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| **Higher Education and Skills Group**  Department of Education and Early Childhood Development | |
| **Participation Branch Memorandum** | |
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**To: ACFE Regional Council Chairs**

**Learn Local Organisations**

**Learn Local Stakeholders**

**Adult Education Institutions**

**Participation Branch Staff**

**From: Bronwen Heathfield, Director, Participation Branch**

Subject: Intel® Learn Easy Steps Senior Trainer opportunities

Date: 24 February 2014

The ACFE Board is seeking applications from experienced trainers interested in taking on a Senior Trainer role for the Intel® Learn Easy Steps digital literacy program rollout with Learn Local organisations in 2014.

Intel® Learn Easy Steps is a basic digital literacy program which has been made available by the ACFE Board as an option for pre-accredited digital literacy delivery since 2013. The program uses a ‘train-the-trainer’ model of delivery, where Senior Trainers are supported to deliver training to Learn Local practitioners or ‘Master Trainers’ who deliver the program to learners.

The Senior Trainer role is a key component of the ACFE Board’s commitment to delivering the Intel® Learn Easy Steps digital literacy program. Senior Trainers receive professional development and support from Intel Australia and the Department of Education and Early Childhood Development (DEECD) to assist in undertaking this role. A network of approximately eight Senior Trainers is required to support the program across Victoria.

Senior Trainers will be required to participate in two Senior Trainer Forums (in approximately late March and October 2014) as well as have flexibility to deliver up to 10 training sessions to Learn Local organisations throughout the year. Senior Trainers will be renumerated for their time and travel expenses.

The Intel® Learn Easy Steps program rollout commenced with a small number of Learn Local organisations in 2013. Delivery in 2014 has increased and DEECD is continuing to work with Intel Australia to make adjustments and improvements to training materials, guidelines and administrative processes. Senior Trainers will need to be positive, flexible and keen to contribute to the evolution of the rollout with Learn Local organisations to contribute to the success of the program.

If you are interested in nominating as a Senior Trainer in 2014, please fill in the attached Application Form and email to Rebecca Pollard, Senior Project Officer, Higher Education and Skills Group, DEECD at: [Pollard.Rebecca.J@edumail.vic.gov.au](mailto:Pollard.Rebecca.J@edumail.vic.gov.au) no later than COB Monday 10 March 2014.

If you would like further information about the role, please call Josie Rose at the Centre for Adult Education (CAE) on 9652 0710.

Attachment 1

Application to be considered for the role of Senior Trainer for the Intel® Learn Easy Steps program rollout in 2014

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| Name: |  |
| Position: |  |
| Organisation: |  |
| Telephone: |  |
| Email address: |  |

Were you a Senior Trainer in 2013? Yes □ No □

Have you delivered the Intel® Learn Easy Steps program? Yes □ No □

Please answer the following questions in support of your application (max. 250 words per section):

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| 1. Why would you like to be considered for a Senior Trainer position for the Intel® Learn Easy Steps program in 2014? |
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| 1. Please outline your previous experience with digital literacy training (Learn Local or any other context). |
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| 1. Please outline your experience with ACFE Board-funded pre-accredited training, including the use of the Pre-accredited Quality Framework and A-Frame. |
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| 1. In what town/region of Victoria are you primarily based, and are you willing to travel as part of the Senior Trainer role? *(note: travel is not a pre-requisite for selection, but some ability to train outside one’s local area will be favourably considered to assist in establishing a state-wide network).* |
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Please email your completed application form to: Rebecca Pollard, Senior Project Officer, Higher Education and Skills Group, DEECD at [Pollard.Rebecca.J@edumail.vic.gov.au](mailto:Pollard.Rebecca.J@edumail.vic.gov.au) by COB Monday 10 March 2014.