Department of Education and Training

Higher Education and Skills Group

Participation, Inclusion and Regional Engagement — Branch Memo

**TO:** RegisteredLearn Local providers – All

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:** 23/04/2019

**SUBJECT: 2019 Learn Local Course Guides**

Actions

* Distribute Learn Local Course Guides to key organisation contacts in your local community.
* Provide any surplus Guides to your regional contacts for reallocation if necessary

2019 Learn Local Course Guide

Earlier this year, a Learn Local Course Guide was developed and trialled for the Gippsland Region. The Guide was launched by the Minister for Training and Skills and has been strongly endorsed by Learn Local providers as a valuable marketing and promotion tool. It has also been well received by potential learners. This success has prompted the development of similar guides across the State.

The purpose of the Guides is to promote Learn Local Courses to industry, relevant community organisations such as libraries, local government, and agencies who provide support and assistance to adult learners.

Each Learn Local provider will shortly receive around 25 copies of the 2019 Learn Local Course Guide for their region (more for larger Learn Local providers). PDF’s of the brochures will also be available at [www.learnlocal.org.au](http://www.learnlocal.org.au) The PDF versions will also link directly to all Learn Local provider websites.

The Guides have been designed for public display and to enable staff in community organisations to better understand and refer adult learners to appropriate local training options.

Each Guide folds out to an A2 size easy-to-read list of courses by Learn Local providers and towns or local government areas. There is also useful information to explain the benefits of courses delivered by Learn Local providers. The Guides have been prepared using the agreed 2019 Delivery Plans from each Learn Local provider and were current at the time of printing. All providers are encouraged to keep their websites up to date with current offerings.

The Guide is intended for multiple uses rather than as a giveaway to a potential learner. For this reason we are encouraging each Learn Local provider to use existing relationships with key organisations to arrange for display such as on library notice boards or to make available as a resource to staff who work with people who could benefit from pre-accredited courses.

Suggested options for Learn Local providers to distribute the Guides include:

* Libraries
* Agencies that work with vulnerable people
* Employment agencies/JobActives/Jobs Victoria Employment Network providers
* Shopping centre notice boards
* TAFE Institutes and other training providers
* Skills & Job Centres
* Health facilities
* Local government staff

Key dates for the Learn Local Course Guide

**End April:** Likely date for arrival of Learn Local Course Guides

**April- May:** Distribution of Course Guides to key organisations by Learn Local providers.

It is expected that Guides may become exhausted in some areas and we encourage you to return any surplus for distribution at Learn Local Provider Forums or to your Regional Office staff.

If you have any questions about the Guides, including distribution arrangements please contact the regional contact for your area.