

Student training and employment survey

Fact sheet

Background

In accordance with the [Pre-qualified Supplier Policy 2019-20](#) for Queensland VET Investment programs, pre-qualified suppliers (PQS) must ensure students complete a student training and employment survey within three months of completing or discontinuing training.

Survey requirements

Pre-qualified suppliers must ensure that:

- students are aware that, when accessing a Queensland Government subsidised training place, it is a requirement that they must complete a student training and employment survey within three months of completing or discontinuing their training
- they effectively manage the survey process to achieve an adequate student response rate
- a completed [departmental survey template](#) is submitted quarterly in accordance with the timelines set out in this fact sheet
- evidence of each student's survey response is retained.

Survey questions

The survey instrument used and the method of collection are at the discretion of the pre-qualified supplier.

The survey must include the following four questions:

Q1. Which best describes your motivation for undertaking your training? (tick only one):

- ☐ To help me find a job
- ☐ To support my current career and improve my chances for promotion
- ☐ To help me change careers
- ☐ General interest

Q2. Which best describes your assessment of the quality of your training? (tick only one):

- ☐ Very satisfied with the overall quality of the training
- ☐ Somewhat satisfied with the overall quality of the training
- ☐ Somewhat dissatisfied with the overall quality of the training
- ☐ Very dissatisfied with the overall quality of the training

Q3. Did you complete your training?

- ☐ Yes
- ☐ No. If no, please identify the main reason for non-completion (tick only one):
 - ☐ Change in interests/personal circumstances
 - ☐ Unable to meet requirements of qualification/course
 - ☐ Found the training experience to be unsuitable
 - ☐ Other

Q4. Which best describes the impact of your training on your current employment or further study status? (tick only one):

- ☐ Not employed before training, employed after training
- ☐ Not employed before training, not employed after training
- ☐ Under-employed/employed before training, improved job outcome after training
- ☐ Under-employed/employed before training, no improvement in job outcome after training
- ☐ Planning to/or currently undertaking study with a university
- ☐ Employed in an apprenticeship/traineeship



Survey reporting

Survey reporting is to be submitted on a quarterly basis. The completed survey template must contain the collated data of all students who have completed or discontinued their training during the reportable quarter. This includes a nil report for PQS who have no completions or discontinuing students for the quarter.

Pre-qualified suppliers must email the completed template to contractmanagement@desbt.qld.gov.au.

Reportable quarter	Timeframe to survey participants	Survey outcomes to be submitted by
1 July to 30 September	1 October to 31 December	14 January
1 October to 31 December	1 January to 31 March	14 April
1 January to 31 March	1 April to 30 June	14 July
1 April to 30 June	1 July to 30 September	14 October

More information

For more information on pre-qualified supplier requirements, visit [Pre-qualified suppliers | Department of Employment, Small Business and Training](#) or email contractmanagement@desbt.qld.gov.au.