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| Student training and  employment survey  Fact sheet |  |

# Background

In accordance with the [*Pre-qualified Supplier Policy 2019-20*](https://desbt.qld.gov.au/training/providers/pqs/contract)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](https://desbt.qld.gov.au/training/providers/pqs/contract) 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](mailto:contractmanagement@desbt.qld.gov.au).

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| --- | --- | --- |
| **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](https://desbt.qld.gov.au/training/providers/pqs/contract) or email [contractmanagement@desbt.qld.gov.au](mailto:contractmanagement@desbt.qld.gov.au).