2021 ACFE FUNDED TRAINING DELIVERY

INFORMATION SESSION

FREQUENTLY ASKED QUESTIONS

SUBMISSION OF EXPRESSION OF INTEREST AND TEMPLATES

Q: *How do I submit an Expression of Interest?*

**A:** Submit your Expression of Interest (EoI) including Delivery Plans and associated documents by **COB 14 October 2020** viaemail to: [training.participation@education.vic.gov.au](mailto:training.participation@education.vic.gov.au)

You must submit **ONE email** which includes all Delivery Plans, and preferably all other attachments. You may need to zip the files. If you cannot fit all

documents, please ensure that all Delivery Plans are in one email.

Q: *How will I know that the Department has received my application?*

A: Once submitted to the training participation inbox, you will receive an acknowledgement of submission. If you do not receive an acknowledgement within one week, please contact the Department.

**Q:** *Where can we download the 2021 Guidelines and Delivery Plan* ***templates?***

**A:** Information and links to the Guidelines and Delivery Plan templates for **Pre-accredited Training Delivery, the Learner Engagement A-frame Program (LEAP) and Skills for Work and Study pilot programs** are in the [Learn Local Grants and Funding](https://www.education.vic.gov.au/training/providers/learnlocal/Pages/preaccredited.aspx) section on the Department of Education and Training website.

2021 PRE-ACCREDITED TRAINING ALLOCATION

Q: *What are the major changes for the 2021 Pre-accredited Training allocation?*

**A**: The ACFE Board has approved a 2021 pre-accredited allocation for each provider, up to a maximum of their total 2020 allocation of hours by ACFE regional area. See further details and conditions in the 2021 [2021 Pre-accredited Training Delivery Guidelines](https://www.education.vic.gov.au/Documents/training/providers/learnlocal/grants/2021%20Pre-accredited%20Training%20Delivery%20Guidelines.docx)

The allocation represents the ACFE Board’s total fixed budget for 2021 pre-accredited training delivery.

While total allocation of hours per provider has been approved, each individual course will need to be assessed and approved via the Expression of Interest (EoI) process.

The approval of 2021 allocations applies only to pre-accredited training delivery. There are separate hours available under the separate Skills for Work and Study and Learner Engagement A-frame (LEAP) programs, via EoI for each program.

**Q: *Can we apply for more pre-accredited hours in the current EoI process?***

**A:** No, each provider can apply for up to a maximum of their total 2020 allocation of pre-accredited hours by ACFE regional area, via the current EoI.

**Q: *If I can’t exactly match my total Student Contact Hours (SCH) for all courses with my total allocated SCH, should I round up or down?***

**A:** If the total SCH for proposed courses doesn’t exactly match total allocated SCH, providers should round down to the nearest SCH in their Delivery Plan.

**Q: *What does the approved 2021 allocation mean for new providers or providers who are not delivering in 2020 and do not have a 2020 allocation?***

**A:**The approval of total hour allocation for 2021 is the ACFE Board’s commitment to providers delivering in 2020 during COVID-19. This does not apply to new providers or existing providers who did not deliver in 2020. These providers should still submit an EoI for consideration, for Pre-accredited Training and if applicable, LEAP and/or Skills for Work and Study.

**Q:** ***Will there be opportunities to request extra hours?***

**A:** Initially, extra hours are available through the separate Skills for Work and Study pilot programs.Subsequently, as announced in the ACFE Chair’s communique of 24 September and the information session on 28 September, additional opportunities will be available through separate processes, for additional programs, over coming months.

***Q: Can I vary my Delivery Plan by changing courses, mode of delivery, LGA of delivery, or pre-accredited hours during 2021?***

**A:** Variations to your pre-accredited DeliveryPlan that include changes to hours or LGA targets can only be requested during a variation window. Advice on variation windows will be provided during the year.

ELIGIBILITY CONDITIONS FOR ACFE FUNDED PROGRAMS

**Q: *Is there information available about the visa eligibility exemption for asylum seekers referred by Jobs Victoria Employment Network providers?***

**A**: All information and operational protocols regarding eligibility for asylum seekers referred by Jobs Victoria Employment Networks is on the [Learn Local Grants and Funding](https://www.education.vic.gov.au/training/providers/learnlocal/Pages/asylumseekervetpro.aspx) page on the Department website. Learn Local providers are required to use the State Funding Source Code ‘ACJ’ for all Jobs Victoria referred asylum seekers.

**Q: *Do learners need to live in Victoria to be eligible for ACFE funded programs?***

**A**: Yes. Learners must have their principle place of residence in Victoria to be eligible for ACFE funded programs. The ACFE Board’s role, including funding responsibility, relates to adult education in Victoria. Non-Victorian residents may be enrolled and reported as Fee for Service, for example by Learn Local providers operating adjacent to state borders.

PRE-ACCREDITED QUALITY FRAMEWORK (PQF)

**Q: *Are the A-frame templates in the Pre-accredited Quality Framework (PQF) the same as previously or are have they been updated?***

**A**: The A-frame templates in the PQF for 2021 are the same as in previous years and are available in the [PQF page](https://www.education.vic.gov.au/training/providers/learnlocal/Pages/pqf.aspx) on the DET website. The A-frame templates will be reviewed as part of a future review of the PQF.

Q: *Can moderation be recorded if it is completed prior to 2020?*

**A:** Yes, record the latest year of moderation in the Course Plan.

Q: *Are the four key roles the same as the quadrants in the ACFE Strategy 2020-25?*

A: Yes, all pre-accredited programs must align to one or more of the four key roles. You need to indicate the alignment in the A-frame, however, there is not a specific field in the Delivery Plan for the four roles.

Q: *What are the requirements for work experience in pre-accredited programs?*

A: Pre-accredited work experience is industry-hosted work experience, supervised by a Learn Local provider trainer, which exposes learners to employability skills in a real-world setting. See link to the [Pre-accredited Work Experience Guidelines](https://www.education.vic.gov.au/training/providers/learnlocal/Pages/Pre-accredited-Work-Experience.aspx)

DELIVERY PLAN 2021

Q: *Do we need to specify the Local Government Area (LGA) for online or blended delivery?*

A: Yes, you need to specify the primary LGA for online or blended delivery. Pre-accredited training should have local training delivery as its primary focus, which meets the needs of local learners and is consistent with the ACFE Board Strategy 2020-25 and the Minister’s Statement on ACE.

Q: *Can the Mode of Delivery be changed between face-to-face, online and blended for the same course, through the year?*

**A:** You cannot change the Mode of Delivery once the class has commenced. However, you can have different Modes of Delivery for the same course if it is for separate classes of learners. You can list the same course more than once on the Delivery Plan with different Modes of Delivery, for separate groups of learners. You need to choose the Mode of Delivery that best fits the intent of the course. Changes to Mode of Delivery should be approved prior to delivery.

Q*: Is there further information about the 5 program categories?*

A:There are descriptions on page 12 of the [2021 Pre-accredited Training Delivery Guidelines](https://www.education.vic.gov.au/Documents/training/providers/learnlocal/grants/2021%20Pre-accredited%20Training%20Delivery%20Guidelines.docx) for each of the 5 program categories: Language, Literacy and Numeracy, Employability, Vocational and Digital Literacy.

Q: *What happens if we have to change training delivery arrangements due to new COVID-19 restrictions?*

A: Please prepare for 2021 based on the Victorian Government’s current proposed timeline for COVID-normal. If there is any need to return to restrictions, there will be supplementary guidelines as there were in 2020.

2021 LEAP

Q: *Does the approval of the 2021 pre-accredited allocation at the 2020 allocation level also apply to LEAP?*

**A:** No, the approval of total hours only applies to each provider’s pre-accredited training allocation for 2021. It does not apply for LEAP (or for Skills for Work and Study). LEAP is not based on an allocation process. It is a fixed pool of SCH and will be competitive. Each proposed course is assessed against the LEAP assessment criteria.

All providers who are applying to deliver pre-accredited training can also apply for LEAP in addition to their total pre-accredited allocation, as it is a separate program.

Q: *What is the duration of LEAP courses?*

A: LEAP courses must be a minimum of 5 SCH and no more than 19 SCH. However, proposed courses of 15 SCH or more will be regarded as exceptions and will require a clear rationale for the course duration.

Q: *Can LEAP programs pathway to other programs that other providers deliver?*

A: Yes, LEAP programs can pathway to a provider’s own pre-accredited or accredited programs, or those of a different provider. LEAP programs must have a clear engagement purpose.

Q: *Is there are maximum total hours per provider for LEAP?*

A: Yes, as follows:

### Providers with an allocation of up to 2,000 SCH for Pre-accredited Training Delivery in 2021 will be offered a maximum of 200 SCH for LEAP

### Providers with an allocation of 2,000 SCH or more for Pre-accredited Training Delivery in 2021, will be offered a maximum of 10 per cent of their total pre-accredited SCH allocation, for LEAP.

Q: *How do I report LEAP hours in SVTS?*

**A:** LEAP is reported in SVTS under the ‘ACE’ Funding Source State Code, which also covers ACFE pre-accredited programs.

LEAP courses must be reported in SVTS with the same Course Code and Course Name used in your Delivery Plan.

LEAP courses must be listed in your Delivery Plan as follows:

* + Course Code prefix ‘ACL21’, followed by your own course code, up to a maximum of 12 characters.
  + Course Name prefix ‘LEAP’ followed by your own course name.

The code prefixes enable the Department to distinguish LEAP courses which are reported under the ‘ACE’ Funding Source State Code.

Q: *Can I bundle together multiple LEAP courses to be a longer pre-accredited course?*

A: No, LEAP courses should have a separate intent from pre-accredited courses, with an engagement purpose. Proposed LEAP courses will be assessed against the LEAP assessment criteria.

SKILLS FOR WORK AND STUDY PILOT PROGRAMS

Q: *If we are interested in the Skills for Work and Study program will that need to come out of our existing pre-accredited allocated hours?*

A: No, hours are separately available for the Skills for Work and Study pilot programs. It is a separate program with its own [guidelines](https://www.education.vic.gov.au/Documents/training/providers/learnlocal/grants/2021%20Skills%20for%20Work%20and%20Study%20Guidelines.docx) and assessment criteria.

Q: *Are all Literacy and Numeracy courses to be funded under Skills for Work and Study?*

A: No, only the specified courses and associated resources that have been developed under Skills for Work and Study are funded under this program. However, pre-accredited literacy and numeracy courses that duplicate these Skills for Work and Study courses will not be funded under pre-accredited training.

Q: *Do we have to submit Course Plans and Session Plans for Skills for Work and Study proposed courses?*

A: No, the Course Plans and Session Plans are provided for each of the 7 industry contextualised programs, along with teacher and learner resources. Providers will use these prepared Course Plans and Session Plans. You do need to submit:

* Delivery Plan listing the proposed course(s) by industry category and LGA.
* Expression of Interest Application Form at Attachment 1 of the [guidelines](https://www.education.vic.gov.au/Documents/training/providers/learnlocal/grants/2021%20Skills%20for%20Work%20and%20Study%20Guidelines.docx)

Q: *What are the requirements for work experience in Skills for Work and Study programs?*

A: The same requirements apply for Skills for Work and Study as for pre-accredited work experience. See link to the [Pre-accredited Work Experience Guidelines](https://www.education.vic.gov.au/training/providers/learnlocal/Pages/Pre-accredited-Work-Experience.aspx)

Q: *Can Skills for Work and Study courses be delivered online or blended?*

A: The primary focus of Skills for Work and Study should be face-to-face delivery. However, should the context require it, online or blended delivery will be considered.

*Q: Can the duration of Skills for Work and Study courses be shortened?*

A: No, the courses with associated A-frames and resources need to be delivered as designed, for the pilot programs.

SARA – FINANCIAL WELLBEING FOR WOMEN PROGRAM

Q: *Will the SARA course be delivered in 2021 and will there be any pre-accredited Student Contact Hours available?*

A: The Expression of Interest for SARA course delivery and associated information will be released when available via General Memo.