Department of Education and Training

Higher Education and Skills Group

Participation, Inclusion and Regional Engagement — Branch Memo

**TO:** RegisteredLearn Local providers

ACFE Board

 ACFE Regional Councils

 Adult education institutions

 Peak bodies

 PIRE Branch staff

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

**DATE:** 18 / November / 2019

**SUBJECT:** Toolkit to support innovation in the Learn Local Sector

Actions

* Read and distribute SPALG Toolkit as appropriate

*Strengthening Pathways for Adults Learners in Gippsland (SPALG)* Toolkit

The *Strengthening Pathways for Adults Learners in Gippsland (SPALG)* project was funded through the ACFEB and the Department between January 2016 and December 2019. As part of the project, a toolkit has been designed.

The purpose of the toolkit is to support innovation in the Learn Local sector across Victoria with information, resources and engagement strategies that can be used when delivering place-based initiatives.

**Resources include:**

* The full suite of ‘*Kick Start your Career in …..’* course documents which contextualises language, literacy, numeracy, digital literacy and employability skills for industry.

Six complete teaching programs developed in the skill shortage areas of health, disability, construction, call centres, digital technologies and Language Literacy and Numeracy (LLN).

A full set of resources including curriculum, teaching materials, A-frames and session plans. Online Moodle versions are also available for many of the courses.

* Guides to working through a co-design approach with industry partners and how to create a Community of Practice for Learn Local providers
* A detailed checklist providing Learn Local providers with a step by step guide on how to implement and deliver an industry supported *Kick Start* course
* A model for the Learn Local sector on how to work with jobactives and design programs targeting job seekers
* A range of case studies and short videos showcasing student success stories and industry/Learn Local partnerships
* A range of marketing collateral including; course flyer templates; a guide to developing a social media campaign for the sector; e-newsletters; a editable brochure outlining the value proposition of the sector; course guides and much more
* Links to a range of other useful resources/guidelines developed by the Department/ACFE Board.

The toolkit and additional resources can be accessed at: [www.gippslandlearnlocal.community/spalg-toolkit](http://www.gippslandlearnlocal.community/spalg-toolkit)

Each Learn Local provider will shortly receive a printed copy of the toolkit.

If you have any questions about the toolkit, please contact the regional contact for your area.