

Instructions for completing Workforce Survey

The following information about the workforce providing services to people requiring longer term support is being collected by ACT Health and Disability ACT. For the purpose of this survey, this target group includes:

- people with a disability;
- people with mental health issues;
- older people; and
- carers.

The survey enclosed is a paper form which you should complete and return in the enclosed envelope. If you prefer to complete the survey electronically, a Microsoft® Excel document can be emailed to you. Please contact Sue Pedder (details below).

The survey has been distributed to organisations providing a specific service to people with a disability and their families, and organisations providing respite for people from the above target groups.

This will include organisations who provide a range of services, not all of which are used by people in the above target groups. If this is your organisation, please complete the survey as it relates to the part of your service used by the target groups.

It will also include organisations who provide several different services to the target groups. If this is your organisation, you may find it convenient to complete several survey forms for each 'workforce' providing these services. In some instances, multiple copies of the survey form have been included. Please do not hesitate to contact Sue Pedder if you would like additional copies.

All other organisations should complete the survey for all of their workforce.

Please answer all questions as they apply to your workforce as it was during the fortnight closest to 1 December 2003. Please use your pay period(s) if this is the most convenient for you. However, please do not restrict your answers to questions 16 – 22 (training questions) to this time period.

Overleaf is a Glossary and Notes page. It provides definitions of terms, and assistance with certain questions.

The information collected will be used only for the purpose of workforce planning and development in the ACT. Identifying data about your organisation will not be recorded and will be destroyed after data entry is complete. Your cooperation in completing this survey will greatly contribute to building an accurate picture of workforce needs in the ACT.

For any questions or comments about the Workforce Survey, please contact:

Sue Pedder
Department of Disability, Housing and Community Services
Ph: 6207 1584
Sue.Pedder@act.gov.au