Department of Education and Training

Higher Education and Skills Group

Participation, Inclusion and Regional Engagement — Branch Memo

**TO:** ACFE Board

      ACFE Regional Councils

PIRE Branch staff

RegisteredLearn Local providers

Adult Education Providers

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

**DATE:** 29 / 9 / 2020

**SUBJECT: Copy of 2021 ACFE Board Training Delivery Information Session Presentation and FAQs are now on the DET website**

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**Actions / Critical Dates:**

* A copy of the 2021 ACFE Board Training Delivery Information Session is now on the [DET website.](https://www.education.vic.gov.au/training/providers/learnlocal/Pages/preaccredited.aspx)
* An FAQ document on 2021 ACFE Board Training Delivery has also been added to the DET website for your information.
* These documents should be read in conjunction with the *2021 Pre-accredited Training Delivery Guidelines, LEAP Guidelines* and *Skills for Work and Study Pilot Programs Guidelines*.
* Check and ensure you meet eligibility requirements and submit your Delivery Plans and other required documentation **by Wednesday 14 October 2020**.
* EOI applications should be submitted in one email, with Delivery Plans for all programs you are applying for, including where applicable Course Plans (for existing courses) or full A-frame (for new or substantially amended courses) by **COB Wednesday 14 October 2020** via email to [training.participation@education.vic.gov.au](mailto:training.participation@education.vic.gov.au).

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**EOI Timelines**

Expressions of Interest (EOI) are now open for 2021 Pre-accredited Training Delivery as well as two additional programs - the Learner Engagement A-frame Program (LEAP) and the Skills for Work and Study Pilot Programs.

EOI applications opened on **Monday 14 September 2020** and close on **COB Wednesday 14 October 2020.**

EOI applications should be submitted in one email, with Delivery Plans for all programs you are applying for, including where applicable Course Plans (for existing courses) or full A-frame (for new or substantially amended courses) by COB **Wednesday 14 October 2020** via email to [training.participation@education.vic.gov.au](mailto:training.participation@education.vic.gov.au).

**EOI application requirements**

Pre-accredited training delivery, LEAP and Skills for Work and Study 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 is open in the same period.

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

**Eligibility requirements**

To be eligible to submit an EOI, you must:

* Be registered with the Adult, Community and Further Education (ACFE) Board, or be covered by the *Education and Training Reform Act 2006*.
* Have a current satisfactory [ACFE Board Business and Governance Status Assessment (BGS)](https://www.education.vic.gov.au/training/providers/learnlocal/Pages/network.aspx), or have a current Skills First government subsidised accredited training contract.

Upload your BGS (including financial statements) into SAMS2. All BGS were due 30 September 2020, however, the ACFE Board has extended the date to 27 November 2020 at the latest. If a BGS is not received by this date, the Department cannot offer you a Service Plan for ACFE Board Pre-accredited Training Delivery, nor for LEAP or the Skills for Work and Study Pilot Programs.

**Regional Forums**

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

**Contact details**

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

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