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| Higher Education and Skills Group**Participation Branch Memo****Department of Education and Training** |
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***NUMBER:*** *2017 / 05 / 09*

**TO:**

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| Learn Local organisations *– ALL* | Adult Education Institutions | Learn Local stakeholders  |
| Participation Branch staff |  |  |

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

**DATE:** 9 May 2017

**SUBJECT: Access to the first of a series of webinars supporting the delivery of the Intel® Learn Easy Steps program**

**ACTIONS/CRITICAL DATES:**

* Join the upcoming webinar on Tuesday 23 May 2017.

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**Upcoming webinars session**

*‘Introduction to Intel® Learn Easy Steps for Managers’* is the first in a series of webinars delivered by the Centre for Adult Education (CAE) this year to showcase good and innovative practice in Intel® Learn Easy Steps as a digital literacy program.

The first webinar will give Centre Managers and Coordinators an opportunity to hear from Intel® Senior Trainers Joan Coker and Pam Ridd about their experience in delivering the program. The webinar will include information about ACFE Board funding requirements for the program, including ways to incorporate the program intro your ACFE Board delivery plan, as well as information about other useful resources.

**Webinar date and access details:**

**Date**:  Tuesday the 23rd May 2017 from 2:00pm – 3:00pm

**Venue**: Online in Blackboard Collaborate (BBC). Participants will need to download the software and test their access to the BBC. They will also need a headset with a microphone. A link to the classroom will be sent following registration.

**Please use this link to register online** **-** [Registration Introduction to Intel® Learn Easy Steps for Managers](https://docs.google.com/forms/d/e/1FAIpQLScxVGCSzOOf60Dj3fmSSH9XqMyH06olHIYfwUTGNCk52BDAhg/viewform?usp=sf_link)

**Upcoming webinars that support digital literacy practice using Intel® Learn Easy Steps*.***

Further webinars are planned in the coming months for digital literacy practitioners. These will cover the following topics:

* Using Intel® to create an accessible classroom for people with disability (Operating Systems)
* Using the Intel® Learn Easy Steps Facilitator Guide to build your teaching sessions
* Teaching new technologies through Intel®

Details regarding these webinars will be published in the near future. If you have any questions about the Intel® Learn Easy Steps program, and how you can get involved, you can contact Chris Christoforou at the CAE via email intel@cae.edu.au or phone 8892 1653.