

# PEOPLE MATTER SURVEY

## LEARNING AND DEVELOPMENT MODULE



In addition to the core People Matter Survey, your organisation has chosen to include a question module this year which relates to **learning and development**. The module will assist your organisation to determine whether there are appropriate and effective opportunities for learning and development within the organisation.

Please indicate the extent of your agreement with the following statements.

| 1. Support for L&D   | Strongly Disagree                     | Disagree                              | Neither Agree nor Disagree            | Agree                                 | Strongly Agree                        |
|--|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| a. My organisation places a high priority on the learning and development of staff   | <input type="checkbox"/> <sub>1</sub> | <input type="checkbox"/> <sub>2</sub> | <input type="checkbox"/> <sub>3</sub> | <input type="checkbox"/> <sub>4</sub> | <input type="checkbox"/> <sub>5</sub> |
| b. When people start in new jobs in the organisation, they are given enough guidance and training                            | <input type="checkbox"/> <sub>1</sub> | <input type="checkbox"/> <sub>2</sub> | <input type="checkbox"/> <sub>3</sub> | <input type="checkbox"/> <sub>4</sub> | <input type="checkbox"/> <sub>5</sub> |
| c. My manager encourages and supports my participation in learning and development opportunities                             | <input type="checkbox"/> <sub>1</sub> | <input type="checkbox"/> <sub>2</sub> | <input type="checkbox"/> <sub>3</sub> | <input type="checkbox"/> <sub>4</sub> | <input type="checkbox"/> <sub>5</sub> |
| d. Working in the organisation provides me with the opportunity to maintain or increase my professional knowledge and skills | <input type="checkbox"/> <sub>1</sub> | <input type="checkbox"/> <sub>2</sub> | <input type="checkbox"/> <sub>3</sub> | <input type="checkbox"/> <sub>4</sub> | <input type="checkbox"/> <sub>5</sub> |

| 2. Learning and development  |   |
|--|---|
| a. In the past 12 months, have your learning and development needs been <b>identified and agreed</b> with your supervisor?                         | <input type="checkbox"/> <sub>1</sub> Yes <input type="checkbox"/> <sub>2</sub> No <input type="checkbox"/> <sub>3</sub> Not sure<br><small>(Go to Q.3)</small> <small>(Go to Q.3)</small>  |
| b. To date, have your learning and development needs been <b>addressed</b> in the agreed timeframe?  | <input type="checkbox"/> <sub>1</sub> Yes, fully <input type="checkbox"/> <sub>2</sub> Yes, partially <input type="checkbox"/> <sub>3</sub> No<br><small>(Go to Q.3)</small> <small>(Go to Q.3)</small>   |
| c. What is the reason(s) why the agreed learning and development did not take place in the agreed timeframe?<br><br><b>[Select all that apply]</b> | <input type="checkbox"/> <sub>1</sub> My supervisor hasn't had the time<br><input type="checkbox"/> <sub>2</sub> I haven't had the time<br><input type="checkbox"/> <sub>3</sub> There is no money in the budget<br><input type="checkbox"/> <sub>4</sub> Appropriate learning and development opportunities have not occurred<br><input type="checkbox"/> <sub>5</sub> I've changed work areas or jobs<br><input type="checkbox"/> <sub>6</sub> Other things have taken priority<br><input type="checkbox"/> <sub>7</sub> Other [Please specify] ..... |

### 3. Skills development

|  |   |  |  |
|--|---|--|--|
| <p>a. In the past 12 months, have you undertaken any skills development activities? Examples could include attending a course, online learning, or mentoring/ coaching.?</p> | <input type="checkbox"/> <sub>1</sub> Yes | <input type="checkbox"/> <sub>2</sub> No<br><small>(Go to Q.4)</small> | <input type="checkbox"/> <sub>3</sub> Not sure<br><small>(Go to Q.4)</small> |
|--|---|--|--|

|  | Strongly Disagree                     | Disagree                              | Neither Agree nor Disagree            | Agree                                 | Strongly Agree                        |
|--|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| b. The skills development activities you have undertaken in the last 12 months have: |                                       |                                       |                                       |                                       |                                       |
| i. Helped you do your job better   | <input type="checkbox"/> <sub>1</sub> | <input type="checkbox"/> <sub>2</sub> | <input type="checkbox"/> <sub>3</sub> | <input type="checkbox"/> <sub>4</sub> | <input type="checkbox"/> <sub>5</sub> |
| ii. Helped you advance your career development                                       | <input type="checkbox"/> <sub>1</sub> | <input type="checkbox"/> <sub>2</sub> | <input type="checkbox"/> <sub>3</sub> | <input type="checkbox"/> <sub>4</sub> | <input type="checkbox"/> <sub>5</sub> |

| 4. Satisfaction   | Very Dissatisfied                     | Dissatisfied                          | Neither Satisfied nor Dissatisfied    | Satisfied                             | Very Satisfied                        |
|---|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| c. Overall, how satisfied are you with your own <b>access</b> to learning and development opportunities within your organisation? | <input type="checkbox"/> <sub>1</sub> | <input type="checkbox"/> <sub>2</sub> | <input type="checkbox"/> <sub>3</sub> | <input type="checkbox"/> <sub>4</sub> | <input type="checkbox"/> <sub>5</sub> |