Department of Education and Training

Higher Education and Skills

**Participation, Inclusion and Regional Engagement Branch Memo**

**TO:** Learn Local providers, ACFE Board, ACFE Regional Councils, adult education institutions, peak bodies, key stakeholders, PIRE Branch staff

**FROM:** Ryan Collins, Director–Participation, Inclusion and Regional Engagement Branch

**DATE:** 30/06/2020

**SUBJECT: Term 3 business continuity in pre-accredited provision and COVID-19**

**Actions / Critical Dates:**

* Learn Local providers are advised that the release of the third 2020 pre-accredited milestone payment will occur in August as scheduled, regardless of current reported delivery against the milestone target.
* No further action is required by your organisation for this to occur.

**Term 3 business continuity in Learn Local provision and COVID-19**

The COVID-19 situation continues to develop in Victoria. The ACFE Board acknowledges the significant impact COVID-19 is having on Learn Local providers and the many and varied challenges facing your organisations.

The ACFE Board has made the following decisions for Term 3 to support business continuity, provide some measure of funding assurance and to allow you to focus on your organisation and the services you provide:

1. Release of the third pre-accredited milestone payment, scheduled for release from 15 August 2020, to all Learn Local providers with a 2020 pre-accredited contract regardless of reported delivery against the milestone target at this stage.
2. Continued assurance to Learn Local providers that due consideration of the impact of COVID-19 on pre-accredited delivery against targets will be given in reconciling delivery against 2020 contract targets.
3. Where Learn Local providers are unable to deliver their full pre-accredited training allocation despite their best efforts to do so, other appropriate activities in support of pre-accredited training may be undertaken instead.
4. Continued arrangements ensuring that no variation to pre-accredited delivery plans or targets be required. Consistent with Term 2, Learn Local providers may commence delivery of significantly adjusted or new courses at the beginning of Term 3, but will be required to notify the Department of these changes through their regional office, no later than 7 August 2020.

As independent organisations, Learn Local providers may exercise your own judgment in continuing pre-accredited training based upon the capacity and capability of your organisation to do so. You will otherwise be contacted directly if there is any prospect that your organisation should close, at the direction of appropriate authorities, either as a stand-alone closure or as part of a local or area-based closure.

The Department will continue to keep Learn Local providers updated on the potential implications of COVID-19 for training organisations.

**Guidelines for pre-accredited training delivery**

An updated set of [Guidelines](https://www.education.vic.gov.au/Documents/training/providers/learnlocal/GUIDELINES%20FOR%20PRE-ACCREDITED%20TRAINING%20FUNDING%20AND%20DELIVERY%20TERM%203%202020%20-%20FINAL.docx) and [Frequently Asked Questions](https://www.education.vic.gov.au/Documents/training/providers/learnlocal/PRE-ACCREDITED%20TRAINING%20DELIVERY%20TERM%203%202020%20QA%20-%20FINAL.docx) have been released by the ACFE Board for Term 3 delivery. Similar to the Term 2 guidelines, they provide clear advice on the type and nature of activities the Board recognises should take place through Term 3, where possible.

Outside of these guidelines, all other pre-existing guidelines for pre-accredited training delivery remain unchanged.

**Arrangements for Learn Local Providers not delivering training**

For those Learn Local providers who haven’t delivered training through Term 2 and do not intend to deliver training in Term 3: the Department and ACFE Board asks that you contact your regional office in writing by 24 July 2020 to provide details of the specific issues and challenges you are facing and what steps you will take to recommence training ahead of Term 4.

For further information regarding the specific actions associated with this advice, please contact your relevant Regional Manager in the first instance:

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| **North Western Victoria Region** | **North Eastern Victoria Region** | **South Eastern Victoria Region** | **South Western Victoria Region** |
| Kaye Callaghan  Tel: 4433 7582 | Julie Hebert  Tel: 7022 1802 | Robyn Downie  Tel: 8904 2580 | Georgina Ryder  Tel: 5215 5204 |

**More Information**

Learn Local providers should continue to refer to the [Department of Education and Training’s coronavirus (COVID-19) web page](https://www.education.vic.gov.au/about/department/Pages/coronavirus.aspx?) for the most up-to-date information.

Consistent with the current advice from The Department of Health and Human Services (DHHS), where physical distancing is not possible for training that needs to be delivered on campus, other strategies to reduce the risk of transmission, such as hand hygiene and regular cleaning, can be used, alongside best efforts to maintain as much physical distancing as possible.

This updated advice can be found on the [DHHS website](https://www.dhhs.vic.gov.au/work-and-study-restrictions-covid-19#actions-for-tafes-colleges-and-universities) (see the second-last point under ‘Actions for TAFEs, Colleges and Universities > Physical Distancing’).