Higher Education and Skills Group

**Participation Branch Memo**

**Department of Education and Training**

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***NUMBER:*** *2015 / May /26*

**TO:** Learn Local organisations, Adult Education Institutions, Participation Branch staff

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

**DATE:** 26 May 2015

**SUBJECT: *Training Delivery Support Grants 2015***

**ACTIONS / CRITICAL DATES:**

* Training Delivery Support Grants 2015 are now available. A grant of $5000.00 (excluding GST) will be paid to eligible organisations.
* Read the Training Delivery Support Grants Guidelines and sign a Common Funding Agreement (CFA) by **June 5 2015.**
* Payments will be made upon receipt of the signed CFA.

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The Adult Community and Further Education (ACFE) Board funded Training Delivery Support Grants for 2015 are now being processed.

A grant of $5000.00 (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 2015.

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, and in particular, support the access to training of learners facing barriers to participation or attainment.

**Next Steps**

1. A Common Funding Agreement (CFA) will be emailed to you shortly. Please read the CFA and the attached Training Delivery Support Grants Guidelines and sign the CFA ( must be signed by a person in the organisation with relevant delegated authority)
2. Email the signed CFA to training.participation@edumail.vic.gov.au OR post to Training Participation Support Unit, Level 3, 2 Treasury Place, East Melbourne 3002, **by June 5 2015**



For further information on the grant conditions, including checking whether a proposed purchase meets the conditions, please contact your regional office. Contact details are available at <http://www.education.vic.gov.au/about/contact/Pages/acfe.aspx>

**Verna Kearney**

Acting Director,

Participation Branch, Higher Education and Skills Group