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

***NUMBER:*** *2015 / November / 10*

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

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

**DATE:** 10/11/2015

**SUBJECT:** *Intel*® *Learn Easy Steps digital literacy program training*

**ACTIONS / CRITICAL DATES:**

* *If you are interested in finding out more about the Intel® Learn Easy Steps* *program, contact Chris Christoforou at the CAE to organise a Senior Trainer in your area to contact you.*
* *Providers already delivering Intel*® *Learn Easy Steps should ensure that all trainers delivering the program have received training from a Senior Trainer.*

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The ACFE Board is continuing to make available the Intel® Learn Easy Steps digital literacy program as an option for pre-accredited delivery. The program is an internationally-recognised basic digital literacy course with associated training and curriculum supports. The Centre for Adult Education (CAE) is supporting Learn Local organisations offering the course and a network of Senior Trainers is available to support Learn Local organisations across the state. Training in the Intel® Learn Easy Steps program includes provision of curriculum materials, promotion material, a sample A-Frame and more.

**For new starters:**

If you are interested in finding out more about how the Intel® Learn Easy Steps program may benefit your organisation, please contact Chris Christoforou at the CAE on 03 8892 1653 or Chris.Christoforou@cae.edu.au who will put you in contact with a Senior Trainer in your area.

**For organisations currently delivering or planning to deliver:**

Organisations currently delivering or planning to deliver the Intel® Learn Easy Steps program are reminded that all trainers must have been trained by a Senior Trainer in the program. If you are commencing delivery of the program or have new trainers who have not yet received the training, please contact Chris Christoforou on the details above.

Learn Local organisations currently delivering are reminded to include the word ‘Intel’ in the module name of the course when reporting through the Skills Victoria Training System (SVTS). Trainers and students are also encouraged to complete a survey at the conclusion of their Intel® Learn Easy Steps course. The survey for learners can be found at:

<https://www.surveymonkey.com/r/Intel_Learn_Easy_Steps_2015_Learner_Evaluation_Survey>

and the survey for trainers can be found at:

<https://www.surveymonkey.com/r/Intel_Learn_Easy_Steps_2015_Master_Trainer_Survey>