Background
In accordance with the Pre-qualified Supplier Policy 2018–19 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 supplier.management@det.qld.gov.au.

<table>
<thead>
<tr>
<th>Reportable quarter</th>
<th>Timeframe to survey participants</th>
<th>Survey outcomes to be submitted by</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 July to 30 September</td>
<td>1 October to 31 December</td>
<td>14 January</td>
</tr>
<tr>
<td>1 October to 31 December</td>
<td>1 January to 31 March</td>
<td>14 April</td>
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<td>1 January to 31 March</td>
<td>1 April to 30 June</td>
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More information

For more information on pre-qualified supplier requirements, visit www.training.qld.gov.au/pqs or email supplier.management@det.qld.gov.au.