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

***NUMBER:*** *2014 / August/5*

**TO:** Learn Local Organisations

Adult Education Institutions

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

**DATE: 5 August 2014**

**SUBJECT:** Verification arrangements for pre accredited modules purchased by ACFE Board in 2014

**ACTIONS / CRITICAL DATES:**

* Note 2014 Verification arrangements
* Learn Locals organisations selected to participate will be advised on or before 18 August 2014
* Verification documentation to be returned by 30 September 2014

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**Background**

The implementation of the pre accredited quality framework ensures that the ACFE Board purchases pre-accredited modules of high and consistent quality across the state.

There are four components to the framework:

* + A broad quality framework that includes a curriculum guide for developing and delivering a pre-accredited module
  + Peer Moderation to ensure there is continuous improvement in the Learn Local organisations’ planning, delivery and evaluation of pre accredited modules, ideally by an external organisation experienced in pre accredited module delivery and design
  + Verification to ensure that Learn Local organisations have a continuous improvement process in place that includes moderation. This is undertaken by DEECD regional staff.
  + Audits – these will conducted from time to time to test that continuous improvement is being carried out and confirm that Learn Local organisations’ self-declarations can be validated.

The verification process was carried out for the first time in 2013. A Participation Branch memorandum was forwarded to Learn Locals on 26 November 2013 outlining the results of the 2013 Verification of moderated pre accredited modules which may be of assistance to providers.

[2013/11/26 Participation Branch Memo: Results of 2013 verification of moderated pre-accredited programs (docx - 41.52kb)](http://www.education.vic.gov.au/Documents/training/providers/learnlocal/memo/2013/pbmemo20131126.docx)

**2014 Verification Process**

Learn Local organisations will be asked to provide a pre accredited module sample at least once over a three year period. The regional DEECD office will inform you in writing if your organisation has been selected for the annual verification process.

The completed forms that should be e-mailed for verification of a moderated pre accredited module are the:

* Moderation Summary Form
* Self-assessment Declaration Form
* Revised Course Plan

Return completed forms by email to: [training.participation@edumail.vic.gov.au](mailto:training.participation@edumail.vic.gov.au) and clearly mark the email subject as *Verification 2014* followed by name and TOID of Learn Local organisation.

The number of pre-accredited modules to be verified in your organisation will be determined by how many pre- accredited modules were purchased from your organisation in 2014 as per the following table.

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| Number of pre accredited modules purchased by ACFEB in 2014 | Up to 5 | 6 to 15 | More than 15 |
| Sample size: Number of moderated pre-accredited modules to be verified by Regional Office | 1 | 2 | 3 |

The DEECD regional office will advise you of the particular pre-accredited module they wish to verify.

**Timing**

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| **Date** | **Process for Learn Locals** |
| **By 18 August** | Regions inform relevant Learn Locals that they are to be sampled via letter |
| **By 1 September** | The completed and signed Verification Self-Assessment Declaration forms and the Moderation Summary forms from selected Learn Locals are emailed to: [training.participation@edumail.vic.gov.au](mailto:training.participation@edumail.vic.gov.au) |
| **2 September** | Regional offices commence verification of moderated pre-accredited modules and prepare a Verification Report |
| **late September** | Regional office provides feedback to Learn Local organisations by sending a copy of the completed Verification Report to Learn Locals and requests additional information **if required** |
| **30 September** | Due date for any resubmitted documentation required from Learn Local organisations |
| **Mid October** | Memo summarising general feedback to all Learn Locals after verification is completed |

**Assistance**

**Pre-accredited Quality Framework training is still available. Click on the following link to register:**

<http://e.mybookingmanager.com/E51422413229868>>

For more information contact your DEECD Regional Office:

**South West Victoria David Harris 5225 1062**

**North West Victoria Jodie Fisher 5440 3182**

**North East Victoria Angelo Pietrobon 8392 9341**

**South East Victoria Jan Aitcheson 8765 5701**

**Further information can be accessed via the following website:**

<http://www.education.vic.gov.au/training/providers/learnlocal/Pages/pqf.aspx>