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

***NUMBER:*** *2017 / December / 18*

**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:** Nick Orchard,Acting Director - Participation Branch

**DATE:** 18/ 12 /2017

**SUBJECT:** *Pre-Accredited Work Experience guidelines and webinar online*

**ACTIONS / CRITICAL DATES:**

* *Pre-Accredited Work Experience Guidelines, webinar and Q and A available online*

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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.

To complement these guidelines, the Department hosted a webinar in October to provide further information to providers wishing to deliver Pre-Accredited Work Experience.

The Pre-Accredited Work Experience guidelines, a recording of the webinar and a Q and A document are all available at the below link:

<http://www.education.vic.gov.au/training/providers/learnlocal/Pages/Pre-accredited-Work-Experience.aspx>

If you have any questions about this memo please contact Nick Orchard on (03) 9637 3819 or by email at: [orchard.nick.n@edumail.vic.gov.au](mailto:orchard.nick.n@edumail.vic.gov.au)