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

***NUMBER:*** *2015 / 02 / 10*

**TO:**

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| Learn Local organisations  *– ALL* | Learn Local stakeholders | ACFE Regional Councils |
| Adult Education Institutions |  | Participation Branch staff |
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**FROM:** Bronwen Heathfield, Director, Participation Branch

**DATE:** 10 February 2015

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

**ACTIONS / CRITICAL DATES:**

1. PQF workshops (including moderation) in all ACFE regions

2. PQF employability workshop

Reservations for workshops via: <http://e.mybookingmanager.com/E51422413229868>

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**1. 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 and registration details for first semester workshops are below.

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| **Date 2015** | **Location** | **Venue** |
|  |  |  |
| Friday March 13th | Wangaratta | The Centre, Chisholm Street, Wangaratta |
| Friday March 20th | Pakenham | Toomah Community Centre, 18 Golden Green St, Pakenham (new Centre off Cardinia Rd – next to Cardinia rail station) |
| Friday April 17th | Bendigo | North Western Region Office, Department of Education & Training, 7-15 McLaren Street, Bendigo |
| Friday May 8th | Geelong | Vines Rd Community Centre, 37-61 Vines Road (Hamlyn Heights ) Geelong |
| Friday May 22nd | Glen Waverley | Bestchance Training, 583 Ferntree Gully Road, Glen Waverley |
| Friday June 12th | Carrum Downs | Lyrebird Community Centre, 203 Lyrebird Drive, Carrum Downs |

**2. 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.

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| **Date 2015** | **Location** | **Venue** |
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| Thursday March 20th | CBD Melbourne | CAE 253 Flinders Lane Melbourne |