Higher Education and Skills Group

**Participation Branch Memo**

**Department of Education and Training**

***NUMBER:*** *2017 / March / 21*

**TO:**

|  |  |  |
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| All Learn Local providers | Adult Education Institutions | ACFE Board |
| ACFE Regional Councils | Learn Local stakeholders | Participation Branch Staff |

**FROM:** Eduard de Hue, A/Director, Participation Branch

**DATE:** 21 March 2017

**SUBJECT: Certificate of Participation template for pre-accredited training programs**

**ACTIONS:**

* Use the new Certificate of Participation to recognise your learners’ participation in ACFE Board funded pre-accredited training programs.

The ACFE Board has developed a Certificate of Participation template formally recognising participation in pre-accredited training programs.

This certificate template is for use by ACFE Board registered Learn Local providers and Adult Education Institutions who are funded by the Board to deliver pre-accredited training programs. In addition, it is only to be used to recognise a learner’s participation in an ACFE Board funded pre-accredited training program. The learner must have satisfactorily completed the pre-accredited training program to be eligible to receive the certificate.

The certificate has editable fields that Learn Local providers and Adult Education Institutions can tailor appropriately for each learner. The certificate template, as well as guidelines for its use and an example of how the certificate should look once it has been completed can be downloaded at <http://www.education.vic.gov.au/training/providers/learnlocal/Pages/toolkit.aspx>

Here are a few tips for using the template:

* Complete all editable fields before printing the certificate and obtaining the relevant signatures.
* Do not remove or change the master header / Learn Local branding in any way.
* Do not change the font type (Arial), size or the colour (Pantone Process Blue C (RGB 43, 154, 212)) of the editable text.
* To insert your own provider logo in the top left hand corner, follow these steps:
	1. Delete ‘Insert provider logo’ text from text box
	2. While the cursor is in text box, select ‘Insert’ friom the main menu then select ‘Pictures’
	3. Find the logo you would like to use and click ‘Insert’
	4. Modify the size of logo to fit in the white space provided in the top left hand corner.

 *Note: If you don’t have a suitable logo to add into the top left hand corner, please just delete the text.*

* We recommend you list between three and five outcomes achieved by participating in the program, however there is space to list up to 10 outcomes (one line each) if you like.

The ACFE Board hopes this template assists Learn Local providers and Adult Education Institutions to recognise learners for their participation in pre-accredited training programs.