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

***NUMBER:*** *2016 / November / 2*

**TO:**

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

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

**DATE:** 2 November 2016

**SUBJECT:** *Workshops for training organisations delivering government subsidised training to validly enrolled asylum seekers*

**ACTIONS / CRITICAL DATES:**

* Register at <https://asrcworkshop.eventbrite.com.au> to attend an asylum seeker VET Program workshop

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The Asylum Seeker Resource Centre will provide a series of workshops “Lessons to Share – Lessons to Learn” that will address matters relating to enrolling and supporting eligible asylum seeker students enrolling in VTG subsidised courses. The first two workshops will target Learn Local RTOs and TAFE Institute staff.

**Target Audience:** These workshops are specifically targeted at enrolment and admission team co-ordinators, pre-training review managers and other relevant student support services staff.

**Places are limited** to a maximum of 40 participants per workshop and, for the first workshop only, **one representative per training organisation.**

**Workshop Outcomes:** Participants from eligible training organisations attending this workshop will:

**•** Gain an understanding of the Asylum Seeker VET Program 2016-2018

• Gain an insight into the hopes, challenges and experiences of asylum seeker students

• Identify some key elements of effective asylum seeker pre-enrolment interviews, enrolment processes, and options for supporting asylum seeker students while they study on campus

• Understand eligibility rules for government subsidised training including how to verify a visa for that purpose

**Venue:** Victoria University at Metro West, 138 Nicholson Street, The Mall, Footscray

**Dates:** Friday 2nd December 2016: 9am -4pm; Thursday 8th December 2016: 9am -4pm

**Registration**: To register for this workshop please go to <https://asrcworkshop.eventbrite.com.au>