# Department of Education and Training

# Higher Education and Skills Group

# PIRE Branch Memo: *2018 / December / 11*

**TO: Learn Local providers - *ALL***

 **Adult Education Institutions**

 **Participation Inclusion and Regional Engagement Branch Staff**

 **Regional Councils**

**FROM: Ryan Collins**

Director, Participation, Inclusion and Regional Engagement Branch

**DATE:** 11 December 2018

**SUBJECT: ACFE Board, Capacity and Innovation Fund – Round 11 –**

 **Category 1 Provider Initiated Projects Open for Expressions of Interest**

## Actions / Critical Dates:

* *Learn Local providers are advised that a number of changes to CAIF Round 11 have been implemented which impact on the application process and timing of this round.*
* *Expressions of Interest are now open for the CAIF Round 11 – Category 1 Provider Initiated Projects effective* ***Tuesday 11 December 2018 to Friday 15 February 2019.***
* *Expressions of Interest for the other two categories will open late January 2019.*

## ACFE Board Capacity and Innovation Fund (CAIF) – Round 11

 I am pleased to announce that the ACFE Boards’ Capacity and Innovation Fund (CAIF) – Round 11 will commence on 11 December 2018. The Adult, Community and Further Education (ACFE) Board administers the Capacity and Innovation Fund to provide opportunities for Learn Local providers to develop and implement projects designed to meet the needs and to increase participation and attainment of the identified priority leaner cohorts. All Capacity and Innovation Fund projects remain provider led however there will be different project categories that will allow for a greater focus on regional and state-wide needs.

 Learn Local providers and Adult and Educational Institutions are advised that CAIF Round 11 will consist of 3 project categories, with a different approach, process and timeline for each category. Category 1 projects are identified, scoped and initiated by providers. Category 2 projects are state wide projects that have been identified through ACFE Board related activities and initiatives. Category 3 projects focus on issues of particular concern and importance to each ACFE region.

* **Category 1 Provider Initiated Projects** – are small-scale projects of up to $50,000 designed and initiated by providers with a focus on capacity building for providers to respond to priority learner group needs. These projects should build provider capacity: through innovative and sustainable models of delivery, development of products that demonstrate a broader application across the sector, provide support for learner engagement and participation, improve quality of program delivery or develop pathways to further education and employment.
	+ - Expressions of Interest for this category open on **Tuesday 11 December 2018 and close Friday 15 February 2019**.
		- Guidelines have been developed by the Department. Learn Local providers and AEIs are now invited to submit an Expression of Interest for this category.
* **Category 2 State-Wide Projects** - larger scale projects with state wide application - usually between $100,000 - $150,000. The projects will be identified and scoped by the Department in consultation with the ACFE Board and focus on building provider capacity to engage and respond to the needs of learners. The details of the projects for Round 11 will be identified by mid-December and provided via memo to providers to avoid duplication in other categories. Project Briefs will be provided in late January for these projects and providers invited to respond. Providers interested in these projects should consider their capacity to respond to the Project Briefs to lead, engage and contribute to the projects.
	+ - Project briefs will be developed by the Department in consultation with the ACFE Board for release in late January 2019
		- Learn Local providers and AEIs with capacity to lead these projects will be invited to submit an Expression of Interest in late January 2019.
* **Category 3 Regional projects** – are small-scale projects of up to $70,000. These projects respond to individual issues of specific concern and importance to each of the ACFE Regional Council areas.
	+ - A Project Brief for each of the eight ACFE Regional Council Areas will be developed by the Department
		- Providers from the region will be invited to submit Expressions of Interest for implementation of these projects in late January 2019.

## Expressions of Interest CAIF Round 11 – Category 1 Provider Initiated Projects Open Tuesday 11 December 2018 to Friday 15 February 2019

 Applications are invited from Learn Local providers and Adult Education Institutions for CAIF Round 11 Category 1 – Provider Initiated Projects. Providers who wish to participle in this category should address one or more of the aims of Category 1 as outlined in the guidelines.

* Total funding available for Category 1 is approximately $1.7 million.
* It is anticipated that this will be a competitive round, therefore well-developed applications are essential with a clear statement outlining the intent of the project.
* Providers should clearly articulate the expected outcomes and outputs the project will provide.
* All project budgets should be carefully prepared reflecting an accurate assessment of project costs.
* Providers are asked to propose projects for a maximum of 12 months’ duration.

## How to apply for CAIF 11 – Category 1 Provider Initiated Projects

Further information on the Capacity and Innovation Fund Round 11 – Category 1 and the application process will be available on the Department of Education and Training (DET) website on Tuesday 11 December 2018.

See: [DET Website](https://www.education.vic.gov.au/training/providers/learnlocal/pages/memo.aspx)

Learn Local organisations are encouraged to contact their regional office with any questions regarding CAIF project ideas and questions relating to completing the application forms. See: [regional office contacts](https://www.education.vic.gov.au/about/contact/pages/regions.aspx)

On behalf of the ACFE Board I encourage you to participate in this significant program opportunity.