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| Higher Education and Skills Group  **Participation Branch Memo**  **Department of Education and Early Childhood Development** |

***NUMBER:*** *2014 / 08 / 04*

**TO:**

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| Learn Local organisations  *– ALL* |  |  |
| Adult Education Institutions |  |  |

**FROM:** Bronwen Heathfield, Director, Participation Branch

**DATE:** 04/08/2014

**SUBJECT:** *Where is your organisation at with e-Learning?*

**ACTIONS / CRITICAL DATES:**

* *All Learn Local organisations are encouraged to participate in a survey to assist the ACFE Board in understanding the needs of Learn Local organisations in relation to e-learning. The survey closes on* ***Friday 15 August****.*
* *An invitation will be sent to Learn Local Committees of Management and operational staff in August seeking nominees to participate in upcoming e-learning workshops, to support the development of an e-learning ‘game plan’ customised for your organisation.*

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The ACFE Board is continuing to support e-learning initiatives for Learn Local organisations through its *e-Learning Flagship Strategy*.

Cubic Consulting, a leader in change management, business processes and e-learning, has been engaged to deliver e-learning business strategy workshops customised for the Learn Local sector.

These workshops will provide a valuable opportunity for Learn Local Committees of Management and operational staff to develop a ‘game-plan’ for e-learning, customised to each organisation under the guidance of an e-learning expert. Workshops will be designed to maximise e-learning opportunities in your organisation whether you are just starting out or more advanced in e-learning practice.

The first stage of this project is a **survey** to determine how Learn Local organisations are tracking in e-learning. All Learn Local organisations including Committee of Management members are encouraged to participate in the survey to ensure that the upcoming workshops are as useful as possible. Multiple responses from different members of the same organisation are welcome. The survey can be found at:

<https://www.surveymonkey.com/s/LLCubic>

Please note that the survey closes at **COB Friday 15 August 2014**.

Information on how to register for a workshop will be circulated to Learn Local organisations in August 2014.