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

***NUMBER:*** *2017 / December / 13*

**TO:**

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

**FROM:** Nick Orchard, ActingDirector - Participation Branch

**DATE:** 13 December 2017

**SUBJECT: Finalising 2017 data, 2018 Funding Opportunities and BGS Reminder for Learn Local Organisations and Adult Education Institutions**

**ACTIONS / CRITICAL DATES:**

* ***Monday 15 January 2018 is the deadline for reporting all 2017 training data***
* ***Expressions of Interest for CAIF Round 10 open in January 2018 and close 28 February 2018***
* ***LEAP Expressions of Interest will be called for in January and close 9 March 2018***
* ***Requests for Additional Pre Accredited Training Delivery Hours February to 9 March 2018***

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**Deadline for 2017 Reporting**

All providers are reminded that the ***15 January 2018***is the deadline for reporting all 2017 training data.

It is highly recommended that all providers upload comprehensive and accurate 2017 training activity to SVTS by 22 December 2017 (taking into account the Christmas break period).

Only minimal amendments or corrections to data should be necessary in January – e.g. Providing a small number of final Outcome Identifier – National details.

Having all data reported as accurately as possible in December supports an accurate analysis of any need for recoupment of payments.

**Upcoming Funding Opportunities**

I am pleased to announce that a call for Expressions of Interest for the ACFE Board **Capacity and Innovation Fund (CAIF) Round 10** will open in January 2018.

The **Learner Engagement A-Frame Program (LEAP) will be run again in 2018** and Expressions of Interest will open in January 2018.

Additionally, Learn Local organisations who have received a 2018 Pre Accredited Training Delivery service plan will have an opportunity to apply for **additional pre accredited student contact hours**, with requests due by 9 March 2018.

Further information, guidelines, expression of interest templates and request forms will be made available in January 2018.

Learn Local providers and Adult Education Institutions who wish to participle please note the following dates.

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| **Item** | **Date** |
| Applications for CAIF Round 10  | will open January 2018 and close at the end of 28 February 2018 |
| Applications for LEAP  | will open January and close 9 March 2018 |
| LLO with a current 2018 Pre Accredited Training Delivery service plan for 2018 will have an opportunity to apply for additional. | Expressions of interest will open February and close 9 March 2018 |

**BGS Reminder**

All Learn Local providers are reminded that a Skills First contract or an up to date BGS must be in place prior to receiving a 2018 Service Plan for ACFE Board pre accredited training delivery.

The BGS should be forwarded to Effie Kene kene.effie.e@edumaoil.vic.gov.au up until 20 December 2017, and loaded into SAMS after this date.

Learn Local organisations are encouraged to contact their regional office at <http://www.education.vic.gov.au/about/contact/Pages/acfe.aspx> for further information.

On behalf of the ACFE Board I encourage you to participate in these program opportunities.