# Expression of Interest

**Asylum Seeker Language and Literacy Program**

## The Invitation

The Department of Education and Training is seeking Expressions of Interest (EOI) from Learn Local organisations and Adult Education Institutions (‘Learn Local providers’) wishing to develop and deliver pre-accredited Language and Literacy training programs that are customised to meet the needs of eligible asylum seekers.

The Asylum Seeker Language and Literacy Program (ASLLP) is one part of the broader *Asylum Seeker VET Program,* funded by the Victorian Government through the Department of Education and Training.

The successful Learn Local providers will develop and document the Language and Literacy programs, including all resources.

The Expression of Interest is open only to those organisations which have been approved for an ACFE Board funded pre-accredited contract for 2017.

Learn Local providers delivering ASLLP programs will be contracted with the Department of Education and Training.

## Background

The Victorian government recently announced a significant expansion of the Asylum Seeker VET Program that provides for eligible asylum seekers to be exempted from the usual citizenship criteria required for participating in a *Skills First* training course.

Post-secondary school age refugees with temporary residence who hold Safe Haven Enterprise Visas (SHEV), Temporary Protection Visas (TPV), Bridging Visa class E (BVE) and victims of human trafficking who have referrals from the Australian Red Cross are eligible for funding through the program.

The expansion of the program includes a range of new measures that increase training places, broaden eligibility, lower fees, and make a wider range of subsidised courses available to eligible asylum seekers.

In addition to *Skills First* courses, the expanded program is also subsidising two capped pre-accredited programs, the Asylum Seeker Language and Literacy (ASLL) program (this program) and the Asylum Seeker Learning Plan (ASLP).

## Asylum Seeker Language and Literacy Program - Objectives

**Key Objective: The Asylum Seeker Language and Literacy Program aims to provide pre-accredited language and literacy programs that are customised by Learn Local providers to meet the specific English language and literacy needs of individual asylum seekers and refugees with temporary residence, close to where they live throughout Victoria.**

**The Program aims to provide high quality language and literacy training to asylum seekers and refugees with temporary residence, from an appropriate range of Learn Local providers.**

### Language and Literacy Courses

Learn Local providers are invited to submit an Expression of Interest Application Form along with a full A-frame and Session Plan for each proposed Language and Literacy course.

The Expression of Interest should outline clearly how their proposed courses will achieve the Key Objective of the Asylum Seeker Language and Literacy Program.

We are seeking applications from providers which are able to deliver courses that:

* are approximately 100 hours per course
* meet the English language and literacy needs of asylum seekers and refugees with temporary residence, close to where they live
* develop English language and literacy skills which provide asylum seeker learners with improved capability to undertake further education and training or employment
* include language and literacy assessments as a component of the course
* align with and meet the criteria for the Pre-accredited Quality Framework (PQF).

Applications for collaborative consortium arrangements between Learn Local providers will be considered.

Individual asylum seeker learners will only be eligible for one pre-accredited course under the capped Asylum Seeker Language and Literacy Program. Asylum seeker learners will also be eligible for accredited *Skills First* language and literacy courses, within the overall Asylum Seeker VET Program*.*

Learn Local providers must use the Visa Entitlement Verification Online (VEVO) to verify asylum seeker eligibility for a pre-accredited Language and Literacy course. VEVO is available at <https://www.border.gov.au/Busi/visas-and-migration/visa-entitlement-verification-online-(vevo)>. If required, the Asylum Seeker Resource Centre may be contacted on 03 9274 9807 for advice on the use of VEVO.

## Outcomes

Learn Local providers should use the following outcomes as a guide in developing Expression of Interest applications, A-frames and Session Plans.

Funded courses must:

* provide asylum seekers with pre-accredited English language and literacy programs delivered at locations close to where they live throughout Victoria.
* enable asylum seekers to negotiate everyday transactions by improving their spoken and written English language and literacy skills.
* enable asylum seekers to access and use information, including information technology, and communicate with service providers in their local community.
* provide asylum seekers with the capability to participate in the workforce and/or to engage in pathways towards further education and training, through appropriate and relevant language and literacy skills.
* strengthen options for local education and training for those SHEV holders located in regional Victoria where applicable, through improved English language and literacy capability.
* provide comprehensive resources to support the language and literacy training needs of asylum seekers.
* Include language and literacy assessments
* engage with relevant stakeholders where appropriate, including asylum seeker and refugee service providers and other Learn Local providers to support the language and literacy needs of asylum seekers.

## EOI Evaluation Criteria

The EOI will be evaluated on the following criteria:

### Experience and Capability

* The provider can demonstrate significant experience, capacity and knowledge in developing and delivering English Language and Literacy programs tailored specifically to the needs of learners from refugee, asylum seeker or new arrival backgrounds, close to where they live.
* The provider can demonstrate evidence of the need for language and literacy training for asylum seekers and refugees with temporary residence, in their local communities.
* The provider has identified an appropriate strategy to successfully engage and deliver training to asylum seekers and refugees with temporary residence.
* The provider can demonstrate engagement and/or partnerships with organisations that provide services to asylum seekers and refugees with temporary residence.
* Demonstrated capacity to strengthen pathways for learners from refugee, asylum seeker or CALD backgrounds into further education and training and/or employment
* Knowledge and engagement with asylum seekers and refugees in a community setting and a VET training environment

### Compliance with Objectives

* The proposal outlines clearly how it will achieve the key objective of this program
* Proposed courses align with and meet the criteria for the Pre-accredited Quality Framework.
* The organisation has an ACFE Board funded pre-accredited training delivery contract for 2017.

### Resources

* A-frames and Session plans clearly demonstrate how the courses will meet the specific English language and literacy needs of asylum seekers and refugees.
* A-frames and Session Plans for each Language and Literacy course are sufficiently comprehensive.
* Personnel to be responsible for program components are identified and have relevant experience and knowledge in delivering Language and Literacy programs to learners from asylum seekers, refugees or CALD backgrounds.
* The provider is prepared to share moderated ASLLP A-frames on the A-frame Exchange.

### Customer Service

* A record of good customer service with the Department of Education and Training.
* Track record in meeting Department of Education and Training reporting requirements on time.
* Innovative approach.

## How to Apply

Complete the Asylum Seeker Language and Literacy Program Expression of Interest Application Form and submit to: training.participation@edumail.vic.gov.au by COB Friday 31 March 2017.

The response to this EOI should outline how the Learn Local provider will undertake the Program in line with all the specifications outlined in this document.

### Key Dates:

The Expression of Interest will open on 6 March and close on 31 March.

Learn Local providers will be expected to begin training delivery by June 2017.

All training delivery must be completed by 30 June 2018.

### Who is eligible to apply:

The Expression of Interest is open to all Learn Local providers which have:

* registered with the ACFE Board for 2017
* been approved for an ACFE Board funded pre-accredited contract for 2017
* a current satisfactory Business Governance Status Assessment or a 2017 Skills First contract.

### Application process:

Learn Local providers will need to complete:

* an Asylum Seeker Language and Literacy Program Expression of Interest Application Form, that clearly addresses the evaluation criteria above.
* detailed A-frames including Session Plans for each proposed course.

Participating in the Program will mean you need to:

1. Develop programs of approximately 100 Student Contact Hours in duration, which meet the language and literacy needs of asylum seekers and refugees as indicated in the evaluation criteria above.
2. Complete and submit the Asylum Seeker Language and Literacy Program Expression of Interest Application Form, including A-Frames and Session Plans.
3. Access the online Visa Entitlement Verification Online (VEVO) system.
4. Deliver the training from June 2017 onwards and report the activity through SVTS, with the required Program code, in line with existing reporting timeframes for pre-accredited training.

### Funding and Reporting:

Funding for the initiative is through the Department of Education’s Asylum Seeker VET Program, at a Student Contact Hour rate of $9.28 per SCH which is inclusive of a concession rate.

Please note that funds will be recovered for SCH that are not delivered or reported through SVTS.

### How will payments be made?

* The first payment will be made after execution of the Service Agreement.

### What will not be funded?

* Programs which do not provide learners with sufficient English language and literacy skills to successfully engage with pre-accredited or accredited education and training, or employment.
* Capital works or equipment.
* Training which is assessed for the purpose of an award or credit.
* Training which is marketed as accredited training.
* Training which is linked in reporting to a Training Package Qualification or a nationally recognised accredited module or course by use of a nationally recognised accredited course or module code.

### Reporting requirements

Formal reporting is required:

* Course delivery and student information must be entered into SVTS using the new funding code prefix ‘ASE’ to signify the Asylum Seeker Language and Literacy Program.

## 7. Next Steps

* After the closing date, Expression of Interest applications will be assessed by a DET evaluation panel
* A Service Agreement will be sent to successful applicants for execution in April 2017.
* Learn Local organisations are expected to begin delivery of programs by June 2017.

For more information please contact the Regional Office contact assigned to support your Learn Local organisation, or the Training Participation Regional Support Unit central office.