

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);
- 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.