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

Learn Local stakeholders

 PIRE Branch staff

RegisteredLearn Local providers — ALL

**FROM:** Edu De Hue, A/Director — Participation, Inclusion and Regional Engagement Branch

**DATE:** 3/9/2019

**SUBJECT: Expression of Interest Process for 2020 Pre-accredited Training Delivery and the Learner Engagement A-frame Program**

## Actions / Critical Dates:

* Expressions of Interest (EOI) for the 2020 Pre-accredited Training Delivery and the Learner Engagement A-frame Program (LEAP) open **on 3 September 2019.**
* Please download and review the *2020 Pre-accredited Training Delivery Guidelines and LEAP Guidelines*, check eligibility requirements and submit your Delivery Plan and A-frame **by 30 September 2019**.
* Reminder: To assist with your application, register for a webinar sessions on **11 September or 13 September 2019** (see [Branch Memo](https://www.education.vic.gov.au/training/providers/learnlocal/Pages/memo.aspx) 2019/08/14)and attend a Regional Forum in your local area.
* Contact your regional office if you have any questions.

## Expressions of Interest

Expressions of Interest (EOI) are now open for 2020 Pre-accredited Training Delivery and the Learner Engagement A-frame Program (LEAP).

Pre-accredited Training Delivery and LEAP are separate programs, each with their own guidelines, EOI requirements and processes.

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

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

The 2020 Pre-accredited Training Delivery Guidelines and Delivery Plan templates for your EOI are available on the [DET website](https://www.education.vic.gov.au/training/providers/learnlocal/Pages/preaccredited.aspx).

The 2020 LEAP Guidelines and Delivery Plan templates for your EOI are available on the [DET website](https://www.education.vic.gov.au/training/providers/learnlocal/Pages/learnerengengamentfund.aspx).

## Eligibility requirements

To be eligible to submit an EOI, you must:

* be registered with the Adult, Community and Further Education (ACFE) Board, or be covered by the *Education and Training Reform Act 2006*
* have a current satisfactory [ACFE Board Business and Governance Status Assessment (BGS)](https://www.education.vic.gov.au/training/providers/learnlocal/Pages/network.aspx), or have a current Skills First government subsidised accredited training contract
* upload your BGS, including financial statements, into SAMS by **30 September 2019,** otherwise the Department cannot offer you a Service Plan for ACFE Board Pre-accredited Training Delivery
* ensure you meet the additional eligibility criteria outlined in the *2020 Pre-accredited Training Delivery Guidelines and LEAP Guidelines* if you are applying for LEAP funding.

If you wish to deliver pre-accredited training in 2020 but have not delivered in 2019, please contact your [regional office](https://www.education.vic.gov.au/about/department/structure/Pages/regions.aspx) as soon as possible.

## Regional Office Contact details

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| **North Western Victoria Region** | **North Eastern Victoria Region** | **South Eastern Victoria Region** | **South Western Victoria Region** |
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