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

**DATE:** 16/3/2020

**SUBJECT: New ACFE Board Initiative: Invitation for Expressions of Interest**

 **Adult Literacy and Numeracy Practitioner Program**

## **Actions / Critical Dates:**

* Expressions of Interest (EOI) are invited from Registered Learn Local providers for the ACFE Board’s [Adult Literacy and Numeracy Practitioner Program](https://www.education.vic.gov.au/training/providers/learnlocal/Pages/Adult-Literacy-and-Numeracy-Practitioners-Program.aspx) (ALNPP).
* EOI opens on Thursday 19 March 2020 and closes on Thursday 23 April 2020.
* Please read the EOI Guidelines and, to apply, complete the EOI Application Form and submit it and attachments via email by 5pm Thursday 23 April 2020.
* Information Webinar for interested Learn Local providers scheduled 10.30-11.30am, 26/3/2020.
* Contact your regional office if you have any questions.

## **What is the Adult Literacy and Numeracy Practitioners Program (ALNPP)?**

## **Context**

The ALNPP is one part of the *Learn Local Literacy and Numeracy Strategy.* Under the *Strategy*, the ACFE Board is providing competitive grants to Learn Local providers to:

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

## **Program overview**

The goal is to build the skills of Learn Local practitioners in teaching literacy and numeracy pre-accredited programs.

A multi-phase approach will be employed to strengthen the capabilities of the Learn Local sector and facilitate localised professional development across the Learn Local pre-accredited teaching workforce.

The ALNPP comprises 20 hours of training using a blended learning approach, developed by adult literacy and numeracy experts. It will be delivered to a group of high performing Learn Local practitioners by experts in the field.

The self-contained program, inclusive of plan, curriculum and resources, will then be delivered by the trained Learn Local practitioners to their peers.

The practitioner and the Learn Local they represent, will be responsible for participation in each phase and delivery to their regional peers. Remuneration will be offered and linked to program completion.

## **Application Process**

Learn Local providers are encouraged to express interest in participating in this program by completing the EOI Application.

An Information Webinar for interested Learn Local providers, is scheduled for 10.30am – 11.30am, Thursday 26 March 2020. It will provide the opportunity for further information and to ask questions. Please click [https://www.ivvy.com.au/event/R20058/](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.ivvy.com.au%2Fevent%2FR20058%2F&data=02%7C01%7Cmancini.jane.j%40edumail.vic.gov.au%7C4e2720f6fe1641310aec08d7c70df1e3%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C637196735068428842&sdata=o2ag9e6%2BnsxNci3q5zBoB01cXS9pSAul2gnU5I1LV0c%3D&reserved=0) to register.

Providers will be assessed by a departmental Panel in terms of the selection criteria detailed in the EOI Guidelines. Consideration also will be given to ensure equitable representation across all regional and metropolitan Learn Locals.

Further details and timelines are outlined in the ALNPP EOI Guidelines**.**

## **How to apply**

1. Access the [**EOI Guidelines**](https://www.education.vic.gov.au/Documents/training/providers/learnlocal/program/EOI_Guidelines_Adult_Literacy_and_Numeracy_Program.docx)and [**Application Form**](https://www.education.vic.gov.au/Documents/training/providers/learnlocal/program/Application_Form_Adult_Literacy_and_Numeracy_Program.docx)**.**
2. Read the EOI Guidelines, noting the eligibility and selection criteria, and complete the Application Form including requested attachments.
3. Email the completed Application Form and attachments to training.participation@edumail.vic.gov.au by **5pm, Thursday 23 April 2020.**

Applicants will be notified of the outcome by 30 April 2020.

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

## **Regional Office Contacts**

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