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

Peak bodies and key stakeholders

PIRE Branch staff

Learn Local providers — ALL

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

**DATE:** 5/09/2019

**SUBJECT: CGEA Professional Development Session**

Actions

* Learn Local providers to register for a half day CGEA PD session on Tuesday 24 September at Victoria University, 225 King Street, Melbourne, by close of business 17 September by filling out the form at page 3 of this memo and emailing the completed from to: [Fiona.Mcmahon@vu.edu.au](mailto:Fiona.Mcmahon@vu.edu.au).
* If you have inquiries please phone 9919 7744.

**Certificates of General Education for Adults**

The ACFE Board owns and maintains accredited curriculum, including Certificates in General Adult Education (CGAE Introductory, I II and III, IV).

Victoria University is the Curriculum Maintenance Manager (CMM) for these courses.

**CGEA Professional Development**

Victoria University CMM is running a half-day professional development session on the CGEA.

The half-day session is on selecting and using online texts for engage units, with a practice component on analysing a range of online digital texts for use in CGEA programs (see page 3 of this memo).

Participants are asked to bring a copy of the CGEA Engage units they work with the most to the professional development session.

This is an ACFE Board funded activity – no cost to participants. Priority will be given to Learn Local representatives. There is a limit of two registrations from any one organisation and a total of 30 participants.

**Registration**

Learn Local providers can register for the half-day CGEA PD session on Tuesday 24 September at Victoria University, 225 King Street, Melbourne, by filling out the form at page 3 of this memo. The completed registration form is to be emailed to: [Fiona.Mcmahon@vu.edu.au](mailto:Fiona.Mcmahon@vu.edu.au).

Registrations will be received until close of business 17 September 2019.

CMM CGEA Half day PD 1

2019

Tuesday 24 September

10.00 a.m. – 1.00p.m

Victoria University, 225 King Street, Melbourne (near corner of Lonsdale street)

Level 9: Room 9.002

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| Registration from 9.30 a.m. |
| Tea and coffee on arrival |
| 10.00am – 10.10 a.m. Welcome and introductions |
| Nadia Casarotto/Fiona Mcmahon: Curriculum Maintenance Manager (CMM) General Studies and Further Education. |
| Session 1: 10.10 a.m. – 10.50a.m Selecting and using online texts for engage units: Sarah Gibson, Avenue Neighbourhood House |
| This session will provide an overview of a sample online digital text and how it is used in CGEA programs. It will include:   * considerations for digital text selection * relationship to CGEA unit/topic/project * reading strategies * analysis of language features * learning tasks and activities |
| **Session 2: 10.50-11.00 Introduction to workshop activity** |
| **11.00 – 11.30 Morning tea (networking and informal discussion)** |
| Session 2: 11.30 – 12.45 Workshop Activity: Practical session- Analysis of online texts |
| This session will enable participants to examine and analyse a range of on online digital texts for use in CGEA programs. It will provide an opportunity to provide evidence of industry engagement and will contribute toward demonstrating currency for the Engage units. |
| 12.45-1.00 Feedback and Close |

**This is an ACFE Board funded activity – no cost to participants. Priority will be given to Learn Local representatives. Program subject to change.**

CMM CGEA Half Day PD

**REGISTRATION FORM**

**Tuesday September 24th 2019**

**10.00AM – 1.00PM (registration from 9.30am)**

**Victoria University, 225 King Street, Melbourne**

**Level 9 Room 9.002**

Please complete this form and return via email to: Fiona.Mcmahon@vu.edu.au  
no later than close of business: **Tuesday 17th September 2019**

Inquiries please phone 9919 7744 / 5300

**Please note that due to restrictions on numbers (30 participants) there is a limit of 2 registrations from any one organisation.**

PARTICIPANT DETAILS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | | | | |
| **Current Position:** |  | | | | |
| **Organisation:** |  | | | | |
| **Street Address:** |  | | | | |
| **Suburb:** |  | | | Postcode: |  |
| **Mobile:** |  | **Email:** |  | | |
| **Special Dietary Requirements:** |  | | | | |
|  | | | | | |

**Please bring a copy of the CGEA Engage units you work with the most to the PD.**

**(To complete this form electronically, use TAB to move forward and SHIFT+TAB to move backward from section to section)**