



Accessing further information about the data we release

The Department of Employment and Workplace Relations (DEWR) regularly releases employment services data for public use. DEWR has also published metadata about the data we release so that users will be able to accurately interpret the data.

This document explains what metadata is, why it is useful for users to read metadata when accessing employment services data, and how to find the metadata DEWR has developed.

What is metadata

Metadata gives you context around the data you are using. It provides definitions and further explanations so that the data can be correctly interpreted and analysed. Like data, metadata needs to be accessible and well-maintained to remain useful.

Metadata can clarify situations, such as when a data item is named something that can have several different meanings depending on the context, or what equations were used to generate data items that are derived from two or more other data items present in the data set, allowing users to validate or recreate that data item using the same formula.

How DEWR's metadata is structured

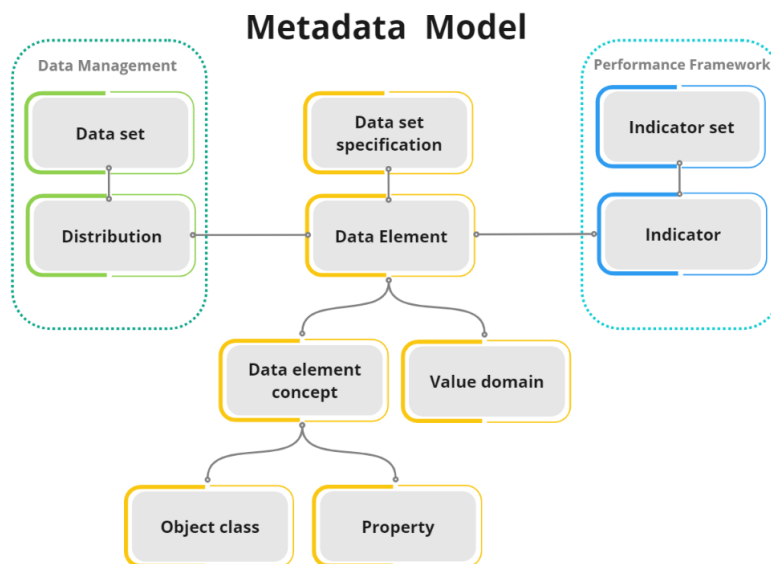
DEWR uses a central, online metadata repository to ensure its metadata is consistently developed, recorded and kept up to date, called [Aristotle](#). DEWR structures its metadata according to the [ISO 11179](#), which is the international standard for metadata registries that has been endorsed and adopted within multiple Australian Public Service agencies.

Under the ISO 11179 standard, various metadata 'building blocks' are combined to form Data Elements. Each Data Element is designed to give you the information you need to understand a single data item. Data Elements can also be brought together to produce more complex metadata items like Distributions and Indicators.

A Distribution matches Data Elements in the metadata repository to data items found within a data table or product. Indicators are used to describe how a measure is calculated from multiple Data Elements (for example, a percentage derived from one Data Element divided by another).

DEWR publishes metadata Distributions and Indicators for its regular employment services data releases. A data release will have a link to the appropriate metadata in Aristotle published on its content page, as well as within the data file itself.

The diagram below shows how these items fit together. You can find more detailed information regarding each concept in the model [here](#).



Finding DEWR’s employment services metadata

DEWR’s publicly available metadata is accessible on Aristotle without needing to create an account or log in. [This link](#) will take you to the landing page for DEWR’s public metadata.

The following provides two example scenarios of how you can navigate Aristotle and use the available employment services metadata. The first example focuses on using Indicators to understand a data release while the second focuses on using Data Elements to figure out what something means.

Scenario 1: Understanding data releases

James is doing a research project investigating ways to support individuals to start or grow their own small business. He’s researching a variety of support options, including government funded programs. During his research, James identifies DEWR’s Self-Employment Assistance (SEA) program as worth including in his project. He has located some data about the program on DEWR’s employment services data webpage that includes completion rates for different services available through the program. He wants to compare these completion rates to the completion rates of other programs he has identified but to do that he needs to properly understand how the SEA completion rates are calculated.

To find out more about the SEA program’s service completion rate calculations, James selects the [‘Employment Services Metadata’](#) link located under the ‘Contextual information about this data’ section of the [Employment Services Data webpage](#).

Contextual information about this data

Each data release will be accompanied by contextual information to provide clarity on our data means.

Our releases will include as a glossary of the definitions of each data term included in the release and will also be accompanied by metadata releases documenting them in more detail.

Metadata is now available for some data sets in DEWR's ISO-11179 metadata registry, hosted by the Aristotle platform. As more metadata becomes available, it will be added to this link.

To learn more about ISO-11179 metadata and how to navigate the metadata for our data releases, see the Metadata Cheat Sheet.



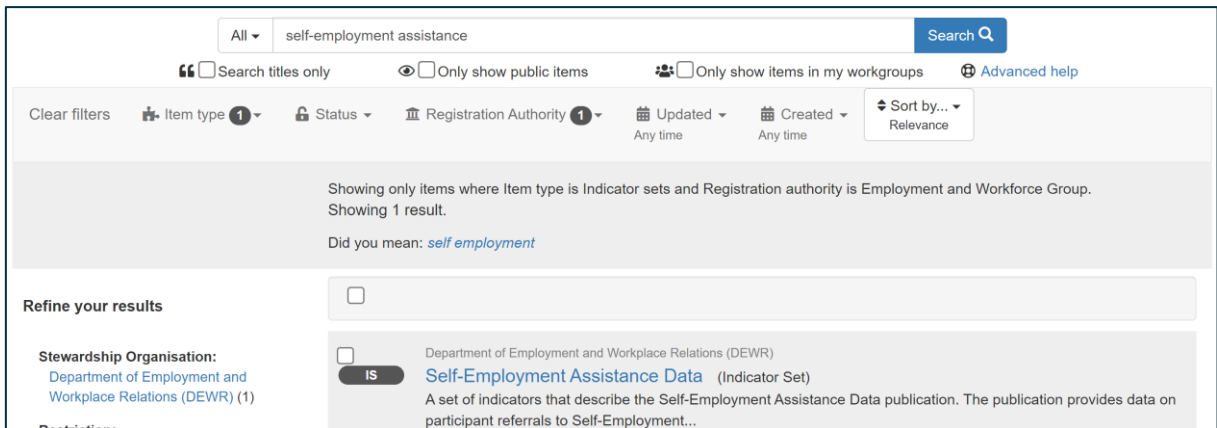
[Employment Services Metadata](#) →

[Metadata Cheat Sheet](#) →

James notices that there are two filters already applied to the metadata search results; one 'item type' filter selecting for Indicator Sets and one 'Registration Authority' filter selecting for 'Employment and Workforce Group'. James decides to keep these filters in place since a set of Indicators for an employment-associated dataset meets his needs.

A screenshot of a metadata search interface. At the top, there is a search bar with a dropdown menu set to 'All' and a 'Search' button. Below the search bar, there are several filter options: 'Clear filters', 'Item type' (set to 1), 'Status', 'Registration Authority' (set to 1), 'Updated' (set to 'Any time'), 'Created' (set to 'Any time'), and 'Sort by...' (set to 'Relevance'). A message states: 'Showing only items where Item type is Indicator sets and Registration authority is Employment and Workforce Group. Showing 4 results.' On the left, there is a 'Refine your results' section with 'Stewardship Organisation: Department of Employment and Workplace Relations (DEWR) (4)' and 'Status: Standard (4)'. The main results area shows a list of items. The first item is 'Workforce Australia and ParentsNext Caseload Time Series - October 2022 Onwards (Indicator Set)' from the 'Department of Employment and Workplace Relations (DEWR)'. It includes a description: 'A set of indicators that describe the Workforce Australia Caseload Data Time Series report. The report provides a snapshot of how...' and metadata: 'Created: 29th June 2023 Last updated: 17th November 2023' and 'Statuses: [Employment and Workforce Group: Standard]'. A second item is partially visible below it.

To only see results related to the Self-Employment Assistance program, James searches for the key term 'self-employment assistance'. He is then able to locate an Indicator Set for the Self-Employment Assistance Data, which is the dataset with the completion rates he wants to understand.



James selects the Self-Employment Assistance Data title to open the item and find a definition for the Indicator Set, including a brief overview of the SEA program. Towards the bottom of the page, he also finds a list of Indicators against each of the tables in the SEA data.

Indicators:

Label	Indicator
Table 1: Services (other than Business Plans)	Number of instances of Self-Employment Assistance
Table 1: Approved Business Plans	Number of approved business plans by financial year
Table 2	Number of Self-Employment Assistance current referrals and access to SEA allowance
Table 3: Total Referrals	Number of Self-Employment Assistance referrals by cohort
Table 3: Current Referrals	Number of Self-Employment Assistance current referrals
Table 3: Approved Business Plans	Number of approved business plans by cohort and financial year
Table 3: Services (other than Business Plans)	Number of instances of Self-Employment Assistance

James searches through the list of Labels and finds 'Table 3: Completion Rate'. He selects the matching Indicator to open the Indicator page and reads through the included information. This includes the list of Data Elements that are used in calculating the completion rates, an overview of how the rates are calculated (under 'Computation'), and the ways the data is broken down (under 'Disaggregation'). From this information, James now understands how the completion rates are calculated in the SEA program and can reliably compare these completion rates to the completion rates of other programs for his research project.

Participant Self-Employment Assistance service completion rate by service type

Item
Issues
History
Graphs
Related

Definition ? ATP

The proportion of Self-Employment Assistance program activity referrals where the participant (client) completed a given service, disaggregated by financial year and participant cohort, as expressed by a completion rate.

Indicator Summary

Numerator	Computation	Disaggregation
<p>The total number of referrals for a given time period for which the referred participant (client) is recorded against a specific cohort, per completed service type. One referral may see the participant engage with multiple service types, which could be completed at different times or some completed and others not. Relevant Data Elements include:</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Contract referral placement: Contract type, Code</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Contract referral placement: Status, Code</div> <div style="border: 1px solid #ccc; padding: 2px;">Participant: Identifier, String</div>	<p>Numerator: Calculated by counting the number of activity referrals (accesses) to a given Self-Employment Assistance (SEA) service, where the status of the relevant placement is 'completed successfully'. Allocated to a financial year based on the point in time the status was set to complete and allocated to specified cohorts (additionally direct registration status and allowance statuses) based on the relevant referral and participant characteristics.</p> <p>Denominator: As per Number of instances of Self-Employment Assistance access by service type, cohort and financial ...</p>	<p>Disaggregated by financial year that the activity referral was completed during and selected cohort information associated with the referred participant (including whether the referral was from a direct registration and if the participant received SEA or other allowance at any point during the referral). Relevant Data Elements include:</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Participant: Gender, Label</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Participant: Indigenous status, Flag</div> <div style="border: 1px solid #ccc; padding: 2px;">Participant: Cultural and linguistically diverse status, Main English speaking countries flag</div>

Scenario 2: Aligning Terminology

Candice works for a community support not-for-profit and is part of a team developing a locally based employment mentorship program. This program aims to provide individuals new to work with mentorship on what to expect in a workplace and what is expected of them. The mentorship program is meant to complement government-funded employment programs by providing an additional avenue of one-on-one, more personal support. To help make sure the mentorship program meets the needs of employment program users, Candice wants to understand more about the characteristics of people engaged in employment services within the local region. As part of this aim, Candice is researching caseload information by region for Workforce Australia, using the Workforce Australia and ParentsNext Caseload by Selected Cohorts data release.

Candice notices that the Workforce Australia data records some clients as having a 'partial capacity to work'. She is unsure of what this means so uses the public metadata in Aristotle to find the definition. She follows the '[Employment Services Metadata](#)' link on the [Employment Services Data webpage](#) to open the metadata search field. To find the definition of 'partial capacity to work', Candice needs to find the applicable Data Element. She does this by changing the pre-set item type filter from 'Indicator Sets' to 'Data Elements' and includes the phrase 'partial capacity to work' in her search.

All ▾ partial capacity to work

“ Search titles only Only show public items

Clear filters **Item type** 1 ▾ **Status** ▾ **Registration Authority** ▾

Refine your results

Item types:

- [Data Element](#)
- [Data Element](#)
- [Property](#) (39)
- [Value Domain](#)
- [Data Set](#) (23)
- [Glossary Item](#)
- [Distribution](#) (1)
- [Indicator](#) (76)
- [Object Class](#)
- [Concept Help](#)

Registration Authority:

- Classifications
- Collections
- Concept helps
- Conceptual domains
- Correspondence tables
- Data Sets
- Data catalogs
- Data element concepts
- Data element derivations
- Data elements
- Data set specifications
- Data types
- Help pages
- Indicator sets
- Indicators
- Inventories
- Object Classes
- Object class specialisations
- Outcome areas
- Pages
- Properties
- Property groups
- Quality statements

Candice selects the first result provided by the search and reads the Data Element definition, from which she finds out how many hours of work is considered the threshold for ‘partial’ versus ‘full’ capacity to work in the context of Workforce Australia.

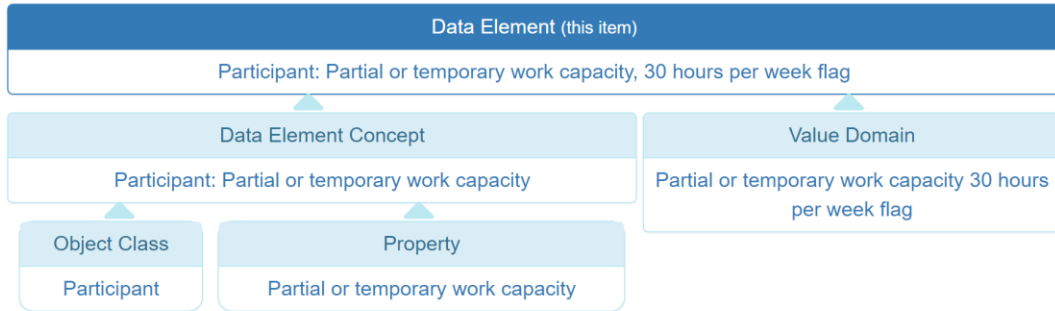
Participant: Partial or temporary work capacity, 30 hours per week flag

Item Issues History Graphs Related

Definition ⓘ AE

Whether a participant has undergone an evaluation and has been found to have either a physical, intellectual, or psychiatric condition that would prevent them from working 30 hours per week either temporarily or permanently, represented as a flag.

Components



Representation

This representation is based on the value domain for this data element, more information is available at "[Partial or temporary work capacity 30 hours per week flag](#)".

Values

	Value	Meaning	Start Date	End Date
Permissible Values	NULL	No	-	-
	1	Yes	-	-

Pa
Type:
Ident
Stew
Endo
•
Vie
Publi
•
Last
Creat
Supe
•
Supe
•
Colle
•
Work
Discu
Revie

Key resources

General information on the ISO 11179 standard and using Aristotle is [available on their website](#). The Australian Research Data Commons also [provides some general information on what metadata is and links to additional resources](#) such as their Metadata Guide.

Please email ESDM.Support@dewr.gov.au to provide feedback or request additional DEWR employment services metadata support.