Department of Education and Training

Higher Education and Skills Group

Participation, Inclusion and Regional Engagement — Branch Memo

**TO:** ACFE Board

 ACFE Regional Councils

 Adult education institutions

 PIRE Branch staff

RegisteredLearn Local providers

**FROM:** Joanne Favretto, A/Director — Participation, Inclusion and Regional Engagement Branch

**DATE:** 17 / July / 2019

**SUBJECT: Learn Local trainers and tutors are invited to attend a professional development course on the PQF kit.**

Actions

* Email your expression of interest along with your name, Learn Local, suburb and region to pqfprojectofficer@gmail.com, by 31 July 2019.

About the course

Designed for new and existing Learn Local trainers and tutors, the course will build and refresh knowledge and skills on teaching and learning in the pre-accredited environment.

The course will cover the use of the PQF kit for the development of pre-accredited training for adult learners. As part of the course, participants will also have the opportunity to develop an A-frame.

Comprised of 30 hours of training delivered over five days, the course will assist Learn Local tutors and trainers meet their professional development compliance requirements.

There has already been overwhelming positive feedback from those who have completed the course, reporting an improved understanding of the PQF, and an elevation of skills and confidence in developing and delivering pre-accredited training.

Developed by Rowville Neighbourhood Learning Centre, the course will be delivered across Victoria, according to the following timetable:



How to register your interest

To participate in the 30 hour course, please email pqfprojectofficer@gmail.com by 31 July 2019.

In your email, please include your name, Learn Local, suburb and region.

You will then be sent confirmation of the venue and location you will attend.

For enquiries, contact Rowville Neighbourhood Learning Centre on (03) 9764 1166.