

# Priority activities 2018

## Introduction

This plan sets out the Adult Community and Further Education Board (ACFEB) priority activities for the period 1 January to 31 December 2018. These activities have been identified giving consideration to:

- The functions of Adult, Community and Further Education Board as set out in the *Education and Training Reform Act 2006*.
- Expectations of the Minister for Training and Skills.
- The *Adult, Community and Further Education Board Strategy 2016–19*.

The plan is organised around the following strategic areas identified in the *Adult, Community and Further Education Board Strategy 2016–19*:

- Quality ACFE.
- Accountable ACFE.
- Influential ACFE.
- Sustainable ACFE.

## Mission

The mission of the Adult, Community and Further Education Board is **to increase the educational participation and attainment of adults, improve social cohesion, and boost the human and social capital of Victoria.**

## Quality ACFE

Our resources are used to ensure access to high-quality programs

Strategy 2016–19 priorities	Target
Ensure programs and related services respond to learner needs and aspirations, connecting to further education and employment pathways	Increased percentage of learners reporting satisfaction with training
Design the system settings for responsive and agile program delivery across networks of providers to maximise access for learners	<b>State Budget Paper No. 3 Service Delivery performance measure and target: 45,000 Adult, Community and Further Education Board-funded pre-accredited module enrolments</b>
Ministerial Statement of Expectations 2018	
Expectation	Demonstrated by
Fund, support and resource programs and services that meet local community needs and support disadvantaged learners	Improved participation in training by priority learner cohorts

Priority activities 2018	
Establish a rolling program to progressively develop priority learner cohort-specific strategies for increasing engagement and improving outcomes	<ul style="list-style-type: none"> <li>Program established</li> <li>Three strategies developed</li> </ul>
Review Certificates in General Education for Adults for reaccreditation and to increase links to and contribution to foundations skills training	
Implement a Professional Development Strategy that responds coherently to the Learn Local sector's skills and knowledge development needs	<ul style="list-style-type: none"> <li>Strategy endorsed by ACFEB</li> <li>Commence implementation</li> </ul>
Progressively expand the Learn Local Quality Partnerships program to another six partnerships	<ul style="list-style-type: none"> <li>Further six sites identified</li> <li>Further six partnerships established</li> </ul>
Guide and direct the work of Regional Councils of Adult, Community and Further Education to ensure their capacity to provide local and regional intelligence that will assist the Adult, Community and Further Education Board strategically target its resources to identified priority learner cohorts and localities	<ul style="list-style-type: none"> <li>Establish a Statement of Adult, Community and Further Education Board Expectations of Regional Councils</li> <li>Establish a strategic planning framework</li> <li>Support Regional Council planning through the delivery and support of Planning workshops with each regional council</li> </ul>
Review Capacity and Innovation Fund to identify and share best-practice products and identify lessons learnt	<ul style="list-style-type: none"> <li>Review completed</li> </ul>
Develop an online forum for capturing and sharing best-practice Adult, Community and Further Education Board-funded initiatives	
Proceed with three pilots of the Senior Victorians Flagship Project and conduct evaluation	

## Accountable ACFE

### We support pathways to further education and employment

Strategy 2016–19 priorities	Target
<ul style="list-style-type: none"> <li>Develop robust baselines and build an evidence base for planning and monitoring regional performance in transitioning learners to further education and employment</li> <li>Review and align budget and supports towards programs and initiatives with high conversion rates to further education and employment</li> </ul>	Increase in percentage of learners transitioning to further training

Ministerial Statement of Expectations 2018	
Expectations	Demonstrated by
Act as an expert advisor to Government on the needs of adult learners and the most appropriate and effective responses to those needs	Regularly providing evidence-based advice on strategies to improve work and learning outcomes for adult Victorians, particularly those experiencing disadvantage
Implement best-practice governance arrangements and adhere to public sector values and behaviours	Demonstrated by responding to the review of Board performance undertaken in 2017
Priority activities 2018	
Review pre-accredited contracting and allocation to ensure greater transparency and accountability for providers to inform the 2019 allocation process	
Respond to the review of Board performance undertaken in 2017	
Investigate the effectiveness of system settings in supporting the journey of disadvantaged learners into pre-accredited programs, and onwards to further education and employment <ul style="list-style-type: none"> <li>Measure the satisfaction of adult, community and further education learners through the VET Student Satisfaction Survey</li> <li>Understand linkages and pathways through analysis of the learner journey and capture evidence through case studies of specific models of delivery</li> </ul>	
Establish the Learning Aware Families (LeAF) package to expand the Family Learning Partnership program and provide flexible supports to disadvantaged families	
Review the Learner Engagement A-frame Program (LEAP) pilot to identify program improvements and enhance the capability of providers to engage disadvantaged and vulnerable learners	
Implement Learner Engagement A-frame Program (LEAP) program Round 1	
Design eight A-frames to support work experience students transition to real industry employment opportunities <ul style="list-style-type: none"> <li>Development of A-frames</li> <li>Professional development sessions for providers</li> <li>Final report on project outcomes</li> </ul>	
Develop metrics to measure pre-accredited training participation, outcomes and trends	
Develop Adult, Community and Further Education Board 2019 priorities, including strategies to achieve metrics targets	

## Influential ACFE

### ACFE and pre-accredited training are well-known and highly-regarded

Strategy 2016–19 priorities	Target
<ul style="list-style-type: none"> <li>Proactively foster productive relationships with state departments, TAFEs, Local Government and industry to shape policy settings, and collaborate to maximise impact</li> </ul>	Increase in percentage of learners reporting it is likely training will lead to further training or employment
<ul style="list-style-type: none"> <li>Promote the evidence base to demonstrate the socio-economic value and monitor the impact of pre-accredited training on Victoria's prosperity</li> </ul>	Increase in percentage of learners reporting their purpose for undertaking training as training- or employment-related
Ministerial Statement of Expectations 2018	
Expectation	Demonstrated by
Act as an expert advisor to Government on the needs of adult learners and the most appropriate and effective responses to those needs	Effective engagement with stakeholders and other agencies to inform strategic and policy decisions, especially in areas of Government priorities such as the prevention of family violence and implementation of the NDIS
Provide a strategic environment that supports stronger collaboration between the Learn Local network and other parts of the education and training system	The creation of local pathways between pre-accredited training and accredited training
Priority activities 2018	
<p>Articulate the evidence of the achievements of learners in pre-accredited programs and the impact of pre-accredited training on learner pathways into further education and employment</p> <p>Continue to track the pre-accredited learner journey through comparison of year-on-year data analysis to deepen understanding of pathways to further education and employment</p>	
<p>Contribute to work on the Government priority NDIS</p> <p>Scoping pre-accredited training to support development of the NDIS workforce</p> <p>Implement pre-accredited training to support NDIS workforce</p> <p>Scoping pre-accredited training delivery to people with a disability under NDIS</p>	
<p>Contribute to work on the Government priority of prevention of family violence</p> <p>Implement pre-accredited training in financial literacy as recommended by Royal Commission</p>	
<p>Strengthen relationships between the adult, community and further education and TAFE sectors through a ACFE–TAFE Roadmap in collaboration with the Victorian TAFE Association(VTA)</p> <p>Finalise ACFE–TAFE Roadmap with the Victorian TAFE Association</p> <p>Formulate an implementation plan in collaboration with the Victorian TAFE Association</p>	
<p>Position pre-accredited programs as a contributor to literacy, numeracy and employability skills</p> <p>Promote the use of pre-accredited programs in support of Victorians workers employed in transitioning industries</p>	

Priority activities 2018
<p>Raise the profile of the adult, community and further education sector through implementation of the ACFE Board Communications and Stakeholder Engagement Strategy</p> <ul style="list-style-type: none"> <li>Integrate Communications and Stakeholder Engagement Strategy key messages into current communication channels</li> <li>Lift online profile of ACFE sector as integral part of Victoria's education and training system</li> <li>Establish meeting and briefing program with key stakeholders</li> <li>Develop a communications kit to support ACFEB meeting and briefing program with key stakeholders</li> <li>Develop a media plan</li> <li>Implement an electronic direct mail strategy</li> </ul>
<p>Enhance the recognition of the sector through the Learn Local Awards</p> <ul style="list-style-type: none"> <li>Review Learn Local Awards categories and criteria</li> <li>Conduct Learn Local Awards 2018 ceremony</li> </ul>
<p>Promote collaboration and learning between the Learn Local network and other parts of the education and training system through a major Learn Local Conference 2018</p>

## Sustainable ACFE

### The ACFE provider network is strong and sustainable

Strategy 2016–19 priorities	Target
<ul style="list-style-type: none"> <li>Support a network of providers with the right skills, resources and connections to maximise deployment of resources and harness innovation</li> </ul>	Allocation of Adult, Community and Further Education Board budget is aligned to strategic priorities
<ul style="list-style-type: none"> <li>Ensure and manage sustainable funding provision for sector programs</li> </ul>	Number of providers of Adult, Community and Further Education Board-funded pre-accredited training under the Learn Local brand engaged in successful Capacity and Innovation Fund bids
Ministerial Statement of Expectations 2018	
Expectation	Demonstrated by
Fund, support and resource programs and services that meet local community needs and support disadvantaged learners	Strengthened delivery and capability of providers, especially in regional Victoria
Provide a strategic environment that supports stronger collaboration across the network of Learn Local providers	Increased collaboration by Learn Local providers, leading to greater innovation

Priority activities 2018

Respond to the review of policy and processes for registration of providers with the Board

Develop guidelines

Complete re-registration

Investigate feasibility of establishing networks of providers, including sustainable models for shared services provision

Develop and make available a package of initiatives supporting sector governance

Training and resource materials in business management and governance

In-business support in relation to budgeting skills, business planning, understanding reporting requirements, streamlining processes, and updating practices and business model

Establishment of a panel of financial health advisers