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

**DATE:** 24/03/2020

**SUBJECT: Instructions on downloading ACFEB subsidised Microsoft Software products**

Actions

* Download the latest Microsoft Windows and Office software in accordance with attached instructions

**1. ACFEB Microsoft Licencing Agreement - 2020**

The ACFE Board, through an agreement with Microsoft makes available a range of software to registered Learn Local providers for desktops, notebook computers and servers at significant saving and without incurring additional licensing costs. This ACFE Board Microsoft Agreement has been renewed and is now valid until 31 December 2020. For further information please check the DET weblink for [Microsoft Agreement](https://www.education.vic.gov.au/training/providers/learnlocal/pages/microsoftagreement.aspx).

**2. Software download instructions**

Registered Learn Local providers using licenced Microsoft software and products purchased through the ACFE Board’s Microsoft Agreement may download the latest Microsoft Office and Windows software using the instructions attached herewith.

If you have any questions or would like more information, please call your regional office.

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