

---

# Full-time equivalent volunteer/unpaid staff

---

**Important note: This is an archived metadata standard from the AIHW Knowledgebase. For current metadata standards and related information please access METeOR, the AIHW's Metadata Online Registry at <http://meteor.aihw.gov.au>**

## *Identifying and Definitional Attributes*

Data Dictionary: NCSDD  
Knowledgebase ID: 000598                      Version number: 1  
Metadata type: DATA ELEMENT  
Registration Authority: NCSIMG                      Admin status: SUPERSEDED  
Effective date: 01-MAR-05  
Definition: The aggregate full time equivalent staff units for all volunteer/unpaid staff.  
Full-time equivalent staff units are the on-job hours of any type, divided by the ordinary time hours normally worked for a full-time staff member.  
Context: Resource and service planning:  
To help in the analysis of resource use and staffing of community service agencies.

---

## *Relational and Representational Attributes*

Datatype: Numeric  
Representational form: QUANTITATIVE VALUE  
Representation layout: NNNNN  
Minimum Size: 1  
Maximum Size: 5  
Data Domain: NOVAL      Total full-time equivalent staff units.  
Guide For Use: The ordinary time hours normally worked may differ according to the type of work a volunteer is doing. The hours under the relevant award or agreement should be used if known. If the relevant award or agreement staff hours for an occupation is not known, or the volunteer is undertaking a variety of tasks, 38 hours per week should be used as a substitute.  
Round to one decimal place.  
Example:  
A volunteer kitchen hand works 10 hours over a week. The relevant award specifies that a full time kitchen hand usually works 38 hours in a week.

Full time equivalent staff units =  $10/38 = 0.263$  (for that person for a week)

This number would then be added to the full time equivalent staff units for all other staff and the number rounded to one decimal place.

Collection Methods: This item may be calculated over weeks, fortnights, months or an annual basis. It is not intended to be a completely accurate calculation of staff hours, but a general indication of the number of volunteer hours an agency is staffed.

Related metadata: relates to the data element concept Volunteer version 2

---

### *Administrative Attributes*

Source Document: National Health Data Dictionary

Source Organisation: Australian Institute of Health and Welfare

---

### *Data Element Links*

*Information Model Entities linked to this Data Element*

NCSIM Agency characteristic

*Data Agreements which include this Data Element*

---