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

***NUMBER:*** *2017 / August / 15*

**TO:**

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

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

**DATE:** 15 August 2017

**SUBJECT: *Learn Local 2018 Pre-accredited Allocation Process – Webinars and Workshops***

**ACTIONS / CRITICAL DATES:**

* *2018 Pre-accredited allocation process information will be provided via webinars facilitated through the VET Development Centre on Wednesday 23 August 11am and Monday 28 August 2pm*
* *Learn Local organisations are encouraged to register for one of these webinars*
* *Further information on webinar dates and times is provided below*
* *Follow-up workshops to support delivery plan development on regional priorities will be scheduled in regional locations throughout September 2017 - please contact Regional Offices for more information.*

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**2018 Pre-accredited Allocation Process**

The Participation Branch, in partnership with the Vet Development Centre (VDC) will facilitate two webinars in August 2017 to provide information on 2018 Pre-accredited Allocation arrangements. The webinars will focus on priorities for 2018 pre-accredited training delivery and the timelines associated with the allocation process.

I encourage all Learn Local organisations and Adult Education Institutions to register to participate in a webinar, and follow-up workshops, which will be available in regions to support delivery plan development.

**For more information**

Please call your regional office for information about the workshops and if you have any questions:

* Kaye Callaghan, Manager, Training Participation Regional Support, North Western Victoria:

Phone 5440 3182

* Julie Hebert, Manager, Training Participation Regional Support, North Eastern Victoria:

Phone 8392 9342

* Robyn Downie, Manager, Training Participation Regional Support, South Eastern Victoria:

Phone 8765 5701

* Georgina Ryder, Manager, Training Participation Regional Support, South Western Victoria:

Phone 5225 1063

**2018 Pre-accredited Allocation Process**

 **Webinars and Workshops**

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| **Regional Council Delivery Area** | **Forum Type** | **Date/Time of Webinar and Workshops** |
| **ALL** | **WEBINAR**Session 1 | **Wednesday 23 August 2017**Time: 11.00am – 12.00pm(registration required) |
| **ALL** | **WEBINAR**Session 2 | **Monday 28 August 2017**Time: 2.00 – 3.00pm(registration required) |
| **ALL** | **WEBINAR**Recording | [**ACFE website**](http://www.education.vic.gov.au/training/providers/learnlocal/Pages/preaccredited.aspx)Available from 29 August 2017 |
| **ALL** | **Regional Workshops** | **September 2017**Will be advised by Regional Office |

**How to register**

To register into**one of the webinar** sessions please click on the **register button**and**follow the instructions.**Once you have completed your registration and selected your session, you will receive an **email booking confirmation** which will have the **webinar participation link** to the session you have registered into.

**Webinar requirements***Please ensure you have the following prior to starting the session:*

* **access to the email booking confirmation**with**the participation link**
* stable **internet connection**
* a **headset** or headphones for audio
* The optimal Collaborate experience for all users is with **Google's Chrome browser.**[Click here](https://support.google.com/chrome/answer/95346?hl=en) to download and install
* You can test your system at the [VDC Test Webinar Site](http://bit.ly/1Xi87b7)

**Registration Link**

[Webinar Registration](http://www.cvent.com/d/15qyg3)

**Webinar Participant Link**

<https://au.bbcollab.com/invite/6cc61d3d135a42e8b0263bc9eb4e6628>