

Dear convenor

**RE: New process for collecting course participant feedback – your assistance required**

As course convenor, you have the capacity to make a positive impact to the future of this course!

If you have convened an APA course in the past, you will know that the uptake of course participants completing the course evaluation survey has been rather poor – meaning that course feedback was not particularly helpful in making potential improvements.

To increase the amount of feedback we receive, and to ensure we can continually improve our courses, we have made constructive changes to the content and delivery of the evaluation survey.

To ensure maximum feedback, we have included 5 minutes within the course timetable for the participants to complete the evaluation survey **DURING THE ACTUAL COURSE**.

Participants will receive a link to the feedback survey in their final course confirmation email which is sent two weeks prior to the course.

**What is required of you to ensure success?**

At the specified survey evaluation time in the timetable, we will require you as the course convenor to:

1. Stand up in front of the class and advise participants that they will be taking 5 minutes to complete the course evaluation survey;
2. Ask participants to retrieve their smartphones or tablets and access the email with the link to the survey, and click on the survey link;
3. Ask the participants to complete the survey **THEN AND THERE**;
4. Advise that the survey will only take between 3-5 minutes to complete;
5. Advise that we realise that there is more of the course still to come and that they are able to go back into the survey after the completion of the course to update/add to their responses (as long as they do it from the same device they are now using);
6. Strongly encourage participants to complete the survey.

With your help, this new initiative will make a real difference to the quality of the APA Professional Development offering.

If you have any queries about this new process, please feel free to give me a call at any time.

Regards

The APA Professional Development Team