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

***NUMBER:*** *2014 / August / 26*

**TO:**

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

**FROM:** Bronwen Heathfield, Director, Participation Branch

**DATE:** 26/08/2014

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

**ACTIONS / CRITICAL DATES:**

* *The 2014 Learn Local Business Survey will open on 1 September.*
* *Each Learn Local organisation (LLO) will shortly receive a letter containing instructions on how to complete the 2014 Learn Local Business Survey online.*
* *The survey will close on 19 September so LLOs will need to ensure they complete the survey before this date*

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**Background**

Building on previous surveys of the Learn Local sector, the ACFE Board will once again be undertaking a Learn Local Business Survey in 2014. 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.

It is hoped that as many LLOs as possible will choose to participate in this year’s survey in order to fully capture the contribution you make in providing local learning opportunities and delivering services to your communities. 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 will take approximately 40-50 minutes to complete.

It would be appreciated if you could complete the survey by Friday 19 September 2014.

You will need to have the following information at hand to complete parts of the survey:

* 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.

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.

If you have any technical issues accessing the survey, you can contact CWCC by email: cwcc@cwcc.com.au, or phone: 03 8656 1600’

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