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

***NUMBER:*** *2017 / July / 17*

**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:** Eduard de Hue, A/Director, Participation Branch

**DATE:** 17 / 07 / 2017

**SUBJECT:** *Pre-accredited work experience*

**ACTIONS / CRITICAL DATES:**

* *To provide Learn Locals with advice relating to 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. As a result, the Board is now investigating a model of pre-accredited work experience that is broadly accessible and provides adequate legal and insurance coverage to safeguard learners, providers and host employers.

The Board will circulate comprehensive pre-accredited work experience guidelines to the sector by the end of August, including detail about the complex associated legislative and insurance environment. In the interim, the Board is providing the following advice to LLOs currently delivering pre-accredited work experience:

1. It would be prudent to ensure that host employers hold adequate insurance coverage for pre-accredited work experience activities. While all LLOs are insured by the Victorian Managed Insurance Authority, it is important to note that this coverage is not an equivalent to a worker’s compensation policy, leaving host employers potentially exposed.
2. Alternatively, you may wish to temporarily suspend pre-accredited work experience activities until guidelines and further advice are finalised.

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