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

 ***NUMBER:*** *2016 / 05 / 12*

**TO:**

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| Learn Local organisations*– ALL* |
| Adult Education Institutions |
| Participation Branch staff |

**FROM:** Ryan Collins, Acting Director, Participation Branch

**DATE:** 12 May 2016

**SUBJECT:** *Expressions of Interest for 2016 Additional Pre-accredited Student Contact Hours*

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| **ACTIONS:**

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| * Note that revised *Expressions of Interest for 2016 Additional Pre-accredited Student Contact*

 *Hours* are now open to Learn Local Providers.* Expressions of Interest need to be emailed to training.participation@edumail.vic.gov.au

By **18th May, 2016** on the attached form. |

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Expressions of Interest are being sought from Learn Local Providers for the delivery of additional Pre-accredited Student Contact Hours in 2016.

An updated delivery plan is not requested at this stage, but will be required if your EOI is successful.

Any hours to be delivered will need to be completed in 2016.

In order for your EOI to be successful, you need to be able to meet the required timelines and demonstrate that you have capacity to deliver the hours and are on track with your current delivery.

The following Self-Assessment may assist you with your decision.

 **Yes No**

1. Our Organisation has a demonstrated

 capacity to deliver additional hours

2. We have a strategy in place to fully deliver

 all contracted hours by 31 December, 2016

3. Our data is up to date on SVTS, and

 appropriately reflects our current delivery

4. Our Organisation can meet the required timelines

 detailed below.

The attached Expression of Interest form will need to be returned via email to: training.participation@edumail.vic.gov.au by **18th May, 2016**.

Organisations with successful expressions of interest will be advised by **20th May, 2016** and will be required to submit an updated Delivery Plan by **26th May, 2016.**

Updated Schedules will then be sent to these Providers for signing and return to the Department by **Monday 6th June**, **2016** so that payments can be processed.

Expression of Interest Form

Additional Pre-accredited Student Contact Hours 2016

* ***A Frame Course Plan for course being submitted for funding for the first time must be submitted with the expression of interest.***
* ***Please note that additional Pre-accredited student contact hours must be delivered by 31 December 2016.***

**Please complete and return this Expression of Interest form via email to: training.participation@edumail.vic.gov.au by 18th May, 2016.**

**Date: ……………… Learn Local Organisation: ……….…………………………...**

**Total Number of Additional SCH requested: ……………**

 **Contact Details: Name: Telephone: ……………………. Email:…………………………..**

**Reason for Requesting Additional SCH (*e.g. Additional Demand, waiting list for particular course, opportunity to engage new cohort, development of new program or new opportunity)*:**

**…………………………………………………………………………………………………………………………………**

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| **Course Name** | **Course Description****Learning Outcomes/Pathways** | **New or Existing Program**  | **LGA of Delivery** | **Course Scheduled Hours** | **Total SCH’s****Requested** |
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**Expression of Interest Form**

**Additional Pre-accredited Student Contact Hours 2016**

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| **Course Name** | **Course Description****Learning Outcomes/Pathways** | **New or Existing Program**  | **LGA of Delivery** | **Course Scheduled Hours** | **Total SCH’s****Requested** |
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Note: Please add rows as required.