

AN OVERVIEW OF THE DATA COLLECTION TOOLKIT FOR EARLY AND MIDDLE CHILDHOOD SERVICES

The Data Collection Toolkit is a comprehensive set of supporting materials that are intended to assist you throughout your involvement in this project. The following list outlines the contents of the Data Collection Toolkit for participating early and middle childhood services. The toolkit items are numbered not in any priority order, but simply to enable easy navigating of the files.

1. An invitation to participate in the surveys
2. A video overview of the project for services
 - *This video introduces and briefly overviews the project, as well as providing a step-by-step guide to what we are asking you to do in this project.*
3. A written overview of the project for Services
 - *This overview briefly summarises the key aspects of the project that you need to be aware of.*
4. A 'How to' quick-guide for services
 - *This quick-guide provides a one-page reminder of the key tasks involved for you in participating in this project.*
5. A summary of the project for services
 - *This summary uses visual images and provides an accessible summary of the project as a whole.*
6. A series of reference guides to support engagement with each survey for services
 - *These reference guides are intended to enable you to easily locate information to help you to answer any questions that you or your colleagues may have regarding the survey questions, or the registration page. The reference guides for services include:*
 - Reference Guide: The Registration Page
 - Reference Guide for CBDC Educators: The CBDC Educator Survey
 - Reference Guide for FDC Educators: The FDC Educator Survey
 - Reference Guide for OSHC Educators: The OSHC Educator Survey
 - Reference Guide for Service Directors: The Service Director Survey
 - Reference Guide for Educational Leaders: The Educational Leader Survey
 - Reference Guide for FDC Facilitators/Fieldworkers: The FDC Facilitator/Fieldworker Survey
 - Reference Guide for FDC Managers/Coordinators: The FDC Manager/Coordinator Survey
7. An example of mapping the surveys to the National Quality Framework
 - *This document provides an example of mapping questions from the CBDC Educator Survey to the National Quality Framework to illustrate the direct relationships between the surveys and the everyday work of services.*
8. A certificate of participation for services
 - *Once you complete the online survey, you will be given the option to download a certificate of completion.*