



# AQTF 2007

Quality Indicators

Survey processing services

Australian Council *for* Educational Research



# AQTF Survey Processing Service

## ORDER

- RTO orders ACER scannable surveys.
- ACER delivers scannable LQ/EQ surveys to RTO.

## ADMINISTER

- RTO administers surveys.
- Completed surveys returned to ACER.

## REPORT

- Surveys scanned using optical character recognition scanners.
- Data files and reports are generated and emailed to RTO. Original surveys returned to RTO by courier.

ACER can now offer a fast, efficient and cost effective solution for Learner Questionnaire (LQ) and Employer Questionnaire (EQ) processing.

Our Survey Processing Service provides RTOs with scannable surveys, that when completed, are processed through high-speed scanning software, generating AQTF data files and SMART reports. Data files and SMART reports are emailed complete, back to your RTO and original surveys are returned by courier.

RTOs can order the scannable Learner and Employer Questionnaires by complete the order form at the bottom of this page.

LQs are available at a reduced rate of \$0.20 each due to the high-quantity printing and EQs are available for \$0.50 each.

Survey Processing Order Forms will be included with your delivery of LQ/EQs. Completed LQ and EQ forms should be collated and mailed to:

**ACER, AQTF Processing, 750 Springvale Rd, Mulgrave VIC 3170**

An AQTF Survey Processing Order Form needs to be attached to your completed surveys. Copies of this order form will be delivered with your purchase of printed surveys and is also available for download from the website below. Survey processing will be invoiced upon the completion of scanning and emailing of survey data/survey reports.

Survey processing costs \$0.90 per form, plus a \$100 fee per batch submitted. The price includes return of all scanned survey forms, emailed data files and SMART reports.

Refer to the following website for further information  
[www.acer.edu.au/aqtf/support-services.html](http://www.acer.edu.au/aqtf/support-services.html)



## ACER SURVEY MATERIALS ORDER FORM • Fax to 03 9277 5757 or mail to ACER, Private Bag 55, Camberwell VIC 3124

### RTO CONTACT DETAILS

Name: \_\_\_\_\_ NTIS No: \_\_\_\_\_ P/O No: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Tel: \_\_\_\_\_

Email: \_\_\_\_\_ Web: \_\_\_\_\_

Delivery Address: (no PO boxes) \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

### YOUR ORDER

Item	Price	Quantity	TOTAL
Learner Questionnaires	\$0.20 each		
Employer Questionnaires	\$0.50 each		
	Subtotal		
	Freight		\$16.50
	Add GST 10%		
<b>TOTAL ORDER</b>			

### PAYMENT

Please attach a cheque to order or complete card details below.  
This order form becomes a Tax Invoice on payment. ABN 19 004 398 145

Card Type:  Visa  Mastercard  American Express

Card Number:

Card Expiry:

Card Holders Name: \_\_\_\_\_

Signature: \_\_\_\_\_