

National Health Workforce Taskforce Data Survey 2009

User Guide

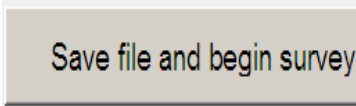
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GETTING STARTED - SURVEY PART 1

1. After identifying the name of your institution, you need to initially identify the discipline (or 'profession') for which you are completing each survey (as per the Detailed Instructions in the survey).

It is then recommended that you save the survey by clicking the 'Save file and begin survey' button:



The survey will automatically generate a file name (i.e. the name of your education provider, and the discipline you have chosen) [Note. you will need to chose the Directory (and Folder) in which you save the file].

Throughout the survey you can save it using the 'save file' button that appears on each page:



2. The survey has been designed to try to assist and guide the user where possible.
 - a. For example, the survey has been pre-populated with course information identified by the NHWT as likely to lead to professional entry across each discipline of interest [Note. This information has been sourced from 2007 course information (provided by education providers to DEEWR), as well as information published on relevant registration board websites. Users need to confirm or modify this information].
 - b. Throughout the survey, the 'light blue-green' cells represent information that has been either pre-populated (e.g. course information), or automatically generated by the survey tool based on information entered by the user in a preceding question.

Table 1. Current Courses identified

| DEEWR Course Codes | Course Name | Campus | Level | "Correct" & offered 2010* | Full-time, Part-time or Both? | Year levels in course? |
|--------------------|----------------------|--------|----------|---------------------------|-------------------------------|------------------------|
| 1) | Bachelor of Pharmacy | | Bachelor | <input type="checkbox"/> | Click for drop down | Click for drop down |

*Please ensure you tick each line where course information

- c. 'Light yellow' cells represent area where we would like you to enter information in tables. To assist the user there are a variety of functions in these yellow cells, for example: Drop down menus; Tick boxes; or Free text
[Note. For tick boxes and drop down menus you can modify your response with the right mouse button. Any information that is entered in a yellow cell can be removed by using the 'DELETE' key].

Table 2. Current courses - Revisions or additions

| DEEWR Course Codes | Course Name | Campus | Level | Full-time, Part-time or Both? | Year levels in course? |
|--------------------|-------------|--------|----------------------|-------------------------------|------------------------|
| 1) | | | Click for drop down | Click for drop down | Click for drop down |
| 2) | | | Bachelor | Drop down | Drop down |
| 3) | | | Graduate Diploma | Drop down | Drop down |
| 4) | | | Postgraduate Diploma | Drop down | Drop down |
| | | | Master | Drop down | Drop down |
| | | | Doctorate | | |

3. You will then need to confirm and/or add relevant courses in Table 1 or Table 2 .
 - a. Either of these tables may be blank for particular users, however it is important that the combined information in Table 1 and Table 2 reflects all professional entry courses related to the discipline for which that survey is being completed (Some surveys may contain only one or two courses. For others this may be 10 or more professional entry courses across multiple campuses).

4. Table 3 is required to confirm the length of a standard course taught at different academic levels for the chosen discipline. This is because, for example, some courses have a 'fast track' or 'credit entry' stream that is shorter than the standard course. Some courses are also taught as part of a double degree which taken together is longer in duration than a single degree.

| <u>Table 3.</u> | Course Level: | Number of valid courses offered at this level | Standard year levels (round up to whole year)* |
|-----------------|------------------------------------|---|--|
| | Bachelor | 0 | <i>Click for drop down</i> |
| | Post Graduate/ Graduate Diploma | 0 | <i>Drop down</i> |
| | Master | 0 | <i>Drop down</i> |
| | Doctorate | 0 | <i>Drop down</i> |

*Please ensure you confirm the number of years to complete the qualification at that level without credit for prior study, or the number of years to complete the course on its own if part of a combined qualification [Note. For dual degrees, answer subsequent questions only for the profession of interest].

SURVEY PART 2 – 5

1. The information for Part 2 through to Part 5 will be based on the information you enter in Part 1 - Table 1-3.
 - a. Questions for the remainder of the survey will be generated based on the course levels that are identified in Part 1 of the survey, as well as the length of a standard course at each level [Note. See Detailed Instructions – professional entry courses are offered at more than one level at some institutions].



2. Each Part starts on a new worksheet to make coordination of survey responses easier (e.g. a 'survey coordinator' may like to complete information for one Part while they are waiting for information related to another Part).
3. Shaded (or 'greyed out') cells indicate that, based on the previous answers in your survey, these cells are not to be filled out.
4. The survey automatically links questions. Also, for some questions extra rows are created depending on how much information is entered. If you have completed a question and there is still a blank yellow row that is OK - please continue with the next question.
5. Purple cells represent examples.

TROUBLE SHOOTING (EXCEL 2003)

Enabling macros in Excel 2003

Excel 2003 is usually set to a *Medium* security level by default. If so, you will see a prompt when you open the survey, similar to the one shown below.



You should click *Enable Macros*.

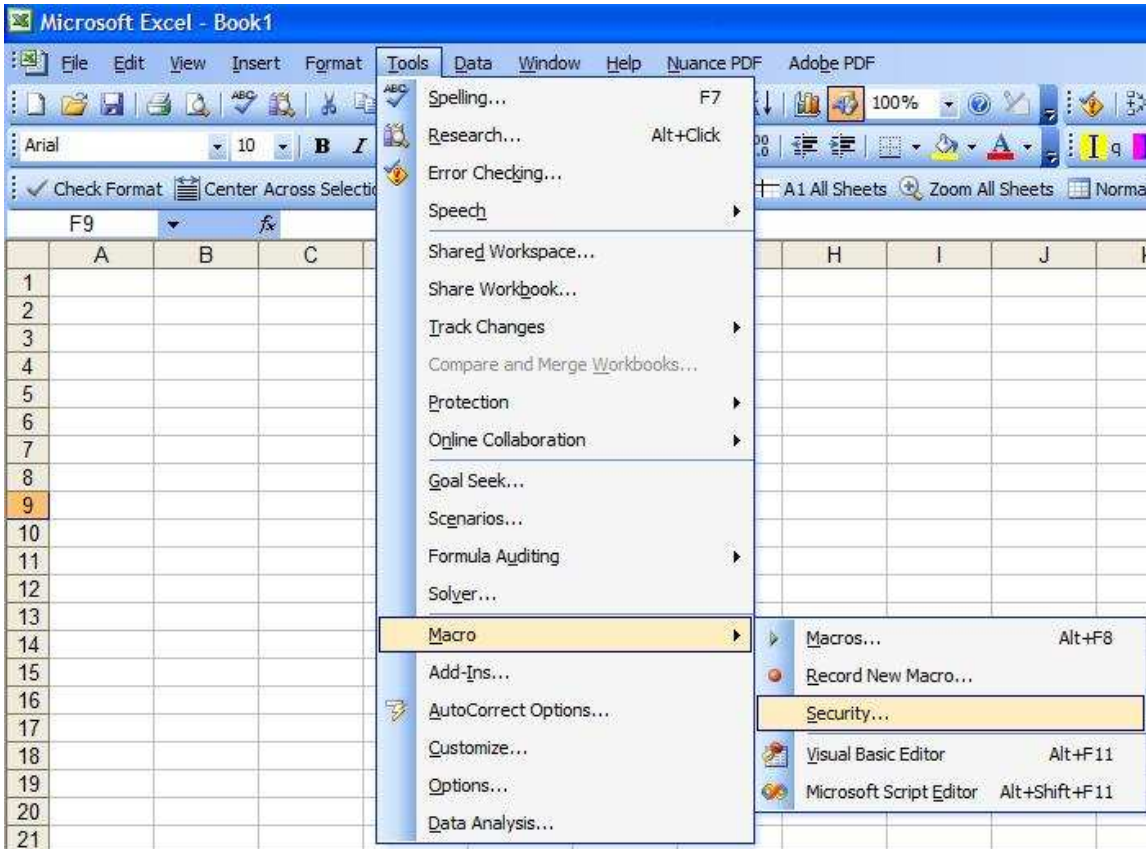
If your security setting is not set to *Medium*, read the section *Setting macro security level in Excel 2003* below.

Excel 2003 - Setting macro security level

To use the survey, macro security should be set to *Medium*.

To set macro security to *Medium* follow the steps below:

1. Go to the Tools menu at the top of your Excel window.
2. Open the Tools menu and go to Macros.
3. Choose Security from the Macros menu.



4. Choose Medium from the Security Level tab. You also have the options of Very High, High, and Low. For most users Medium is recommended, although the survey will also be usable on a low setting .



5. Click the OK button and restart Excel by closing the program and re-opening it.

Your macro security level should now be set to medium.

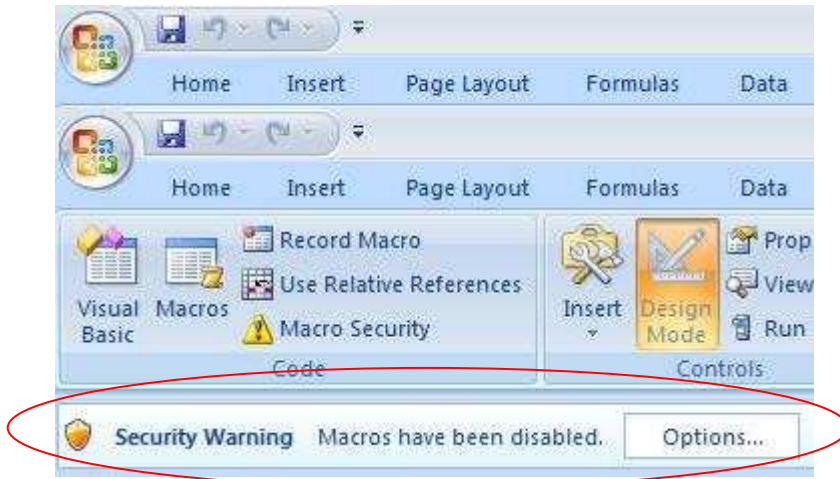
Setting macro security level in Excel 2003 using registry changes (advanced)

If for some reason you are unable to change the security setting from within Excel, you may find that your network administrator has set the security level. You may need to either contact your network administrator, or complete the survey on a computer where you can change the settings.

TROUBLE SHOOTING (EXCEL 2007)

Excel 2007 - Enabling macros

Excel 2007 is usually set to the *Disable all macros with notification* security level by default. If so, you will see a banner with an orange shield and the words *Security warning* in bold, similar to the one below.



Click this banner and select *Enable this content* in the box that appears, as shown below.

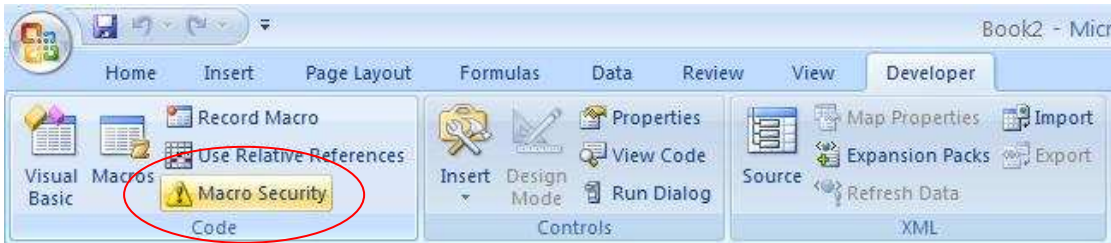


If your security setting is not set to *Disable all macros with notification*, read the section *Setting macro security level in Excel 2007* below.

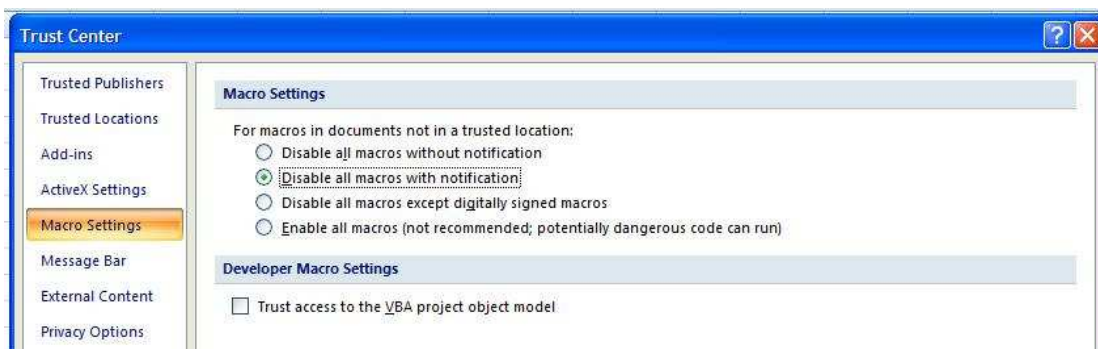
Excel 2007 - Setting macro security level

To use the survey, macro security should be set to *Disable all macros with notification*. To set macro security to *Disable all macros with notification* follow the steps below:

1. On the Developer tab, click the Macro Security button in the Code group.



2. Choose *Disable all macros with notification* from the list under *Macro Settings*.

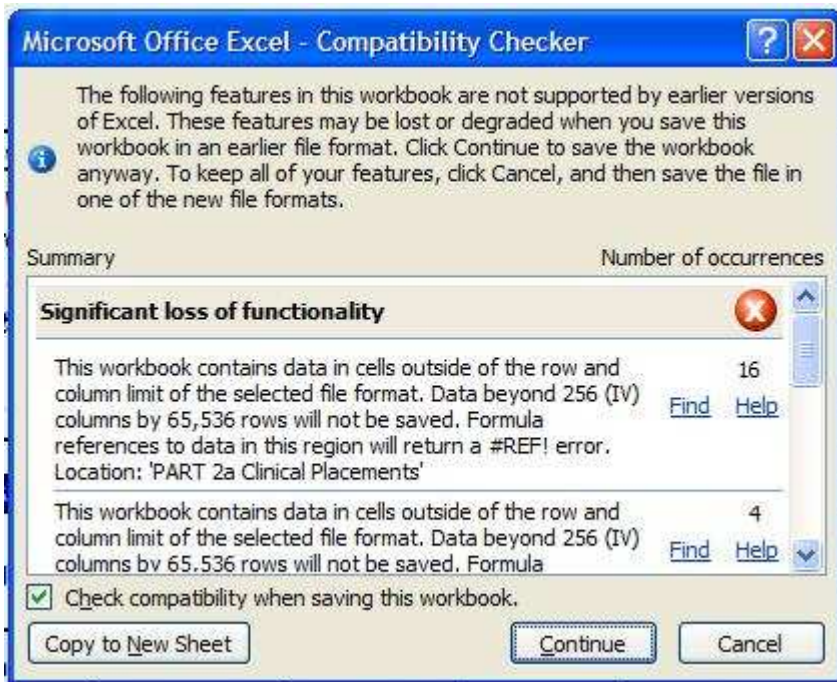


3. Click the OK button

Your macro security level should now be set to *Disable all macros with notification*.

Excel 2007 - Compatibility error messages

Users working in Excel 2007 may see compatibility error messages similar to the one shown below when saving the workbook using the usual method. To proceed, click the *Continue* button.



FURTHER QUERIES

If you need assistance with any aspect of the survey please call Chris Ingamells or Gerri Lim on (03) 9092 2069, or email your enquiry to nhwt@dhs.vic.gov.au (please include the words 'Survey Query' in the title).