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

***NUMBER:*** *2015 / August / 19*

**TO:**

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| Learn Local organisations  *– ALL* | Learn Local stakeholders | ACFE Regional Councils |
| Adult Education Institutions |  | Participation Branch staff |
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**FROM:** Bronwen Heathfield, Director, Participation Branch

**DATE:** 19 August 2015

**SUBJECT:** *Learn Local staff development opportunities – pre-accredited programs*

**ACTIONS / CRITICAL DATES:**

• PQF employability workshops

• PQF workshops (including moderation) in all ACFE regions

• Internet reservations link for workshops as below

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**1. Employability Skills for Pre-accredited Courses Workshop**

Participants in this workshop will explore employability skills in depth and build on a basic understanding of the PQF Quality Framework:

• what are employability skills?

• how are employability skills embedded in pre accredited courses?

• how are employability skills made meaningful for learners?

This is a practical, interactive workshop with plenty of useful tips and resources to take away and use.

**Employability Skills Registration and bookings at:** <http://e.mybookingmanager.com/E51422413229868>

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| Friday 11 September | CBD Melbourne | CAE Level 5 Room B507 253 Flinders Lane Melbourne |
| Friday 23 October | Geelong, Corio | Coverdale Neighbourhood Centre 167 Purnell Road Corio |
| Friday 4 December | CBD Melbourne | CAE Level 4 Room B419 253 Flinders Lane Melbourne |

**2. Pre-accredited Quality Framework workshops available across Victoria**

Pre-accredited Quality Framework workshops are an ideal way to supplement the induction of staff who are new to the pre-accredited environment, and the workshops also offer opportunities for managers and teachers to further their understanding of the PQF.

The workshops will address all aspects of the [Pre-accredited Quality Framework](http://www.education.vic.gov.au/training/providers/learnlocal/Pages/pqf.aspx) including pre-accredited curriculum, an overview of employability skills, and moderation. Workshop dates and locations are below.

**PQF Workshops Registration and bookings at:** <http://e.mybookingmanager.com/E51422413229868>

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| Friday 25 September | Brunswick | Brunswick Business Incubator  420 Victoria St Brunswick  3056 |
| Friday 16 October | Bendigo | DET Offices  7-15 McClaren Street Bendigo 3552 |
| Wednesday 21 October | Melbourne CBD | CAE Building B Room B304,  253 Flinders Lane Melbourne |
| Wednesday 28 October | Morwell | Morwell Neighbourhood House  48-50 Beattie Crescent Morwell |
| Friday 6 November | Glen Waverley | bestChance TRG 583 Ferntree Gully Road Glen Waverley |
| Wednesday 18 November | Wangaratta | The Centre for Continuing Education  Chisholm Street, Wangaratta 3677 |
| Monday 14 December | CBD Melb | CAE Level 3 Room B304  253 Flinders Lane Melbourne |