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

 PIRE Branch staff

RegisteredLearn Local providers

**FROM:** Ryan CollinsDirector — Participation, Inclusion and Regional Engagement Branch

**DATE:** 15/July/2020

**SUBJECT: Professional development for pre-accredited program managers/coordinators**

Actions

* Register for Webinar *‘Preparing your pre-accredited business for a new future’* [here](https://www.education.vic.gov.au/Documents/training/providers/learnlocal/program/2020EventsCalendar.docx)
* Register for Online Workshops on ‘*Planning at strategic and project level* ’and *‘Marketing to your community’* with follow-up one-on-one mentoring [here](https://www.education.vic.gov.au/Documents/training/providers/learnlocal/program/2020EventsCalendar.docx)

The Small Business Mentoring Service is running a one hour webinar to assist managers to get their pre-accredited program back on track post 2020 Bushfires and given COVID-19.

This Webinar ‘Preparing your pre-accredited business for a new future’ will be run on 16 July between 10.00am-11.00am and repeated on 20 July between 10.00am-11.00am. Register at final chance here

The Small Business Mentoring Service is also running two half day workshops for each ACFE region in August and September. These will now all be run online, via Zoom, with details to follow after registration.

One workshop is on *‘Planning at strategic and project level’*, the other is on ‘*Marketing to your community needs*’. Both workshops include follow-up one-on-one mentoring in your locale.

Please note it is best you attend the workshops for your region to aid mentor assignment. Small Business Mentoring Service will be in contact with everyone who has already registered about this.

For more information on these professional development opportunities for pre-accredited program managers/coordinators and to register, go to the professional development calendar [here](https://www.education.vic.gov.au/Documents/training/providers/learnlocal/program/2020EventsCalendar.docx)

The calendar also includes opportunities to:

* Move your pre-accredited training online – ACEVic Webinar series
* Join the VDC Learn Local development programs now online.

For enquiries, contact your [DET regional office](https://www.education.vic.gov.au/about/contact/Pages/default.aspx).