

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

Please indicate the main ways that learner engagement data has been used for continuous improvement.
The Learner Engagement Data, along with other feedback forms that our used internally by our organisation, are used for continuous improvement by: <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.
Please indicate the main ways that employer satisfaction data has been used for continuous improvement.
NOT APPLICABLE TO OUR ORGANISATION
If you have not reported on both learner engagement and employer satisfaction data, please provide a reason.
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.

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