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# **ADULT, COMMUNITY AND FURTHER EDUCATION BOARD**

**SKILLS FOR WORK AND STUDY PROGRAM - 2021 GUIDELINES**

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**Contents**

[**ADULT, COMMUNITY AND FURTHER EDUCATION BOARD** 1](#_Toc50556365)

[Background 3](#_Toc50556366)

[Objectives 3](#_Toc50556367)

[Outcomes 3](#_Toc50556368)

[Programs Offered 3](#_Toc50556369)

[Program Duration (Hours)\* 3](#_Toc50556370)

[Program Composition 4](#_Toc50556371)

[Further Skills for Work and Study Program Information 4](#_Toc50556372)

[Program Requirements 4](#_Toc50556373)

[Application process 4](#_Toc50556374)

[How to apply 4](#_Toc50556375)

[Next steps 5](#_Toc50556376)

[APPENDIX A - ACFE REGIONAL LOADING POSTCODES 6](#_Toc50556377)

[**Attachment 1** 7](#_Toc50556378)

[**Contact details** 7](#_Toc50556379)

[**Selection Criteria** 7](#_Toc50556380)

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**Skills for Work and Study Pilot Programs Guidelines**

This document provides an outline of the new Skills for Work and Study pilot programs and includes details on the objectives, programs and eligibility criteria.

## Background

The ACFE Board is making available pre-accredited A-frames and full sets of teaching and learning resources to support Learn Local providers in delivering industry contextualised programs. Each program was developed by a Learn Local in partnership with a selected industry.

The Skills for Work and Study pilot programs are designed to support learners with low literacy and numeracy skills and interested in one of the seven selected industries. The project aligns with the ACFE Board’s Literacy and Numeracy Initiative, the [ACFE Board Strategy 2020-25](https://www.education.vic.gov.au/about/research/pages/ace.aspx), and the [Ministerial Statement on the Future of Adult Community Education in Victoria 2020-25](https://www.education.vic.gov.au/training/providers/learnlocal/Pages/min-statement-adult-education.aspx).

Additional delivery hours are available in 2021 to pilot the Skills for Work and Study programs and test the new mode of delivery.

## Objectives

The Skills for Work and Study Program objectives are to:

* Improve the literacy and numeracy skills of adult Victorians at the lowest levels of literacy and numeracy through pre-accredited programs that are contextualised to particular industries
* Strengthen pathway outcomes for learners by building the skills and capabilities necessary to participate in employment, entry level VET programs, or additional pre-accredited programs
* Make it easier for Learn Locals to partner with industry to deliver pre-accredited training
* Increase sharing of high-quality resources across Learn Local providers.

## Outcomes

Providers should aim to achieve the following outcomes:

* Offer centrally developed literacy and numeracy training programs designed by Learn Locals for:
  + learners wanting to directly enter work or further vocational training, and / or
  + vulnerable workers who are at risk of unemployment due to transitions in the economy and who want to improve their literacy and numeracy skills.
* Conduct an initial assessment and placement interview using the Pre-accredited Initial Assessment Kit (PRIAK) or similar tool mapped to the ACSF for each learner. Providers are allowed to adapt the initial assessment tool to the selected industry.
* Take part in centrally organised moderation sessions to share practice and improve the curriculum over time.

## Programs Offered

There are seven programs available, ranging from 100 to 140 SCH hours. Up to 20 SCH hours can be used to cover the costs of undertaking an individual initial assessment mapped to the ACSF, advice on post-training pathway opportunities, and reporting.

Each program was developed by a Learn Local in partnership with a selected industry. The Skills for Work and Study program is contextualised to a specific industry, as follows:

### Program Course Code Duration (Hours)\*

Skills for Work and Study Factory Work (Warehousing & Distribution) 21SFWSFACT 120

Skills for Work and Study Community Services 21SFWSCOMM 140

Skills for Work and Study Aged Care 21SFWSAGED 100

Skills for Work and Study Food Processing 21SFWSFOODPR 100

Skills for Work and Study Health Services 21SFWSHEALTH 100

Skills for Work and Study Building and Construction 21SFWSBUILD 100

Skills for Work and Study Early Childhood Education 21SFWSCHILD 100

\* This includes the initial assessment hours

### Program Composition

Each program includes the following resources:

* Course Plan and Session Plan (A-frame)
* Teacher Workbook
* Learner Workbook
* Facilitation Guide, and
* Planning Guide

### Further Skills for Work and Study Program Information

The A-frames for each program are available, in draft, on the link below. The full suite of teaching and learning resources are currently being finalised and will be added with the final A-frames, by the end of 2020. Learn Local providers will be notified when all resources are uploaded to the website.

<https://learnlocal.org.au/resources/>   **password:** local

## Program Requirements

Learn Local providers successful in applying to conduct a program will also be required to complete the following:

* Conduct an individual initial assessment interview with each learner using PRIAK, or another tool linked to the ACSF, and report on the outcomes of pre-assessment interviews, and
* Take part in at least one centralised moderation session per program

20 student contact hours (SCH) per learner will be provided to allow for this individualised support.

## Application process

**KEY DATES**

The Expression of Interest (EOI) for Skills for Work and Study program 2021 is aligned with the EOI for Pre-accredited Training Delivery and LEAP 2021. It opens 14 September and closes 14 October 2020. Providers can apply for more than one Skills for Work and Study program. Early applications are appreciated.

**WHO IS ELIGIBLE TO APPLY?**

The Skills for Work and Study Program EOI is open to providers:

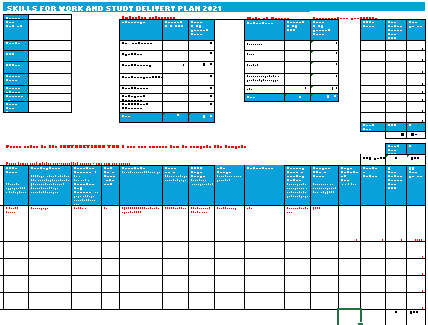
* currently registered with the ACFE Board or covered under the *Education and Training Reform ACT 2006*
* with a current and satisfactory Business Governance Status Assessment (BGS) or a 2020 Skills First contract
* who are also applying for 2021 Pre-accredited Training Delivery.

**FUNDING AND PAYMENTS**

* Funding for the Skills for Work and Study Program is through a Student Contact Hour (SCH) subsidy rate, consistent with the existing pre-accredited rate of $9.10 per SCH.
* A regional loading of 20 per cent will apply for Skills for Work and Study initiatives delivered in identified postcodes. (refer to Appendix A)
* The payment schedule for Skills for Work and Study is aligned to the four ACFE pre-accredited payment dates, and payment for your program will be aligned according to your delivery schedule.

## How to apply

1. Completing the attached Application Form (Attachment 1).
2. Completing and submitting the Delivery Plan (tab 2, Skills for Work and Study)



1. Prepare Delivery Plan by Local Government Area (LGA) and list Skills for Work and Study Program programs in order of your priority.
2. Please include the Course Code (field F) for each Skills for Work and Study program you are applying for.
3. Modes of delivery:

All proposed delivery in 2021 must be delivered using one or more of the following modes of delivery:

* Face to face
* Online
* Blended

Blended delivery is a mix of face to face and structured online classes, facilitated by a trainer.

1. Please note that for each Skills for Work and Study Program listed on your Delivery Plan a separate EOI application, as attached below, must be completed.
2. Submit all documents to training.participation@education.vic.gov.au by **COB 14 October 2020. Note your EOI must be submitted in ONE email including all programs being applied for: Skills for Work and Study, Pre-accredited Training and LEAP if applicable.**
3. If you have any enquiries, please contact your regional office.

## Next steps

* EOI applications will be assessed by the Department’s Regional Engagement and Support Unit.
* A Service Plan will be sent to your organisation’s signatory via SAMS2 once all steps have been completed for execution in December 2020. Please note: your signatory will have a five-day window to review and accept the Service Plan, after which SAMS2 will automatically accept on behalf of your signatory.
* Contracted providers are expected to begin delivery of programs in 2021, following execution of the Service Plan.

**CONTACT DETAILS**

If you have any questions, please contact your regional office.

|  |  |  |  |
| --- | --- | --- | --- |
| **North Western Victoria Region** | **North Eastern Victoria Region** | **South Eastern Victoria Region** | **South Western Victoria Region** |
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### APPENDIX A - ACFE REGIONAL LOADING POSTCODES

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Postcode** | | | | | | | | | |
| 3212 | 3271 | 3330 | 3413 | 3490 | 3564 | 3631 | 3699 | 3816 | 3890 |
| 3213 | 3272 | 3331 | 3414 | 3491 | 3565 | 3633 | 3700 | 3818 | 3891 |
| 3214 | 3273 | 3332 | 3415 | 3494 | 3566 | 3634 | 3701 | 3820 | 3892 |
| 3215 | 3274 | 3333 | 3418 | 3496 | 3567 | 3635 | 3704 | 3821 | 3893 |
| 3216 | 3275 | 3334 | 3419 | 3498 | 3568 | 3636 | 3705 | 3822 | 3895 |
| 3217 | 3276 | 3340 | 3420 | 3500 | 3570 | 3637 | 3707 | 3823 | 3896 |
| 3218 | 3277 | 3342 | 3423 | 3501 | 3571 | 3638 | 3708 | 3824 | 3898 |
| 3219 | 3278 | 3345 | 3424 | 3505 | 3572 | 3639 | 3709 | 3825 | 3900 |
| 3220 | 3279 | 3350 | 3431 | 3506 | 3573 | 3640 | 3711 | 3831 | 3902 |
| 3221 | 3280 | 3351 | 3434 | 3507 | 3575 | 3641 | 3712 | 3832 | 3903 |
| 3222 | 3281 | 3352 | 3435 | 3509 | 3576 | 3643 | 3713 | 3833 | 3904 |
| 3223 | 3282 | 3355 | 3437 | 3512 | 3579 | 3644 | 3714 | 3835 | 3909 |
| 3224 | 3283 | 3356 | 3438 | 3515 | 3580 | 3646 | 3715 | 3840 | 3921 |
| 3225 | 3284 | 3357 | 3440 | 3516 | 3581 | 3649 | 3717 | 3841 | 3922 |
| 3226 | 3285 | 3360 | 3442 | 3517 | 3583 | 3658 | 3718 | 3842 | 3923 |
| 3227 | 3286 | 3361 | 3444 | 3518 | 3584 | 3659 | 3719 | 3844 | 3925 |
| 3228 | 3287 | 3363 | 3446 | 3520 | 3585 | 3660 | 3720 | 3847 | 3945 |
| 3230 | 3289 | 3364 | 3447 | 3521 | 3586 | 3662 | 3722 | 3850 | 3946 |
| 3231 | 3292 | 3370 | 3448 | 3522 | 3588 | 3663 | 3723 | 3851 | 3950 |
| 3232 | 3293 | 3371 | 3450 | 3523 | 3589 | 3664 | 3724 | 3852 | 3951 |
| 3233 | 3294 | 3373 | 3451 | 3525 | 3590 | 3665 | 3725 | 3854 | 3953 |
| 3234 | 3300 | 3374 | 3453 | 3527 | 3591 | 3666 | 3726 | 3856 | 3954 |
| 3235 | 3301 | 3375 | 3458 | 3529 | 3594 | 3669 | 3727 | 3857 | 3956 |
| 3236 | 3302 | 3377 | 3460 | 3530 | 3595 | 3670 | 3728 | 3858 | 3957 |
| 3237 | 3303 | 3378 | 3461 | 3531 | 3596 | 3671 | 3730 | 3859 | 3958 |
| 3238 | 3304 | 3379 | 3462 | 3533 | 3597 | 3672 | 3732 | 3860 | 3959 |
| 3239 | 3305 | 3380 | 3463 | 3537 | 3599 | 3673 | 3733 | 3862 | 3960 |
| 3240 | 3309 | 3381 | 3464 | 3540 | 3607 | 3675 | 3735 | 3864 | 3962 |
| 3241 | 3310 | 3384 | 3465 | 3542 | 3608 | 3676 | 3736 | 3865 | 3964 |
| 3242 | 3311 | 3385 | 3467 | 3544 | 3610 | 3677 | 3737 | 3869 | 3965 |
| 3243 | 3312 | 3387 | 3468 | 3546 | 3612 | 3678 | 3738 | 3870 | 3966 |
| 3249 | 3314 | 3388 | 3469 | 3549 | 3614 | 3682 | 3739 | 3871 | 3967 |
| 3250 | 3315 | 3390 | 3472 | 3550 | 3616 | 3683 | 3740 | 3873 | 3971 |
| 3251 | 3317 | 3391 | 3475 | 3551 | 3617 | 3685 | 3741 | 3874 | 3979 |
| 3254 | 3318 | 3392 | 3477 | 3552 | 3618 | 3687 | 3744 | 3875 | 3984 |
| 3260 | 3319 | 3393 | 3478 | 3555 | 3619 | 3688 | 3746 | 3878 | 3987 |
| 3264 | 3321 | 3395 | 3480 | 3556 | 3620 | 3689 | 3747 | 3880 | 3988 |
| 3265 | 3322 | 3396 | 3482 | 3557 | 3621 | 3690 | 3749 | 3882 | 3990 |
| 3266 | 3323 | 3400 | 3483 | 3558 | 3622 | 3691 | 3756 | 3885 | 3991 |
| 3267 | 3324 | 3401 | 3485 | 3559 | 3623 | 3694 | 3758 | 3886 | 3992 |
| 3268 | 3325 | 3407 | 3487 | 3561 | 3624 | 3695 | 3763 | 3887 | 3995 |
| 3269 | 3328 | 3409 | 3488 | 3562 | 3629 | 3697 | 3764 | 3888 | 3996 |
| 3270 | 3329 | 3412 | 3489 | 3563 | 3630 | 3698 | 3779 | 3889 |