LEARN LOCALS: GUIDELINES FOR PRE-ACCREDITED TRAINING FUNDING AND DELIVERY TERM 2, 2020

PURPOSE
This fact sheet provides information to Learn Local providers about funding and delivery arrangements for Term 2, 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 teachers 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 has released the first and second pre-accredited payments to providers, on the expectation that they will make every effort to deliver their contracted pre-accredited training.

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.

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 2 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 in Term 3
- Development of new programs and resources to support pre-accredited delivery
- Review and moderation of pre-accredited programs to improve the quality of delivery
- Preparation of a marketing and promotional plan that can be implemented later in the year
- Evaluation of the quality and efficacy of delivery modes introduced during the COVID-19 response
- Enrolling your pre-accredited tutors in professional development to improve their online/blended delivery skills
- Maintaining regular contact with registered and prospective learners, including the use of interpreters, where appropriate.

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 2 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 for shorter courses that meet LEAP requirements.

Learn Local providers may commence delivery of adjusted or new courses prior to notifying the Department of these changes through their regional office of amended or new A-frame course plans by 30 May 2020.

The Department 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:
  - there is ample space in the classroom between people and that they follow 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

Seeking support and reporting ACFE pre-accredited training delivery or other planned activities in support of pre-accredited training for Term 2

Normal procedures will be followed as closely as possible. A-frame course plans for new programs and any modifications to existing A-Frames will need to be advised by 30 May 2020. Given the circumstances providers are operating under, approval to commence adjusted classes in Term 2 is not required. The Department, through regional offices, will contact you throughout Term 2 to discuss your pre-accredited program.

Please keep records of your delivery and learner participation. Refer to the 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 2, 2020 you will be asked to complete a short form. Details of this process will be provided in early May 2020.

You can contact your regional office to obtain further information or advice specific to your circumstances.