# Nationally Consistent Collection of Data on School Students with Disability

## The Nationally Consistent Collection of Data on School Students with Disability (NCCD) gives Australian schools and the wider community information regarding students with disability and the adjustments they receive. All Australian schools are required to participate by collecting data for the NCCD on an annual basis.

## Specialist school settings and levels of adjustment

## When adjustments are required to teaching practice to support a student because of a disability then they should be considered for inclusion in the NCCD. This means that all students enrolled in specialist settings should be counted in the NCCD, as specialist school settings are inherently an adjustment to standard teaching practice.

The NCCD collects data on the level of adjustment made to ‘standard’ classroom practice to enable students with disability to access education. There are four levels of adjustment (linked for a more in-depth explanation).

1. [support provided within quality differentiated teaching practice.](https://www.nccd.edu.au/wider-support-materials/support-provided-within-quality-differentiated-teaching-practice)
2. [supplementary adjustments.](https://www.nccd.edu.au/wider-support-materials/supplementary-adjustments)
3. [substantial adjustments](https://www.nccd.edu.au/wider-support-materials/substantial-adjustments).
4. [extensive adjustments.](https://www.nccd.edu.au/wider-support-materials/extensive-adjustments)

The level of adjustment is determined by teacher judgement supported by [evidence](https://www.nccd.edu.au/wider-support-materials/what-evidence-nccd-based-upon) of these adjustments in the classroom. Evidence such as Individual Education Plans (IEP), Student Support Group (SSG) minutes, Work Programs, and similar documents can be used to support decisions.

It is expected that all while all students enrolled in specialist settings would be assessed individually, they would be included at the **substantial or extensive level.** The nature of specialist school settings implies that the adjustments to support the student are in place all or most of the time, and that they are significant in scope and scale.

The [Levels of adjustment viewer](https://www.nccd.edu.au/tools/levels-adjustment-viewer) can be used to compare these two levels of adjustment concurrently, and support your decision making.

The NCCD also collects data on the broad [category of disability](https://www.nccd.edu.au/wider-support-materials/step-3-what-category-disability?parent=/understanding-nccd&activity=/wider-support-materials/what-nccd-model-1&step=3) (physical, cognitive, sensory or social/emotional). Many students will be supported in a number of these areas – schools are asked to enter the category that is the **main driver** **of adjustments** over the previous 12 months.

## NCCD case studies

The national NCCD portal has a range of [case studies](https://www.nccd.edu.au/resources-and-tools/case-studies/education_setting/special-school-44) covering students in specialist school settings that you may wish to use in your decision-making processes. These case studies take in a wide range of students in different categories of disability and levels of adjustment and will aid in moderation of your school NCCD data.

## CASES21 Data Entry

Victorian Government Schools will enter their NCCD data through CASES21 (Refer to [CASES21 Administration user guide](https://edugate.eduweb.vic.gov.au/Services/bussys/cases21/User%20Guides/C21%20ADMINISTRATION%20User%20Guides/Chapter%2007%20Student%20Data%20Reports.pdf), school log in required). More information about [CASES21 data entry can be found on the NCCD Policy and Advisory Library page.](https://www2.education.vic.gov.au/pal/nccd-students-with-disability/policy)

The following instructions describe the NCCD data entry processes within CASES21.

1. Open the Students | Records | National Data Collection | Students with Disability [ST11048].
2. Select the student requiring data entry.
3. Step 1 - Has the school principal verified that a reasonable adjustment has been made for the student? If Yes, select Y from the drop down list. When ‘Y’ is selected the ‘Add Notes and Attachments’ boxes become visible. Adding notes and attachments is optional.
   1. **As noted above, all students enrolled in a specialist setting should be included.**
4. Step 2 – What level of adjustment is provided? Choose one of the following values from the drop down list:

* ‘1’ – Quality differentiated teaching practice
* ‘2’ – Supplementary
* **‘3’ – Substantial**
* **‘4’ – Extensive**

1. Step 3 – What is the broad category of disability (physical, cognitive, sensory or social/emotional)?

Choose one of the following values from the drop down list:

* ‘C’ – Cognitive
* ‘P’ – Physical
* ‘S’ – Sensory
* ‘SE’ – Social/Emotional

1. Select Save, after the data for each student has been entered, from the top of the screen to store record in database.
2. Repeat the steps above until all data collected for each student (included in the collection) has been entered. No submission of data is required as the data entered is extracted by central office. Only de-identified data will be collected, no personal identifying details of students will be collected.
3. When all data has been entered in CASES21, Schools are encouraged to run the following reports for their reference. At the end of each year, NCCD data in CASES21 will reset as part of the annual process. This means that schools should save a copy of the reports for their own records.

**Students with disability – disability summary [ST21428]**

**Students with disability – student summary [ST21429]**

## Further information

The national [NCCD portal](https://www.nccd.edu.au/) has a range of resources including the NCCD Guidelines ([Full guidelines](https://www.nccd.edu.au/tools/nccd-guidelines-0)/ [Quick](https://www.nccd.edu.au/tools/nccd-quick-guide-0) guide).

A Victorian helpdesk for the NCCD data collection is available to Victorian Government schools. For support, contact:

* Phone: 7022 2069
* Email: [disability.data.collection@education.vic.gov.au](mailto:disability.data.collection@education.vic.gov.au)