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

***NUMBER:*** *2014 / 10 / 07*

**TO:** Learn Local organisations

 ACFE Board & Regional Councils

 Adult Education Institutions

 Learn Local stakeholders

**Cc:** Participation Branch staff

**FROM:** Verna Kearney, Acting Director, Participation Branch

**DATE:** 07 October 2014

**SUBJECT:** *Learn Local Provider Forums and 2015 Pre-accredited Training Delivery Guide.*

**ACTIONS / CRITICAL DATES:**

* *The process for contracting pre-accredited training delivery in 2015 commences on 7 October 2014.*
* *The provider forum dates are listed below, please choose a date and location that best suite you.*
* Download a copy of the [2015 ACFE Board Pre-accredited Training Delivery Guide (docx - 476.91kb)](https://www.education.vic.gov.au/Documents/training/providers/learnlocal/grants/expired/15preaccreditedguide.docx)
* Download a copy of the [2015 Pre-accredited Delivery Plan template (xlsx - 1.51mb)](https://www.education.vic.gov.au/Documents/training/providers/learnlocal/grants/expired/15preaccreditedplan.xlsx)

The ACFE Board 2015 Pre-accredited Training Delivery Guide provides information about the process and other information about requirements for delivering pre-accredited training in 2015. The 2015 Pre-accredited Training Delivery Guide and Delivery Plan template will be made available on the Learn Local Organisations section of the DEECD website by Tuesday 7 October 2014.

The **Participation Branch** will run seven forums in early October with presentations and information to assist providers in applying for pre- accredited delivery funding in 2015. The provider forums will be delivered across the state and although you are welcome to attend any session you are encouraged to attend the forum within your regional council delivery area, as some of the content presented on the day will be specific to the needs of each region. It would be helpful to ensure the Centre manager or Educational manager/co-ordinator attends as it will be the main opportunity to learn and ask questions about the 2015 pre-accredited process. Staff from Regional Offices will be available at sessions.

**Provider Forum Agenda**

The content of the Forums will include:

Pre-accredited contracting for 2015

* 2015 ACFE Board Pre-accredited Training Delivery Guide
* 2015 Pre-accredited Delivery Plan
* Q&A Session

Partnerships for Access Funding Rounds

* Updated guidelines
* Q&A

We encourage all Learn Local providers to attend.

Please call your regional office if you have any questions.

* Teresa Durka, Manager Training Participation Support Unit
* Kaye Callaghan, Manager, Training Participation Support Unit, North Western Victoria
* Robyn Downie, Manager, Training Participation Support Unit, South Eastern Victoria
* Julie Hebert, Manager, Training Participation Support Unit, North Eastern Victoria
* Georgina Ryder, Manager, Training Participation Support Unit, South Western Victoria

ACFE Board Pre-Accredited 2015 Contracting - Provider Forums

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| **Regional Council Delivery Area** | **Date/Time** | **Venue** |
| Grampians | Tue 14 October 10.30 | Wimmera Trade Training Centre, Horsham, Baillie Street, Horsham |
| Barwon South West | Tue 14 October 10.30 or Tue 7 October 10.00 | Please attend the forum in Horsham or Melbourne* Wimmera Trade Training Centre, Horsham, Baillie Street, Horsham
* CAE (253 Flinders Lane, Melbourne)
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|  Gippsland | Thu16 October 10.30 | Federation Training - Morwell & Bairnsdale using TELC – Technology Enhanced Learning Centre**Morwell-**Cnr Princes Drive and Monash Way**Bairnsdale** – 48 Main Street |
| Southern Metropolitan | Tue 14 October 10.30 |  Langwarrin Community Centre, 2-6 Lang Road, Langwarrin |
|  Loddon Mallee | Wed 8 October 10.00 |  SkillsPlus in Bendigo (26-28 St Andrews Avenue, Bendigo) |
| North Western | Tue 7 October 10.00 |  CAE (253 Flinders Lane, Melbourne) |
| Eastern Metropolitan  | Tue 14 October 10.30 | Level 3, DEECD 295 Springvale Road, Glen Waverley. |
|  Hume Region | Wed 8 October 10.30 |  Raffety’s - 55 Nunn St, Benalla |