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

***NUMBER:*** *2016 / 05 / 11*

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

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

**DATE:** 11 / 05 /2016

**SUBJECT: Introducing the updated Intel Learn Easy Steps Agreement**

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The Adult, Community & Further Education (ACFE) Board has recently renewed the Intel Learn Easy Steps® Agreement to 31 December 2016 with the Centre for Adult Education (CAE).

Under the revised agreement, all organisations registered with the ACFE Board are able to access the Intel Learn Easy Steps® Program.

**What is the Intel Learn Easy Steps® Program?**

The ACFE Board has a License Agreement with Intel to deliver the Intel Learn Easy Steps Basic Course, a pre-accredited training program available to Learn Locals. This means that Learn Local organisations who wish to deliver this course can send a representative to attend a training session which will grant the Learn Local access to course content and materials.

**How do we register an interest in delivering the Intel Learn Easy Steps® Program?**

Learn Locals wishing to deliver the Intel Learn Easy Steps® Program in 2016, are reminded that if you are reallocating hours from another program, you will need to negotiate this with your relevant regional office. Additional pre-accredited training hours and their availability will need to be discussed with your relevant regional office.

Once your pre-accredited hours allocation has been confirmed with your regional office, you will need to contact Chris Christoforou at the CAE via email at Chris.Christoforou@cae.edu.au or by phoning (03) 8892 1653.

Chris and the team at the CAE will arrange for a Senior Trainer to visit your Learn Local and train your nominated teacher. Once all training is completed, your teacher becomes a Master Trainer and is able to deliver the Intel Learn Easy Steps® Program at your Learn Local.

**Is there a cost involved to train our nominated teacher?**

No, there is no cost to your Learn Local organisation. This is just one of the significant benefits of being a registered Learn Local with the ACFE Board.

**What other supports does this program provide to Learn Locals?**

Once a Master Trainer has been trained at your organisation, you will also receive access to the Wiki and all related training materials. This is an online resource that acts as a forum and knowledge sharing portal for all Senior and Master Trainers. It’s a great way to keep in touch with other Learn Locals also delivering the program.

**We have some further queries about this course. Who can we contact?**

Contact Chris Christoforou at the CAE via email at Chris.Christoforou@cae.edu.au or by phoning (03) 8892 1653.