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|  **Higher Education and Skills Group** Department of Education and Early Childhood Development |
| **Participation Branch Memorandum** |
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**To: Learn Local Organisations**

 **Adult Education Institutions**

 **Participation Branch Staff**

**From: Bronwen Heathfield, Director - Participation Branch**

 **Training Participation and Facilitation Division**

**Date: 29 April 2014**

**Subject: Training Delivery Support Grant 2014**

The Adult Community and Further Education (ACFE) Board is calling for applications for Training Delivery Support Grants for 2014.

A grant of between $1,500 and $4,500 (excluding GST) is available to ACFE Board registered Learn Local Organisations and Adult Education Institutions that have a contract with the ACFE Board to deliver government subsidised pre-accredited training in 2014. The level of grant available is determined by the level of the organisation’s pre-accredited contract with the ACFE Board.

Band 1: Pre-accredited contract up to 1,000 SCH $1,500

Band 2: Pre-accredited contract from 1,001 SCH to 6,999 SCH $3,000

Band 3: Pre-accredited contract over 7,000 SCH $4,500

The funds are to be used to purchase (or contribute to the purchase of) resources to improve delivery of training either in the classroom or through e-learning, particularly to support the access to training of learners facing barriers to participation or attainment.

The application form and guidelines for grant applications are at Attachment 1 and 2.

Please contact your regional office for any further information on the use of the grant.

How to Apply

Applications must be made by email. The completed and signed application form is to be scanned and sent to:

Jackie Morrow, Training Participation Support Unit:

Email: morrow.jackie.a@edumail.vic.gov.au

Hard copy applications may be accepted in some instances; please contact your Regional Office if you are unable to submit an application by email.

**Applications must be received by 4pm Thursday 15 May 2014**

**Successful applicants will be notified during the week beginning 26 May 2014**

**Bronwen Heathfield**

Director, Participation Branch