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

***NUMBER:*** *2016 / August / 04*

**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:** 04 August 2016

**SUBJECT: *Learn Local 2017 Pre-accredited Contracting – Webinars scheduled***

**ACTIONS / CRITICAL DATES:**

* *As previously advised, Learn Local Forums scheduled for August 2016 have been cancelled – please remove all August forum dates from your diaries*
* *2017 Pre-accredited contracting information will be facilitated through the VET Development Centre via live webinars on September 7 and September 8*
* *Learn Local organisations are encouraged to register for one of these webinars*
* *Information on webinar dates and times is provided below*
* *Follow-up workshops will be scheduled in regions following the webinars for those who wish to attend - please contact your Regional Office for more information.*

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**2017 Pre-accredited Contracting Provider Forums**

The Participation Branch, in partnership with the Vet Development Centre (VDC) will facilitate three live webinars in September to provide information on 2017 Pre-accredited Contracting arrangements. The webinars will focus on priorities for 2017 pre-accredited training delivery and the timelines associated with the contracting process.

I encourage all Learn Local organisations to register to participate in a webinar, and follow-up workshops which will be available in regions to support delivery plan development.

**For more information**

Please call your regional office for information about the workshops and if you have any questions:

* Kaye Callaghan, Manager, Training Participation Regional Support Unit, North Western Victoria
* Jane Dewildt, A/Manager, Training Participation Regional Support Unit, North Eastern Victoria
* Robyn Downie, Manager, Training Participation Regional Support Unit, South Eastern Victoria
* Georgina Ryder, Manager, Training Participation Support Unit, South Western Victoria



**2017 Learn Local Pre-accredited Contracting Webinars and Workshops**

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| **Regional Council Delivery Area** | **Forum Type** | **Date/Time of Webinar and Workshops** |
| **ALL** | **WEBINAR**  Session 1 | **Wednesday 7 September 2016**  Time: 11.00am – 12.00pm  (registration required) |
| **ALL** | **WEBINAR**  Session 2 | **Wednesday 7 September 2016**  Time: 1.30 – 2.30pm  (registration required) |
| **ALL** | **WEBINAR**  Session 3 | **Thursday 8 September 2016**  Time: 11.00am – 12.00pm  (registration required) |
| **ALL** | **Regional Workshops**  **Local** | 12 – 30 September 2016 |

**How to register**

**To attend a webinar please use the following link:** <http://www.cvent.com/d/svqk2r/1Q>

To register into**one of the webinar** sessions please click on the **register button**and**follow the instructions.**Once you have completed your registration and selected your session, you will receive an **email booking confirmation** which will have the **webinar participation link** to the session you have registered into.

**Webinar requirements**Please ensure you have the following prior to starting the session:

* **access to the email booking confirmation**with**the participation link**
* a stable **Internet connection**
* a **headset**

The optimal Collaborate experience for all users is with **Google's Chrome browser.**[Click here](https://support.google.com/chrome/answer/95346?hl=en) to download and install

You can test your system at the [VDC Test Webinar Site](http://bit.ly/1Xi87b7)

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