Department of Education and Training

Higher Education and Skills Group

Participation, Inclusion and Regional Engagement — Branch Memo

**TO:** RegisteredLearn Local providers — ALL

State-wide providers

ACFE Board

ACFE Regional Councils

Learn Local stakeholders

PIRE Branch staff

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

**DATE:** 4 May 2021

**SUBJECT: Pre-accredited educator workforce survey and discussion forum**

## Actions / Critical Dates:

* Pre-accredited educators should complete the **Pre-accredited educator workforce profile survey** before 21 May 2021.
* Pre-accredited educators should register to take part in the **Pre-accredited educator workforce profile discussion forum** by 24 May 2021.

Pre-accredited educator workforce profile survey and discussion forum

The ACFE Board and the Department of Education and Training thank you for your ongoing commitment to providing education and services for our most vulnerable learners in 2021.

The Department has engaged an external consultancy, [dandolopartners](http://www.dandolo.com.au/), to undertake a project on understanding the adult and community educator workforce, specifically to capture the views of those who plan, develop, deliver and manage ACFE Board-funded pre-accredited programs. This work is aligned with the Ministerial Statement on the Future of Adult Community Education in Victoria 2020-2025. As part of this project dandolopartners is seeking feedback from pre-accredited educators through a survey and discussion forum.

Your participation will help the Department to better support your work by providing them with information and insights that allow the Department to:

* Accurately capture important capabilities, skills, knowledge and attributes of pre-accredited educators in Victoria
* Identify capabilities that pre-accredited educators may need more support to develop
* Informing the design of appropriate and fit for purpose professional development courses and resources
* Recognising and celebrating the skills and capabilities already embedded in educators teaching ACFE Board-funded courses.

### Survey

The survey covers some key areas:

* Who you are – your background and experiences
* Where you work – characteristics of the Learn Local you work at
* Important capabilities – what you think the most important skills and capabilities are for pre-accredited educators to have to be able to succeed in their role
* Your motivations – why you have chosen to work in adult and community education.

The survey will remain open from **9am on Tuesday 4 May to 11.59pm Friday 21 May.** All incomplete responses after the survey closes will be discarded.

Participation by pre-accredited educators is strongly encouraged. As an incentive for your time, dandolopartners are offering a **prize draw for complete survey responses** with a first prize of an iPad Air and second prize of three $100 Coles / Myer vouchers. Winners will be drawn randomly after the close of the survey. Please leave your contact details at the end of the survey if you would like to enter.

**The educator survey can be accessed using** [**this link**](https://dandolopartners.syd1.qualtrics.com/jfe/form/SV_enB8YBOaFpZjg5U)**.**

### Discussion forum

Pre-accredited educators are also invited to join an anonymous online discussion forum with other educators from around Victoria to provide feedback on a pre-accredited workforce capability profile. This provides an opportunity for you to share your views with dandolopartners to inform the project, as well as a chance to engage with your peers from other Learn Locals.

The discussion forum will include 5 key discussion questions covering:

* Who you are – your background and experiences
* Important capabilities – what you think the most important skills and capabilities are for pre-accredited educators to have to be able to succeed in their role
* Your motivations – why you have chosen to work in adult and community education.

The discussion forum will remain open from **9am on the 24th May, until 5pm on the 28th May**. Pre-accredited educators can engage in the forum when and how often you like during this period.

**Educators can register for the discussion forum using** [**this link**](https://focusgroupit.com/groups/76a67e35)**.**  
Further information and assistance

Please contact dandolopartners for further information or if you are having issues completing the survey:

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| **dandolopartners** | |
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Thank you in advance for your participation.