

# LEARNER QUESTIONNAIRES

## **HAND OUT**

### **QUESTIONNAIRES ON THE SECOND LAST DAY OF YOUR COURSE OR WHEN ALL ASSESSMENTS HAVE BEEN COMPLETED.**

Please follow these instructions.

1. Explain that evaluations are used by the College to improve our services to students
2. Hand out the questionnaires
3. Ask students to write the date and the course name at the top of the form.
4. Read out the instructions at the top of the learner questionnaire.

*“Please tell us about your training. Your feedback plays an important role in developing the quality of your education.*

*In this questionnaire, the term ‘training’ refers to learning experiences with your training organisation.*

*The term ‘trainer’ refers to trainers, teachers, lecturers or instructors from your training organisation.*

*Provide one response to each item on the form.*

*Complete using a black or blue pen.*

*Print neatly in CAPITAL letters.*

*Place a clear ‘x’ inside each box.*

*Leave the box blank if the statement does not apply.*

*If you want to change your answer, fill in the entire box and mark the correct box with an ‘x’.”*

5. Ask the students if they have any questions, and reiterate the instructions if you need to.
6. Don’t interpret the questions for students. Let them know that the survey is anonymous and that they can leave any question blank if they don’t understand it.
7. Tell the students that you will leave the room while they fill out the forms.
8. Ask them to place the finished survey forms in the yellow envelope and to seal the envelope when all surveys are inside it.
9. Stay out of the room for 10 minutes to give students time to fill out the survey.
10. Return the sealed envelope to the office with your other paperwork.

Learner Questionnaires are completed by students all across the country. Our results are submitted to ASQA and used to compare the quality of our training and assessment delivery with other Australian RTOs.