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

***NUMBER:*** *2017 / March / 6*

**TO:**

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

**FROM:** Eduard de Hue, Acting Director - Participation Branch

**DATE:** 6 March 2017

**SUBJECT:** *Asylum Seeker Language and Literacy Program*

**ACTIONS / CRITICAL DATES:**

* *Learn Local organisations and Adult Education Institutions (‘Learn Local providers’) to note available funding from the Department of Education and Training, through the Asylum Seeker Language and Literacy Program (ASLLP).*
* *Expression of Interest closes 31 March 2017*
* *Expression of Interest guidelines are at attachment 1*
* *You will need to submit: Asylum Seeker Language and Literacy Program Expression of Interest Application Form (attachment 2), including A-Frame and Session Plan for each proposed ASLLP course.*

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**Purpose**

To advise Learn Local providers of the funding available from the Department of Education and Training to support eligible asylum seekers and victims of human trafficking through the Asylum Seeker Language and Literacy Program (ASLLP).

**Background**

* The Victorian Government’s expansion of the Asylum Seeker VET Program includes a range of new measures that increase training places, broaden eligibility, lower fees, and make a wider range of subsidised courses available to eligible asylum seekers.
* In addition to expanding eligibility for Skills First courses, the program is also subsidising two capped pre-accredited programs, the **Asylum Seeker Language and Literacy Program (this program)** and the Asylum Seeker Learning Plan.
* The ASLLP will fund pre-accredited Language and Literacy programs that are customised by Learn Local providers to meet the specific English language and literacy needs of individual asylum seekers and refugees with temporary residence, close to where they live throughout Victoria. Learn Local providers delivering ASLLP programs will be contracted with the Department of Education and Training.
* Asylum Seekers eligible to receive support under the ASLLP must hold a valid Bridging Visa subclass E (BVE), a Safe Haven Enterprise Visa (SHEV), or a Temporary Protection Visa (TPV). The visa must also specify that the individual can undertake study in Australia. Victims of human trafficking who have referrals from the Australian Red Cross are also eligible.
* Learn Local providers must use the Visa Entitlement Verification Online (VEVO) to verify asylum seeker eligibility for a pre-accredited Language and Literacy course. VEVO is available at [https://www.border.gov.au/Busi/visas-and-migration/visa-entitlement-verification-online-(vevo)](https://www.border.gov.au/Busi/visas-and-migration/visa-entitlement-verification-online-%28vevo%29) If required, the Asylum Seeker Resource Centre may be contacted on 03 9274 9807 for advice on the use of VEVO.

**How to Apply**

* To be eligible to access funding through the ASLLP program, suitably qualified Learn Local providers must first submit an Expression of Interest (EOI) application (attachment 2). The EOI opens on 6 March 2017 and closes on 31 March.

Learn Local providers will need to:

* develop programs of approximately 100 Student Contact Hours in duration, which meet the language and literacy needs of asylum seekers and refugees as outlined in the evaluation criteria in the EOI.
* Develop an A-Frame and Session Plan for each proposed ASLLP course
* complete [Expression of Interest - Asylum Seeker Language and Literacy Program](https://www.education.vic.gov.au/Documents/training/providers/learnlocal/grants/EOIAsylumlanglitprog.docx)
* submit the [Application Form - Asylum Seeker Language and Literacy Program](https://www.education.vic.gov.au/Documents/training/providers/learnlocal/grants/AppformAsylumlanglitprog.docx) including A-Frames and Session Plans, by email to: training.participation@edumail.vic.gov.au

The EOI documents are currently being uploaded on the DET website and will be also be available at the following location: <http://www.education.vic.gov.au/training/providers/learnlocal/Pages/funding.aspx>

**Funding and Reporting**

* Funding is at a Student Contact Hour rate of $9.28 per SCH which is inclusive of a concession subsidy.
* The first payment will be made after execution of the Service Agreement.

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

**Eduard de Hue**Acting Director, Participation Branch