ATWD Unit Record Data Application

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Introduction

Complete this form to apply for access to the Australian Teacher Workforce Data (ATWD) data set for your project

* For assistance with your application, email atwd@aitsl.edu.au.
* This application covers one specific project, not your organisation as a whole.
* Applicants should be familiar with the current version of the [*ATWD Data Access and Reporting Protocols*](https://www.aitsl.edu.au/docs/default-source/atwd/atwd-data-access-and-reporting-protocols---2022-25-v01.pdf?sfvrsn=a777b13c_6) (the ATWD Protocols) available on the Australian Institute of Teaching and School Leadership (AITSL) website.
* The ATWD initiative uses the internationally recognised [Five Safes Framework](https://www.aihw.gov.au/about-our-data/data-governance/the-five-safes-framework) for managing the safe release of data. The information provided in this form contributes to this risk assessment. The Five Safes are the basis of the Data Sharing Principles published by the Office of the National Data Commissioner in 2019 to guide safe sharing of Commonwealth data.
* **This form is only to be used for Category 2 Safe Projects**. Category 2 projects are those that require access to ATWD transformed unit-record data for complex statistical analysis and modelling, and which is not able to be completed as a Category 1 project through the data publicly available via the [ATWD digital tools and publications](https://www.aitsl.edu.au/research/australian-teacher-workforce-data/atwdreports).
* Access to data for approved applications will be provided by the Australian Institute of Health and Welfare (AIHW) which is the Commonwealth Integrating Authority for the ATWD. All access to data must be consistent with the AIHW’s legislative framework, including the [Australian Institute of Health and Welfare Act 1987 (AIHW Act)](https://www.legislation.gov.au/Details/C2018C00474)
* Final application approval rests with the ATWD Oversight Board.
* Amendments to your completed application (e.g. if there is new data or researchers) must be made on this form, and then recorded in the ‘Document history’ table below

Consider the following important issues when preparing your application:

|  |  |
| --- | --- |
| Statistical and/or research purpose | The project purpose must be in line with the purpose of the ATWD initiative, as outlined in the ATWD Protocols. |
| Public interest value | The proposed research must be of public benefit and must not be used for compliance or regulatory purposes, such as research that is determinative of a particular regulatory outcome affecting an individual, school, sector or jurisdiction. Applications related to research proposals that aim to help inform policy are likely to be permitted; however, applications will be determined on a case-by-case basis.  |
| Confidentiality | Research analysis and outputs must not identify an individual person or school. |
| Data requirements | Researchers / applicants must clearly specify the data sets and reference period they require for their project. Each data set requested must be relevant to the project purpose. Other data options including aggregated data sets must have been ruled out as viable for the research purpose, and justification provided for the use of detailed data. |
| Available data must be suitable for the project team | Data must be suitable and available for your research purpose. The data must be of sufficient quality for analysis, and the populations of interest / geographic granularity must be high enough, that there is a low risk of identification of individual people or facilities. |
| Ability of the research team | Researchers / applicants must have the ability to use at least one of the statistical analytical languages available in the secure environment for analysing data (SEAD), e.g. R, Python, Stata. Experience with analysis of linked data would be beneficial. |
| Secure environment for analysing data onboarding | Researchers / applicants must complete the relevant procedures (e.g. onboarding procedures) with the AIHW prior to accessing data in the secure environment. You will be contacted in relation to onboarding once/if your application has been approved. |

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| Email your completed application in PDF to: atwd@aitsl.edu.au  |

Considerations that may affect access to ATWD data

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| You should check with us first if: |
| Your research is for commercial gain |
| The population or geographic granularity you are interested in has low numbers. For example, applicants should contact the ATWD Project Team to discuss applications where data will be sought:* at a statistical area level below that of state or territory, or
* to analyse a small segment of the teacher workforce (e.g. middle leaders in a particular statistical area, or early career teachers in senior leadership roles).

Applicants are advised to refer to the [ATWD Key Metrics Dashboard](https://www.aitsl.edu.au/research/australian-teacher-workforce-data/key-metrics-dashboard)  and contact the ATWD Project Team to discuss their application where numbers sought at a national level are less than 200.Applicants may also wish to refer to a high-level hierarchy of the workforce, which indicates cell sizes and non-reportable groups in each year, and each state/territory.  |
| One or more of your researchers is not employed by an ATWD Partner Organisation or an Other Education Organisation (refer section 1 below) |
| You plan to produce and report aggregate data tables (cross-tabulations) |
| Access to ATWD data will not be approved if: |
| Your research is about named people or named schools / institutions |
| Your application does not meet the requirements outlined in the ATWD Protocols and the Five Safes Framework |
| Your research theme does not conform with the intended purpose of the ATWD |
| Your project does not have a demonstrable public benefit |
| Your project is used for compliance or regulatory purposes |

Document history

|  |  |  |  |
| --- | --- | --- | --- |
| Date of change | Description of change(e.g. new data / researchers added) | Change made by | Organisation |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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Application ID (*ATWD use only*)

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| Application number |
| Click or tap here to enter text. |

Section 1 – Applicant details

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| **1.1 Project title** |
| Click or tap here to enter text. |
| **1.2 Organisation** *Select one type only* |
| **ATWD Partner**[ ]  **Education Department**  Name: Click or tap here to enter text.[ ]  **Australian Institute for Teaching and School Leadership (AITSL)**[ ]  **Australian Council of Deans of Education**[ ]  **Teacher regulatory authority** Name: Click or tap here to enter text.[ ]  **National / state non-government education sector body** Name: Click or tap here to enter text.[ ]  **Universities Australia** | **Will a third party contractor be appointed to work on the requested data?**[ ]  No[ ]  Yes –  Name:  Click or tap here to enter text. Experience working with data: Click or tap here to enter text. |
| **Other Education Organisations**[ ]  **Education employer group / education employer association**  Name: Click or tap here to enter text.[ ]  **Teacher union**  Name: Click or tap here to enter text.[ ]  **Australian Curriculum, Assessment and Reporting Authority (ACARA)**[ ]  **Australian Children’s Education and Care Quality Authority (ACECQA)**[ ]  **Australian Education Research Organisation (AERO)**[ ]  **Education Services Australia (ESA)** | [ ]  **Initial teacher education (ITE) provider** Institution: Click or tap here to enter text. School / department: Click or tap here to enter text. Is this the school / department that provides your institution’s ITE program?[ ]  Yes[ ]  No – *Note:* *this applicant category is limited to the school or department that provides your institution’s ITE program. Please complete the ‘Research and Policy Institution’ section below* |
| **Research or Policy Institution**Access to ATWD data for Category 2 projects is limited to ATWD Partners and Other Education Organisations listed above.However, other research or policy institutions may apply to be added to the list of ‘Other Education Organisations’ [ ]  **I am from a research or policy institution not listed above and wish to apply to be added to the list of ‘Other Education Organisations’**Institution name: Click or tap here to enter text. School / department (if applicable): Click or tap here to enter text.**Before completing the remaining sections of this application form, please provide details of education policy and research work undertaken in the public interest by your institution.** This information will be considered at the time of your initial application. If approved, you will not need to provide this information again in any future applications:Click or tap here to enter text. |

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| **1.3 Partner organisation/s** If applicable, list organisations that may reasonably require access to data whether for analysis or discussion |
| Click or tap here to enter text. |
| **1.4 Additional stakeholders** If applicable, list stakeholders that do not require access to unvetted linked data |
| Click or tap here to enter text. |

Section 2 – Project team

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| **2.1 Project team members** |
| * Provide details of all members of the project team and note who will work directly with unit record data for this project.
* All project team members accessing unit record data agree to complete AIHW onboarding requirements and to adhere to the principles of separation in regard to not accessing personal identifiers they may hold in datasets related to the ATWD collection and ATWD content data at the same time for the duration of their work .
* Prior to accessing any data, all project team members will be required to submit an Undertaking of Confidentiality Form pursuant to s.29 of the AIHW Act.
* Prior to data being vetted and approved by the AIHW, project team members must not engage in internal or external reporting of ATWD data or sharing of data or data outputs outside of the project team.
 |
| Name | Organisation | Email | Phone | Project role | Analysing unit record data? |
| Test | Test | Test | Test | Test | Yes |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | Choose an item. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | Choose an item. |
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| * 1. **Project team experience**
 |
| Provide details of the relevant qualifications and experience in the use and analysis of quantitative data for each project team member. |
| Click or tap here to enter text. |

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| * 1. **Project timeframes**
 |
| Preferred start date for access to linked data | Click or tap here to enter text. |
| Estimated end date for access to linked data | Click or tap here to enter text. |
| Planned delivery date/s for anticipated outputs from your proposed project | Click or tap here to enter text. |
| Dependencies or important dates that may affect your application | Click or tap here to enter text. |

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| * ATWD Partner applicants that will use a third-party contractor: *proceed to section 3*
* ATWD Partner applicants not using a third-party contractor:
* is the purpose of your project to develop supply modelling for internal use by your organisation?
	+ - Yes – *proceed to section 5*
		- No – *proceed to section 3*
* Other Education Organisation applicants: *proceed to section 3*
 |

Section 3 – Project purpose and outcomes

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| **3.1 Project summary** |
| Briefly summarise your proposed project. Include the purpose of the project and the anticipated outcomes. |
| Click or tap here to enter text. |

Section 4 – Research objectives

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| **4.1 Research objective and data required** |
| **4.1.1 Project objectives**Elaborate on your project summary, including:* The specific research question/s to be investigated
* How the project purpose is research and/or statistical in nature
* Any additional data sources that are to be used in this project .
 |
| Click or tap here to enter text. |
| **4.1.2 Research methodology and data analysis plan**Full data specifications are requested in Section 9. To help us evaluate the feasibility of this project, describe the research methodology and design, including:* Key variables of interest
* Cohort/s for analysis
* Size of the population/s
* Geographic area/s of interest, and
* Statistical methods you plan to use.
 |
| Click or tap here to enter text. |

Section 5 – Aboriginal and Torres Strait Islander data

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| **5.1 Aboriginal and Torres Strait Islander data** |
| The ATWD linked data set contains information about Aboriginal and Torres Strait Islander teachers and initial teacher education (ITE) students. There are specific requirements for the use of this data under the ATWD Protocols These requirements include having undertaken consultation with an Aboriginal and Torres Strait Islander organisation and the provision of evidence of support from that organisation. If you select yes, the ATWD project team will contact you to discuss these prior to progressing your application. |
| Is information about Aboriginal and Torres Strait Islander teachers and/or ITE students being sought for the purpose of this application?[ ]  **Yes**[ ]  **No** – *proceed to section 6* |
| If yes, please describe how this data is intended to be used:Click or tap here to enter text. |
| Name of Aboriginal and Torres Strait Islander organisation with which consultation has been undertaken:Click or tap here to enter text. |
| Is the following evidence of consultation attached to this application?* copy of the project proposal considered by the Aboriginal and Torres Strait Islander organisation
* feedback provided by the Aboriginal and Torres Strait Islander organisation
* information on any modifications made by the applicant as a result of the feedback received
* a statement of support for the project from the Aboriginal and Torres Strait Islander organisation

[ ]  **Yes**[ ]  **No** – *date this will be provided:* Click or tap here to enter text. |

Section 6 – Ethics approval

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| **6.1 Ethics approval** |
| Provide information on any ethics approvals granted, or being sought, in relation to your research project.  |
| [ ]  **Yes** – ethics approval is required for this research project and it has been approved by a Human Research Ethics Committee. (*Enclose a copy of this approval when submitting your application.*) [ ]  **Yes** – ethics approval is required for this research project and approval has been sought from a Human Research Ethics Committee. [ ]  **No** – ethics approval is required for this research project but approval has not yet been sought from a Human Research Ethics Committee (*Please provide further information below on when this will be sought*.)[ ]  **No** – ethics approval is not required for this research project. (*Please provide further information below, including the ways in which the research project aligns with the purpose of the ATWD as outlined in the ATWD Protocols*.)Click or tap here to enter text. |

Section 7 – Consultation

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| **7.1 Consultation** |
| Indicate whether you have undertaken (or plan to undertake) consultation with any relevant organisations or representative groups to seek community views on the proposed project. Please provide a list of the groups (e.g. the name/s of any advisory groups) with whom you plan to consult with. Please also note any planned ongoing involvement of these groups throughout the life of the project. |
| Click or tap here to enter text. |

Section 8 – Data specifications

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| **8.1 Data specifications** |
| Select the data you need to answer your research question/s. If necessary, the ATWD project team will be in contact to discuss your data specifications and timing requirements in more detail. |
| **Note:*** This information is used when seeking advice or approvals from data custodians, where appropriate.
* Changes to data specifications after an application is approved may require additional approvals and delay access.
* Each data set requested must be relevant to the project purpose. Ensure the ‘data required’ section above clearly describes how the project purpose relates to each data set requested below.
 |
| **How to complete this section:**1. Use the data variable list. This is very important as there are different time periods and geographies for different datasets.
2. Review the files to determine which data items best suit your needs.
 |
| **Data set** | **Reference period** | **Geography** |
| **Demographics**Click or tap here to enter text. | [ ]  2018 [ ]  2021[ ]  2019 [ ]  2022[ ]  2020 | [ ]  National[ ]  Specific state / territory:Choose an item.[ ]  Statistical area:Choose an item. |
| **Teacher registration**Click or tap here to enter text. | [ ]  2018 [ ]  2021[ ]  2019 [ ]  2022[ ]  2020 | [ ]  National[ ]  Specific state / territory:Choose an item. |
| **Workforce characteristics and experience** (Australian Teacher Workforce Survey data)Click or tap here to enter text. | [ ]  2018 [ ]  2021[ ]  2019 [ ]  2022[ ]  2020 | [ ]  National[ ]  Specific state / territory:Choose an item.[ ]  School:Click or tap here to enter text. |
| **Initial Teacher Education (ITE) enrolment**Click or tap here to enter text. | [ ]  2018 [ ]  2021[ ]  2019 [ ]  2022[ ]  2020 | [ ]  National[ ]  Specific state / territory:Choose an item. |
| **Other***Please specify any additional data requirements. Please note, data requests outside the standard datasets may require additional ethics approval, take more time for assessment and incur additional costs*Click or tap here to enter text.  |

Section 9 – Outputs and reporting

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| * 1. **Outputs and reporting**
 |
| * Researchers / applicants must comply with rules of linked data access and the output vetting checklist.
* Where reporting is not pre-approved at time of application approval, researchers / applicants must provide written notice to the ATWD project team of any pending publication of work from this project, including presentations at academic conferences or journal articles. This must be provided with sufficient time before publication as any publication in the public domain must have been pre-approved or reviewed by the ATWD Oversight Board prior to release.
* Researchers / applicants must provide a citation to their work which will be added to the short online description of your project once your work is published in the public domain.
* Data outputs should be clearly associated with internal reporting or planned external reporting that conforms with the purpose of the ATWD

**Internal reporting*** Internal reporting is reporting within the project’s organisation that extends beyond the safe individuals recorded as part of the project team, for internal business purposes.

**External reporting*** All sharing of data outputs with other organisations is considered to be external reporting
* All external reporting from safe projects that have used unit-record data in a secure or restricted setting require approval by the ATWD Oversight Board. Where possible, this will be pre-approved at the time of application.
* Pre-approval is not available for reporting on Aboriginal and Torres Strait Islander teachers and ITE students.
 |
| * 1. **Outputs**
 |
| * Outline anticipated outputs of your proposed project. For example, derived aggregate data items (such as geospatial aggregates), aggregated tables, indexes, new methodology, risk estimates or effect sizes from statistical models.
* Elaborate on the granularity of your results (e.g. the level of geography and sub-populations). Note: unit record data cannot be output from the secure remote environment.
* Please note the requirements outlined in the ATWD Output Clearance Briefing to guide your answer to this section
 |
| Aggregated tables:Click or tap here to enter text. |
| All other outputs:Click or tap here to enter text. |
| * 1. **Reporting**
 |
| * Outline how the results of your research will be disseminated. For example, in-house report, published report or information paper, peer reviewed journal article and/or presentation (at conferences or other fora).
 |
| Internal:Click or tap here to enter text. |
| External (pre-approval being sought):Click or tap here to enter text. |
| External (pre-approval not being sought):Click or tap here to enter text. |

Checklist

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| **Checklist** |
| **Yes** | **N/A** |  |
|[ ]   | I have read and understood the information provided on pages 1-2 of this form and understand the issues that may affect approval of my application  |
|[ ]   | I understand approval of my application for access to ATWD unit record data is subject to the approval of the ATWD Oversight Board |
|[ ] [ ]  I have provided details of any third party contractors to be appointed to work with data requested in section 1 (*ATWD Partner applicants only*) |
|[ ]   | I have provided details and experience of all project team members relevant to this application and project timeframes (section 2) |
|[ ]   | I have provided a summary of my project (section 3) as well as information on my research objectives and data required (section 4) |
|[ ] [ ]  I have **attached** evidence of consultation with an Aboriginal and Torres Strait Islander organisation, (e.g. a copy of a letter of support) regarding my project (section 5) |
|[ ]   | I have provided information regarding ethics approval/s relevant to this research project and have **attached** a copy of my ethics approval (*where applicable*) (section 6) |
|[ ] [ ]  I have provided information on consultation with any relevant organisations or representative groups to seek community views on the proposed project (section 7) |
|[ ]   | I have specified all of the data to which I am seeking access in this application form (section 8)  |
|[ ]   | I have provided information on all proposed and outputs and reporting relevant to my application (section 9) |

**Name of Project Lead:** Click or tap here to enter text. **Signature:**

**Date:** Click or tap to enter a date.