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

PIRE Branch staff

RegisteredLearn Local providers

**FROM:** Eduard De Hue, Acting Director — Participation, Inclusion and Regional Engagement Branch

**DATE:** 10 / 9 / 2020

**SUBJECT: Webinar information session covering registration for the 2021 Skills for Work and Study Pilot Programs along with information about three other ACFE Board funded programs**

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**Actions / Critical Dates:**

* Registration is now open for the Webinar on Skills for Work and Study Pilot Programs to be **held** **28 September 2020**
* A separate Memo will announce commencement of the 2021 Skills for Work and Study Expression of Interest process on 14 September 2020
* Contact your regional office if you have any questions about the 2021 Skills for Work and Study Pilot Programs
* Note opportunities to participate in **three new Board programs**, details to be provided at the 28 September 2020 Webinar

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1. **Skills for Work and Study Pilot Programs**

The Skills for Work and Study pilot programs are high quality, industry contextualised literacy and numeracy programs designed for unemployed and vulnerable workers, with low literacy and numeracy levels, to develops skills to transition into work or study. The Programs has been developed by Learn Local providers to share with other Learn Local providers across Victoria.

Prioritising supporting learners with the lowest level of literacy and numeracy, the ACFE Board is encouraging Learn Local providers to expand their pre-accredited program delivery through the Skills for Work and Study Pilot programs. This is an exciting opportunity for Learn Local providers to build their skills in delivering innovative literacy and numeracy training solutions for learners.

There are seven programs, in total, with each Program contextualised to a different industry:

* 1. Community services
  2. Aged care
  3. Food processing
  4. Warehousing and distribution
  5. Health Services
  6. Building and Construction
  7. Early Childhood Education

Programs are inclusive of all resources including: Course Plan, Session Plan (A-frame), Teacher Workbook, Learner Workbook, Facilitation Guide and Planning Guide.

Each Program will incorporate additional hours for delivery of the programs and to allow for individual initial assessment and placement interviews.

Providers will be expected to engage in centralised moderation in order to share best practice and improve the curriculum over time.

**Expressions of Interest in delivering the Skills for Work and Study Pilot programs**

The EOIs for 2021 for Skills for Work and Study will open 14 September 2020. A Memo will be sent to Learn Local providers announcing the EOI opening.

**EOI application requirements**

Pre-accredited training delivery, Skills for Work and Study and LEAP are separate programs, each with its own guidelines and Expression of Interest requirements. To reduce compliance and administration requirements, the EOI process for all programs will open in the same period.

Providers who wish to apply for the Skills for Work and Study program funding must have an agreed 2021 pre-accredited training delivery contract.

**Regional Forums**

Regional Forums will be organised for Learn Local providers to further support and discuss the EOI process for the Skills for Work and Study program. You will be advised of upcoming dates shortly.

1. **Three new programs**

The ACE Board is developing three new programs for Learn Local delivery that are focused on

* supporting pre-accredited learners pathway into TAFE courses,
* supporting TAFE students who need additional support in their accredited course, via Learn Local partnership with TAFEs, and
* digital literacy programs.

More details about these three new programs to be available for semester one, 2021 will be outlined by an ACFE Board representative at the 28 September 2020 Webinar.

**Register to participate in the Webinar information session about the 2021 Skills for Work and Study Program Resources and Requirements, and to hear about the three new programs**

The Department is facilitating a Webinar on 28 September 2020, supported by the VET Development Centre (VDC), to assist Learn Local providers to learn more about the Skills for Work and Study Pilot Programs in 2021. An overview of the three new programs will also be provided.

The Webinar will provide detailed information about the content of each Skills for Work and Study Program and is designed to supplement the Webinars about the Expression of Interest process on the 17th and 23rd of September 2020.

Please [[register for the Webinar here](https://www.ivvy.com.au/event/R20149/)](https://www.ivvy.com.au/event/R19064/).  Once registration is complete, you will be emailed a confirmation booking. Your webinar participation link will be emailed to you seven (7) days prior to the webinar and again on the day of the webinar.

In order to participate effectively in the Webinar, 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 webinar.

If you are unable to participate in the Webinar, 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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| **Webinar** | **Date** | **Time** |
| Skills for Work and Study & three new programs Webinar | Monday, 28 September 2020 | 12.30 – 1.30 |
| Webinar recording | Wednesday 30 September 2020 | DET website |

**Contact details**

If you have any questions or would like information about the upcoming regional forums which will take place to further assist providers with the EOI process, please contact your regional office.

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| **North Western Victoria Region** | **North Eastern Victoria Region** | **South Eastern Victoria Region** | **South Western Victoria Region** |
| Kaye Callaghan  Tel: 4433 7582 | Julie Hebert  Tel: 7022 1802 | Robyn Downie  Tel: 8904 2580 | Georgina Ryder  Tel: 5215 5204 |