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

***NUMBER:*** *2015 / April/ 28*

**TO:**

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

**FROM:** Verna Kearney, Acting Director, Participation Branch

**DATE:** 28/04/2015

**SUBJECT:** *Intel*® *Learn Easy Steps for 2015*

**ACTIONS / CRITICAL DATES:**

* *The Intel*® *Learn Easy Steps program is being offered again in 2015.*
* *If you are ready to deliver the program, contact Marie Baird 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 in 2015. The Centre for Adult Education has been contracted to provide support to all organisations offering this course in 2015. A network of Senior Trainers has been established to support Learn Local organisations across the state.

**For new starters:**

Contact Marie Baird at the CAE on 9652 0653 or email marie.baird@cae.edu.au to organise a Senior Trainer to visit your organisation to discuss the program and to provide training on the Intel® Learn Easy Steps program. This training will get you set up with the Intel® Learn Easy Steps curriculum, materials, promotion materials, a sample A-Frame and more.

In order to deliver the Intel® Learn Easy Steps program, the trainer within the delivery organisation needs to first be trained by a Senior Trainer.

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

A reminder to those organisations currently delivering or planning to deliver Intel® Learn Easy Steps in 2015 of the steps required:

**STEP 1:** Ensure all trainers in your organisation delivering Intel® Learn Easy Steps have been trained by a Senior Trainer. If not, please contact Marie Baird at the CAE on 9652 0653 or email marie.baird@cae.edu.au for assistance in accessing this training.

**STEP 2:** 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).

**STEP 3:** Complete a short survey at the end of each Intel® Learn Easy Steps course. The survey for learners can be found at:

<https://www.surveymonkey.com/r/Intel_Learn_Easy_Steps_2015_Learner_Evaluation_Survey>

and the survey for trainers can be found at:

<https://www.surveymonkey.com/r/Intel_Learn_Easy_Steps_2015_Master_Trainer_Survey>

**Changing Your Delivery Plan**

If you are interested in changing 2015 pre-accredited program hours to include an Intel® Learn Easy Steps program, hours must be available from your existing delivery plan (i.e overall 2015 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.

**Intel® Learn Easy Steps Support**

The Department of Education and Training has a licensing responsibility to Intel to ensure that the delivery of the **Intel® Learn Easy Steps** program is properly supported and that all organisations receive up to date information on the program.

In order to enable the continuous improvement and quality delivery of the program, the Senior Trainers will be making courtesy calls to all organisations contracted to provide the **Intel® Learn Easy Steps** in 2015 to provide any needed support or advice and to receive feedback on any issues experienced by Master Trainers or organisations.

Organisations can also contact Marie Baird at the CAE directly for assistance on any issue or for additional materials.

The CAE will be hosting a webinar later in the year that will focus on the input provided to the Senior Trainers and will showcase additional delivery examples and delivery ideas. The dates for this will be advertised towards the end of Term 2.