**2010 Staff Opinion Survey – Notice to Staff**

The overall objective of this survey is to collect data about staff opinions across the state and for individual schools across Victoria to use this information to drive improvement.

**IMPORTANT:** Schools participating in the Staff Opinion Survey Pilot are not required to do this survey. Staff in these schools will be contacted directly by InsightSRC.

**Why should you participate in this survey?**

This survey provides an opportunity for you to express your views about what works well in your school and what could be done better to improve the working environment for all staff members and ultimately, to further improve the outcomes for students.

In 2009, over 48,000 staff across the state participated in the survey, providing 1,565 schools with reliable data about the strengths and weaknesses within their organisational climate.

**Survey details**

- The 2010 survey involves staff completing the questionnaire online.
- There are three versions of the questionnaire for school staff: one for Principals, one for teaching staff and another for non-teaching staff. Principals and Acting Principals should complete the Principal version only. If you have undertaken any teaching duties in 2010, you should complete the teaching version only. Otherwise, please complete the non-teaching version only.
- Individual school reports will be provided by Monday 9 August 2010. Once again, it is expected that the results of the survey will be shared with staff.

**When will this survey take place?**

The survey can be completed at any time between Monday 10 May and Friday 25 June. However, to avoid overloading of the Opinion Survey System (thereby compromising the speed of the system), it is strongly advised that you complete the survey in the following 2-week bands:

<table>
<thead>
<tr>
<th>Region</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Barwon South Western</td>
<td>Monday 10 May</td>
<td>Friday 21 May</td>
</tr>
<tr>
<td>- Northern Metropolitan</td>
<td>Monday 10 May</td>
<td>Friday 21 May</td>
</tr>
<tr>
<td>- Western Metropolitan</td>
<td>Monday 10 May</td>
<td>Friday 21 May</td>
</tr>
<tr>
<td>- Gippsland</td>
<td>Monday 24 May</td>
<td>Friday 4 June</td>
</tr>
<tr>
<td>- Grampians</td>
<td>Monday 24 May</td>
<td>Friday 4 June</td>
</tr>
<tr>
<td>- Southern Metropolitan</td>
<td>Monday 24 May</td>
<td>Friday 4 June</td>
</tr>
<tr>
<td>- Eastern Metropolitan</td>
<td>Monday 7 June</td>
<td>Friday 18 June</td>
</tr>
<tr>
<td>- Hume</td>
<td>Monday 7 June</td>
<td>Friday 18 June</td>
</tr>
<tr>
<td>- Loddon Mallee</td>
<td>Monday 7 June</td>
<td>Friday 18 June</td>
</tr>
</tbody>
</table>

Staff will be reminded of the start date via an announcement from the Principal and an email.
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Who should participate in this survey?
All school staff (including the Principal, teachers and non-teachers) who have worked at the school on a day-to-day basis (including part-time staff) during the month preceding the survey are invited to participate.

Are your responses confidential?
Your responses will remain entirely confidential. Feedback will be provided to your school based on the collective answers of all staff who participate in this survey. The survey system allows you to lock your responses once you have reached the end of the questionnaire. By selecting the Lock Survey button, your responses cannot be viewed again or altered. If, for confidentiality reasons, you still have concerns about doing the survey with your EduMail account, you can obtain an EduWeb account from your Survey Contact.

How long will it take to complete the questionnaire?
The questionnaire should take about 15-25 minutes to complete.
The online system is likely to be slower at peak times – 3:30pm to 5:00pm. If you find the system to be slow, you may wish to exit the survey, log in at another time and continue from where you left off.

How do I complete the survey?
Your Survey Contact (the person nominated by the Principal to be responsible for the administrative tasks associated with the survey) can assist you in gaining access to the survey and answering your queries.

During the specified 2-week period, follow these instructions:

• Go to a computer and open Internet Explorer to access the Internet (or whatever web browser you use).
• Under the heading ‘Staff Opinion Survey’, click Login (User Name and Password required).
• Enter your User Name and Password:
  - Use your EduMail User Name and Password if you have one. Your Survey Contact will be able to check whether you have an EduMail account. If you do, your Survey Contact can tell you your User Name and reset your Password if necessary.
  - If you don’t have an EduMail account, your Survey Contact will create an EduWeb account and give you a User Name and Password.

In other words, your Survey Contact should be able to ensure you have a User Name and Password to log into the survey.
• A box may appear saying “Do you want to display the nonsecure items?” Select Yes. Should this box appear again later, just select Yes.
• Follow the prompts, selecting Next to progress through the survey.
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- Keep answering the questions until you reach the “That is the end of the Staff Opinion Survey” page. You can then either select Lock Survey if you have finished the questionnaire and do not intend to return, or Next if you think you may want to return to the survey at a later date. Note: upon selecting Lock Survey, you will not be able to log back in at a later date to alter your responses.

- Select Exit Online Opinion Survey System (located at the top of the screen).

- From the menu, select File/Close. That is the end of the survey.

Further information

All documentation about the survey, including answers to frequently asked questions (which will be updated regularly), is available at the following web page:


Should you require further information, please see your Survey Contact (the person in your school nominated by your Principal to handle staff survey queries).

Thank you for your participation in this important survey.

Principal