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

***NUMBER:*** *2017 / October / 24*

**TO:**

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

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

**DATE:** 24 / 10 / 2017

**SUBJECT:** *Register for**Pre Accredited Work Experience Guidelines webinar*

**ACTIONS / CRITICAL DATES:**

* *Pre-Accredited Work Experience Guidelines webinar will be held Tuesday 31 October at 2pm*
* *Register attendance at the link below*

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In September, the ACFE Board released Pre-Accredited Work Experience guidelines based on current best practice in the sector. The guidelines support work experience which is safe, easily administered, and valuable for learners, providers and industry.

You can access the Pre-Accredited Work Experience Guidelines by clicking [here.](http://www.education.vic.gov.au/Documents/training/providers/learnlocal/memo/2017/Preaccredited%20work%20experience%20Guidelines.docx)

To complement these guidelines, the Department is hosting a webinar on **Tuesday 31 October from 2pm – 2.30pm** to provide further information to providers wishing to deliver Pre-Accredited Work Experience. You can access further information about the webinar by clicking [here.](http://www.education.vic.gov.au/training/providers/learnlocal/Pages/memo.aspx)

If you would like to participate, please click the link below and register your details:

<http://www.cvent.com/d/ztqpsd>

If you have any questions about this memo please contact Nick Orchard on (03) 9637 2510 or by email at: orchard.nick.n@edumail.vic.gov.au.