# Department of Education and Training

# Higher Education and Skills Group

# Participation Branch Memo: *2018 / April / 10*

**TO:**

**Learn Local organisations - *ALL***

**ACFE Board**

**ACFE Regional Councils**

**Adult Education Institutions**

**Learn Local Stakeholders**

**Participation Branch Staff**

**FROM:** Ryan CollinsDirector - Participation Branch

**DATE:** 9 April2018

**SUBJECT: Last chance to sign up for co- design workshops for Professional development strategy for the Pre-accredited learning sector**

## Actions / Critical Dates:

* *All Learn Local personnel involved in pre-accredited learning please register as soon as possible to attend a workshop to co design a Professional development strategy for the Pre-accredited learning sector* *via Amanda Nuttall on amanda@thinkimpact.com.au or 0448 588 023.*
* *The workshops will be held* ***9.30am for 10am to 4pm*** *approximately on* 
  + *Thursday 12 April 2018 at Keilor Community Hub, 704B Old Calder Highway, Keilor Room: large Community room*
  + ***Friday 13 April 2018*** *at Dandenong Office, Department of Education and Training 165 – 169 Thomas Street, DANDENONG Room: Conference Room 4.06*
  + ***Monday 23 April*** *at Shepparton Mechanics Institute (Shepparton Access) 227 Wyndham Street, Shepparton Room: Fairley Room and for which there is some free accommodation for those arriving on Sunday evening*

## Important Notice about Communications

Pre-accredited Learning Personnel are invited to up-coming workshops to help shape their future professional development.

At these workshops you will have the opportunity to:

* Work with others in your area to shape a Professional development strategy for the Pre-accredited learning sector which is to be adopted by the ACFE Board.
* Provide input to a draft strategy which is beginning to take shape on the basis of the results of an on line survey of pre-accredited Learning Personnel (315 responses), 30 interviews with pre-accredited learning thought-leaders and desk top research.
* Build the capacity of Victoria’s pre-accredited learning sector to provide education to people who may not otherwise be able to access it.

The workshops will be run between 10am - 4pm at the following venues:

* **Thursday 12 April 2018** at Keilor Community Hub, 704B Old Calder Highway, Keilor Room: large Community room
* **Friday 13 April 2018** at Dandenong Office, Department of Education and Training 165 – 169 Thomas Street, DANDENONG Room: Conference Room 4.06
* **Monday 23 April** at Shepparton Mechanics Institute (Shepparton Access) 227 Wyndham Street, Shepparton Room: Fairley Room and for which there is some free accommodation for those arriving on Sunday evening.

Places are limited (30 maximum) so please register as soon as possible.

RSVP: [amanda@thinkimpact.com.au](mailto:amanda@thinkimpact.com.au) or 0448 588 023, stating which workshop you are interested in attending, your name, mobile number and pre-accredited learning position (i.e. coordinator/ manager/teacher/tutor/support staff/committee of management member/ACFE regional council member).

We hope you are able to take this opportunity to help shape future professional development for the pre-accredited learning sector.