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

***NUMBER:*** *2016 / October / 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 / October / 2016

**SUBJECT: Access to the new, updated and dynamic version 4.0 of Intel®Learn Easy Steps for 2017 delivery**

**ACTIONS / CRITICAL DATES:**

* Access to the delivery of Intel®Learn Easy Steps version 4.0 program in 2017
* Teachers delivering the Intel®Learn Easy Steps version 4.0 programs in 2017 can join one of the upcoming webinar training sessions starting on 13 October or arrange a training visit with a Senior Trainer.

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I am pleased to advise Learn Local organisations that the ACFE Board will, as in previous years purchase the Intel®Learn Easy Steps program in 2017. Significantly, a new version Intel® Learn Easy Steps (4.0) program will be available to use. The program has been developed building on the input received on the previous versions and knowledge on skilling for the emerging digital world technologies.

The program provides a unique opportunity for Learn Local organisations to access an internationally-recognised digital literacy program and opportunity to share teaching experiences and knowledge with their peers in other countries, through the online teaching community. The program also provides invaluable ready access to training and curriculum supports ensuring course quality and strong classroom delivery.

**Course Structure**

Briefly, the program is arranged into five modules, which will cover the use of different technology areas. Each module will help the learner to develop new skills by developing their own products, which can be useful in their personal life or work. During this course, the learner will be able to:

* understand the basics of computers
* learn how to use some computer applications such as word processing, spreadsheets, and multimedia applications
* develop Internet search skills, use email and other online communication tools.
* recognise how to stay safe online
* understand how to use social media and engage in online communities
* build more technology skills with the Optional Modules.

**Program benefits**

In 2017, organisations delivering the Intel®Learn Easy Steps (4.0) program will provide the extra benefit for organisations in teaching and program development through access to an online teaching community. Your organisation will also receive at no cost:

* personalised training from a Senior Trainer in the delivery of the Intel®Learn Easy Steps (4.0) program
* access to the Intel®Learn Easy Steps, Facilitator Group portal providing access to an online community of teachers from over 9 countries sharing Activity Cards and Intel Learn Easy Steps Curriculum and teaching expertise and support
* access to customised Intel®Learn Easy Steps training support materials.
* sample of A-Frame course and sessions plan to assist in the development of an Intel®Learn Easy Steps course to meet the needs of your learners
* marketing materials to assist in promoting the program to learners
* an editable Certificate of Attainment for recognising learner achievement.

**Delivery of Intel Learn Easy Steps (4.0) program in 2017**

Learn Local organistion participating in the delivery of Intel®Learn Easy Steps (4.0) program will:

* developed as a new course, but may incorporate existing local content
* include at least 20 student contact hours of Intel®Learn Easy Steps (version 4.0)
* use a teacher trained to deliver the program. Refer to the “Training options” below
* negotiate the program delivery and funding with its Regional Council as part of the 2017 delivery negotiations
* include the word ‘**Intel”** in the module name of the course on the Delivery Plan and when reporting through the Skills Victoria Training System (SVTS).

**Training options**

1. **Teachers who have been trained to deliver Intel Learn Easy Steps in previous years**

Teachers trained to deliver the program in previous years (Master Trainers) will be required to either participate in one of the following webinars session introducing Version 4.0. Or, arrange for an update training session with a Senior Trainer by contacting Chris Christoforou at the Centre for Adult Education on 03 8892 1653 or email intel@cae .edu.au.

**Webinar date and access details:**

**Dates**: Thursday, 13th October 10 – 11 am

Monday, 17th October 12 – 1.00 pm

Wednesday, 26th October 3.30 – 4.30 pm

Tuesday, 8th November 9 – 10 am

**Venue**:

Online in Blackboard Collaborate (BBC). Participants will need to download the software and test their access to the BBC.  They will also need a headset with a microphone. Please head over to the project wiki for instructions on how to do this click - [Blackboard Collaborate access instructions](http://intelforcald.acfe.vic.edu.au/Blackboard).

**Register online** **click -** [Intel Learn Easy Steps (4.0) Webinar Introduction](https://www.surveymonkey.com/r/ILES) or the URL <https://www.surveymonkey.com/r/ILES0>

1. **Teachers who have not been trained to deliver Intel Learn Easy Steps previously**

Contact Chris Christoforou at the Centre for Adult education on (03) 8892 1653 or by email at intel@cae.edu.au to arrange a training visit to your organistion by an Intel® Learn Easy Steps Senior Trainer.