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

***NUMBER:*** *2017 / 05 / 16*

**TO:**

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

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

**DATE:** 16 May 2017

**SUBJECT:** Learner Engagement A-Frame Program Pilot – Round 3

**ACTIONS / CRITICAL DATES:**

* *Learn Local providers wanting to participate in* ***Round 3*** *of the Learner Engagement A-Frame Program Pilot (‘the Pilot) can apply using the* ***Expression of Interest guidelines****.*
* *The third Expression of Interest round opens on 1****6 May and closes on 2 June 2017****.*
* *Learn Local providers that have been approved for Round 1 and/or Round 2 of the Pilot are also eligible to apply for Round 3.*
* *Learn Local providers that were not approved for previous rounds and who wish to apply under Round 3, are encouraged to seek advice from the relevant Regional Office.*
* *This is the final round of the LEAP pilot.*
* *You will need to submit:*  ***LEAP Cover Sheet, a LEAP Pilot Delivery Plan, and a Course A-frame*** *for each proposed course. All attachments are at this location:* [*LEAP Round 3 EOI*](http://www.education.vic.gov.au/training/providers/learnlocal/Pages/learnerengengamentfund.aspx)*.*

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**Background**

The ACFE Board is implementing a one-year pilot initiative to support Learn Local organisations to deliver programs that are a minimum of 5 SCH and fewer than 20 SCH, in order to engage hard-to-reach learners.

A first Expression of Interest round was held in November 2016, the second Expression of Interest round was held in March 2017, and **Expressions of Interest are now open for Round 3**, **May 2017**.

The Board has established a separate funding pool of Student Contact Hours specifically for this one-year pilot program in 2017. The Pilot is running for one year, to the end of 2017, and will involve the total delivery of up to 50,000 SCH.

Funding for the initiative is through a Student Contact Hour subsidy rate**,** consistent with the existing pre-accredited rate of $8.20 per SCH.

The Expression of Interest guidelines provide background information and requirements for the program.

**Objectives**

The Pilot’s objectives are to:

* + provide Learn Local organisations with the flexibility to facilitate improved engagement with pre-accredited training programs for adults who face barriers to training
  + provide engagement activities linked to pathways to further training or employment
  + build the skills and capabilities necessary to participate in further pre-accredited programs or accredited education and/or employment.

Learn Local organisations are invited to submit an Expression of Interest to deliver programs with flexible minimum hours, outlining how their proposed programs will improve engagement in training. These programs should engage learners in one or more of the following learner categories:

* + Learners in thin markets and remote locations
  + Disadvantaged learners
  + Learners with multiple or complex needs
  + Vulnerable workers including those in industries in transition, for example automotive supply chain workers.

**How to apply**

The Expression of Interest will be released on 16 May at the following location: [LEAP Round 3 EOI](http://www.education.vic.gov.au/training/providers/learnlocal/Pages/learnerengengamentfund.aspx)

The Expression of Interest is open to Adult Education Institutions and all Learn Local organisations which have:

* + Current registration with the ACFE Board for 2017
  + a pre-accredited contract for 2017
  + a current satisfactory Business Governance Status Assessment or a 2017 Skills First contract.

Learn Local organisations will need to:

* Complete the Learner Engagement A-Frame Program Pilot Cover Sheet
* Complete a Delivery Plan for courses in the Pilot.
* Complete an A-frame Course Plan for each course being offered (minimum 5 SCH per course)
* Submit by email to training.participation@edumail.vic.gov.au by **COB 2 June 2017.**

Payments will be made upfront at the nearest quarterly payment date after execution of the Service Agreement. Participation in a formal evaluation process throughout 2017 is expected.

This is the final round of the LEAP pilot.

For more information, please contact the Regional Office contact assigned to support your Learn Local organisation, or Andrew Kaighin, Senior Project Officer, Training Participation Regional Support Unit, at [kaighin.andrew.m@edumail.vic.gov.au](mailto:kaighin.andrew.m@edumail.vic.gov.au)