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:** 15/October/2019

**SUBJECT:** Microsoft Agreement Annual Survey Census

Actions

* Complete the ***mandatory*** Microsoft Agreement Annual Survey 2019
* Complete the annual surveys of the professional development needs

**1. Microsoft Agreement Annual Survey Census – complete before 4pm, 30 October 2019**It is mandatory for all registered Learn Local providers using licenced Microsoft software and products purchased through the ACFE Board’s Microsoft Agreement to complete the [Microsoft Agreement Annual Survey Census](https://www.surveymonkey.com/r/N9PHDWD) (8 minutes to complete)**.** The survey should only be completed by a representative authorised to complete and submit the survey on behalf of the Learn Local provider.

The current Microsoft Agreement expires on 31 December 2019. Responses from all Learn Local providers to the Microsoft Agreement Annual Survey Census will enable the Department to ensure that providers have continued access to licensed Microsoft software and products.

**2. Annual surveys of professional development needs**

There are also two surveys on the professional development (PD) needs of the Learn Local pre-accredited training workforce. These surveys will inform the professional development training schedule for 2020 and will remain open until 4pm, 30 October 2019.

Please distribute these survey links to the appropriate staff and encourage them to complete the relevant survey.

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.

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