

# LEARN LOCALS: GUIDELINES FOR PRE-ACCREDITED TRAINING FUNDING AND DELIVERY TERM 3, 2020

---

## PURPOSE

This fact sheet provides information to Learn Local providers about funding and delivery arrangements for Term 3, 2020, in the context of the COVID-19 pandemic.

The fact sheet covers:

- Delivery expectations
- The permitted uses of ACFE funding
- Guidelines to assist providers to maintain quality training and engagement with learners.
- Where to get advice and support.

## INTENT AND EXPECTATIONS

The ACFE Board intends to assist Learn Local providers to continue pre-accredited training delivery where possible, and to maintain employment for tutors and engagement with learners.

The ACFE Board expects providers to operate in line with the latest advice from Australia's Chief Medical Officer and Victoria's Chief Health Officer.

The ACFE Board released the first and second pre-accredited payments to providers, on the expectation that they would make every effort to deliver their contracted pre-accredited training. In addition, it is the intention of the ACFE Board to release payment 3, scheduled for release from 15 August 2020, with broadly the same caveat that applied to previously released funds.

Where providers are unable to deliver programs using modified or alternative strategies, the ACFE Board expects providers to remain in regular contact with all their learners over this period.

Where providers have been unable to deliver training in Term 2, and do not anticipate delivering training in Term 3, it is the expectation of the ACFE Board that these Learn Locals will provide, in writing, specific details of the challenges resulting in this and an indication of the earliest date that full or partial training will resume. In these instances, funding should be used for alternative approved activities, including planning to support a return to training delivery. This information should be submitted, via email to Regional Offices, by no later than Friday 24 July 2020.

With regard to future allocation of hours, we wish to reassure providers that training delivery impacts caused by the pandemic will not affect the future levels of allocated hours for individual providers.

## FUNDING

### 2020 Pre accredited funding

Where providers are unable to deliver their full pre-accredited training allocation despite their best efforts to do so, the ACFE Board will consider the use of remaining funding towards the following activities in support of pre-accredited training:

- Meeting additional costs associated with new modes of delivery in Term 3 2020. This includes additional materials costs or additional software licensing but does not include the purchase of equipment
- Preparing to deliver via online/blended delivery going forward
- Development of new programs and resources to support pre-accredited delivery
- Review and moderation of pre-accredited programs to improve the quality of delivery
- Implementing a marketing and promotional plan to attract new learners
- Informal and formal professional development with the focus on quality delivery in the COVID-19 environment
- Evaluation of the quality and efficacy of delivery modes used by other Learn Locals in the COVID-19 environment
- Maintaining regular contact with registered and prospective learners, including the use of interpreters, where appropriate.

### Return of 2020 Pre-accredited hours

Where providers are considering the return of allocated hours for the remainder of 2020, they should contact their Regional Office as soon as possible.

### 2020 Training Delivery Support Grants

If you have any remaining funds from the 2020 Training Delivery Support Grants (\$5,500) that were paid in January, they can be used to implement and support online/blended training delivery options, including through the purchase of equipment, software licenses and online resources.

As always, providers will need to retain receipts/other documentation as evidence that funds have been used in accordance with existing guidelines.

## DELIVERY PLAN ADVICE

Providers have flexibility to adjust existing courses or deliver new courses that recognise new modes of delivery in Term 3 2020, including online, blended and distance learning.

Subject to the following conditions, Learn Local providers can deviate from their Agreed Delivery plans for ACFE-funded courses:

- All proposed courses need to reflect ACFE principles and priorities and demonstrate quality design and delivery elements.
- Wherever possible, courses should meet the pre-accredited requirement of 20 Student Contact Hours, but consideration may be given, where necessary, to shorter courses that meet LEAP requirements.

- From Term 3, Learn Local providers will be required to notify the Department (DET) through their Regional Office of significantly amended or new A-frame course plans no later than 7 August 2020.

DET will work with individual providers to resolve any concerns that may arise in the provision of adjusted or new courses.

## ENROLMENT

Enrolment processes remain largely unchanged. All government-funded training is subject to the requirement to record and retain enrolment data and evidence, regardless of the mode of training delivery.

You are encouraged to have enrolment forms signed wherever possible. As an alternative, Learn Local providers can pre-populate enrolment forms with course details and learner information where known, and then email these to learners. A reply email from the learner agreeing that the information in the enrolment form is correct will be accepted as evidence of enrolment.

Where confirmation by email is not possible, Learn Local providers should verbally confirm enrolment details with the learner and then keep a log verifying this step. You need to retain this record along with the enrolment form for audit purposes.

## GUIDELINES

**Where pre-accredited training delivery takes place, what changes to delivery need to be made in the COVID-19 context?**

- **Face to face:** Providers will need to ensure that:
  - they have appropriate COVID-19 mitigation risks and assessment policy and procedures in place
  - there is ample space in the classroom between people and that they follow the latest DHHS COVID-19 physical distancing measures and practice good hygiene
  - there is increased cleaning, particularly of classrooms, toilets, common areas, door handles and equipment
  - any student who is unwell, or who is required to self-isolate, must not attend class.
- **Online:** Providers will need to ensure that:
  - they have suitable technologies for this mode of delivery
  - tutors and students have access to the resources they need to engage in learning online, including equipment and software access
  - the students are capable and confident in undertaking online learning and are provided ongoing support
  - staff have sufficient skills to teach online
  - learners are aware of OH&S requirements.

- **Distance Learning** (via workbooks and printed materials with telephone support):  
Providers will need to ensure that:
  - they have suitable resources to deliver in this mode
  - the students are capable of and confident in undertaking distance learning and provided ongoing support by tutors
  - they consider using additional instructional material such as tutor videos (e.g. via YouTube) and instructional information to assist students.
- **Blended Delivery:** This mode could include a combination of face-to-face, online and distance learning.

## SEEKING ADVICE AND SUPPORT

Normal procedures will be followed as closely as possible. A-frame course plans for new programs and any significant modifications to existing A-frames should be submitted to your Regional Office no later than 7 August 2020. DET, through Regional Offices, may contact you throughout Term 3 to discuss your pre-accredited programs.

Please keep records of your delivery and learner participation. Refer to the latest *Pre-Accredited Training Delivery Q&A* document for further advice.

Accurately reporting the delivery of pre-accredited training programs is essential to assist the ACFE Board in understanding and responding to community needs for pre-accredited training delivery.

To collect accurate information about the nature of pre-accredited delivery and/or alternative activities across the State in Term 3, 2020 you will be asked to complete a short survey on a monthly basis. You will also be asked to complete a more detailed survey at the end of each term to capture provision and alternative activity undertaken.

You can contact your Regional Office to obtain further information or advice specific to your circumstances.