



**Australian Government**  
**Department of Social Services**

---

---

# **DSS Longitudinal Studies Instructions for Training Purpose**

**VERSION 3.0**

---

## Authorised training activities and coursework

DSS Datasets may be used as Training Datasets (i.e. for data user training) with the appropriate approvals from DSS or ADA. Instructors wishing to use any of the DSS Datasets for training should email ADA ([ada@anu.edu.au](mailto:ada@anu.edu.au)) and DSS ([LongitudinalStudiesDataAccess@dss.gov.au](mailto:LongitudinalStudiesDataAccess@dss.gov.au)) with details of the proposed training. The following are the steps that need to be undertaken.

1. The course presenter ensures they are an Authorised User of the DSS Dataset under the current licencing arrangements.
2. The course presenter or co-ordinator will send an email to ADA ([ada@anu.edu.au](mailto:ada@anu.edu.au)) and DSS ([LongitudinalStudiesDataAccess@dss.gov.au](mailto:LongitudinalStudiesDataAccess@dss.gov.au)) requesting use of the intended DSS Dataset for training purposes. The email should provide the details of the training that the Dataset is intended to be used for. The details should include the:
  - name of the course presenter
  - name of the institution or organisation providing the course
  - title of the course
  - length of time required for training purposes.
3. The course presenter or co-ordinator provides details about how course participants/students will be provided with access to the Dataset. Access to the files can be either by:
  - a) Participants/students downloading and storing the Dataset from Dataverse onto their individual secure storage on the local drive on password protected desktop or laptop computer for use in the course.
  - b) The course presenter or co-ordinator providing each individual participant/student access to the data files stored on a secure server of the institution/organisation. The course presenter or co-ordinator is required to ensure all copies of the Dataset files are removed from the secure server at the end of the course and also that no student has downloaded a copy of the Dataset files onto their own personal devices from the secure server.
4. The course presenter or co-ordinator will provide the instructions to pass on to participants/students about how they should apply for access to the Datasets. See Appendix 1 – Accessing DSS Datasets for training
5. The course presenter or co-ordinator emails the list of names and email address of participants/students ADA ([ada@anu.edu.au](mailto:ada@anu.edu.au)) and DSS ([LongitudinalStudiesDataAccess@dss.gov.au](mailto:LongitudinalStudiesDataAccess@dss.gov.au)). This will allow management of applications for the course enrolments.
6. In accordance with the guidelines (Appendix 6), presenter and students must remove all access to datasets within two weeks after the course ends, or two weeks after the end of the relevant university study period.

Course participants/students, who have been granted access to a Dataset for training purposes, may request permission to retain access to the Dataset to undertake research by emailing ADA ([ada@anu.edu.au](mailto:ada@anu.edu.au)) and DSS ([LongitudinalStudiesDataAccess@dss.gov.au](mailto:LongitudinalStudiesDataAccess@dss.gov.au))

# Appendix 1 – Accessing DSS Datasets for training

## New users

1. **Register** a user account with the ADA Dataverse using the online [Dataverse registration form](#).
  - Fill out the form to create an account, including the creating a user name and password
  - An email will then be sent to you from the ADA asking you to click on a link to verify your account
2. **Read** the [Longitudinal Studies Access and Use Guidelines](#) – these provide instructions and important information about securely using and storing datasets. All applicants must read this before signing the Confidentiality Deed Poll and submitting an application for data access.
3. **Complete and sign** the [Confidentiality Deed Poll](#)
  - a) Either:
    - Complete the Deed electronically first and then print the entire Deed; or
    - Print the entire Deed first and then complete the Deed by hand
  - b) Sign and date the Deed in blue or black pen (ensuring this is done for both the confidant and the witness)
  - c) Scan the entire completed and signed Deed (12 pages) to create an electronic copy in Portable Document Format (PDF)
  - d) Email the electronic copy to the ADA ([ada@anu.edu.au](mailto:ada@anu.edu.au)) and DSS ([LongitudinalStudiesDataAccess@dss.gov.au](mailto:LongitudinalStudiesDataAccess@dss.gov.au)).
4. **Identify** the datasets you require for training. Verify this information with your training provider.
5. **Complete** the access form and submit.

## Current users

1. **Log in** to your current ADA Dataverse account.
2. **Read** the [Longitudinal Studies Access and Use Guidelines](#) – these provide instructions and important information about securely using and storing datasets. All applicants must read the as they change.
3. **Check** if you have already completed and returned a valid deed. If not, **complete and sign** the [Confidentiality Deed Poll](#)
  - a) Either:
    - Complete the Deed electronically first and then print the entire Deed; or
    - Print the entire Deed first and then complete the Deed by hand
  - b) Sign and date the Deed in blue or black pen (ensuring this is done for both the confidant and the witness)
  - c) Scan the entire completed and signed Deed (12 pages) to create an electronic copy in Portable Document Format (PDF)
  - d) Email the electronic copy to the ADA ([ada@anu.edu.au](mailto:ada@anu.edu.au)) and DSS ([LongitudinalStudiesDataAccess@dss.gov.au](mailto:LongitudinalStudiesDataAccess@dss.gov.au)).
4. **Identify** the datasets you require for training. Verify this information with your training provider.

5. **Complete** the access form and submit.

Note if you have previously been granted access to the particular datasets required for the course, **you don't need to reapply**. You will need to send an email to the ADA ([ada@anu.edu.au](mailto:ada@anu.edu.au)) and DSS ([LongitudinalStudiesDataAccess@dss.gov.au](mailto:LongitudinalStudiesDataAccess@dss.gov.au)) and provide the following information;

- your name
- the name of the dataset
- course name and location
- instructors name
- the purpose