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| Higher Education and Skills Group  **Participation Branch Memo**  **Department of Education and Training** |

***NUMBER:*** *2017 / July / 25*

**TO:**

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| Learn Local organisations  *– ALL* | ACFE Board | ACFE Regional Councils |
| Adult Education Institutions | Learn Local Stakeholders | Participation Branch Staff |

**FROM:** Eduard de Hue, Acting Director - Participation Branch

**DATE:** 25 / 07 / 2017

**SUBJECT:** REMINDER:*Student management system project: Online Survey now open*

**ACTIONS / CRITICAL DATES:**

* **Please remember to complete the online survey before it closes at 5pm on 28 July 2017.**
* *Learn Local organisations are strongly encouraged to provide insight into the student management system they use and future SMS needs by completing the online survey at* [*https://www.surveymonkey.com/r/ACFEBoardSurvey*](https://www.surveymonkey.com/r/ACFEBoardSurvey)*.*
* *If you encounter problems accessing the survey, please contact Daniel Butler on 0400 648 805 or email dabutler@deloitte.com.au*

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As outlined in the Participation Branch memo dated 27 June 2017, the ACFE Board is funding a project that is examining the student management systems (SMS) used by Learn Local organisations.

The study is being carried out by Deloitte Consulting and involves consultation with Learn Local organisations during July and August 2017.

**Online survey for input from Learn Local organisations**

The survey is being used to:

* collect information from Learn Local organisations on their current SMS environment and reporting processes
* provide insights on possible supports for Learn Local organisations to maintain an SMS and meet reporting compliance requirements.

**Who should complete the survey?**

* The survey is open to all Learn Local organisations to complete.
* Responding to the questions in the survey will require an understanding of the current SMS used by your organisation; and your organisation’s processes to report training delivery data to the ACFE Board.
* Only one response from your Learn Local organisation should be receive.

**How do I complete the survey?**

* Please click on the following link to access the online survey: <https://www.surveymonkey.com/r/ACFEBoardSurvey>
* The survey can be completed on a PC, tablet or other mobile device.
* It will take about 15 minutes to complete and your answers will be saved as you go so you can come back and complete the survey after a break.
* As you move through the survey please do not use the forward and back buttons in your web browser but instead select the next button at the bottom of each screen.
* If you have any questions about this survey, or experience any technical difficulties in accessing or completing the survey, please contact Daniel Butler on 0400 648 805 or email dabutler@deloitte.com.au

I strongly encourage you to complete the survey and provide your insights into the insight into the student management system you use and what your views on what would support your organisation into the future in relation to the SMS environment.