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

Learn Local stakeholders

PIRE Branch staff

RegisteredLearn Local providers — ALL

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

**DATE:** 25/11/2020

**SUBJECT: Final Pre-accredited Activity Survey for 2020**

## Actions / Critical Dates:

* Contracted Learn Locals should complete the **Pre-accredited Activity Survey – Semester 2** on or before 2 December 2020.

Pre-accredited Activity Survey – Semester 2 released

The ACFE Board and the Department of Education and Training thank you for your ongoing commitment to providing education and services for our most vulnerable learners in 2020.

From mid-2020, Learn Locals have been completing Pre-accredited Activity Surveys to assist the ACFE Board and the Department to gain valuable insights about pre-accredited activities and issues arising from the impact of COVID-19. The surveys have also become a formal record of activity and use of funding at this time.

Additionally, in mid-2020, Learn Locals were asked to complete the *Impacts of COVID-19 on Learn Local Providers* *Term 2 2020 Survey*. **Attachment A** (over the page) provides a summary of some of the results from this one-off survey. We hope you will find this of interest. It shows that many Learn Locals have adapted well during COVID-19, although some issues remain an ongoing challenge.

Contracted Learn Locals are now requested to complete, at their earliest convenience, a short survey which covers delivery and other activities in Terms 3 and 4 (Semester 2).Together with reported delivery through the SVTS, your response will be the formal record of activity and use of funding for Terms 3 and 4, aligned to existing [pre-accredited guidelines and the COVID-19 factsheets](https://www.education.vic.gov.au/training/providers/learnlocal/Pages/preaccredited.aspx).

The survey must be completed by COB **2 December 2020** and is mandatory for all Learn Locals that have been contracted to deliver pre-accredited programs in 2020.

The survey can be accessed using [this link](https://www.surveymonkey.com/r/5YCS2FC).   
  
Further information and assistance

Please contact your Regional Office for further information or if you are having issues completing the survey:

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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 |

Thank you in advance for your participation.

**Attachment A**

