Department of Education and Training

Higher Education and Skills

Participation, Inclusion and Regional Engagement Branch Memo

**TO:** Learn Local providers, PIRE Branch staff, ACFE Board, ACFE Regional Councils, Adult education institutions

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

**DATE:** 15/05/2020

**SUBJECT:** Monthly Pre-Accredited Activity Survey – Term 2, May 2020

**Actions / Critical Dates:**

* Complete the mandatory Monthly Pre-accredited Activity Survey to advise on your pre-accredited training activities for the month of May 2020, **by 1 June 2020.**

Survey Details released by ACFE Board

The Department of Education and Training and the ACFE Board thank you for your commitment, resilience and innovation during these challenging times to provide education and services for our most vulnerable learners.

The ACFE Board released, via their regular communique on 14 May 2020, details about the first operational survey for Learn Local providers to complete. The survey is intended to assist the ACFE Board and the Department to gain more insight from all Learn Local providers about pre-accredited activities and issues arising from the impact of COVID-19.

Please complete the first survey, covering the month of May 2020, at your earliest convenience so we can hear from you about the work you have undertaken during this period (training delivery and other activities). It is designed to capture, on a monthly basis, all pre-accredited activity aligned with existing Pre-accredited Guidelines, and Term Two COVID-19 supplementary Fact Sheets.

Together with reported delivery through the SVTS, your response will be the formal record of activity and use of funding for the month. Your responses will inform how we can support pre-accredited delivery during the COVID-19 restrictions and into the future.

The survey covering May 2020 must be completed **by 1 June 2020 and is mandatory for all Learn Locals** that have been contracted to deliver pre-accredited programs in 2020.

**The survey can be accessed using this link, see:** [**Pre-accredited Activity Survey**](https://www.surveymonkey.com/r/BV83BL8)

Updated *Pre-Accredited Training Delivery Q&A* fact sheet

The Learn Locals – Pre-Accredited Training Delivery Q&A [fact sheet](https://www.education.vic.gov.au/Documents/training/providers/learnlocal/PRE-ACCREDITED_TRAINING_DELIVERY_TERM_2_2020_QA_v1.0.pdf) has been updated to reflect common questions that have been raised over the past two weeks. This update provides advice regarding a range of topics including updates to Agreed Delivery Plans and Course Plans; Online Delivery to learners in other LGAs; recognition of self-paced learning as structured learning; and the Monthly Pre-accredited Activity Survey.

For further information regarding the specific actions associated with this advice, or if you have any issues accessing the survey, please contact your relevant Regional Manager in the first instance:

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| **North Western Victoria Region** | **North Eastern Victoria Region** | **South Eastern Victoria Region** | **South Western Victoria Region** |
| Kaye CallaghanTel: 4433 7582 | Julie HebertTel: 7022 1802 | Robyn DownieTel: 8904 2580 | Georgina RyderTel: 5215 5204 |

As always, the latest Departmental advice for schools, early childhood and TAFE and training providers, including additional resources and factsheets, continues to be available on the Department’s [coronavirus advice website](https://www.education.vic.gov.au/about/department/Pages/coronavirus.aspx)