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

**DATE:** 14 / 8 / 2019

**SUBJECT: Registration for webinars on the 2020 Expression of Interest processes for Pre-accredited Training Delivery and the Learner Engagement A-frame Program (LEAP).**

Actions / Critical Dates:

* Registration is now open for webinars on the 2020 Expression of Interest (EOI) processes for Pre-accredited Training Delivery and the Learner Engagement A-frame Program (LEAP).
* Please register for one of the two available sessions on either **11 September or 13 September 2019.**
* A separate Memo will advise of the commencement of the 2020 Expression of Interest process on 3 September 2019.
* Contact your regional office if you have any questions.

Register to participate in a webinar for 2020 Pre-accredited Training Delivery and LEAP

The Regional Engagement Unit, in collaboration with the VET Development Centre (VDC), are facilitating two webinars in September 2019 to assist Learn Local providers to prepare their Expression of Interest for delivery of pre-accredited training in 2020.

The webinars will focus on the priorities, requirements and timelines associated with the EOI process which will open on 3 September 2019.

The webinars will also cover the EOI process for the Learner Engagement A-frame Program (LEAP).

Please [register for a webinar here.](https://www.ivvy.com.au/event/R19064/) Once registration is complete, you will be emailed a confirmation booking. Your webinar participation link will be emailed to you seven (7) days prior to the webinar and again on the day of the webinar.

In order to participate effectively in the webinar, please check that you have:

* your booking confirmation and participation link
* a strong internet connection
* headphones to hear the presentation
* [Google Chrome](https://support.google.com/chrome/answer/95346?hl=en), installed and ready for use as your web browser (Safari for MAC users) to view the webinar.

If you are unable to participate in a webinar, the presentation will be available on the [DET website](https://www.education.vic.gov.au/training/providers/learnlocal/Pages/preaccredited.aspx) from Wednesday, 18 September 2019.

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| **Webinar** | **Date** | **Time** |
| Webinar session 1 | Wednesday, 11 September 2019 | 12.30pm – 1.30pm |
| Webinar session 2 | Friday, 13 September 2019 | 12.30pm – 1.30pm |
| Webinar presentation | From Wednesday, 18 September 2019 | DET website |

Expressions of Interest

The EOIs for 2020 pre-accredited training delivery and LEAP will open on 3 September 2019. A separate Memo will be emailed to Learn Local providers advising on the opening of the EOI processes.

EOI application requirements

Pre-accredited training delivery and LEAP are separate programs, each with its own guidelines and Expression of Interest requirements.

To reduce compliance and administration requirements, the EOI process for both programs will open in the same period. You can apply for:

* Pre-accredited training delivery only, or
* Pre-accredited training delivery and LEAP.

If you wish to apply for pre-accredited training delivery in 2020 and have not delivered pre-accredited training in 2019, please contact your regional office as soon as possible.

Regional Forums

Regional Forums will be organised for Learn Local providers to further support and discuss the EOI process. You will be advised of upcoming dates shortly.

Contact details

If you have any questions, or would like information about the upcoming regional forums which will take place to further assist providers with the EOI process, please contact your regional office.

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