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

***NUMBER:*** *2016 / November / 9*

**TO:**

Learn Local organisations, ACFE Regional Councils, Adult Education Institutions

Participation Branch Staff

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

**DATE:** 9 / 11 / 2016

**SUBJECT:** Learner Engagement A-Frame Program Pilot

**ACTIONS / CRITICAL DATES:**

* *Learn Local Organisations wanting to participate in the Learner Engagement A-Frame Program Pilot (‘the Pilot), to implement pre-accredited engagement programs of less than 20 Student Contact Hours (SCH), can apply using the* ***attached Expression of Interest guidelines****.*
* *Learn Local organisations have three opportunities to apply: November 2016, March 2017, May 2017.*
* *The first Expression of Interest round will open on* ***9 November and close on 25 November 2016****.*
* *You will need to submit* ***a Cover Sheet, a Pilot Delivery Plan, and a Course A-frame*** *for each proposed course.*
* *A webinar will be conducted on Thursday 17 November at 11.30am-12.30pm, to provide information about the Pilot and provide an opportunity for questions. See further information below.*

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**BACKGROUND**

In response to requests from providers, the ACFE Board is implementing a one-year pilot initiative to support Learn Local organisations to deliver programs that are a **minimum of 5 SCH and fewer than 20 SCH**, in order to engage hard-to-reach learners.

The Board has established a separate funding pool of Student Contact Hours specifically for this one-year pilot program in 2017. The Pilot will run for one year, to the end of 2017, and will involve the total delivery of up to 50,000 SCH.

Funding for the initiative is through a Student Contact Hour subsidy rate**, consistent with the existing pre-accredited rate of $8.20 per SCH.**

Attached are Expression of Interest guidelines which will provide background information and requirements for the program.

**OBJECTIVES**

The Pilot’s objectives are to:

* + provide Learn Local organisations with the flexibility to facilitate improved engagement with pre-accredited training programs for adults who face barriers to training
	+ provide engagement activities linked to pathways to further training or employment
	+ build the skills and capabilities necessary to participate in further pre-accredited programs or accredited education and/or employment.

Learn Local organisations are invited to submit an Expression of Interest outlining how their proposed programs will improve engagement in training for the following learner categories:

* + Learners in thin markets and remote locations
	+ Disadvantaged learners
	+ Learners with multiple or complex needs
	+ Vulnerable workers including those in industries in transition, for example automotive supply chain workers.

**HOW TO APPLY**

The Expression of Interest is open to all Learn Local organisations which have:

* + completed re-registration with the ACFE Board for 2017
	+ been approved for a pre-accredited contract for 2017
	+ a current satisfactory Business Governance Status Assessment or a FACR assessment under Skills First.

Learn Local organisations will need to:

* Complete the Learner Engagement A-Frame Program Pilot Cover Sheet
* Complete a Delivery Plan for courses in the Pilot (Attachment 1).
* Complete an A-frame Course Plan for each course being offered (minimum 5 SCH per course) (Attachment 2)
* Submit by email to training.participation@edumail.vic.gov.au. by **COB 25 November 2016, for Round 1 applications.**



Payments will be made upfront at the nearest quarterly payment date after execution of the Service Agreement.

Participation in a formal evaluation process throughout 2017 is expected.

There will be two further application rounds in the first half of 2017.

**WEBINAR**

The Participation Branch, in partnership with the Vet Development Centre (VDC) will facilitate one live webinar on Thursday November 17, 11.30am – 12.30pm, to provide information on the Learner Engagement A-Frame Program Pilot objectives, how to apply, and provide an opportunity for questions.



**2017 Learn Local Pre-accredited Contracting Webinar**

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| **Regional Council Delivery Area** | **Forum Type** | **Date/Time of Webinar and Workshops** |
| **ALL** | **WEBINAR**Session 1 | **Thursday 17 November 2016**Time: 11.30am – 12.30pm(registration required) |

**HOW TO REGISTER**

**To attend the webinar please use the following link:** <http://www.cvent.com/d/1vq3lw/1Q>

To register into the **webinar** session please click on the **register button**and**follow the instructions.**Once you have completed your registration, you will receive an **email booking confirmation** which will have the **webinar participation link**.

**WEBINAR REQUIREMENTS***Please ensure you have the following prior to starting the session:*

* **access to the email booking confirmation**with**the participation link**
* a stable **Internet connection**
* a **headset**

The optimal Collaborate experience for all users is with **Google's Chrome browser.**[Click here](https://support.google.com/chrome/answer/95346?hl=en) to download and install

You can test your system at the [VDC Test Webinar Site](http://bit.ly/1Xi87b7)

For more information please contact the Regional Office contact assigned to support your Learn Local organisation.

Thank you

**RYAN COLLINS**Director, Participation Branch