**Department of Education and Training**

**Higher Education and Skills**

**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

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

**DATE:** 20/11/2019

**SUBJECT: New ACFE Board Initiative: Invitation for Expressions of Interest (Stage 1)**

**Industry Contextualised Literacy and Numeracy Pre-Accredited Program**

## **Actions / Critical Dates:**

* Expressions of Interest (EOI) are invited from Registered Learn Local providers under the ACFE Board’s Industry Contextualised Literacy and Numeracy Pre-Accredited Curriculum Program
* The EOI (Stage 1) opens on **Wednesday 20 November 2019** and closes on **Friday 13 December 2019.**
* Please read the EOI Guidelines and to apply, complete the EOI Application Form and submit it via email by 5pm Friday 13 December 2019.
* An **information webinar** for interested providers will held on **Thursday, November 28** 2019. To participate, please RSVP to Cassie Puruntatameri at [puruntatameri.cassie.r@edumail.vic.gov.au](mailto:puruntatameri.cassie.r@edumail.vic.gov.au) to receive further details.
* Contact your regional office if you have any questions.

## **What is the Industry Contextualised Literacy and Numeracy Pre-Accredited Curriculum Program?**

**Context**

The Program is one part of the *Learn Local Literacy and Numeracy Strategy* announced by the Minister for Training and Skills at the 2018 Learn Local Awards. Under the *Strategy*, the ACFE Board is providing competitive grants to Learn Local providers to:

1. **Design innovative pre-accredited literacy and numeracy programs contextualized to industry needs, and deliver them as pilot programs** (this EOI)
2. Develop and deliver a peer to peer professional development program to further build capability of Learn Local trainers in literacy and numeracy delivery (future EOI)
3. Expand pre-accredited Literacy and Numeracy course delivery through additional student contact hours linked to the new literacy and numeracy programs

## **Program overview**

* Selected Learn Local providers will collaborate with DET in developing quality programs and resources for learners at the lowest levels of literacy and numeracy that can be shared across the sector.
* Targeted learners for the new programs are people not engaged in work or learning, or workers with low educational attainment at risk of unemployment.
* Each literacy and numeracy program developed will be contextualized to the needs of a specific industry to help learners pathway into jobs (or training for jobs).
* It is expected **up to five** Learn Local providers (or consortia) will be funded under this program, with each developing a program linked to a different industry.

## **Two-Stage Application Process**

Learn Local providers are encouraged to express interest in participating in this program by providing a brief overview of their proposed approach in the Application Form provided (EOI: Stage 1).

Note that a detailed project plan and budget isn’t required at this stage.

Learn Local providers that meet the selection criteria outlined in the Program Guidelineswill be invited to prepare a more comprehensive funding proposal under Stage 2, with assistance and feedback available through DET.

Further details and timelines are outlined in the attached Program Guidelines**.**

**How to apply**

1. Access the Industry Contextualised Literacy and Numeracy Pre-Accredited Curriculum **Program Guidelines** and **Application Form.**
2. Read the Program Guidelines, noting the eligibility and selection criteria, and complete the Application Form (EOI: Stage1), including requested attachments.
3. Email the completed Application Form (EOI: Stage 1) and attachments to [training.participation@edumail.vic.gov.au](mailto:training.participation@edumail.vic.gov.au) by **5pm, Friday 13 December**

Applicants will be notified of the outcome by 20 December, 2019. Successful Learn Local providers will be invited to prepare a more detailed proposal and budget submission under Stage 2.

For more information, please contact the staff at your regional office.

## **Regional Office Contacts**

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