Level Government	Funds provided by the Local Level Government
Fees collections	Fees paid by student(s) transferring in school
School fund raising event	Income raised through fundraising activities
Parents donations	Funds provided by parents/guardians
Politicians	Funds provided by Politicians or MPs
Project fees	Funds given by parents/guardians for school project
Overseas Donors	Fund provided by foreign donors such as AusAid, UNICEF etc
Others	Other income sources not mentioned above (NGOs, Donor Agencies etc)

What year did the teacher start teaching? - The year the teacher started teaching students in class.

What is the highest teaching qualification obtained? - Refers only to the highest teaching qualifications obtained.

Certificate Number - Refers to the number of the highest qualifications obtained.

Year of Issue - The year the teacher graduated and received an Elementary Teaching Certificate or other highest qualification certificate.

Issuing Institution - The institution the teacher got the teaching certificate from.

Is the teacher teaching more than one class or grade? - It is critical to tick and indicate for each teacher.

At the end of **Section 5** the person filling out the Census Forms either the Manager, Manageress or a delegated teacher must sign off the Census Forms as accurate and complete.

- Question 32** Asks you to indicate where the school gets most of its drinking water from on spaces provided in the Census Form.
- Question 33** Asks if the drinking water from the main source is currently available.
- Question 34** Asks you to indicate if the school has any hand washing facilities with both soap and water.
- Question 35** Asks you to indicate the type of power supply that the school uses.

SECTION 5

This section provides key information on each teacher in your school. You must fill as much information as you can for your teachers. Teachers must have information or provide information about their teaching qualification and what year the teacher started teaching at your school.

The teacher information section must have information of your teachers in your school.

The table requires you to fill the number of teachers posted in your school with their highest qualification by gender.

No	Qualification	Male	Female
1	Diploma in Vocational Education Teaching (DIVET)		
2	Trade Qualification		
3	Degree (Specify)		
4	Others (Specify)		
Total			

The table requires you to fill teacher information for **registered teachers only**.

Status - Teacher having the status **Retain**. **Position No.** - Teacher's position number.

Title - Teacher's position title **File No.** - Teacher's file number

Gender - Teacher's gender **Grade(s)** - The grades that the teacher is taking/teaching.

No.	Status	Position No.	Title	File No.	Gender	Grade(s)
1	Retain	xxxxxxxxxx	Manager	xxxxxxxxxx	Male/Female	Year 1

Surname and **First Name** that is used on the teacher's fortnightly pay slip.

Gender, Date of Birth, Nationality - Make sure you fill in this information for each teacher.

File Number - The number the TSC provides to every teacher.

Teacher Registration Type - "Full" means the teacher has undergone inspection and is a fully registered teacher. Tick "Provisional" if the teacher is still in the process of being inspected. Tick "Training" if the teacher is yet to graduate.

Teacher Registration Number - Refers to the Number on the provisional or full teaching registration certificate received after completing inspection.

Type of Employee - Tick if the teacher is a "TSC Employee", "Non TSC Employee", "TSC Contract" or "TSC Volunteer". If you tick "Non TSC Employee", state who pays the teacher's salary. For example, Board of Management (BOM).

SECTION 3

This section covers the enrolment, number of classes, number of teachers and age ranges for each grade at your school.

- Question 22** Asks you to indicate the number of students who graduated in 2016 by gender that have completed their course and have attained certificates from your school. Only those who have completed and are eligible for a certificate.
- Question 23** Asks you to indicate the number of boarding students by category of trade and gender.
- Question 24** Asks you to indicate the number of classes by category.
- Question 25** Asks you to indicate the number of students in each programme, by category and gender. Indicate only relevant programmes offered at your school.
- Question 26** Asks you to state the number of students enrolled in each category, by year of birth and gender. Please indicate in the blank spaces provided if the students are born in years not stated. The records of students of such information should be taken from the admission register book. Refer to Appendix A.

Programme	Conventional Trade				THS (Dual)				PETT		NC 1		NC 2		Others		Total			
	Year 1		Year 2		Grade 9		Grade 10		Year 1											
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	T	
2002									1	1								1	1	2
2001										1	1							1	1	2
2000	1			1					1	1								2	2	4
1999	1			1					1		1	1						3	1	4
1998	1			1							2							3	1	4
1997	1		1						1									3		3
1996	1	1	1						1		2							2	3	5
1995																				
1994																				
1993																				
1992																				
1991																				
1990																				
Total	5	1	2	3					5	3	4	3						15	9	24

Appendix A Refer to this table for filling examples in **Question 26**.

This 4 table examples shows Admission Records of Enrolment of each student enrolled in each category of programme, by gender and date of birth.

Conventional Year 1				Conventional Year 2			
No	Student's Name	Gender	Date of Birth	No	Student's Name	Gender	Date of Birth
1	John Mogu	M	10/07/2000	1	Eric Pole	M	10/07/1997
2	Allan Toki	F	02/06/1999	2	Gary Lamboku	M	02/06/1996
3	Mark Pehu	M	02/03/1998	3	Cathy Jack	F	02/03/2000
4	Melvin Kar	M	15/08/1996	4	Freda Tavu	F	15/08/1999
5	John Sakue	M	16/01/1997	5	Derran Polume	M	16/01/1998

National Certificate 1 (NC1)				National Certificate 2 (NC2)			
No	Student's Name	Gender	Date of Birth	No	Student's Name	Gender	Date of Birth
1	Julie Mark	M	20/02/2001	1	Anthony James	M	12/02/1999
2	Ronald Sioni	M	16/10/2002	2	Peter Severe	M	12/05/2001
3	Benita David	F	08/09/2002	3	Henry Tots	M	11/11/1998
4	Michael Bitayo	M	13/04/1996	4	Freda Teddy	F	16/12/1999
5	James Kuk	M	15/05/2000	5	Vincent Tomai	M	17/06/1998
6	Margret Lessi	F	02/05/2000	6	Pauline Sau	F	16/05/1997
7	Paul Bolton	M	09/04/1997	7	Linda Kais	F	09/03/1996

Question 27 Asks you to indicate the number of students with special needs or *disabilities at your school by grade and gender.

* Disability students are students that have physical, emotional and body functional (such as sight & hearing) problems. They were either born with these disabilities or possess them after birth through accidents or sickness.

2017 in Year 2, there is a male student who comes to school in a wheel chair because both his legs are disable and is looked after by Cheshire Home. A female student and a male student doing PETT course are both deaf and are looked after by Cheshire Home. Also in NC2, there are two female students who both have their right hands disable and reside with their parents.

Programme	Conventional Trade				THS (Dual)				PETT		NC 1		NC 2		Others		Total		
	Year 1		Year 2		Grade 9		Grade 10		Year 1										
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Registered with SERC			1						1	1									3
Not registered with SERC														2					2
Total			1						1	1				2					5

SECTION 4

This section covers the existing school infrastructure.

Question 28 Asks you to indicate the number of classrooms, storerooms, staff-rooms, staff houses and other buildings at the school in the spaces provided on the Census Form.

- Permanent refers to the facilities that are built with genuine hardware materials which is suitable for human use and last for a very long time
- Semi-permanent refers to facilities that will not last because they are built out of cheap materials of facilities that are half done
- Bush Materials refers to facilities made from natural available surroundings like palm trees for classroom walls or kunai grass for classroom roofs.

Question 29 Asks you to indicate the number of classrooms of each type and condition they are currently in.

Question 30 Asks you to indicate the number of the type of toilets the students use on the spaces provided in the Census Form.

Example:

Toilet Types	Permanent		Semi-Permanent		Bush Material	
	M	F	M	F	M	F
Septic Toilets (Flush/Pour)	2	2				
Shore Toilets (Solwara)						
Pit Toilets						
<i>Pit with Cover</i>						
<i>Pit without</i>						
<i>Composting Toilets</i>						
None						
Total Toilets	2	2				

*If the school has no toilets, please circle none and do not enter any data.

Question 31 Asks you to only indicate the number of usable toilets if your school meets the definition of usable.

*Usable means toilets main doors are unlocked, the toilet is not broken, the toilet hole is not blocked, and water is available for flush/pour toilets, and there are closable doors that lock from the inside and no large gaps in the structure at the time of the questionnaire or survey.

For example; in question 26, there are two permanent toilets and two semi-permanent toilets. Out of the four toilets, only two meets the definition of usable toilets.

Total Toilets	Male Toilets	Female Toilets	*Common (Shared) Toilets
2	1	1	

*Common (Shared) Toilets refers to when a school does not have separate toilets for male and female students and just use the same toilet(s) for all students.