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| `Higher Education and Skills Group**Participation Branch Memo****Department of Education and Training** |
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***NUMBER:*** *2017 / March / 21*

**TO:**

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

**FROM:** Eduard de Hue, Acting Director - Participation Branch

**DATE:** 21 March 2017

**SUBJECT:** *Intel® Learn Easy Steps version 4.0 for 2017*

**ACTIONS / CRITICAL DATES:**

* *The Intel® Learn Easy Steps version 4.0 program is being offered in 2017.*
* *If you are ready to deliver the program, contact Chris Christoforou at the Centre for Adult Education on (03) 8892 1653 or by email at* *intel@cae.edu.au* *to organise a Senior Trainer to visit your organisation.*
* *Learn Local organisations delivering the program are reminded of administration and reporting requirements through the Skills Victoria Training System (SVTS).*

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I am pleased to advise Learn Local organisations that the ACFE Board will continue to make available the Intel® Learn Easy Steps digital literacy program as an option for pre-accredited delivery in 2017. As you are aware, a new version 4.0 Intel® Learn Easy Steps program is available for use in 2017. The program has been developed building on the input received on the previous versions and knowledge on skilling for the evolving digital world of technologies.

The program provides a unique opportunity for Learn Local organisations to access an internationally recognised digital literacy program and opportunity to share teaching experiences and knowledge with their peers in other countries, through the online teaching community. The program also provides invaluable ready access to training and curriculum supports ensuring course quality and strong classroom delivery.

**Course Structure**

Intel® Learn Easy Steps is a course designed to help participants learn the basic steps of how to use a computer effectively and to apply acquired skills to everyday life. Intel® Learn Easy Steps is modular and includes five core modules and three additional entrepreneurship optional modules to extend learners’ use of technology into their professional lives. These are:

* **Module 1: Introduction to Computers** – This module guides you through many hands-on experiences to explore and discover basic uses of computer devices.
* **Module 2: Productivity Tools (Word Processing, Spreadsheets and Multimedia Presentations)** – This module explores how to use productivity tools on a computer to create documents, organise data in spreadsheets and present multimedia slide shows.
* **Module 3: The Internet, Email and Communicating Online** – This module explores how to use the Internet effectively to search for information, to communicate and to connect with others around the world.
* **Module 4: Keeping Safe Online** – This module explores basic information about keeping safe online.
* **Module 5: Social Media** – This module explores the social and community building features of the Internet.
* **Optional Module: Exploring Entrepreneurship** – This optional module explores the use of computer applications in designing a business.
* **Optional Module: Market Your Business** – This optional module explores how to use technologies to market and communicate about your business.
* **Optional Module: Money Management** – This optional module explores tools for personal and business related money management.

Each module is organised into lessons. Lessons follow the structure of Learn, Practice, Apply, Share and Reflect.

**Program Benefits**

Learn Local organisations delivering the Intel® Learn Easy Steps version 4.0 program will also receive at no cost:

* Personalised training from a Senior Trainer in the delivery of the Intel® Learn Easy Steps version 4.0 program
* Access to the Intel® Learn Easy Steps Facilitator Group portal providing access to an online community of teachers from over nine countries sharing Activity Cards and Intel® Learn Easy Steps Curriculum and teaching expertise and support
* Access to customised Intel® Learn Easy Steps training support materials
* Sample of A-frame course and session plan to assist in the development of an Intel® Learn Easy Steps course to meet the needs of your learners
* Marketing materials to assist in promoting the program to learners
* An editable Certificate of Attainment for recognising learner achievement.

**Training options**

1. **Teachers who have been trained to deliver Intel® Learn Easy Steps in previous years**

Teachers trained to deliver the program in previous years (Master Trainers) participated in a webinar session introducing version 4.0 during October and November 2016. If you missed any of the webinar sessions, please arrange for an update training session with a Senior Trainer by contacting Chris Christoforou at the Centre for Adult Education on
(03) 8892 1653 or by email at intel@cae.edu.au.

1. **Teachers who have not been trained to deliver Intel® Learn Easy Steps previously**

Contact Chris Christoforou at the Centre for Adult Education on (03) 8892 1653 or by email at intel@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 version 4.0 program. This training will get you set up with the Intel® Learn Easy Steps curriculum, materials, promotion materials, a sample A-frame course and session plan and more.

In order to deliver the Intel® Learn Easy Steps version 4.0 program, the trainer within the delivery organisation needs to first be trained by a Senior Trainer.

**Learn Local organisations currently delivering or planning to deliver the Intel® Learn Easy Steps version 4.0 program**

A reminder to Learn Local organisations currently delivering or planning to deliver the Intel® Learn Easy Steps version 4.0 program in 2017 of the steps required:

**STEP 1:** Intel® Learn Easy Steps program needs to be part of the 2017 ACFE Delivery Plan approved by your Regional Office. If you wish to add Intel® Learn Easy Steps course to your Delivery Plan contact your Regional Office. Student Contact Hours must be available from your existing Delivery Plan (ie. overall 2017 contracted Student Contact Hours must remain the same). This may be achieved by:

* Choosing to replace an existing course that has not yet commence; or
* Using undelivered Student Contact Hours.

Any proposed changes to Delivery Plans must be negotiated with your Regional Office.

**STEP 2:** Ensure all trainers in your organisation delivering Intel® Learn Easy Steps version 4.0 have been trained by a Senior Trainer. If not, please contact Chris Christoforou at the Centre for Adult Education on (03) 8892 1653 or by email at intel@cae.edu.au to arrange a training visit to your organisation by an Intel® Learn Easy Steps Senior Trainer.

**STEP 3:** Ensure that the words **“Intel® Learn Easy Steps”** is included in the module name of the course on the Delivery Plan and when reporting through the Skills Victoria Training System (SVTS).

**Intel® Learn Easy Steps Support**

The Department of Education and Training has a licensing responsibility to Intel to ensure that the delivery of Intel® Learn Easy Steps version 4.0 program is properly supported and that all Learn Local organisations receive up to date information on the program.

Learn Local organisations can also contact Chris Christoforou at the Centre for Adult Education directly for assistance on any issue or for additional materials.