

Troubleshooting – Academic Staff Profile and Student-to-Staff Ratios (SSR) Calculator

Australian Psychology Accreditation Council Limited (APAC) is implementing a new multi-purpose tool to:

1. Collect academic staff profile data, and
2. Calculate the Student-to-Staff Ratio (SSR).

This document provides solutions to issues commonly encountered by end-users. There is also an FAQ document about the SSR Calculator on [our website](#).

1. Why isn't the ratio displaying in the "SSR Calculation" (Tab 6), even though I've entered data for Tabs 1 to 5?

Please ensure that:

- The grey cells (including those in hidden columns) have not been overwritten. These contain formulae and the tool will not work properly if these cells are deleted or altered.
- The yellow cells are correctly populated. If there are missing data, this may affect the flow of information into subsequent tabs which may affect the final calculation.

2. Why does the calculated SSR in Tab 6 look too high or too low?

Please ensure that the following data fields are entered correctly in each table:

- Year
- Program sequence
- Campus (if applicable). Leave blank if you do not need to report by campus.
- Program area of specialisation. If there is no specialisation, the cell should be selected as "None" – it cannot be left blank otherwise the SSR will not calculate correctly.

Reporting Year	Program Sequence	Campus (Optional - leave blank if not reported)	Program area of specialisation (Note that this cannot be left blank)	Student EFTSL (for the full year)
2023	Level 1	Melbourne		152
2023	Level 2	Melbourne	Select from list	206
2023	Level 3 - 4	Melbourne	None	38
2023	Level 1	Sydney	Clinical neuropsychology	124
			Clinical psychology	
			Community psychology	

One of these options must be selected for each row of data in Tabs 4a, 4b and 5

And check that the numbers are accurate for:

- FTE for full-time fraction full-time staff
- Hours for casual staff
- Student load for each program sequence, specialisation and campus

3. I've done all of the above but why does the SSR figure still look wrong?

The SSR Calculation in Tab 6 is based on the aggregation of matched data fields between "Staff FTE" (Tabs 4a and 4b) with "Student EFTSL" (Tab 5). In the "Staff FTE" tabs, the listed program sequence/campus/specialisation combinations should be reflected in separate rows in the "Student EFTSL" tab.

Example of a correct entry:

If you've indicated in Tabs 4a and 4b that staff teach into Level 1-2 and Level 3-4 Clinical Psychology programs, there should be corresponding EFTSL listed in separate rows in Tab 5 (see below). If there is a mismatch, then the calculation will not tally properly.

Tab 4 Staff FTE:

ID (Select the staff member from the list and enter their teaching details)	Program sequence that the staff member teaches into	Campus (Optional - leave blank if not reported)	Program area of specialisation (Note that this cannot be left blank)	Full-Time Equivalence in teaching and/or supervision in an accredited program (FTFFT staff only)
Marie Curie 2023	Level 1 - 2	Melbourne	None	0.1
Marie Curie 2023	Level 3 - 4	Melbourne	Clinical psychology	0.1

The same categories are reported in Tabs 4 and 5

Tab 5 Student EFTSL:

Reporting Year	Program Sequence	Campus (Optional - leave blank if not reported)	Program area of specialisation (Note that this cannot be left blank)	Student EFTSL (for the full year)
2023	Level 1 - 2	Melbourne	None	152
2023	Level 3 - 4	Melbourne	Clinical psychology	30

Example of an incorrect entry:

Conversely, below is an example where there is a mismatch in the listed program sequences for Level 1 and Level 1-2. This would mean that no SSR would be calculated for Level 1 or Level 1-2. To fix this, you would either edit Tab 4 so the cell lists Level 1-2 as the sequence; or you would edit Tab 5 so that it lists Level 1 as the program sequence.

Tab 4 Staff FTE:

ID (Select the staff member from the list and enter their teaching details)	Program sequence that the staff member teaches into	Campus (Optional - leave blank if not reported)	Program area of specialisation (Note that this cannot be left blank)	Full-Time Equivalence in teaching and/or supervision in an accredited program (FTFFT staff only)
Marie Curie 2023	Level 1	Melbourne	None	0.1
Marie Curie 2023	Level 3 - 4	Melbourne	Clinical psychology	0.1

There is a mismatch in program sequences

Tab 5 Student EFTSL:

Reporting Year	Program Sequence	Campus (Optional - leave blank if not reported)	Program area of specialisation (Note that this cannot be left blank)	Student EFTSL (for the full year)
2023	Level 1 - 2	Melbourne	None	152
2023	Level 3 - 4	Melbourne	Clinical psychology	30

And similarly, the same logic applies for all other fields including year, campus (if applicable) and specialisation.

A quick way to check that the data have been fully accounted for is to refer to the **Global Data Checks table** in Tab 6. Error messages will display if the total FTE and EFTSL figures in Tabs 4 and 5 do not correspond.

This table checks if total FTE reported in Tabs 4a and 4b; and student EFTSL in Tab 5 are fully accounted for in the SSR calculation

Global data check	Difference in Total FTE or EFTSL	Data check
FTFFT Staff FTE check (Tab 6 - Tab 4a):	-2.10	Error: There is a discrepancy in Staff FTE. Please check that data categories listed in Tab 4a matches with data reported in Tab 5
Casual Staff FTE check (Tab 6 - Tab 4b):	-6.09	Error: There is a discrepancy in Casual Staff FTE. Please check that data categories listed in Tab 4a matches with data
Student EFTSL check (Tab 6 - Tab 5):	0.00	Data okay: Total Student EFTSL reported in Tab 5 matches total EFTSL in Column H

4. I'm still having problems with the data...

We're here to help! Please [email us](#) about problems you've encountered and provide the working file so we can investigate the issue.