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| **Higher Education and Skills Group**  Department of Education and Early Childhood Development | |
| **Participation Branch Memorandum** | |
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**To: ACFE Regional Council Chairs**

**Learn Local Organisations**

**Learn Local Stakeholders**

**Adult Education Institutions**

**Participation Branch Staff**

**From: Teresa Durka, Manager Training Participation Support Unit**

Subjects: Delivery of Government Subsidised Foundation Skills Training.

Date: 23 January 2014

Learn Local Organisations (LLO’s) are reminded that the process to become an approved provider of foundation skills through the Victorian Training Guarantee commenced on the 20th January 2014.

We strongly encourage LLOs to apply to ensure we have a broad coverage of approved providers across the state. LLOs play a particularly strong role in their local communities, delivering a range of diverse services to support learners who have had limited access to prior education, have experienced disadvantage or have faced barriers in learning.

A number of documents are available on the ‘Documents’ section of the SVTS to assist in both determining if you should apply and also outlining the requirements of the application process:

* Fact Sheet
* Frequently Asked Questions (FAQ)
* Pre-application self-assessment and Planning

These documents were also posted directly to Learn Local organisations.

Please ensure you read these documents prior to proceeding and ensure you follow the directions carefully. The application process is only available to LLOs with a current VTG contract.

The FAQ provides useful information that will assist with your application process. For example: Questions 11-18 cover the evaluation and evidence required; and Question 13 make specific reference to tools and processes RTOs use to assess a learner’s foundation skills including those that may have been developed by an RTO.

Applications will only be considered where all required information is completed.

Submissions for questions about the process have now closed, and questions with their responses have been included in the FAQ document.

Applications must be lodged before 2pm on Friday 14 February 2014.