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

***NUMBER:*** *2018 / February / 6*

**TO:**

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

**FROM:** Nick Orchard, A/ Director - Participation Branch

**DATE:** 6 February 2018

**SUBJECT: Pre-accredited learning personnel online survey on professional development**

**ACTIONS / CRITICAL DATES:**

Pre-accredited learning personnel are encouraged to have their say on professional development including managers and coordinators, teachers and tutors, and administrators, both paid and voluntary.

Please follow this **link to the survey** and add your voice to the 123 personnel who have already responded - <https://www.surveymonkey.com/r/RVKHLBV>

The survey will take only 15-20 minutes to complete.

If you encounter access problems please contact Think Impact, Amanda Nuttall on 0448 588 023 or email amanda@thinkimpact.com.au.

**Professional development for Learn Local pre-accredited programs personnel**

The ACFE Board seeks to improve professional development for the full array of personnel involved in pre-accredited learning programs -managers and coordinators, teachers and tutors and administrators, and members of Learn Local committees of management.

Think Impact have been commissioned to develop a professional development strategy for pre-accredited learning personnel for use by the ACFE Board. The online survey is part of Think Impact’s comprehensive consultations process.

**The link to the online survey to** have a say on professional development is<https://www.surveymonkey.com/r/RVKHLBV>. The survey will take 15-20 minutes to complete.

The online survey opened on 29 January and has been completed by 123 personnel as of 5 February. Many thanks to these 123 people. However there are many more personnel involved in pre-accredited learning programs whom we wish to hear from.

If you have any issues with gaining access or wish to provide additional information about professional development to support quality pre-accredited learning, please contact Amanda from the Think Impact team on 0448 588 023 or email amanda@thinkimpact.com.au.

Thank you for your assistance.