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

Peak Bodies

Key stakeholders

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

**DATE:** 2 / 10 / 2020

**SUBJECT: Term 4 COVID-19 and business continuity in pre-accredited provision**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Actions / Critical Dates:**

* Learn Local providers are advised that the release of the fourth 2020 pre-accredited milestone payment will occur in October as scheduled, regardless of current reported delivery against the milestone target.
* No further action is required by your organisation for this to occur.

**Term 4 business continuity in Learn Local provision and COVID-19**

The COVID-19 situation continues to develop in Victoria. The ACFE Board acknowledges the significant impact COVID-19 is having on Learn Local providers and the many and varied challenges facing your organisations.

The ACFE Board has made the following decisions for Term 4 to support business continuity, provide some measure of funding assurance and to allow you to focus on your organisation and the services you provide

1. Release of the fourth pre-accredited milestone payment, scheduled for release on 15 October 2020, to all Learn Local providers with a 2020 pre-accredited contract regardless of current reported delivery against the milestone targets.
2. Where Learn Local providers are unable to deliver their full pre-accredited training allocation, despite their best efforts to do so, other appropriate activities in support of pre-accredited training may be undertaken instead. These include:
* Meeting additional costs associated with new modes of delivery in Term 4 2020. This includes additional materials costs or additional software licensing but does not include the purchase of equipment.
* Preparation of online/blended delivery programs for the remainder of Semester 2.
* Development of new programs and resources to support pre-accredited delivery.
* Review and moderation of pre-accredited programs to improve the quality of delivery.
* Implementing a marketing and promotional plan for the remainder of 2020.
* Informal and formal professional development with the focus on quality delivery in the COVID‑19 environment.
* Evaluation of the quality and efficacy of delivery modes introduced during COVID-19.
* Maintaining regular contact with registered and prospective learners, including the use of interpreters, where appropriate.
* Use of allocated pre-accredited funding to source a small supply of face masks for students who are required to attend training face-to-face and who do not have masks of their own.
1. Learn Local providers who meet; the delivery or alternative activity requirements, or a combination of both, for 2020 pre-accredited training delivery, regardless of current reported delivery against the milestone targets, have met 2020 pre-accredited funding requirements and reconciliation of funds is satisfied.
2. Continued arrangements ensuring that no variation to pre-accredited delivery plans or targets be required. Consistent with Term 3, Learn Local providers may commence delivery of significantly adjusted or new courses at the beginning of Term 4, but will be required to notify the Department of these changes through their regional office, no later than 12 October 2020.

The Department will continue to keep Learn Local providers updated on the potential implications of COVID-19 for training organisations.

**Guidelines for pre-accredited training delivery**

An updated set of [Guidelines](https://www.education.vic.gov.au/Documents/training/providers/learnlocal/grants/Learn%20Locals%20Pre-accredited%20Training%20Delivery_Term%204_Guidelines.docx) and [Frequently Asked Questions](https://www.education.vic.gov.au/Documents/training/providers/learnlocal/grants/Learn%20Locals%20Pre-accredited%20Training%20Delivery_Term%204_QA.docx) have been released by the ACFE Board for Term 4 delivery.

Consistent with the Term 3 guidelines, they provide clear advice on the type and nature of activities the Board recognises should take place through Term 4, where possible.

Outside of these guidelines, all other pre-existing guidelines for pre-accredited training delivery remain unchanged.

**More Information**

Learn Local providers should continue to refer to the [Department of Education and Training’s coronavirus (COVID-19) web page](https://www.education.vic.gov.au/about/department/Pages/coronavirus.aspx) for the most up-to-date information.

Consistent with the current advice from The Department of Health and Human Services (DHHS), where physical distancing is not possible for training that needs to be delivered on campus, other strategies to reduce the risk of transmission, such as hand hygiene and regular cleaning, can be used, alongside best efforts to maintain as much physical distancing as possible.

This updated advice can be found on the [DHHS website](https://www.dhhs.vic.gov.au/work-and-study-restrictions-covid-19#actions-for-tafes-colleges-and-universities) (see the second-last point under ‘Actions for TAFEs, Colleges and Universities - Physical Distancing’).

**Contact details**

If you have any questions or would like information about the Regional Forums to further assist providers with the EOI process, please contact your regional office.

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |