Department of Education and Training

Higher Education and Skills Group

Engagement, Participation and Inclusion Division Branch — Branch Memo

**TO:** RegisteredLearn Local providers – All, ACFE Board, ACFE Regional Councils, Adult Education Institutions, Peak Bodies & Key Stakeholders, EPI Branch Staff

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

**DATE:** 11 February 2020

**SUBJECT: 2020 Learn Local Course Guides**

Actions

* Distribute 2020 Learn Local Course Guides to key organisations in your local community.

2020 Learn Local Course Guide

The 2020 Learn Local Course Guides will be distributed to Learn Local providers and DET regional offices in mid-February. Thirteen versions of the Course Guide have been printed, highlighting the range of pre-accredited training on offer across Victoria. Each Learn Local provider will receive 30 copies of the relevant Course Guide for their sub-region. PDF’s of the brochures will also be available to download and print additional copies if required. The PDF version includes hyperlinks to Learn Local providers’ websites and can be accessed at <https://learnlocal.org.au/course-guides/>

The Course Guide is a valuable marketing tool and will assist in promoting Learn Local courses to potential students, industry, jobactives and other relevant community organisations who provide support and assistance to adult learners.

The guides have been designed for public display and as a reusable resource to enable key stakeholders to better understand and refer adult learners to appropriate local training options.

Each guide folds out to an A2 size easy-to-read list of courses by Learn Local providers and towns or local government areas. They also include useful information explaining the benefits of pre-accredited courses delivered by Learn Local providers. The guides have been prepared using the agreed 2020 Delivery Plans from each Learn Local provider and **were current at the time of printing**. All providers are encouraged to keep their websites up to date with current offerings.

We are encouraging each Learn Local provider to use existing relationships with key organisations to arrange for the guide to be displayed.

Suggested options for Learn Local providers to distribute the Guides include:

* Employment agencies/jobactives
* TAFE Institutes and other training providers
* Skills & Job Centres
* Libraries
* Shopping centre notice boards
* Neighbouring community groups
* Agencies that work with vulnerable people
* Local government staff

Key dates for the Learn Local Course Guide

**Mid February:** Likely date for arrival of Learn Local Course Guides

**Late February:** Distribution of Course Guides to key organisations by Learn Local providers.

Additional copies of the guides can be obtained through your regional office. If you have any questions about the guides, including distribution arrangements please contact the regional contact for your area.