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| Higher Education and Skills Group**Participation Branch Memo****Department of Education and Training** |

***NUMBER:*** *2015 / May / 26*

**TO:**

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| Learn Local organisations *– ALL*  | ACFE Board | ACFE Regional Councils |
| Adult Education Institutions | Learn Local stakeholders  | Participation Branch staff |

**FROM:** Verna Kearney, A/Director, Participation Branch

**DATE:** 26/5/2015

**SUBJECT:** *Development of the Partnership Support Package for Learn Locals*

**ACTIONS / CRITICAL DATES:**

* *A Partnership Support Package for Learn Locals is being developed.*
* *Opportunity to register interest for an interview or to submit a resource utilised by your organisation.*
* *Expressions of interest and input sought by Wednesday 3 June 2015.*

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To support the delivery of the second strategic direction of *Learn Local: Focusing on the Future,* *Promoting durable networks and co-location of services to improve pathways and sustainability*, the Partnership Support Package for Learn Locals is currently being developed.

The purpose of the package is to provide Learn Local Organisations (LLOs) with specific guidance materials and supporting resources to assist them to undertake and enhance their partnerships. It will build on consultations with the Learn Local sector in 2014, which indicated that such work is time and resource intensive and in some instances difficult to sustain. As such, the package will provide specific information to support the sector to develop, implement and maintain effective partnerships.

A number of targeted consultation sessions are taking place over the coming weeks to inform the scope and development of the resource. To supplement these consultations we would like to invite LLOs to submit resources or tools that have been developed/utilised by their organisation to support existing partnerships within the sector. These may consist of materials such as MOUs, templates that have supported partnership implementation, checklists, questionnaires etc. Anything provided will be treated as strictly confidential.

An opportunity also exists for LLOs that have entered into a formal partnership arrangement, either with other LLOs or non-sector stakeholders, to register their interest in participating in a phone interview to explore the details and success factors of their particular experience.

If you wish to provide a resource your organisation has utilised in implementing a partnership, or register your interest in participating in an interview, please provide your response by Wednesday 3 June 2015 to Nick Quinn: quinn.nicholas.j@edumail.vic.gov.au.