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| Higher Education and Skills Group**Participation Branch Memo****Department of Education and Early Childhood Development** |

***NUMBER:*** *2014 / July / 18*

**TO:**

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| Learn Local organisations *– ALL* |  |  |
| Adult Education Institutions |  |  |

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

**DATE:** 18/7/2014

**SUBJECT:** *Intel*® *Learn Easy Steps update – webinars for new starters and information on Semester 2 delivery*

**ACTIONS / CRITICAL DATES:**

* *Introductory webinars for the Intel*® *Learn Easy Steps program will be held on 13th August, 2nd September and 18th September 2014.*
* *If you are ready to deliver the program, contact Josie Rose at the CAE to organise a Senior Trainer to visit your organisation.*
* *Providers already delivering the program are reminded of administration and reporting requirements.*

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The ACFE Board is continuing to make available the Intel® Learn Easy Steps digital literacy program as an option for pre-accredited delivery.

**For new starters:**

Register now to participate in a webinar to find out about the Intel® Learn Easy Steps program and how it could benefit your learners and organisation. The webinar is being run for information only and there is no obligation to proceed with the Intel® Learn Easy Steps program. The webinar will be held at the following times:

Wednesday 13th August 10 - 11am

Tuesday 2nd September 1 - 2pm

Thursday 18th September 4 - 5pm

To register for a webinar, please visit this webpage <http://inteleasysteps.acfe.vic.edu.au/webinars>.

Support will be provided for any organisations that are new to the webinar format.

**For organisations currently delivering or planning to deliver:**

It is now timely to remind those organisations currently delivering or planning to deliver Intel® Learn Easy Steps of the steps required:

**STEP 1:** Negotiate any changes to your delivery plan with your Regional Office (see *Changing Your Delivery Plan* below).

**STEP 2:** Ensure all trainers in your organisation delivering Intel® Learn Easy Steps have been trained by a Senior Trainer (see *Senior Trainers in 2014* below).

**STEP 3:** Ensure that the words ‘Intel® Learn Easy Steps’ are included in the module name of the course when reporting through the Skills Victoria Training System (SVTS). **Please ensure you update your SVTS data if you have delivered Intel® Learn Easy Steps earlier in 2014 and have not used this naming convention.**

**STEP 4:** Complete a short survey at the end of each Intel® Learn Easy Steps course. The survey for learners can be found at: [www.surveymonkey.com/s/Survey\_for\_Learners](http://localhost:3579/UCdoc~DM/EDUTRACK_nd1347351/www.surveymonkey.com/s/Survey_for_Learners) and the survey for trainers can be found at: [www.surveymonkey.com/s/Master\_Trainer](http://localhost:3579/UCdoc~DM/EDUTRACK_nd1347351/www.surveymonkey.com/s/Master_Trainer).

**Senior Trainers in 2014**

In order to deliver the Intel® Learn Easy Steps program, each trainer within the delivering organisation needs to first be trained by a Senior Trainer. A network of Senior Trainers has been established to support Learn Local organisations across the state. Senior Trainers in 2014 are:

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| **South-Western Victoria**  | **North-Western Victoria** | **North-Eastern Victoria** | **South-Eastern Victoria** | **Statewide**  |
| Joan Coker Pam Ridd | Leanne TiteFiona Wallace | Kerry Andison Liz Grigg | Junita Lyon Tanya Vessey | Vivian Ambrus Josie Rose |

Contact Josie Rose at the CAE on 9652 0710 or email Josie.Rose@cae.edu.au to organise a Senior Trainer to visit your organisation and train you in how to deliver the Intel® Learn Easy Steps program. This training will get you set up with the Intel® Learn Easy Steps program, including curriculum and support materials, promotion materials, a sample A-Frame and more!

**Changing Your Delivery Plan**

If you are interested in changing 2014 pre-accredited program hours to include an Intel® Learn Easy Steps program, hours must be available from your existing delivery plan (i.e overall 2014 contracted Student Contact Hours must remain the same). This can be achieved by:

* Choosing to replace an existing course that has not yet commenced; or
* Using undelivered Student Contact Hours (for example, if a course was cancelled earlier in the year due to low take-up.

Any proposed changes to delivery plans must be negotiated with your Regional Office.