

NCCD FAQs

Answered by the Australian Government Department of Education's NCCD Evidence Fact Sheet (the Fact Sheet) and the IEU.

#1 What evidence do schools and teachers need to collect?

The evidence should be generated through the ordinary course of determining a student's needs and responding to them.

The Fact Sheet states four areas for which evidence is required:

The Department of Education requires evidentiary materials that cover four areas of identified need, adjustments, consultation/collaboration, and monitoring/review to be sighted.

#2 How much evidence is required?

Responding to student needs and concisely documenting actions taken to support students are part of a teacher's ordinary work. The Department of Education expects to sight ordinary professional documentation as stated in the Fact Sheet:

Teachers and school staff can achieve this by drawing on their existing records of assessments, teaching/learning outcomes, consultations with parents, carers or students and records of adjustments.

Schools are not required to create new or additional evidence for the purposes of the NCCD.

#3 Is it mandatory for schools to develop personalised plans such as ILPs and PLPs?

No. The Disability Discrimination Act and the Disability Standards for Education require personalised planning, which may or may not be demonstrated through personalised plans.

The Fact Sheet states:

Schools are not required to collate the evidence into one document. If a school chooses to develop such a document for the purposes of overview or planning, it should be concise and usable.

#4 How are schools required to store and present evidence?

The Department of Education post-enumeration verification contractors only view evidence in one place – the school. The Fact Sheet confirms:

For the purpose of the non-government school Census post-enumeration exercise, the evidence will be reviewed in whatever existing form(s) is held by the school.

Duplication of evidence into other forms (for example, from paper to electronic), different formats ... or to other locations (such as a school portal or similar), is not required by the Department of Education at class, school or system level.

#5 Do teachers need to annotate lesson plans?

No, but teachers and schools need to have evidence that the adjustments have been reviewed. This can be done by briefly noting the maintenance or amendment of adjustments at suitable intervals. There is no set time frame for monitoring and review.

For other annotations, the Fact Sheet states:

Recording adjustments in the program or elsewhere is sufficient. Teacher notes or annotations at the end of lessons to describe the adjustments made or recording student goals as evidence *are in excess of what is required*.

#6 Can teachers and schools rely on the authority of the fact sheet?

The NCCD Evidence Fact Sheet is official Australian Government advice that also binds contractors visiting the school to verify the census data.

The Fact Sheet confirms that:

Personnel engaged by the Department of Education undertaking the Census post-enumeration verification will operate within this guidance when engaging with schools.

These NCCD evidence requirements are set by the Australian Government Department of Education. If there are extra demands at your school, we urge you to call your IEU Organiser for assistance: 02 8202 8900

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