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| Higher Education and Skills Group  **Participation Branch Memo**  **Department of Education and Training** |
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***NUMBER:*** *2016 / June / 07*

**TO:**

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| Learn Local organisations  *– ALL* | Adult Education Institutions | Learn Local stakeholders |
| Participation Branch staff |  |  |

**FROM:** Ryan Collins, Director, Participation Branch

**DATE:** 7 June 2016

**SUBJECT: Access to the first of a series of webinars and wiki supporting the delivery of the Intel® Learn Easy Steps program**

**ACTIONS/CRITICAL DATES:**

* Join the upcoming webinars on Friday 17 June 2016.

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**Upcoming webinars session**

*‘Teaching digital literacy: resources that support Intel® Learn Easy Steps in the classroom’* is the first in a series of webinars the CAE will be running this year to showcase good and innovative practice in Intel® Learn Easy Steps in to digital literacy programs across the State.

The first workshop will give practitioners an opportunity to meet Tanya and Leanne, two teachers from the CAE who are not only currently teaching Intel® Learn Easy Steps digital literacy to a wide range of adult learners but they are also Intel® Learn Easy Steps Senior Trainers.Learn Local organisations will have an opportunity to find out more about the Intel® Learn Easy Steps program, and in particular, how it is being implemented by these two teachers for very specific learner groups.

**Webinar date and access details:**

**Date**:  Friday the 17th June 2016 from 12:30pm – 1:30pm

**Venue**: online in Blackboard Collaborate (BBC). Participants will need to download the software and test their access to the BBC.  They will also need a headset with a microphone. Please head over to the project wiki for instructions on how to do this click - [Blackboard Collaborate access instructions](http://intelforcald.acfe.vic.edu.au/Blackboard).

**Register online** **click -** [Webinars 17 June 2016 registration](https://www.surveymonkey.com/r/intelwebinar1)

**Join in the conversation: Your Community of Practice**

Please have a look at the discussion forum on the project wiki– this is a place for everyone interested in teaching Intel® Learn Easy Steps to ask and answer questions that can help peers build their knowledge and skills.  Tanya and Leanne will be there to answer questions about the upcoming session and to share some of the additional resources they use when teaching digital literacy at the CAE. They are keen to know what your questions are so that they can tailor the webinar session to your needs.

**The link is:** <http://intelforcald.acfe.vic.edu.au/Discussion+forum>

If you have any questions about the Intel® Learn Easy Steps program, and how you can get involved, you can contact Chris Christoforou at the CAE via email [c.christoforou@cae.edu.au](mailto:c.christoforou@cae.edu.au) or phone 8892 1653.