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:** 22/October/2019

**SUBJECT:** Microsoft Agreement Annual Survey Census

Actions

* **URGENT**: Complete the ***mandatory*** Microsoft Agreement Annual Survey 2019.
* **Closing soon:**Complete the annual surveys of the professional development needs.

**1. Microsoft Agreement Annual Survey Census**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 Microsoft Agreement Annual Survey will close at **4pm on 30 October**.

Please note, the survey should only be completed by a representative authorised to complete and submit the survey on behalf of the Learn Local provider.

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

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

To those of you who have not yet completed the PD needs surveys, please complete the relevant survey as soon as possible. Additionally, 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 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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