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

***NUMBER:*** *2017 / March / 07*

**TO:**

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| Learn Local organisations  *– ALL* | ACFE Board | ACFE Regional Councils |
| Adult Education Institutions | Learn Local Stakeholders | Participation Branch Staff |

**FROM: Eduard de Hue, Acting Director - Participation Branch**

**DATE: 7 March 2017**

**SUBJECT: *A-frame Exchange***

**ACTIONS / CRITICAL DATES:**

* *Learn Local organisations are encouraged to upload their own quality A-frames to the Exchange at* [*www.aframeexchange.com.au*](http://www.aframeexchange.com.au)*.*
* *Watch the instructional video for how to upload an A-frame and access the various features of the Exchange.*
* *Help build and promote the A-frame Exchange.*

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**Purpose**

To advise Learn Local organisations of the availability of the A-frame Exchange that supports sector wide sharing of ideas and practices in relation to the design and delivery of non-accredited programs.

**The A-frame exchange**

The aim of the A-frame Exchange is to stimulate creative and innovative program design responses to meet the learning needs of educationally disadvantaged learners in communities across Victoria. Through the Exchange, staff and practitioners from Learn Local organisations can access quality pre-accredited A-frame Course and Session Plans that have been Pre-accredited Quality Framework (PQF) moderated.

Learn Local organisations can upload their own A-frames, share A-frames and also download   
A-frames.

The A-frame Exchange aims to:

* Increase the quality of A-frames being used for the delivery of pre-accredited programs
* Increase knowledge sharing within the sector
* Increase support for professional development sharing
* Improve development of customised A-frames tailored to learners needs.

The A-frame Exchange is a secure website restricted to Learn Local organisations registered with the ACFE Board. Learn Local organisations accessing the Exchange for the first time will be sent access details once the Learn Local status is confirmed. Access details should not be shared with other parties.

The A-frame site provides for each Learn Local organisation registered with ACFE Board to have one Administrator (the CEO of the organisation) and two-member user accounts. Accounts are needed to download and upload A-frames and access the Exchange. Learn Local contact details in the Exchange Directory are updated as needed.

Through the Exchange, Learn Local staff and practitioners can:

* Search for A-frames by key words, ACFE Program Categories and Learner Groups
* Upload A-frames that can be shared, and
* Contact and share A-frames with other Learn Local organisations.

Login to the A-frame exchange and view the instructional video about uploading an A-frame and accessing other features of the A-frame exchange.

The Inner Melbourne VET Cluster has been contracted to support the sector owned, managed and administered A-frame Exchange. Should you have any difficulty in accessing the A-frame Exchange, please contact [info@aframeexchange.com.au](mailto:info@aframeexchange.com.au).

I encourage you to visit the site and contribute to building a resource of quality A-frame documents so that pre-accredited learners benefit from high quality innovative teaching and learning opportunities.

[*www.aframeexchange.com.au*](http://www.aframeexchange.com.au)

