



La Trobe University

**Instructions to Academic Staff
On the
Australian Graduate Survey
for
Final Year Students**

Preamble

As an academic member of staff you would be aware that every graduate from La Trobe University is sent the Australian Graduate Survey after they complete a course. One section is the Course Experience Questionnaire (CEQ) which surveys coursework students on their levels of satisfaction with their program. The second section surveys coursework students on their career /study destinations and is called the Graduate Destination Survey (GDS).

The Survey is sent by La Trobe (and all other higher ed institutions) and the results are consolidated by Graduate Careers Australia (GCA) who analyse the data and provide the data to the Commonwealth Government . This data is used by DEEWR to determine which Universities receive what amounts of money from the Commonwealth Government's Learning & Teaching Performance Fund (L&TPF).

In 2007, 23 of Australia's 38 Universities received an amount from the 2008 L&TPF ranging in value from \$500,000 to \$10.55m. La Trobe received \$500,000 from the 2008 L&TPF based on 2006 Australian Graduate Survey data.

The Federal Government has allocated an amount of \$74.4m for distribution in the 2009 L&TPF. La Trobe would like to achieve a better result from the L&TPF as these vital funds can be used to improve teaching and learning across the University in future years.

A vital part of the strategy to improve our rankings is to simply inform students of the importance of the surveys. However, there are strict rules that govern such action.

Here is what we would like you to do please ...

Attached to this brochure are three slides which we can also supply electronically. The first slide tells students that they will receive the survey after they graduate and what the survey is about. The second slide explains the reasons why it is important to fill in. The

third slide gives a few examples of the types of questions students are asked in the CEQ.

At your last lecture or tutorial gathering of your final year students can you please spend just 5 minutes explaining the CEQ and the GDS in the terms set out in this brochure. In particular emphasise the reason why the surveys are important to La Trobe University.

Here is what we are not allowed to do ...

GCA have imposed certain rules on what we are not allowed to do and we need to stick to those rules. The following "Don'ts" have been taken directly from those rules:-

- We cannot "push poll" – for example, "please tell us how good we are" or "a good result is important to us"
- We cannot encourage positive responses because they help funding
- We cannot make any claims about the quality of La Trobe or prior good results
- We cannot indicate that the survey is mandatory or a government requirement (the survey is not a statutory requirement)
- We cannot make vague statements about privacy or use of data – for example, "will be used for the purpose for which you provide it" or "results will be used to enhance the quality of the higher education sector"
- We cannot state that the respondent's personal data will not be sent to or retained by GCA

Thank you ...

Thank you for assisting in raising the awareness of our students to what the survey is, and what it seeks to achieve and what students can do for La Trobe in the future. Your assistance is at the very frontline of our strategy to improve the awareness of our students of the survey and its importance to us as an institution for current and future students.

For further information about the survey, contact Glenys Harding (x1448) in the Management Information Unit. Information and results can be found at <http://www.latrobe.edu.au/stats/pages/surveys.html>