Employee provided data for the Australian Public Service Commission

The Australian Public Service Commissioner (the Commissioner) has a number of functions relating to the APS. Diversity and education data is collected under section 50 of the Australian Public Service Commissioner's Directions 2016, which stipulates that an Agency Head must ensure that there are measures in place to collect information from each employee of the agency, and to give information that is collected to the Commissioner.

The APS Employment Database (APSED) is a database maintained by the Australian Public Service Commission (the Commission). Agencies are required to report data to the Commission for all staff employed under s22 and s72 of the PS Act, former employees of the APS and Agency Heads.

Further information about the collection of your personal information is provided in the APS Employment Database collection notice attached. Information on the Australian Public Service Commission's privacy policy can be found at http://www.apsc.gov.au/privacy

Please note that at each stage of the questionnaire, you have the option of choosing not to give this information.

Name: _____

AGS number: _____

1. What is your highest educational qualification completed? *(Do not include qualifications for which you are currently studying)*

   ☐ Doctorate

   ☐ Masters

   ☐ Postgraduate diploma/Graduate certificate

   ☐ Bachelor degree (including Honours)

   ☐ Undergraduate diploma

   ☐ Associate diploma, Advanced certificate, Technician certificate, Certificate of technology and Certificate IV

   ☐ Skilled vocational qualification -includes Certificate III

   ☐ Basic vocational qualification-includes Certificate I & 11

   ☐ Year 12

   ☐ Year 11

   ☐ Year 10

   ☐ Less than Year 10

   ☐ Chose not to give this information

2. What year did you complete this qualification?

   _____

3. What was the main field of study for this qualification? *(you may select up to two fields)*

☐ Administration (e.g. management, marketing, communication, tourism)

☐ Accountancy

☐ Economics

☐ Finance/Banking

☐ Human resource management/Industrial relations

☐ Education

☐ Information Technology

☐ Legal

☐ Medical (e.g. medical studies, nursing, physiotherapy)

☐ Social sciences (e.g. social work, behavioural science, psychology, sociology)

☐ Science (e.g. mathematics, veterinary, geography, biochemistry)

☐ Engineering, Architecture, Surveying

☐ Arts (e.g. history, archaeology, anthropology, English, languages, music, fine arts, philosophy, political science)

☐ Business (e.g. business management, bookkeeping, secretarial studies, office management)

☐ Agriculture, Forestry

☐ Trades, Labour, Hospitality (e.g. butchers, hairdressers, labourers)

☐ Other

☐ Chose not to give this information

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4 Was this qualification obtained in Australia or overseas?

☐ Australia

☐ Overseas

☐ Chose not to give this information

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5. What was your workforce status before you started working in the APS? *If you were previously employed in the APS, separated and then returned to the APS, your previous workforce status should reflect your most recent type of non-APS employment.*

☐ Employed in Private sector

☐ Employed in Commonwealth public sector (non-APS)

☐ Employed in State or Local government public sector

☐ Self employed

☐ Student

☐ Unemployed (looking for work)

☐ Not in labour force (not looking for work)

☐ Employed by a Non-Government Organisation (NGO)/Charity

☐ Chose not to give this information

Your personal information

The Australian Public Service Commission collects personal information about individuals for a range of purposes to enable it to carry out its functions. The Commission's privacy policy is available on the internet at:

- http://www.apsc.gov.au/privacy

Further details about the collection of your personal information are provided below.

APS Employment Database - APSED – APP 5 Notice

Who is collecting your personal information?	APSED is a database maintained by the Australian Public Service Commission (the Commission). It contains personal and sensitive information on employment, diversity and education data of all people employed under the *Public Service Act 1999* (the PS Act) and former employees of the Australian Public Service (APS).
Collection of your personal information	Your personal and sensitive information is provided to the Commission by your agency in response to the Commission's request to agencies to provide data to APSED as per the specifications in the *APS Employment Database Manual and Specifications.* Sensitive data collected includes: • Gender • Aboriginal and/or Torres Strait Islander status • Country of birth, year of arrival in Australia, first language spoken, main first non-English language, mother and fathers first language
Authority for collection of personal information	The Australian Public Service Commissioner (the Commissioner) has a number of functions relating to the APS. Under subsection 41(1)(c) of the *Public Service Act 1999*, the Commissioner has the functions of monitoring, reviewing and reporting on APS capabilities within and between Agencies to promote high standards of accountability, effectiveness and performance. Under subsection 41(2)(c) the Commissioner has the functions of developing, reviewing and evaluating APS workforce management policies and practices and maintain appropriate databases. Diversity and education data is collected under section 50 of the Australian Public Service Commissioner's Directions 2016, where an Agency Head must ensure that there are measures in place to collect information from each employee of the agency, and to give information that is collected to the Commissioner. In seeking the information an Agency Head must allow APS employees to provide a response of "choose not to give this information".
Why does the Commission collect your personal information?	The Commission collects your personal information for the purpose of providing aggregated statistics used to support the State of the Service Report and produce the APS Statistical Bulletin. It is also used to provide information on staffing, including trends in the size, structure and composition of the APS. It contributes to research and evaluation work on the changing nature of the APS and the impact of people management policies on the structure of the APS. This, in turn, assists agencies to formulate their people management policies and practices. Records may be used when samples are extracted from the database to be used in research on relevant employment policies, including for the annual SOS employee census. This research may involve using the sample to compile mailing lists inviting employees to take part in the research. These mailing lists may also be used to provide results of this research to employees in the target group from which the sample was drawn. Information on the database may also be used to cross-check or validate information in other Commission data collections, in particular in relation to learning and development and Senior Executive Service employees and validating data for the APS Remuneration Census. Data is occasionally used to assist with other functions of the Commissioner or the Merit Protection Commissioner.

APS Employment Database - APSED – APP 5 Notice	
	Data may be used to assist in workforce planning by individual agencies accessing their own data through the APSED Internet Interface (APSEDII). Aggregated data may also be made available upon request and on a cost recovery basis to bona fide researchers as an input to research and policy development.
What would happen if the Commission did not collect your personal information?	Agencies are required to report data to the Commission for all staff employed under s 22 and s72 of the PS Act, former employees of the APS and Agency Heads.
Who will the Commission disclose your personal information to?	Your personal information may be disclosed to current and/or previous agencies in order to validate, resolve or correct the data held on APSED. APSEDII allows authorised users within an agency to view individual records for their agency only. Further circumstances include where such disclose is required or authorised by or under law or where the disclosure is reasonable necessary for the enforcement of the criminal law.
Access to and correction of your personal information.	You can access or correct your personal information held on APSED by emailing APSED@apsc.gov.au. To confirm your identity, details such as full name, date of birth, AGSN (if available) and agencies worked for are requested. The Commission's privacy policy also contains information about how you may access and seek correction of personal information about you that is held by the Commission.
Privacy complaints	The Commission's privacy policy contains information about how you may complain about a breach of the Australian Privacy Principles and how the Commission will deal with complaints.
Overseas disclosure of your personal information	It is not likely that your personal information will be disclosed to any overseas recipients.