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

***NUMBER:*** *2017 / July / 04*

**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:** 04 / 07 / 2017

**SUBJECT: FINAL REMINDER: LAST OPPORTUNITY TO COMPLETE THE TAFE-LEARN LOCAL ROADMAP ONLINE SURVEY**

**ACTIONS / CRITICAL DATES:**

* ***Please remember to complete the online survey before it closes at 5pm tomorrow (Wednesday 5 July 2017).***
* *The survey is available at* <https://vuau.qualtrics.com/jfe/form/SV_1BNn8uL8a8SkWmp>
* *If you have any problems accessing or completing the survey please contact Anne Thomas on 03 9919 1409 or email* [*cires@vu.edu.au*](mailto:cires@vu.edu.au)

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**Project Overview**

As outlined in the Participation Branch Memo dated 20 June 2017, the ACFE Board is funding a project managed by the Victorian TAFE Association to develop a ‘Roadmap’ to assist TAFE Institutes and Learn Local organisations to:

* establish and maintain more effective working relationships
* identify opportunities to collaborate more closely in meeting the needs of individuals and businesses in local communities

The project has a major focus on identifying and promoting examples of good practice in TAFE-Learn Local collaboration and to highlight the benefits for learners, communities and the providers involved.

**Online Survey for input from Learn Locals and TAFE Institutes**

* The survey is being used to collect information about collaboration between Learn Local organisations and TAFE Institutes.
* The information will be used to develop resources that assist providers to establish and maintain mutually beneficial collaborations.

**Who should complete the survey?**

* The survey is open to **all** Learn Locals and TAFE Institutes to complete.
* Only **one** person from your Learn Local organisation should complete the survey.
* That person should be the one that knows the most about past or current activities associated with partnerships or collaborations with TAFE Institutes.
* These may include past efforts to establish partnerships as well as future plans to collaborate with TAFE.

**How do I complete the survey?**

* Please click on the following link to access the online survey**:** <https://vuau.qualtrics.com/jfe/form/SV_1BNn8uL8a8SkWmp>
* The survey can be completed on a PC, tablet or other mobile device.
* It will take about 10 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 use the arrow buttons 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 Anne Thomas on 03 9919 1409 or email [cires@vu.edu.au](mailto:cires@vu.edu.au)

The Roadmap will be completed by August/September this year and circulated to TAFEs and Learn Local Organisations to guide future collaboration between the two sectors.

**I strongly encourage you to take a few minutes to complete the survey and have your say about how to build stronger and more productive relationships with TAFE for the benefit of learners.**