Department of Education and Training

Higher Education and Skills Group

**Participation, Inclusion and Regional Engagement — Branch Memo**

**TO:** Learn Local providers, State-wide providers, ACFE Board, ACFE Regional Councils, PIRE Branch staff

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

**DATE:** 22 / December / 2020

**SUBJECT: Skills for Work and Study – program resources availability and 2021 roll-out**

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**Skills for Work and Study Pilot Programs roll out**

The Skills for Work and Study (SfWS) pilot programs are designed to support learners with low literacy and numeracy skills in one of seven selected industry areas.  The resources available to support the programs, including A frames, teacher and learner resources are now available at <https://learnlocal.org.au/resources/> password: **local**

Following the recent application process, a large proportion of Learn Local providers have been selected to pilot these new programs in 2021.

This memo constitutes notice that a licence to use the resources in accordance with the Copyright statement below, is hereby, issued to all registered Learn Local providers.

**How you can use these resources**

Providers who have been allocated SCH’s to deliver SfWS courses are expected to use the resources in full to deliver the pilot programs. These providers are also expected to participate in the moderation and project evaluation process.

For all other education programs, all Learn Locals are welcome to use and adapt the resources as they see fit, as long as their use complies with the copyright details below.

Please be aware that all Learn Locals need to acknowledge that the SfWS courses are funded by the ACFEB when promoting the course by adding the Learn Local logo. Please see the Learn Local Brandmark Guidelines on the Department’s website for more information about this, see: [Learn Local Brand Toolkit](https://www.education.vic.gov.au/training/providers/learnlocal/Pages/brandtoolkit.aspx)

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**Information sessions**

Information sessions about each course will be organised for Learn Local providers who have been allocated SfWS program funding to know more about the resources, initial assessment process and moderation. We will advise you of dates in early January.

**Supporting resources**

The Department has developed the following resources to support the delivery and promotion of Skills for Work and Study. They are already available on the <https://learnlocal.org.au/resources/> under the *other resources* section.

* **General flyer for key stakeholders**

A general flyer has been developed to support providers to engage with and receive referrals from Skills and Jobs Centres, JVENs, and other similar organisations. The flyer provides generic information about the initiative and each industry. Each provider will need to tailor the flyer to their needs and strategy such as course dates, mode of delivery or location.

* **Tailored flyer to promote the course to learners**

A flyer specifically designed to promote each course to potential learners, one per industry. Each provider can tailor the information depending on their needs.

* **Practice guidelines**

A very simple set of practice guidelines with advice on key elements of the program such as moderation and initial assessment. More information will be available in a future information session.

**Acknowledgement**

The Department would like to acknowledge the hard work and expertise of the five Learn Local providers who developed the SfWS curriculum; Banksia Gardens Community Centre, Djerriwarrh Community and Education Services, Wellsprings for Women, Keysborough Learning Centre, and Wyndham Community and Education Centre. Thanks also to Josie Rose for supporting the collaboration and providing expert advice. The support from other key stakeholders such as ACEVic, ALA, and the advisory panel members has also been highly valued by the Department and we appreciate their contribution.

For more information about SfWS initiative, please visit the Department’s website: [Skills for Work and Study Programs](https://www.education.vic.gov.au/training/providers/learnlocal/Pages/industry-contextualised-literacy-numeracy.aspx)

**Contact details**

If you have any questions or would like information about the Skills for Work and Study pilot programs, 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 CallaghanTel: 4433 7582 | Julie HebertTel: 7022 1802 | Robyn DownieTel: 8904 2580 | Georgina RyderTel: 5215 5204 |