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

***NUMBER:*** *2017 / 09 / 12*

**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:** 12 / 09 / 2017

**SUBJECT:** *Pre-Accredited Work Experience Guidelines*

**ACTIONS / CRITICAL DATES:**

* *To provide Learn Locals with guidelines to support delivery of Pre-Accredited Work Experience*

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The ACFE Board (the Board) has received a number of queries from Learn Local Organisations (LLOs) seeking clarification on the place of work experience in pre-accredited training.

In response, the Board has developed a Pre-Accredited Work Experience model based on current best practice in the sector. The model supports work experience which is safe, easily administered, and valuable for learners, providers and industry.

You can access these Pre-Accredited Work Experience Guidelines, with additional attachments of a Pre-Accredited Work Experience Agreement and a Q and A document, by clicking [here](http://www.education.vic.gov.au/training/providers/learnlocal/Pages/memo.aspx).

To complement these guidelines, the Department will host a series of Pre-Accredited Work Experience webinars in October to provide further information and assistance to providers.

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