## STAFF SURVEY (Academic Year - 2011/12)



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help anon	form <b>ymity</b>	in completing this questionnaire is very important to "Name of Employulate plans to continually improve "Name of Employer", its services are will be protected at all times. No questionnaires will be seen by questionnaire be scrutinised. Thank you for your help.	nd facilitie	s. Plea	ise not	e that	your
Pleas	se cor	nplete and return this in the envelope provided by dd/mm/yy. All questing and then destroyed by QDP Services who are an independent questing and the control of the control	the states	ments ii ts are s	n this m hown as	odel. Tl a promj	he pt
Ple	ease p	blace <u>ONE</u> cross in the box (using black/blue ink), e.g. X, next to thou agree with each of the following statements below:	to cover of you have of just let us you to del	iny addi s know. ete sta	tional s We wou tements	tatemer uld expe s and am	nts, ect
1	- Agr	ee Completely; 2 - Agree Mostly; 3 - Disagree Mostly; 4 - Disagree	the quest Finally ple questionne	ase not	e on you	ur maste	
Office Use Only	<u>Pur</u> p	pose, Structure and Direction	ours. Complete	ly	Col	mpletely	TN/A
(2)	1	I support the Mission Statement	1	2	3	4	5
(6)	2	Overall, I support the organisation's strategic aims/objectives	1	2	3	4	5
(7)	3	I know what various areas/departments in the organisation do	1	2	3	4	5
Office Use Only	Str	ategic Management					
(147)	4	The Principal promotes a culture of excellence	1	2	3	4	5
(8)	5	I know who the organisation's senior managers are	1	2	3	4	5
(9)	6	I understand what senior managers do	1	2	3	4	5
(13)	7	The senior managers provide clear direction and leadership	1	2	3	4	5
(10)	8	The organisation is managed effectively	1	2	3	4	5
(144)	9	Senior Managers have high expectations	1	2	3	4	5
Office Use Only	<u>Org</u>	anisational Values and Culture					
(105)	10	I am aware of the organisation's stated values	1	2	3	4	5
(106)	11	This is a friendly place to work	1	2	3	4	5
(107)	12	I am treated with respect by my colleagues	1	2	3	4	5
(108)	13	My efforts at work are recognised	1	2	3	4	5
(109)	14	People are generally helpful here	1	2	3	4	5
(110)	15	I am regularly asked for my view on work matters	1	2	3	4	5
(145)	16	My views are considered	1	2	3	4	5

_	•	e <u>ONE</u> cross in the box next to the number which best describes how much completely; $_2$ - Agree Mostly; $_3$ - Disagree Mostly; $_4$ - Disagree C		ith each ; <mark>∏ - No</mark>			
	•	12 2 0		0			•
			$\odot$			$\odot$	
Office Use Only	Org	anisational Values and Culture (contd)	Agre Comple			isagree mpletely	N/A
(111)	17	The organisation treats me fairly	1	2	3	4	5
(81)	18	The organisation cares about my welfare	1	2	3	4	5
(57)	19	Things are improving in the organisation	1	2	3	4	5
Office Use Only	Com	nmunications_					
(14)	20	I am well informed about the organisation's activities	1	2	3	4	5
(15)	21	Communications within this organisation are good	1	2	3	4	5
(11)	22	Management consults with staff when introducing major change	1	2	3	4	5
(96)	23	I am given enough information to understand why change needs to happen	1	2	3	4	5
(19)	24	The newsletter is valuable	1	2	3	4	5
(20)	25	Communications between different areas/departments are effect	ive 1	2	3	4	5
(21)	26	Good practice is effectively shared across the organisation	1	2	3	4	5
Office Use Only	Cros	ss Provider Organisation					
(58)	27	The curriculum is managed effectively	1	2	3	4	5
(59)	28	Learners are well supported	1	2	3	4	5
(51)	29	The organisation provides high quality learning opportunities	1	2	3	4	5
Office Use Only	Му	Local Line Management					
(112)	30	My area/department is well managed	1	2	3	4	5
(113)	31	My line manager makes me feel valued	1	2	3	4	5
(114)	32	I am often thanked by my line manager for my efforts	1	2	3	4	5
(115)	33	I am treated with respect by my line manager	1	2	3	4	5
(116)	34	My line manager treats everyone fairly	1	2	3	4	5
(18)	35	Communications are good within my area/department	1	2	3	4	5
(117)	36	My line manager keeps me well informed	1	2	3	4	5
(118)	37	Issues in my area/department are dealt with in the open	1	2	3	4	5
(119)	38	Our team meetings are worthwhile	1	2	3	4	5
(120)	39	I am clear about my area's/department's priorities/targets	1	2	3	4	5
(121)	40	I am clear about my individual priorities/targets	1	2	3	4	5

_	•	te <u>ONE</u> cross in the box next to the number which best describes how much yellompletely; $_2\Box$ - Agree Mostly; $_3\Box$ - Disagree Mostly; $_4\Box$ - Disagree Con				statemer able (N/A	
	-	13 3 0		0		ı	
			$\odot$		(	$\odot$	
Office Use Only	Му	Local Line Management (contd)	Agree Complete		-	sagree apletely	N/A
(83)	41	My line manager lets me know what I am doing well and how I need timprove	-	2	3	4	5
(70)	42	My line manager's assessment of my performance is fair	1	2	3	4	5
(30)	43	I receive good support from my line manager	1	2	3	4	5
(101)	44	My line manager is willing to listen to my work related problems	1	2	3	4	5
(122)	45	I feel able to ask my line manager for help	1	2	3	4	5
(87)	46	My area works to high professional/vocational standards	1	2	3	4	5
(29)	47	In my area/department we continually improve our services/provision	on <sub>1</sub>	2	3	4	5
Office Use Only	Му	Colleagues in the Team					
(73)	48	I get help from my colleagues if needed	1	2	3	4	5
(104)	49	My colleagues are willing to listen to my work related problems	1	2	3	4	5
Office Use Only	<u>App</u>	raisal, Training and Development					
(123)	50	My performance against individual priorities/targets is regularly reviewed	1	2	3	4	5
(31)	51	I participate in the appraisal scheme/performance review	1	2	3	4	5
(124)	52	My individual training needs are discussed and agreed with me	1	2	3	4	5
(32)	53	My appraisal/performance review leads to positive actions	1	2	3	4	5
(125)	54	The organisation commits resources to my development	1	2	3	4	5
(35)	55	The training I receive helps me in my work	1	2	3	4	5
Office Use Only	Car	eer Development					
(126)	56	My job provides me with opportunities to develop	1	2	3	4	5
(79)	57	There are opportunities here for me to progress my career	1	2	3	4	5
Office Use Only	Equ	al Opportunities & Safeguarding					
(45)	58	I am familiar with the organisation's Equal Opportunities policy	1	2	3	4	5
(46)	59	The organisation provides Equal Opportunities for all	1	2	3	4	5
(60)	60	The organisation provides a suitable environment for people with disabilities	1	2	3	4	5
(146)	61	I know who to contact if I have a concern about a child or a vulneral adult	ble 1	2	3	4	5

	•	e <u>ONE</u> cross in the box next to the number which best desc Completely: $_2\square$ - Agree Mostly; $_3\square$ - Disagree Mostly; $_4$		_	_		tatemer ıbl <mark>e (N</mark> /A	
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				$\odot$		(	3	
Office Use Only	Equ	al Opportunities & Safeguarding (contd)		Agree Complete			agree pletely	N/A
(148)	62	I know who to contact if I have a concern about the illegal drugs in College	use or supply of	1	2	3	4	5
(149)	63	I know what to do if someone tells me that they are	being bullied	1	2	3	4	5
Office Use Only	Hea	Ith and Safety						
(49)	64	I am familiar with the organisation's Health and Safe	ety policy	1	2	3	4	5
(50)	65	I feel safe at work		1	2	3	4	5
(127)	66	I am trained to use equipment for my job		1	2	3	4	5
Office Use Only	<u>Job</u>	Security and Satisfaction						
(78)	67	I believe my job is safe for the foreseeable future		1	2	3	4	5
(80)	68	I feel confident about the future of the organisation	١	1	2	3	4	5
Office Use Only	Pay	and Benefits						
(128)	69	My pay is fair reward for my work		1	2	3	4	5
(129)	70	Compared with people in other walks of life I think I rewarded	am fairly	1	2	3	4	5
(130)	71	I know I will share in the prosperity of the organisat	ion	1	2	3	4	5
Office Use Only	Per:	sonal Development and Skills						
(88)	72	I am confident in using my computer and its application role	ons in my work	1	2	3	4	5
(89)	73	I am confident about using numbers in my job		1	2	3	4	5
(90)	74	I am confident about the use of English in my job		1	2	3	4	5
Office Use Only	<u>Sel</u>	f-Assessment and Planning						
(25)	75	I contribute to my area's self assessment reports		1	2	3	4	5
(26)	76	I contribute to my area's business plans		1	2	3	4	5
(28)	77	I am clear about my role in the fulfilment of our plan	S	1	2	3	4	5
Office Use Only	The	Work Itself						
(131)	78	The work I do is varied		1	2	3	4	5
(132)	79	The work I do is interesting		1	2	3	4	5
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	Please place ONE cross in the box next to the number which best describes how much you agree with each of the statements.  1 - Agree Completely; 2 - Agree Mostly; 3 - Disagree Mostly; 4 - Disagree Completely; 5 - Not Applicable (N/A)							
1∐ -	Agree	: Completely; $_2\square$ - Agree Mostly; $_3\square$ - Disagree Mostly; $_4\square$ - Disagree Com	npierely, 5	- 1901	Applico	DIE (IV)	٠)	
		15 5 0		0				
			$\odot$		(	3		
Office Use Only	The	Work Itself (contd)	Agree Completely		-	agree oletely	N/A	
(133)	80	The work I do is challenging	1	2	3	4	5	
(134)	81	I have gained in confidence whilst working here	1	2	3	4	5	
(135)	82	I have gained new skills whilst working here	1	2	3	4	5	
(136)	83	I enjoy the type of work I do	1	2	3	4	5	
Office Use Only	Wor	rking Conditions						
(44)	84	The organisation's premises are well maintained	1	2	3	4	5	
(137)	85	Toilet facilities are well looked after	1	2	3	4	5	
(72)	86	The catering facilities are good	1	2	3	4	5	
(53)	87	Social facilities for staff are good	1	2	3	4	5	
(138)	88	My place of work is clean and tidy	1	2	3	4	5	
(38)	89	My work area is adequate for my needs	1	2	3	4	5	
(139)	90	The equipment I use in my job works effectively	1	2	3	4	5	
(43)	91	I receive good technical support	1	2	3	4	5	
(140)	92	The equipment I use is properly maintained	1	2	3	4	5	
(39)	93	I have adequate access to computers at work	1	2	3	4	5	
(40)	94	Access to the intranet helps me in my work	1	2	3	4	5	
(41)	95	Access to CIS helps me in my work	1	2	3	4	5	
Office Use Only	Ove	rall Satisfaction					1	
(82)	96	I would recommend this organisation as a good place to work	1	2	3	4	5	
(141)	97	I would recommend the organisation to other potential employees	1	2	3	4	5	
(56)	98	Overall, I am happy working here	1	2	3	4	5	
(150)	99	I think that this survey is being done in a confidential way	1	2	3	4	5	

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## <u>About Yourself</u> (Please place <u>ONE</u> cross in appropriate box)

Your anonymity is guaranteed as all questionnaires will be collected, processed and then destroyed by QDP Services who are an independent questionnaire data processing agency. No questionnaire will be seen by any "Name of Employer" personnel and no individual questionnaire will be scrutinised.

(75)	Curriculum/ Programme Area:	Art, Design & Con:	struction (A	.D&C)	1	Humanities, Care & Education (HCE)	2
	(please cross one box ONLY, as appropriate)	Scier	nce & Engine	ering .	3 Mana	Service Industries, gerial & Occupational Studies (SIMOS)	4
(76)	Service or Support Area:	Estate	es/Reprogra	phics	1	Marketing/Quality	2
			Nu	rsery	3	Finance/Purchasing	4
	(please cross one box ONLY, as appropriate)	:	Student Ser	rvices	5	CIS/IT Support	6
		Admin	istrative/Cl	erical	7	Personnel	8
		St	aff Develop	oment	9	Directorate	10
(61)	Job Role:	Managerial	1	Admir	2	Classroom Support	3
		Teaching	4	Other	5		
(62)	Contract Type:	Full Time Permanent	1	Part Time Permanent		Fractional	3
(63)	Gender:	Male	1	Female	2	Prefer not to answer	3
(160)	Gender Reassignment:	Have vou or do vou	nlan to char	nae aender?			
(===)	ositasi naassigiiiionii i	Yes	1	No	2		
(161)	Sexual Orientation:						
	Heterosexu	al or Straight	1	Gay or Lesbiar	2		
		Bisexual	3	Prefer not to answer	·   '		

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<u>Abo</u>	out Yourself (con	ntd) (Please place	ONE cross	s in appropriate box)	
(64)	Time Employed:	0 - 2 yrs	1	3 - 5 yrs2	6 - 10 yrs 3
		11+ yrs	4		
(65)	Age Group:	16 - 30 yrs	1	31 - 40 yrs 2	41 - 50 yrs 3
		51+ yrs	4		
	Site:	Site 1	1	Site 2	Site 3
		Site 4	4		
(66)	Ethnicity (Censu	s 2011)			
		refer not to answer			Arab2
		British - Bangladeshi In British - Pakistani			sian British - Indian 4
	Asian/Asia Black/African/Caribl			Asian/Asian British - Any other Black/African/Caribbean/Black	
African  Black/African/Caribbean/Black British -					Chinese 10
		ny other background			Chinese
	Mix	xed - White & Asian	11	Mixed - Wh	nite & Black African 12
\ <b>A/</b> L		e & Black Caribbean		Mixed - Any other Mixed/Mult	
vvr	nite - English/Welsh/	Irish/British		White - Gyps	sy or Irish Traveller
		White - Irish		White - Any other	r White background
	Any	other Ethnic group	19		
(162)	Religion or Belie	f			
		No Religion	1	Christian (including Church o Protestant and all other Chris	_
		Buddhist	3		Hindu 4
		Jewish	5		Muslim 6
		Sikh			Any Other Religion 8
	Pr	efer Not to Answer	9		
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General Comments
Do you have any general comments about "Name of Employer"? (For example, aspects that have been very successful or ideas you have which could improve the Provider)
Thank you for completing this survey

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