

# Creating a consultation survey

Surveys are a popular way of collecting feedback and can be completed:

- by individuals online
- by individuals on a printed copy
- through a group discussion activity and responses documented (see following resource pages), or
- converted to an interview schedule and responses documented

## Things to consider

### Time given to your audience

The environment and how you are collecting feedback will impact the survey — be practical about how much time it will take. At home parents might have more uninterrupted time but no immediate way of asking questions. At a busy venue there is less time to stay focused, but questions about the consultation process can be quickly answered.

### Maintain survey focus

Prioritise questions that give a quality response. The purpose of the consultation is the draft delivery statement and intentions of the learning programme.

### The type of questions to use

Parents can respond more quickly to yes/no questions and they are easy to collate. Written feedback can take longer to collate and analyse, but it provides richer and more detailed feedback. Choose a balance of questions (see the sample survey).

### Collecting the right data

Including the right demographic questions is important for qualifying which sectors of your community gave feedback. Some examples:

- What is the year level(s) of their child/children;
- Which ethnic group(s) do the family/parents identify with (decide what level detail you need — the Ministry of Education and formal school documentation uses a 3-level ethnicity code which can be found at [https://www.educationcounts.govt.nz/data-services/collecting-information/code-sets-and-classifications/ethnic\\_group\\_codes](https://www.educationcounts.govt.nz/data-services/collecting-information/code-sets-and-classifications/ethnic_group_codes));
- Other demographic data that adds value to the consultation and can be collected ethically.

## Method of data collection

- **Workshops and meetings**

Consider how the same questions can be used in workshop discussion activity. They might also be converted to an interview format for a selection of parents.

- **Survey format**

- Digital options: Choose an app or website that will be simple to use. Make sure you test it before sending out the link.
- Print options: format the survey so it is easily followed and has plenty of room for written feedback.