Department of Education and Training

Higher Education and Skills Group

Participation, Inclusion and Regional Engagement — Branch Memo

**TO:** Learn Local providers — ALL

State-wide providers

ACFE Board

ACFE Regional Councils

Peak bodies and key stakeholders

PIRE Branch staff

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

**DATE:** 17/02//2021

**SUBJECT: Instructions on downloading ACFEB subsidised Microsoft software products**

Actions

* Download the latest Microsoft Windows and Office software in accordance with attached instructions.

**1. ACFEB Microsoft Licencing Agreement - 2021**

The ACFE Board, through an agreement with Microsoft makes available a range of software to registered Learn Local providers for desktops, notebook computers and servers at significant saving and without incurring additional licensing costs. This ACFE Board Microsoft Agreement has been renewed and is now valid until 31 December 2021. For further information please check the DET website, see: [Microsoft Agreement](https://www.education.vic.gov.au/training/providers/learnlocal/pages/microsoftagreement.aspx).

**2. Software download instructions**

Registered Learn Local providers that are using licenced Microsoft software and products purchased through the ACFE Board’s Microsoft Agreement, may download the latest Microsoft Office and Windows software using the ordering instructions at **Attachment 1**.

If you have any questions or would like more information, please call your DET regional office.

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**Attachment 1**

