

Statistical Consulting Centre  
**Design and Analysis of Surveys**  
**7 - 9 February 2018**  
**Enrolment form for participants**



Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Employer: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

Places in the course will be allocated on a first-come-first-served basis, with preference given to those who have previously expressed interest.

Please see the course outline for further information, including course times, content and pre-requisites.

\_\_\_\_\_  
 Signature Date

**Course Fees:**

**Full Fee: \$880**

**UoM student Fee: \$660**

Student ID: \_\_\_\_\_

Tick one box only:

Please send an internal charge-out for **\$600/\$800** to \_\_\_\_\_ (\*required **Departmental Number**).

Or Full accounting string: \_\_\_\_\_

Finance person: \_\_\_\_\_ Email: \_\_\_\_\_

Cheque for **\$660/\$880** (paid to Statistical Consulting Centre) enclosed (includes GST).

Please send/fax me a tax invoice for **\$660/\$880** (includes GST).

Address if different from above: \_\_\_\_\_

To pay by **credit card (\$660/\$880)** you need to go online at:

<http://ecommerce.science.unimelb.edu.au/product.asp?pID=29&cID=12&e=1>

**Payment is required to confirm enrolment.**

# Design and Analysis of Surveys

*A course of the Statistical Consulting Centre, The University of Melbourne,*  
Wednesday 7 February – Friday 9 February 2018.

**This course covers the principles and practice of designing surveys, and the analysis of data from them. The course covers the following topics:**

- Survey methods: face-to-face interviews; on-line surveys; phone interviews; paper questionnaires.
- Questionnaire design: open and closed questions; wording and ordering; layout and length of questionnaire; memory and recall; sensitive questions; pilot testing.
- Measurement: types of data; Likert scales; reliability.
- Sampling methods: simple random sampling; stratified sampling; systematic sampling; cluster sampling; multi-stage sampling; non-probability methods.
- Sample size and non-response.
- Estimation of population means, totals and proportions.
- Cross-tabulation and analysis of survey data.
- Analysis of ordinal responses.

## *Course structure:*

The three days will consist of four approximately equal-length sessions; the first session of the day will commence at 9:00 a.m. and the final session will end at approximately 4.45 p.m. The sessions will mix lecture presentations with practical work; tutorial help will be available. A certificate will be provided on completion.

All participants will have access to a PC. The statistical package SPSS will be used in the course.

The course is one of the specialised courses offered by the Statistical Consulting Centre. Generally, the Centre offers the introductory course “Statistics for Research Workers” at least twice, and at least one additional, more specialised course.

## **Venue:**

The course will be held in the e-Learning Studio, Giblin Eunson Library, Parkville campus. The Elizabeth St /Royal Parade tram stops close by. No Parking available on campus.

## **Cost:**

The cost of the course is \$880 (incl. \$80 GST). We have a discounted rate for University of Melbourne postgraduate students of \$660 (incl. \$60 GST, GST does not apply if paying through your University department.) The fee includes a comprehensive set of notes. Food is not provided.

## **Course presenter:**

The presenter is Associate Professor Graham Hepworth, Consultant for the Statistical Consulting Centre and Senior Lecturer in the Department of Mathematics & Statistics. Graham has had extensive experience over three decades in the design and analysis of surveys, in fields such as medicine, the social sciences, education and agriculture.