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

***NUMBER:*** *2016 / July / 11*

**TO:**

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| Learn Local organisations *–* All  |
| Adult Education Institutions |
| Participation Branch Staff |

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

**DATE:** 11 / 07 / 2016

**SUBJECT:** *Learn Local Mentoring Workshops*

**ACTIONS / CRITICAL DATES:**

**The two Mentoring Workshops will be held at:**

* *City – 3rd August 2016, 10am to 1pm*
* *Shepparton – 4th August 2016, 10am to 1pm*

**See below for details and registration information**

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**LEARN LOCAL MENTORING WORKSHOPS**

The Centre for Adult Education in conjunction with YWCA Victoria has piloted a learner mentoring program as part of its CAIF 7 Grant. The *Transitions Project* supported at risk women who were homeless or vulnerable to homelessness to re-engage in vocational pathways via adult community & further education.

A key outcome of the project has been the creation of a Volunteer Learning Mentor training manual, to assist Learn Locals to develop their own mentoring programs, which can better support communities of learners to participate in learning environments.

YWCA Victoria will be presenting two workshops on how to use the Volunteer Learning Mentor training manual to Learn Local Organisations who want to know more about developing tailored mentoring programs. Workshop participants will each get a printed copy of the training manual for their Centres.

**Topics covered in the session will include:**

* Mentoring as a support model for engaging learners
* Mentoring models
* Benchmarks for effective and responsible mentoring programs
* Policies and procedures
* Recruitment and selection processes
* Mentor preparation
* Mentor & mentee matching and monitoring strategies
* Mentor & mentee support
* A closure policy
* Evaluation and assessment

**Workshop Dates:**

The two Mentoring Workshops will be held at:

* **City – 3rd August 2016, 10am to 1pm**

CAE, 253 Flinders Lane Melbourne

[http://e.mybookingmanager.com/City Mentoring Workshop](http://e.mybookingmanager.com/City%20Mentoring%20Workshop)

* **Shepparton – 4th August 2016, 10am to 1pm**

North Shepparton Community & Learning Centre, 10-14 Parkside Drive Shepparton

[http://e.mybookingmanager.com/Shepparton Mentoring Workshop](http://e.mybookingmanager.com/Shepparton%20Mentoring%20Workshop)

Lunch will be provided and there is no cost for the training or resource.

**Registrations:** can be made by following the link to the e-booking form in the links provided above below each relevant location.

Any additional enquiries can be directed to Chris Christoforou at the CAE chris.christoforou@cae.edu.au or by phone 8892 1653.