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 providers

PIRE Branch staff

RegisteredLearn Local providers

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

**DATE:** 9 / 9 / 2020

**SUBJECT: Registration for information sessions on the ACFE Board 2021 training delivery Expression of Interest process**

Actions / Critical Dates:

* Registration is now open for general information sessions on the 2021 Expression of Interest (EOI) process for Pre-accredited Training Delivery and the Learner Engagement A-frame Program (LEAP).
* A separate Memo will advise of the commencement of the 2021 Expression of Interest process on **Monday, 14 September 2020**.
* Please register for one of the two available information sessions on either **Thursday,** **17 September or Wednesday, 23 September 2020 from 12.30pm – 1.30pm.**
* Contact your regional office if you have any questions.

Registration for Information Sessions on 2021 ACFE Board Training Delivery Programs

The Participation, Inclusion and Regional Engagement (PIRE) Branch, in partnership with the VET Development Centre (VDC), are facilitating two general information sessions in September 2020 to assist Learn Local providers to prepare their Expression of Interest (EOI) for 2021 ACFE Board training delivery programs.

This will include information on the following:

* Pre-accredited training delivery
* Learner Engagement A-frame Program (LEAP)

The information sessions will focus on the priorities, requirements and timelines associated with the EOI process which will open on Monday, 14 September 2020.

If you wish to apply for pre-accredited training delivery in 2021 and have not delivered pre-accredited training in 2020, please contact your regional office as soon as possible.

Once registration is complete, you will be emailed a confirmation booking. Your information session participation link will be emailed to you prior to the session and again on the day of the session.

In order to participate effectively in the information session, please check that you have:

* your booking confirmation and participation link
* a strong internet connection
* headphones to hear the presentation
* [Google Chrome](https://support.google.com/chrome/answer/95346?hl=en), installed and ready for use as your web browser (Safari for MAC users) to view the information session.

Please [register for one of the general information sessions here](https://www.ivvy.com.au/event/R20148/).

If you are unable to participate in an information session, the presentation will be available on the [DET website](https://www.education.vic.gov.au/training/providers/learnlocal/Pages/preaccredited.aspx) from Wednesday, 30 September 2020.

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| **Information Session** | **Date** | **Time** |
| Information session 1 | Thursday, 17 September 2020 | 12.30pm – 1.30pm |
| Information session 2 | Wednesday, 23 September 2020 | 12.30pm – 1.30pm |

Contact details

If you have any questions, please contact your regional office.

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