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

***NUMBER:*** *2015 / November / 24*

**TO:**

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| Learn Local organisations *– ALL* | ACFE Board | ACFE Regional Councils |

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

**DATE: 24 November 2015**

**SUBJECT:** *Family Learning Support Program – Reminder to opt in by Monday 30 November 2015*

**ACTIONS / CRITICAL DATES:**

* Read the attached Program Guidelines for 2016 and note changes to program eligibility and the inclusion of a Toolkit to assist with program administration including FAQs.
* *Please complete attached Expression of Interest form and submit by email to* *acfe@edumail.vic.gov.au* *by* ***COB Monday 30 November 2015.***

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The Family Learning Support Program was introduced to increase opportunities for adult learners to learn where the cost of child care is a barrier to participation in education and training.

The program funds can be used to fully or partially subsidise the cost of child care where affordability is a significant barrier to participation in Government subsidised accredited or pre-accredited training at a Learn Local organisation.

Based on feedback from participating Learn Local organisations, from 2015 two changes have been made to the Program for 2016:

* Funding can now be used to cover the gap between the Child Care Benefit and the cost of child care to limit out of pocket costs for learners;
* Funding will now be paid in instalments to align with the payment of pre-accredited hours.

A new Toolkit is included in the Program Guidelines to assist Learn Local organisations with administering the program.

Learn Local organisations currently receiving funding do need to advise if they wish to opt-into the program for 2016.

For those Learn Local organisations with outstanding funds from 2014, if your organisation applies for 2016 Family Learning Support funding, we will offset the amount against your 2016 contract. If your organisation does not apply for 2016 Family Learning Support funding, or your allocation is lower than your outstanding debt, you will be invoiced for the outstanding amount.

Queries about the Family Learning Support Program should be addressed to your Regional Office or via email to acfe@edumail.vic.gov.au

Attachments including further information to this Memo can be found at:

[Program Guidelines](http://www.education.vic.gov.au/Documents/training/providers/learnlocal/memo/2015/pbmemoattach1.docx)

[EoI](http://www.education.vic.gov.au/Documents/training/providers/learnlocal/memo/2015/pbmemoattach2.xlsx)

[Key Messages](http://www.education.vic.gov.au/Documents/training/providers/learnlocal/memo/2015/pbmemoattach3.docx)