



Australian Government  
Department of Education

# Brief User Guide

Visual Analytics using Power BI



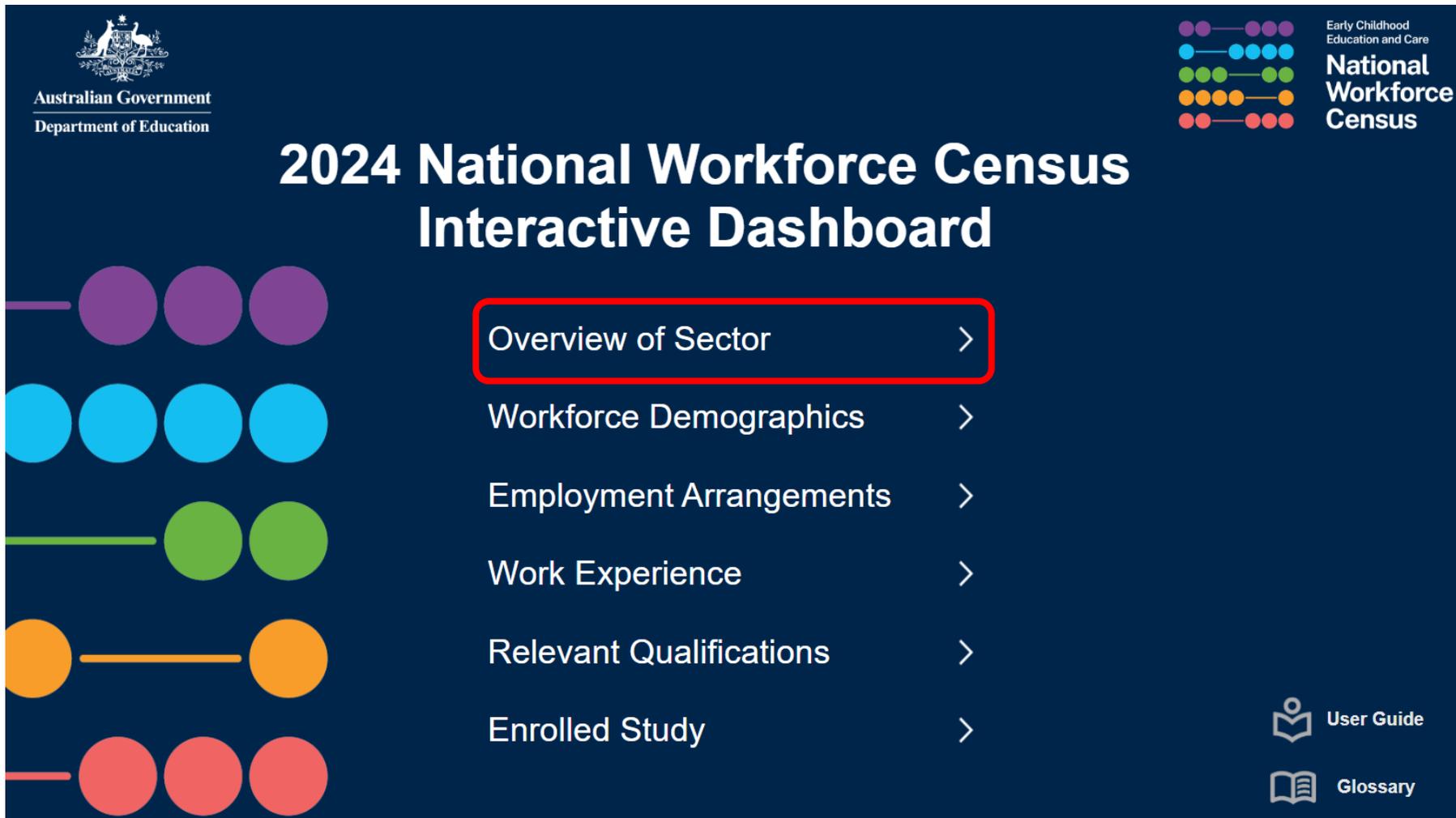
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# Navigating Power BI Reports

1. When a Power BI report is opened a home screen will appear, with a list of all pages within the report. Click on the page names to navigate to a section.



2. Some pages contain multiple reports. By clicking different reports, different breakdowns will be displayed on the selected report.
3. Each page has a navigation pane at the bottom of the page. Click the buttons on the navigation pane to navigate to a different page.



Australian Government  
Department of Education

## Overview of ECEC sector



Early Childhood Education and Care  
National Workforce Census

**View Data by** ⓘ

All

**Service Type**

State of Worker

Remoteness

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**Service Type**

All ▼

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**State of Worker**

All ▼

---

**Worker Type**

All ▼

Reset all filters

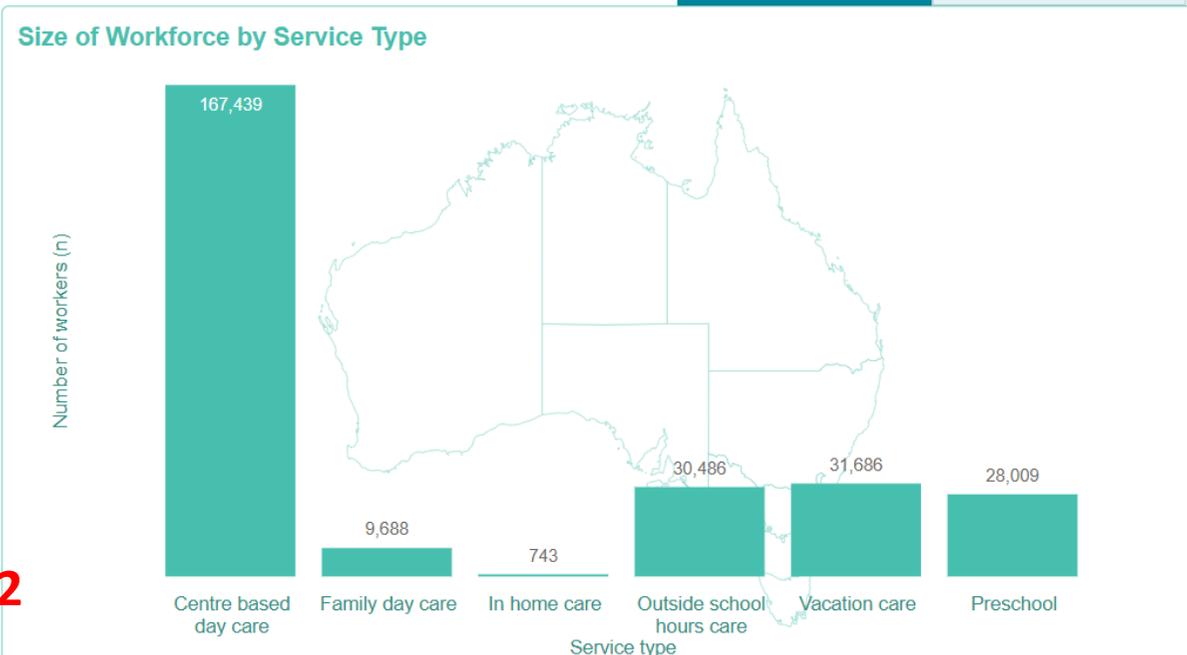
View data for 'Number of Services' >

View data for 'Child participation' >

View data for 'First Nations child participation' >

Size of workforce
Size of workforce - changes over time

### Size of Workforce by Service Type



Service type	Number of workers (n)
Centre based day care	167,439
Family day care	9,688
In home care	743
Outside school hours care	30,486
Vacation care	31,686
Preschool	28,009



268,050

Workforce Size



62.5%

of Workforce Employed by Centre Based Day Care



240,453

Paid Contact Workers

Most of the ECEC workforce was employed in New South Wales (32.4%), Victoria (24.8%) and Queensland (21.9%) – this is expected as staffing distribution often reflect the population distribution of Australia.

CBCD services employed majority of the ECEC workforce (62.5%). VAC services (11.8%), followed by OSHC services (11.4%) were the next largest employers of ECEC workforce. FDC services (3.6%) and IHC services (0.3%) were relatively small employers of the ECEC workforce.

●
Overview of Sector

●
Workforce Demographics

●
Employment Arrangements

●
Work Experience

●
Relevant Qualifications

●
Enrolled Study

🏠
Home Page

📖
User Guide

📖
Glossary

4. A more detailed user guide is available on the User Guide page.
5. Click the navigation buttons located on the bottom left side of the page to navigate through the User Guide.

**Australian Government**  
Department of Education

**User Guide**

Early Childhood Education and Care  
**National Workforce Census**

**Index page**

**2024 National Workforce Census Interactive Dashboard**

**This user guide will assist you to understand:**

- The report layout:** Get a clear view of how the report is structured.
- How to navigate the report:** Understand how to move around and find the information you need.
- How to interact with the report:** Discover how to engage with the data and visuals.
- How to utilise available functionalities:** Make the most of the functions and features provided.

The data reflects the ECEC workforce as of 2024 and includes insights from the 2016, 2021, and 2024 National Workforce Census.

For complete details about data sources and methodology access the full report here: [2024 Early Childhood Education and Care National Workforce Census report - Department of Education, Australian Government](#)

**Note:** This report is best viewed on a large screen to take full advantage of its interactive features and visual detail. This allows for a more comprehensive and engaging experience when exploring complex datasets like this.

Overview of Sector >

Workforce Demographics >

Employment Arrangements >

Work Experience >

Relevant Qualifications >

Enrolled Study >

**To navigate, simply click on the topic to access the desired page or section.**

**Use these buttons to access User Guide or Glossary**

User Guide

Glossary

**Next Page** >

Overview of Sector | Workforce Demographics | Employment Arrangements | Work Experience | Relevant Qualifications | Enrolled Study | Home Page | **User Guide** | Glossary

6. Some pages contain information icons. Hover over the icons to view additional information.

**Overview of ECEC sector**

Size of workforce by Service Type

Service type	Number of workers (n)
Centre based day care	167,439
Family day care	9,688
In home care	743
Outside school hours care	30,406
Vacation care	31,686
Preschool	28,009

Most of the ECEC workforce was employed in New South Wales (32.4%), Victoria (24.8%) and Queensland (21.9%) – this is expected distribution of Australia.

CBDC services employed majority of the ECEC workforce (62.5%). VAC services (11.8%), followed by OSHC services (11.4%) were the (3.6%) and IHC services (0.3%) were relatively small employers of the ECEC workforce.

**ECEC-Related Qualifications Currently Studying**

Currently enrolled and studying

Field of qualification currently studying	Percentage
Yes	24.6%
No	75.4%

Field of qualification currently studying

Field of qualification currently studying	Percentage
Teaching (early childhood related)	4.3%
Teaching (primary)	2.7%
Teaching (other)	0.6%
Child care	15.8%
All other fields	1.1%
Currently not studying	75.4%

Level of qualification currently studying

Level of qualification currently studying	Percentage
Postgraduate qualifications	1.3%
Bachelor degree or honours	7.2%
Advanced Diploma or Diploma	6.1%
Certificate III or IV	9.9%
Certificate I, II or other	0.1%
Currently not studying	75.4%

Around one in four (26.3%) paid contact staff at ECEC services (excluding Preschools) were studying for a qualification. This excludes staff participating in professional development but includes staff who are upskilling (i.e. studying for a higher level qualification than they already hold).

CBDC services had the highest proportion of paid contact staff who were studying for a qualification (28.0%).

FDC services had the lowest proportion of paid contact staff studying for a qualification (3.1%). This is expected as FDC services also had the highest proportion of paid contact staff with completed ECEC qualifications (99.4%).

**51,312** Workers Currently Enrolled and Studying

**27.4** Average Age of Workers Currently Enrolled and Studying

**26,975** Workers who Completed Relevant Qualification and Currently Studying

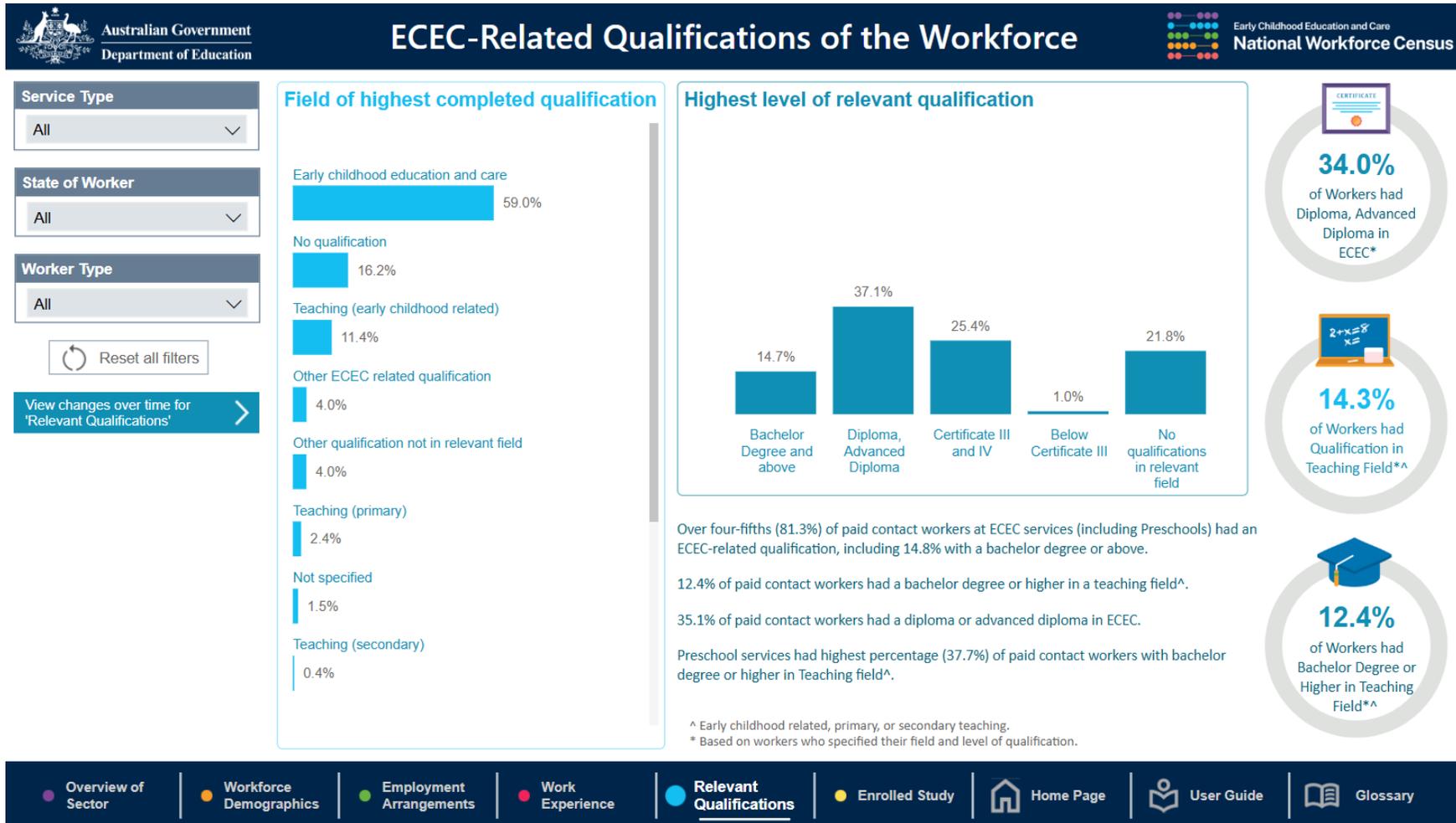
7. Definitions are available in the Glossary. Scroll down the page to view more definitions.

Abbreviations and Terms	Description
ECEC (Early Childhood Education and Care)	The ECEC sector is a large and complex system delivering two broad (and overlapping) service types: child care services (i.e. early learning and care services provided to children aged 0 to 12 years, e.g. CBDC, FDC, IHC, OSHC and VAC) and preschool services (i.e. services that administer structured, play based learning programs, delivered by qualified teachers, to children in the year or two before full-time schooling, e.g. PRE and CBDC).
Centre Based Day Care (CBDC)	A centre based form of child care service in receipt of CCS and Additional Child Care Subsidy (ACCS). CBDC services provide all-day or part-time care typically for children from birth to six years old who attend the centre on a regular basis. Care is generally provided in a building, or part of a building, that has been created or redeveloped specifically for use as a child care centre, and children are usually grouped together in rooms according to age. Centres generally operate between 6:00/6:30 am and 6:00/6:30 pm on week days for a minimum of 48 weeks per year. Private operators, local councils, community organisations, employers or non-profit organisations may operate these services. Services may offer access to preschool programs for children of eligible age (age varies between jurisdictions) and provide care for school children before and after school and during school holidays.
Family Day Care (FDC)	Refers to services in receipt of the CCS and ACCS where a network of individual educators provides flexible care, typically in their own home, for other people's children and as part of coordinated home-based care schemes. Care is predominantly provided for children from birth to 6 years old who are not yet at school, but may also be provided for school-aged children up to and including 12 year olds and not attending high school. Both not-for-profit and for-profit providers may operate a FDC service.
In Home Care (IHC)	Families unable to access Centre-based Day Care (CBDC), Family Day Care (FDC), and Outside School Hours Care (OSHC) because of their unique circumstances may be able to access education and care provided in the family home through IHC. IHC is designed to support the provision of early childhood education and care in the home particularly for families working non-standard or variable hours, geographically isolated from other approved child care services, or those with complex and challenging needs.
Outside school hours care (OSHC)	Outside School Hours Care services provide care before and after school hours and during school holidays for children who normally attend school. Care given to children during school holidays is referred to as Vacation Care (VAC). Children who do not attend school may attend Outside School Hours Care (for example, a service may provide care for preschool-age siblings of school-age children), and the mix of children attending the service can vary from day-to-day or week-to-week. However, an Outside School Hours Care service must predominantly provide care to school-age children.
Vacation Care (VAC)	Refer to OSHC.
Preschool (PRE)	Also referred to as 'dedicated preschool'. A service established with the primary purpose of providing a preschool program, usually on a sessional basis during school terms. It can be a standalone service or part of another education and care service or school. Comes under the overarching responsibility of the relevant state or territory government and generally receives state or territory funding, although some may be delivered privately.
Reference week	The week in which services were surveyed. The 2024 reference week was 8-14 or 15-21 April for Vacation Care services and 6-12 May for all other ECEC services, including dedicated preschools.
Workers	Refers to all staff who facilitate care and/or education to children, either directly (contact workers) such as educators and teachers, or indirectly (non-contact workers) such as support services like managers, administrators, cooks, gardeners, and cleaners. Workers can be paid or unpaid and employed under different arrangements such as employees, independent contractors, relief workers, or any person who has a contractual agreement with a service.
Staff	See Workers
Contact Staff	Contact staff work in roles with direct contact with children and can be paid or unpaid and employed under different arrangements such as employees, independent contractors, relief workers or any person who has a contractual agreement with a service. They include: - Primary Contact workers: Mainly have direct contact with children. This may include, but is not limited to, teachers, teachers' assistants/ aides, specialist teachers, and therapists.

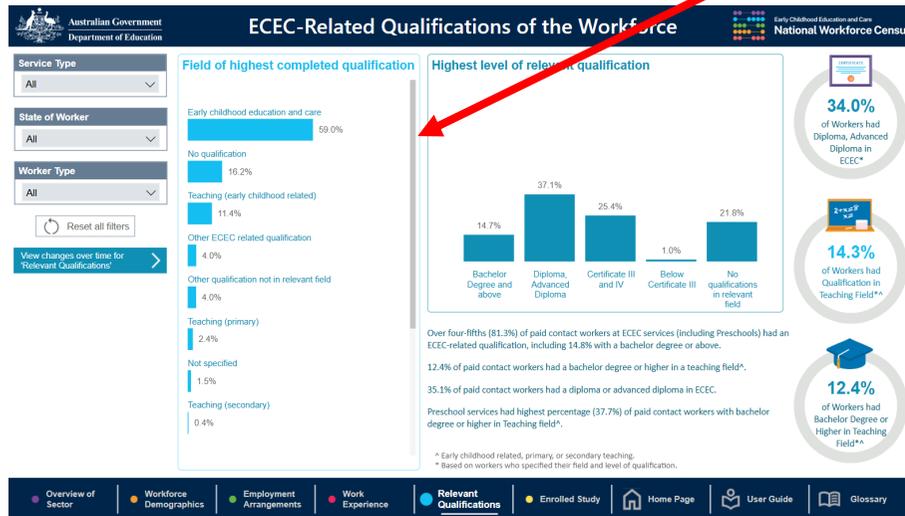
AIHW NMDS - [Early Childhood Education and Care: Unit Record Level NMDS 2024](#)

# Using Power BI Reports

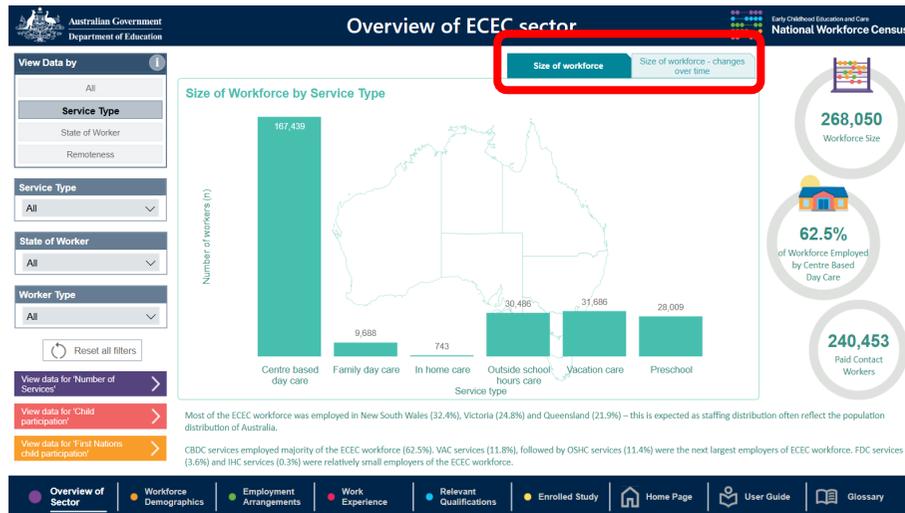
8. Below is a typical example of what a Power BI report page may look like, including charts at the centre of the page, filters on the left, buttons to access related reports on the bottom left, key statistics on the right and summary text. Note, the summary text does not change when filters are applied.



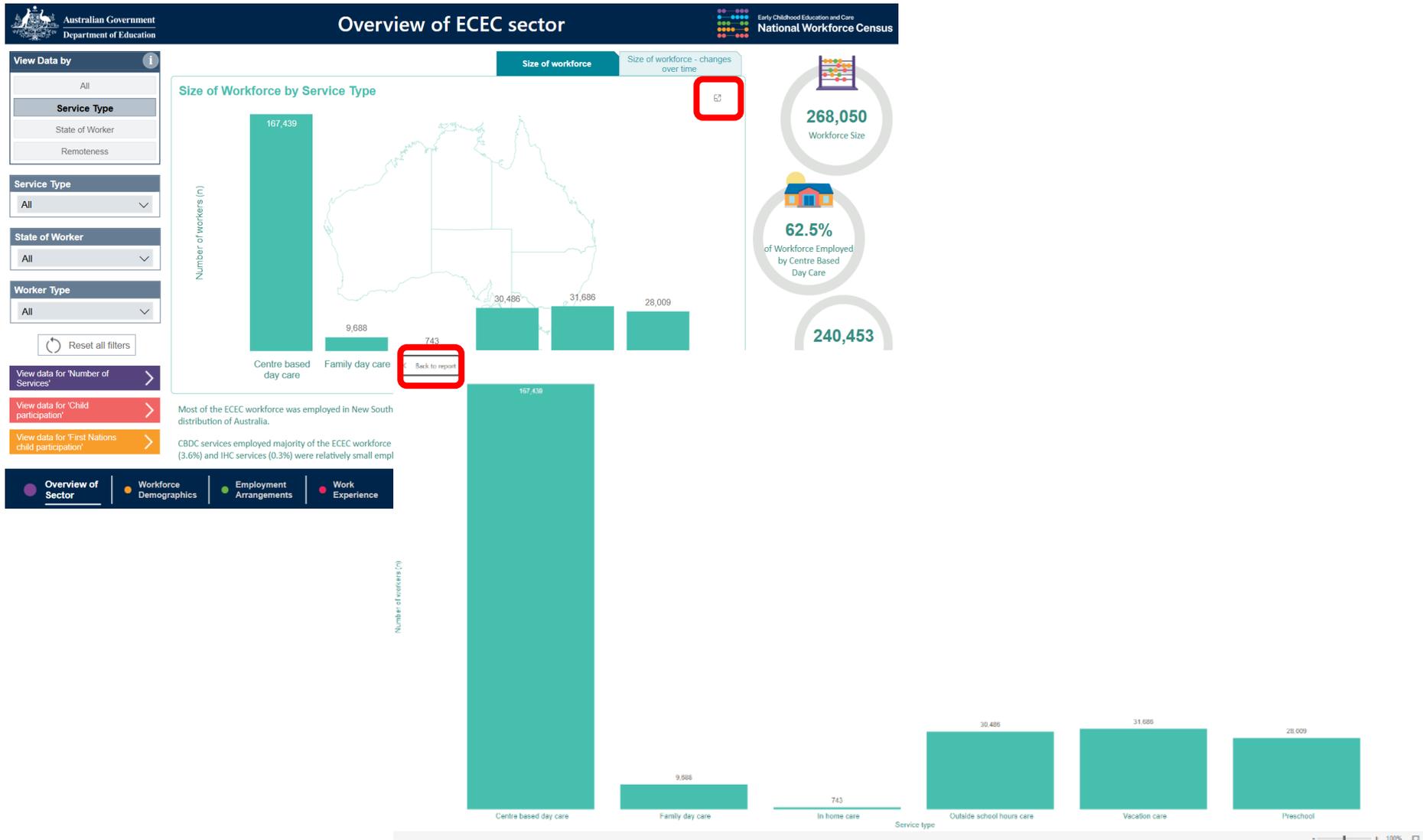
9. On some pages you may need to use a scroll bar to see all the data



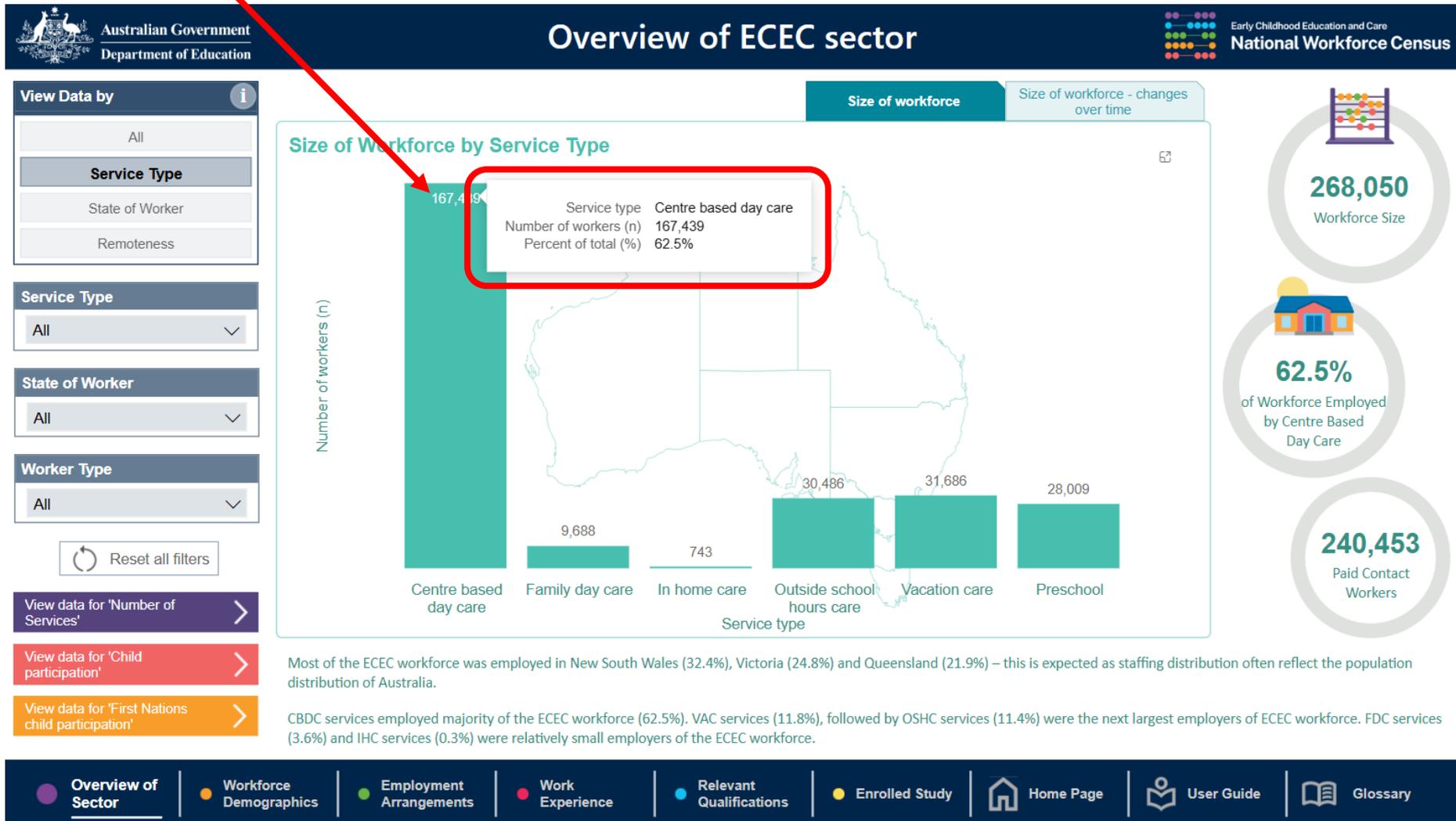
10. Some pages contain additional charts that can be viewed by clicking on a tab above the chart.



11. Individual charts can be made larger by selecting 'focus mode'. To achieve this, hover your cursor over the target chart and then click on the focus mode button in the top right corner. The chart will expand to the whole windowpane. To return the original view, click on '< Back to Report'.

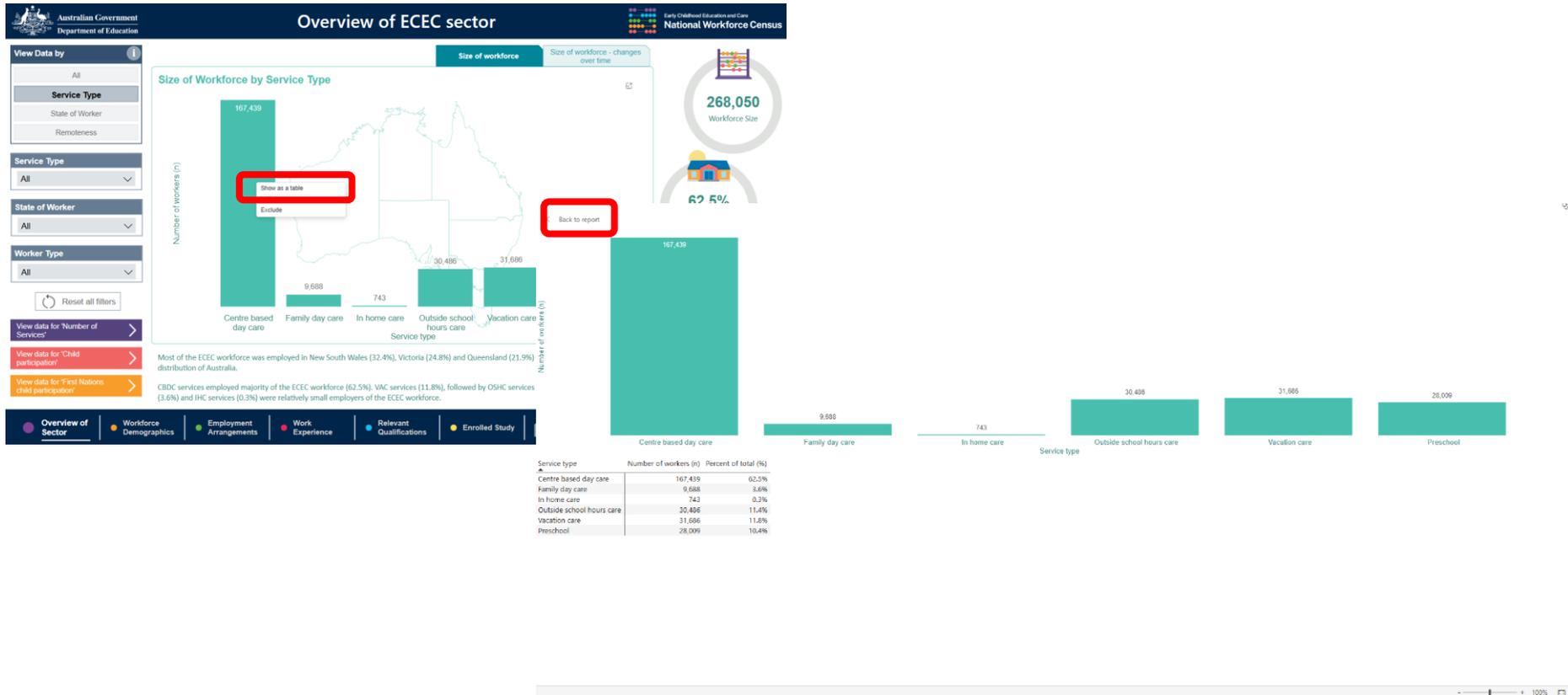


12. By hovering your cursor over the bars in the bar charts, exact numbers can be displayed. This function works on line charts too.



# Extracting Charts and Tables from Power BI reports

13. The data displayed in charts can be viewed in table form. To achieve this, right click on the target chart and select 'Show as a table'. To return to the report, select 'Back to report'.



14. It is recommended that the 'Snipping tool' (or similar) is used to copy and paste charts and tables as pictures if required. It is best to use the focus mode option (described previously) before snipping for the best resolution. A picture of the filters can also be snipped, so that a record is maintained of what filters were applied to the data.

# Blank Visuals

15. When multiple filters are applied, blank visuals may be displayed. This may be due to one of two reasons: (1) no data is available for the combination of filters selected, (2) counts of less than 5 (<5) are not displayed to ensure confidentiality. For example:

The screenshot shows the 'Workforce Demographics' dashboard from the Australian Government Department of Education. The dashboard includes a header with the Australian Government logo and the 'National Workforce Census' branding. On the left, there are three filter sections: 'Service Type' (set to 'In home care'), 'State of Worker' (set to 'NT'), and 'Worker Type' (set to 'All'). Below these filters is a 'Reset all filters' button. The main content area contains three blank charts: 'Age distribution of workforce' (orange border), 'Gender distribution of workforce' (red border), and 'Workforce distribution by First Nations status' (teal border). To the right of these charts are three summary statistics: 'Workforce Size' (< 5), 'First Nations Workers' (0), and 'Median Age of Workforce' (< 5 workers). The bottom navigation bar includes links for 'Overview of Sector', 'Workforce Demographics' (highlighted), 'Employment Arrangements', 'Work Experience', 'Relevant Qualifications', 'Enrolled Study', 'Home Page', 'User Guide', and 'Glossary'.