Department of Education and Training

Higher Education and Skills Group

Participation, Inclusion and Regional Engagement — Branch Memo

**TO:** ACFE Board

ACFE Regional Councils

Adult education institutions

Peak bodies and key stakeholders

PIRE Branch staff

Learn Local providers — ALL

**FROM:** Edu De Hue,A**/**Director — Participation, Inclusion and Regional Engagement Branch

**DATE:** 8October 2019

**SUBJECT:** Microsoft Agreement Annual Survey Census and Annual surveys of Professional

Development needs (x2)

Actions

* Complete the following surveys before 30 October 2019.
  + Microsoft Agreement Annual Survey – 2019
  + Annual survey of Professional Development needs – Learn Local Committee of Management members/Managers/Coordinators/Administrators of pre-accredited programs
  + Annual survey of Professional Development needs – Learn Local Teachers/Tutors/Trainers of pre-accredited programs

**1. Microsoft Agreement Annual Census Survey**All registered Learn Local providers using licenced Microsoft software and products purchased through the ACFE Board’s Microsoft Agreement must complete the Microsoft Agreement Annual Survey before **30 October 2019**.

Representatives authorised to complete and submit the survey on behalf of the Learn Local provider can access the survey through this link: [Microsoft Agreement Annual Survey Census](https://www.surveymonkey.com/r/N9PHDWD)

**2. Annual Surveys of Professional Development needs**

To assess the professional development needs of the Learn Local pre-accredited workforce, the ACFE Projects and Research Unit is conducting two surveys to inform the topic selection of professional development events to be offered in 2020 and improve the delivery of these events.

Surveys will remain open until **30 October 2019**. Please distribute the following survey links to the appropriate employees and committee members, and encourage them to participate:

1. [Annual Survey of Professional Development Needs – Learn Local Committee of Management members / Managers /Coordinators /Administrators of Pre- accredited Programs](https://www.surveymonkey.com/r/76QQ3GL) (8 minutes to complete)
2. [Annual Survey of Professional Development Needs – Learn Local Teachers /Tutors /Trainers of Pre-accredited Programs](https://www.surveymonkey.com/r/97DVHJ7) (6 minutes to complete)

If you have any questions or would like more information, please call your regional office.

|  |  |  |  |
| --- | --- | --- | --- |
| **North Western Victoria Region** | **North Eastern Victoria Region** | **South Eastern Victoria Region** | **South Western Victoria Region** |
| Kaye Callaghan  Tel: +61 3 4433 7582 | Sue O Brien  Tel: +61 3 7022 1805 | Robyn Downie  Tel: +61 3 8904 2580 | David Harris  Tel: +61 3 5215 5203 |