# Department of Education and Training

# Higher Education and Skills Group

# PIRE Branch Memo: *2018 / July / 31*

**TO: Learn Local organisations**

 **ACFE Board**

 **ACFE Regional Councils**

 **Adult Education Institutions**

 **Learn Local Stakeholders**

 **PIRE Branch Staff**

**FROM: Eduard de Hue**, ActingDirector

Participation, Inclusion and Regional Engagement Branch

**DATE:** 31 July 2018

**SUBJECT: *Intel® Learn Easy Steps Master Trainer workshops at the CAE***

## Actions:

* *The Intel®Learn Easy Steps program is continuing to be supported in 2018*
* *Train the trainer delivery is being provided through two separate workshops at the CAE*
* *Contact Chris Christoforou at the Centre for Adult Education on (03) 8892 1653 or by email at two separate workshops at the CAE*
* *Please contact Dr. Bridget Haylock on* *intel@cae.edu.au* *if you have any questions*

The ACFE Board is continuing to support the Intel® Learn Easy Steps digital literacy program as an option for pre-accredited training delivery in 2018.

Support is being provided to the sector through two Master Trainer workshops that will be held at the CAE in August and September.

Trainers who have previously delivered the Intel® Learn Easy Steps curriculum or those new to digital literacy teaching in Learn Locals are welcome to register for a workshop.

**Workshop 1**

Friday 10th August 2018

12:30pm to 3:30pm

Level 4, 253 Flinders Lane Melbourne

[Booking Intel Master Training Workshop - August](http://e.mybookingmanager.com/Intel%20Master%20Training%20Workshop%20-%20August)

**Workshop 2**

Friday 14th September 2018

12:30pm to 3:30pm

Level 4, 253 Flinders Lane Melbourne

[Booking Intel Master Training Workshop - September](http://e.mybookingmanager.com/Intel%20Master%20Training%20Workshop%20-%20September)

The Intel® Senior Trainer for these workshops is Tanya Vessey.

There is no cost for the workshops and places are limited.