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| Higher Education and Skills Group**Participation Branch Memo****Department of Education and Early Childhood Development** |

***NUMBER:*** *2014 / 10 / 01*

**TO:**

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| Learn Local organisations *– ALL*  |   | ACFE Regional Councils |
| Adult Education Institutions | Learn Local stakeholders  |   |
| Participation Branch staff |   |   |

**FROM:** Verna Kearney, A/Director, Participation Branch

**DATE:** 1 October 2014

**SUBJECT: 2014 Learn Local Business Survey (formerly ‘ACE Business Survey’)**

**ACTIONS / CRITICAL DATES:**

* *The 2014 Learn Local Business Survey is available to all participating Learn Local organisations.*
* *Learn Local organisations that have not yet responded to the survey now have further opportunity.*
* *The survey closing date is now extended to 17 October 2014.*

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**Background**

Building on previous surveys of the Learn Local sector, the ACFE Board is currently undertaking the Learn Local Business Survey. The survey is an important resource for the Board in monitoring the size and diversity of the sector and in identifying opportunities to better respond to learners needs.

The Learn Local Business Survey captures the contribution Learn Locals make in providing local learning opportunities and delivering services to their communities. It is hoped that as many LLOs as possible will choose to participate in this year’s survey. All LLOs will receive the results of the survey when they become available.

**How to participate in the Survey**

The survey is available for completion online through CWCC and takes approximately 40-50 minutes to complete.

Any LLOs that have not yet participated in the survey are encouraged to get involved.

To participate in the survey, you will need to have the following information at hand:

* Numbers of staff employed by your organisations (full-time, part-time, casual, sessional)
* Number of volunteers in your organisation
* Your organisation’s total annual financial turnover (as per your last annual report)

When completing the survey you may need to seek advice from other members of your organisation, particularly for the financial section.

The CWCC survey system works with user IDs. The information sheet that has been mailed to all LLOs includes instructions on how to access the survey and an ID for you to use. If you have not received the survey instructions, or have any technical issues accessing the survey, you can contact CWCC by email: cwcc@cwcc.com.au, or phone: 03 8656 1600.

Please note that the survey is confidential and CWCC and ACFE do not have information that links your ID number to your Learn Local name.

It would be appreciated if you could complete the survey by **Friday 17 October 2014**.

On behalf of the Board, I would like to thank all Learn Local organisations for their valuable participation in the previous surveys and invite remaining organisations to participate in the 2014 Learn Local Business Survey.