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

***NUMBER:*** *2016 / October / 17*

**TO:**

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

**FROM: Eduard De Hue**, Acting Director - Participation Branch

**DATE: 17** / 10 / 2016

**SUBJECT: Handover of the A-frame Exchange and access**

**ACTIONS / CRITICAL DATES:**

* **Help build and promote the A-frame Exchange**

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Learn Local Organisations requested assistance from the ACFE Board in establishing a library of quality A-frame documents in order to promote innovation in designing, teaching and learning in the pre-accredited environment.

It is my pleasure to advise you that development of the A-frame Exchange has been completed. Inner Melbourne VET Cluster has been contracted to support the sector owned, managed and administered A-frame Exchange.

Executive Officers of Learn Local organisations will receive an access email from the Inner Melbourne VET Cluster within the week. Included in the email will be advice on how to

* gain secure access and use the A-frame Exchange
* set up additional staff access

Should you have any difficulty in accessing the exchange – please contact info@aframeexchange.com.au .

I encourage you to visit the site and contribute to building a resource of quality A-frame documents so that pre-accredited learners benefit from high quality innovative teaching and learning opportunities.