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

***NUMBER:*** *2017 / 08 / 30*

**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:** 30 / 08 / 2017

**SUBJECT: Professional Development Opportunities available for Learn Local Organisations**

**ACTIONS / CRITICAL DATES:**

**Learn Local Organisations are strongly encouraged to register for the following Pre-accredited Quality Framework workshops across Victoria. Register by following this link** – [Register now](https://goo.gl/forms/FjgoQNJKLao0n1lE3)

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| **Workshop Level** | **Venue** | **Date** | **Time** |
| Beginner | Multicultural Hub, Elizabeth St, Melbourne | 18 September | 10am to 3pm |
| Beginner | Sale Neighbourhood House | 12 October | 10am to 3pm |
| Advanced | North Shepparton Community & Learning Centre | 14 September | 10am to 3.30pm |
| Advanced | Multicultural Hub, Elizabeth St, Melbourne | 2 October | 10am to 3pm |
| Advanced | Cloverdale Community Centre, Geelong | 17 November | 10am to 3pm |

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**Pre-accredited Quality Framework (PQF) Workshops**

* The ACFE Board supports professional development initiatives for Learn local practitioners as part of its commitment to quality training outcomes for the Victorian training system.
* PQF workshops have been scheduled across Victoria and have been developed for both beginner and advanced trainers involved in designing and delivering pre-accredited courses using A-Frames.
* The workshops will provide an opportunity to work with others on how to identify learners’ current skills and develop training strategies. They are also an opportunity to give feedback on how the PQF is working for your organisation and discuss the sector’s professional development needs.

**What will the workshops cover?**

* **Beginner workshops** will examine how to design training using the PQF Framework including course plans, session plans, moderation, understanding adult learners and how to develop meaningful pathways for learners.
* **Advanced workshops** will review the framework, adult learner needs, employability skills and presentation tips.

**Who should attend the workshops?**

The workshops have been developed forboth beginners and advanced and are aimed at trainers and coordinators with responsibility for planning and delivering pre-accredited training.

**How much does it cost to attend the workshops?**

The workshops are free to attend.

**Who can I contact for more information about the workshops?**

Please call Coonara Community House on (03) 97587081 and ask to speak to either Leanne or Karen.

**How do I register for a workshop?**

Please use the following link to register your attendance – [Register now](https://goo.gl/forms/FjgoQNJKLao0n1lE3)