# Department of Education and Training

# Higher Education and Skills Group

# Participation Branch Memo: *2018 / 02 / 13*

**TO:** Learn Local organisations - *ALL*

 Adult Education Institutions

 Learn Local Stakeholders

 ACFE Regional Councils

 Participation Branch Staff

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

**DATE:** 15 February 2018

**SUBJECT: New Adult, Community and Further Education Board (ACFE) Learn Local Guidelines and Criteria for Registration**

## Actions / Critical Dates:

* The ACFE Board’s Learn Local Guidelines and Criteria for Registration are now available on the website at: [Guidelines and Criteria for Registration with the ACFE Board](http://www.education.vic.gov.au/training/providers/learnlocal/Pages/network.aspx).
* Your current registration with the ACFE Board will **expire in December 2018.**
* Learn Local providers who wish to register with the ACFE Board beyond 2018 need to complete a new registration application accompanied with supporting information as outlined in the guidelines.
* Applications should be mailed by **registered post** to the attention of the Manager Training Participation Regional Support at your Department Regional Office by **one of the two submission dates: Monday 30 April 2018 or Friday 29 June 2018**.
* Providers are encouraged to submit their applications in April 2018 to allow plenty of time for feedback and assistance from Department of Education and Training (DET) regional staff as all documentation needs to be received by 29 June 2018 to complete registration in time for 2019 contracting.

**ACFE Board Learn Local Registration**

In 2017 a review of the ACFE Board’s Learn Local registration guidelines and process was undertaken by external consultants KPMG. The revised guidelines aim to strengthen the registration criteria with a greater emphasis on quality training provision.

In December 2018 current registrations with the ACFE Board will expire and all Learn Local providers are required to register under the new **Guidelines and Criteria for Registration with the ACFE Board**. Under these guidelines, providers will be deemed eligible for either a three-year or five-year registration period.

The registration process is designed to assist the ACFE Board to ensure that suitable providers who delivery quality training gain the benefits of becoming a Learn Local provider and obtain eligibility for receiving Victorian Government funding administered by the ACFE Board.

Department of Education and Training (DET) staff manage the registration process on behalf of the ACFE Board. DET representatives consider the evidence provided by the organisation, and the recommendation of the relevant ACFE Regional Council, when advising the ACFE Board on each organisation’s eligibility for registration. Registered providers are listed on the ACFE Board’s state-wide register.

Registration with the ACFE Board does not guarantee funding. The ACFE Board sets priorities for the adult vocational learning programs and related projects it supports. These priorities are articulated in the Board’s Strategy located at: [ACFE Board Strategy 2016-2019](http://www.education.vic.gov.au/about/research/Pages/ace.aspx). Funding to support these priorities is determined annually.

**2018 ACFE Board Registration Process for Learn Local Providers**

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| **Critical Dates** | **Required Activity / Action** |
| 13 February 2018 | Memorandum and Guidelines released [Guidelines and Criteria for Registration with the ACFE Board](http://www.education.vic.gov.au/training/providers/learnlocal/Pages/network.aspx) |
| 30 April 2018  | **First submission date** for applications for registration (with required supporting documentation). Applications to be sent to Regional Offices via **registered post** by this date. |
| 29 June 2018 | **Second and final submission date** for all applications for registration (with required supporting documentation). Registration applications, and applications where additional information has been requested, to be sent to Regional Offices via **registered post** by this date. |
| 10 August 2018  | Letters of notification confirming registration will be sent to successful Learn Local providers with Certificates confirming registration for a three or five year period.  |

**How to complete your application**

1. Download the Registration Guidelines from the website [Guidelines and Criteria for Registration with the ACFE Board](http://www.education.vic.gov.au/training/providers/learnlocal/Pages/network.aspx)
2. Once you have completed your application and compiled your supporting information, applications should mailed by registered post to the attention of the relevant Regional Manager Training Participation Regional Support by the **30 April 2018 or 29 June 2018**.
3. Please ensure all required information is submitted by 29 June 2018 to ensure registration is complete in time for 2019 contracting.

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| **Regional Office Mailing Address** | **Contact and Phone** |
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