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

***NUMBER:*** *2016 / June / 20*

**TO:**

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

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

**DATE:** 20/06/2016

**SUBJECT: Pre-accredited training under the jobactive program**

Under changes to the Commonwealth jobactive program, a new Employment Fund category named ‘Targeted Pre-Employment Preparation’ has been introduced in order to improve job seekers’ employability and foundation skills. Jobactive providers are required to develop and submit courses under this category to the Commonwealth Department of Employment for approval. This training can be non-accredited.

The Department of Education and Training has successfully sought Commonwealth authorisation for Victorian jobactive providers to use pre-accredited training delivered by Learn Local providers for courses under this new category, subject to departmental approval.

Jobactive providers can submit the Learn Local A-frame course plan document whilst seeking departmental approval for Targeted Pre-Employment Preparation courses, with the following additional information required separately in their Targeted Pre-employment Preparation training proposals:

1. The course cost – it is expected that Learn Local training providers will charge no more than $1.08 per SCH, plus materials for these courses. The funding that providers can claim is capped at $300 (GST exclusive) for Stream B job seekers, and at $500 (GST exclusive) for Stream C job seekers; and
2. Detail regarding how the training will help job seekers prepare for employment and meet the requirements of employers – this specific requirement of Targeted Pre-employment Preparation training is not addressed in the A-frame course plan; the A-frame course plan only requires Learn Local providers to broadly explain how the training provides a ‘pathway to further courses, accredited training or employment’.

*Note: jobactive providers will not be required to include course codes for the LearnLocal applications, as the training will have already undergone a stringent approval process.*

We encourage Learn Local Organisations to talk to their jobactive providers about potential Pre-accredited A-Frames that could be provided as Targeted Pre-Employment Preparation courses.

Jobactive providers who are not aware of these arrangements should talk to their respective Account Manager.

For any queries, or for further information relating to these requirements, please contact Verna Kearney on (03) 9637 3797.