

EMAIL RESPONSE: To: vet.qi@edumail.vic.gov.au
Subject: Quality Indicators

SUBJECT: REPORTING OF LEARNER ENGAGEMENT AND EMPLOYER SATISFACTION
QUALITY INDICATORS FOR 2017 DELIVERY

FROM: GLEN EIRA ADULT LEARNING CENTRE INC (6511)

TELEPHONE: PHILIPPA CARIS 03 9578 8996

DATE: 5 June 2018

Summary of Survey Responses

Learner and Employer Responses	Learners	Employers
Total number of responses distributed	4	N/A
Total number of surveys received	4	N/A
Response rate (per cent)	100%	N/A

Summary of Continuous Improvement

<p>Please indicate the main ways that learner engagement data has been used for continuous improvement.</p> <p>The Learner Engagement Data, along with other feedback forms that our used internally by our organisation, are used for continuous improvement by:</p> <ul style="list-style-type: none">• identifying potential improvements• recording these improvements on a Continuous Improvement Register which is monitored by the Manager• prioritising any actions that are required• actioning these improvements• reporting back to students/staff and Committee of Management on what actions have been taken• updating any policies and procedures as required.
<p>Please indicate the main ways that employer satisfaction data has been used for continuous improvement.</p> <p>NOT APPLICABLE TO OUR ORGANISATION</p>
<p>If you have not reported on both learner engagement and employer satisfaction data, please provide a reason.</p> <p>We did not report on employer satisfaction because our centre does not deliver VET programs that require student placements. We only deliver Foundation Skill courses.</p>

Declaration

I confirm that (RTO Name): **GLEN EIRA ADULT LEARNING CENTRE INC**

- has collected, analysed and retained quality indicator data;
- has acted on data for the continuous improvement of training and assessment and client services; and
- has retained Quality Indicator data as evidence of compliance.

Name of Principal Executive Officer (PEO) PHILIPPA CARIS

Signature of PEO : 

Date: 05/06/2018