**ACFE Board Memo**

To: ACFE Regional Council Chairs

 Learn Local Organisations

 Learn Local Stakeholders

 Pathways and Participation Division Staff

From: Bronwen Heathfield, Director, Participation Branch

Subject: **Expression of Interest to participate in an action research project on workplace delivery of language, literacy and numeracy programs.**

Date: 15 May 2014

I am writing to advise of an opportunity for Learn Local organisations to put in an expression of interest to participate in an action research project on workplace delivery of language, literacy and numeracy programs.

Is your organisation interested in:

* Having better strategies for engaging with local industry and business
* Improving your understanding of how to identify the learning needs of workers
* Building your skills to develop / deliver flexible programs that provide outcomes for workers and their workplaces
* Learning more about how best to structure training delivered at work to fit in with the broader operation of the workplace.

The project is being managed by CAE and is part of the ACFE Board’s Flagship project on Language, Literacy and Numeracy (LLN). The project aims to build connections between Learn Local organisations and business and industry in their local area, and deepen the skills and knowledge of Learn Local teachers and managers in the practice of workplace education and training. This work will also increase industry’s understanding of the LLN and broader foundation skills support needs of workers and how Learn Locals can assist in developing those skills.

Over the term of the project (to December 2014), CAE will work with teachers and managers from six to eight Learn Local organisations who are keen to develop the connections and practical skills to work effectively with business and industry and lower skilled workers.

Participants will be supported by an action research specialist and a mentor selected for their knowledge and experience of delivering learning in the workplace. The work will be practically oriented and provide opportunities to develop relationships with local businesses and deliver training in at least one business or industry location.

A small grant will be made by CAE to each participating Learn Local organisation to offset some of the costs involved in making staff available to participate.

An expression of interest form is attached to this memo. Please complete, scan and return it by email to Josie Rose, the Project Coordinator if you are interested in taking up this opportunity. **The closing date for expressions of interest is Monday 26 May 2014**. A project induction day for successful applicants will be held on Thursday 5 June at CAE.

For further information on the project please contact Josie Rose, the Project Co-ordinator at CAE on josie.rose@cae.edu.au

**BRONWEN HEATHFIELD**

Director, Participation Branch