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| Higher Education and Skills Group  **Participation Branch Memo**  **Department of Education and Training** |

***NUMBER:*** *2015 /05/26*

**TO:** Learn Local organisations, *ALL*  Learn Local stakeholders, ACFE Regional Councils, Adult Education Institutions, Participation Branch staff

**FROM:** Verna Kearney, A/Director, Participation Branch

**DATE:** 20 May 2015

**SUBJECT:** *Learn Local staff development opportunities – pre-accredited programs*

**ACTIONS / CRITICAL DATES:**

Interested applicants must register by the dates listed below.

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**1. Employability Skills for Pre-accredited Courses Workshop**

Participants in this workshop will explore employability skills in depth and build on a basic understanding of the PQF Quality Framework.

• what are employability skills?

• how are employability skills embedded in pre accredited courses?

• how are employability skills made meaningful for learners?

This is a practical, interactive workshop with plenty of useful tips and resources to take away and use.

**Registration and bookings at:** <http://e.mybookingmanager.com/E5420481330949>

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| **Date 2015** | **Location** | **Venue** |
| Friday July 7th | Dingley | Dingley Village Neighbourhood Centre, 31 B Marcus Rd Dingley |

**2. Pre-accredited Quality Framework workshops available across Victoria**

Pre-accredited Quality Framework workshops will be delivered in every ACFE region in 2015. The PQF workshops are an ideal way to supplement the induction of staff who are new to the pre-accredited environment, and the workshops also offer opportunities for managers and teachers to further their understanding of the PQF.

The workshops will address all aspects of the [Pre-accredited Quality Framework](http://www.education.vic.gov.au/training/providers/learnlocal/Pages/pqf.aspx) including pre-accredited curriculum, an overview of employability skills, and moderation. Workshop dates, locations are below.

**Registration and bookings at:** <http://e.mybookingmanager.com/E51422413229868>

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| **Date 2015** | **Location** | **Venue** |
| Thursday June 4th | Brunswick | Brunswick Business Incubator 420 Victoria St Brunswick |
| Friday June 12th | Carrum Downs | Lyrebird Community Centre-203 Lyrebird Dve Carrum Downs |
| Friday July 10th | CBD Melbourne | CAE 253 Flinders Lane Melbourne |
| Wednesday August 5th | Benalla | The Centre Benalla-50 Barkly Street Benalla |
| Wednesday August 12th | Wonthaggi | Bass Coast Adult Education 239 White Rd Wonthaggi |
| Wednesday August 26th | Ballarat | Ballarat Sth Community Hub Tuppen Drive, Sebastopol VIC 3356 |

**Verna Kearney**

Acting Directory

Participation Branch