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

***NUMBER: 2016 / 03 / 01***

**TO:**

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| Learn Local organisations *– ALL*  | Learn Local stakeholders  | ACFE Regional Councils |
| Adult Education Institutions |  | Participation Branch staff |
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**FROM:** Ryan Collins, A/Director, Participation Branch

**DATE:** 1 March 2016

**SUBJECT:** *Learn Local staff development opportunities – pre-accredited programs*

**ACTIONS / CRITICAL DATES:**

Book a Pre-accredited Quality Framework (PQF) workshop place at Sale, Benalla, Geelong or CBD Melbourne:

21 March 2016 Sale (Sale Neighbourhood House): [http://e.mybookingmanager.com/PQF Workshop Sale](http://e.mybookingmanager.com/PQF%20Workshop%20Sale)

30 March 2016 Benalla (The Centre): [http://e.mybookingmanager.com/PQF Workshop Benalla](http://e.mybookingmanager.com/PQF%20Workshop%20Benalla)

1 April 2016 Corio (Cloverdale Community Centre): [http://e.mybookingmanager.com/PQF Workshop Geelong](http://e.mybookingmanager.com/PQF%20Workshop%20Geelong)

8 April 2016 City (CAE): [http://e.mybookingmanager.com/PQF Workshop Melbourne](http://e.mybookingmanager.com/PQF%20Workshop%20Melbourne)

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**Pre-accredited Quality Framework workshops**

The four remaining Pre-accredited Quality Framework workshops in the current series will be delivered at Sale, Benalla, Corio and CBD Melbourne during March and April 2016.

The PQF workshops are an ideal way to supplement the induction of staff who are new to the pre-accredited environment, and the workshops also offer opportunities for managers and teachers to further their understanding of the PQF.

The workshops will address all aspects of the [Pre-accredited Quality Framework](http://www.education.vic.gov.au/training/providers/learnlocal/Pages/pqf.aspx) including the pre-accredited A-frame, an overview of employability skills, and moderation.

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| **Date 2016** | **Location** | **Venue** |
| 21 March 2016 | Sale  | Sale Neighbourhood House, 21 Leslie Street, Sale |
| 30 March 2016 | Benalla | The Centre, 85 Nunn Street, Benalla |
| 1 April 2016 | Corio | Cloverdale Community Centre, 167 Purnell Road, Coiro |
| 8 April 2016 | Melbourne CBD | CAE, 253 Flinders Lane, Melbourne |