Department of Education and Training

Higher Education and Skills Group

Participation, Inclusion and Regional Engagement — Branch Memo

**TO:** Registered Learn Local providers

 Statewide providers

PIRE Branch Staff

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

**DATE:** 24 February 2021

**SUBJECT: 2021 Training Delivery Support Grant Guidelines and Purchase Plan**

Actions / Critical Dates

* Please refer to the Training Delivery Support Grant Guidelines
* Please complete and submit your 2021 Training Delivery Support Grant Purchase Plan to your Regional Manager for approval by **COB Friday 5 March 2021**.
* Training Delivery Support Grant funds must be fully spent by **31 December 2021**.
* Contact your regional office if you have any questions.

2021 Training Delivery Support Guidelines

The Training Delivery Support Grant provides funds to Learn Local providers, AMES Australia and CAE, that are contracted to deliver pre-accredited training. The purpose of this grant is to support the purchase of equipment and resources to facilitate the delivery and reporting of quality programs and services to learners experiencing educational disadvantage.

An annual grant of $5,500 (excluding GST) will be paid to providers that have a contract with the ACFE Board to deliver government subsidised pre-accredited training in 2021.

For further information regarding eligibility and use of the Training Delivery Support Grant funds, please refer to the [Training Delivery Support Grant Guidelines](https://www.education.vic.gov.au/Documents/training/providers/learnlocal/grants/2021_TDSG_Guidelines.docx).

2021 Training Delivery Support Grant Purchase Plan

A Training Delivery Support Grant Purchase Plan is being introduced to provide a record of your intended purchases.

Please complete and submit your [2021 Training Delivery Support Grant Purchase Plan](https://www.education.vic.gov.au/Documents/training/providers/learnlocal/grants/2021_TDSG_Purchase_Plan.docx) to your Regional Manager for approval by COB Friday 5 March 2021. Once your Purchase Plan has been approved by your Regional Manager, the funds will be released in SAMS2.

The Training Delivery Support Grant funds must be fully spent by 31 December 2021. Any unspent funds must be returned to the ACFE Board.

Contact details

If you have any further questions, please contact your regional office.

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