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

***NUMBER:*** *2016 / April / 18*

**TO:** Learn Local organisations,ACFE Board, ACFE Regional Councils, Participation Branch Staff

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

**DATE:** 18 April 2016

**SUBJECT: Introducing the new Microsoft Agreement**

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The Adult, Community & Further Education (ACFE) Board has recently renewed the Microsoft Agreement to 31 December 2018 with our Large Account Reseller (LAR), Insight Enterprises (Insight).

Under the new agreement, all organisations registered with the Adult, Community and Further Education (ACFE) Board are able to access the latest software and software updates for a small fee. Please see the attached document which outlines the changes under the new Agreement.

**What is the Microsoft Agreement?**

The Microsoft Agreement (the Agreement) enables for software covered under the Agreement to be purchased at a significant saving and without incurring additional licensing costs for Learn Local organisations.

Software licenses not covered by the Agreement are the responsibility of the Learn Local organisation.

This is just one of the significant benefits of being a registered Learn Local with the ACFE Board.

**What software can be accessed by registered Learn Locals?**

The following programs are available for ordering online:

Office Professional Plus 2016 32 bit

Windows 10 Education 32 bit

Windows 10 Education 64 bit

Office for Mac 2016

SQL Server Standard

Windows Server Standard

Exchange Server

SQL CALs

If you are unsure what software your Learn Local may require, contact Insight for a discussion about your requirements via email to Rajinda\_AU\_SalesSupport@insight.com.

**What is the cost to upgrade software or purchase new items?**

The cost of the software is significantly subsidised by the ACFE Board. As a guide purchases of DVD media to deploy software costs approximately $20 per item.

**Are there Terms and Conditions with which Learn Locals must comply?**

Yes. The terms and conditions that apply to this agreement are:

1. The Learn Local organisation must remain registered with the ACFE Board;
2. If either the Learn Local organisation or the ACFE Board ceases to be eligible for access, for whatever reason, to products licensed under the Agreement, the Learn Local organisation must remove all software licensed under the Agreement from computers on which such software is installed;
3. The Learn Local organisation must complete the ACFE Board’s Microsoft Census annually when requested.

There are also user rights which apply to the use of the software. These are available at <http://au.insight.com/insightweb/login>.

**Our Learn Local is not currently registered under the Agreement. How can we access these products?**

Provided your organisation is registered with the ACFE Board you are able to access these products. Contact Insight directly via email to Rajinda\_AU\_SalesSupport@insight.com.

**Our Learn Local was registered under the Agreement, but we can’t seem to locate our login details. Who can we contact?**

Contact Insight directly via email to Rajinda\_AU\_SalesSupport@insight.com.

**What has changed from the previous Agreement to the new one?**

Changes to the Agreement have been minor and are detailed in the attached table. One benefit for Learn Locals is a higher level of support directly through Insight.

**We have some queries. Who do we contact?**

Further information is available at the Department of Education & Training’s website at <http://www.education.vic.gov.au/training/providers/learnlocal/Pages/microsoftagreement.aspx>

For any queries relating to purchasing, accessing or upgrading software contact Insight directly via email to Rajinda\_AU\_SalesSupport@insight.com.

