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

***NUMBER:*** *2016 / June / 14*

**TO:** Learn Local organisations,ACFE Board, ACFE Regional Councils, Participation Branch Staff

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

**DATE:** 14 / 06 /2016

**SUBJECT: REMINDER: Project Nominations for the 2016 Learn Local Conference close THIS FRIDAY**

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**REMINDER: Submit your Project Nominations for the 2016 Conference by Friday 17 June.**

The Adult, Community and Further Education (ACFE) Board through the Department of Education and Training will be hosting a Learn Local Conference on 30th and 31st August 2016.

The ACFE Board are seeking expressions of interest from Learn Local organisations to present good outcomes from projects funded through the ACFE Board and ACFE Regional Councils across the following categories:
- Student Outreach & Engagement
- Learner Supports & Wellbeing
- Adult Teaching & Learning (Andragogy)
- Pathways for students

Anyone can nominate a project to be presented at the Conference and we encourage all Learn Local organisations, Regional Councils & Participation Branch staff to consider making a nomination of a worthy project.

The nomination process is straight forward and is available to complete online at any time until Friday 17 June 2016. To make a nomination, please click the following link: <https://www.surveymonkey.com/r/LearnLocalConf2016>

An assessment will be undertaken of all nominated projects. The organisations that nominate projects that best fit the themes and desired outcomes of the Conference will be approached and supported through the preparation of a Conference presentation. It is anticipated that sharing a project at the Conference presents a fantastic opportunity for Learn Local organisations to undertake some professional development. The Conference Facilitator will assist in the developing of presentations. This is a fantastic opportunity to showcase the work of Learn Local Organisations and share learnings across the sector.

Thank you for taking the time to consider making a nomination.