ACFE BOARD

2020 PRE-ACCREDITED TRAINING DELIVERY AND LEARNER ENGAGEMENT A-FRAME PROGRAM (LEAP) EXPRESSION OF INTEREST PROCESS

VICTORIA State Government | Education and Training

September 2019

WHAT WILL BE COVERED IN TODAY'S WEBINAR

This webinar will cover the Expression of Interest (EOI) process for both 2020 Pre-accredited Training and the Learner Engagement A-frame Program (LEAP).

1. Pre-accredited Training Delivery

2. ACFE Board Priorities and Roles

3. Eligibility for Enrolment and Delivery

4. Pre-accredited Procurement Process and Timelines

5. LEAP Process and Timelines

6. Contracting, Payments and Reporting

7. Next Steps

8. Questions and Feedback

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PRE-ACCREDITED TRAINING DELIVERY

The primary purpose of pre-accredited training programs is to engage the most educationally disadvantaged learners and initiate vocational and/or employment pathways for them.

Pre-accredited courses address the particular needs of adults who have experienced barriers to education in the past.

Programs are designed to be flexible to meet learners' needs and support them to return to study, improve their literacy and numeracy skills, gain a qualification, broaden their employment options and learn new skills.

ACFE BOARD PRIORITIES

The ACFE Board has identified people who have experienced educational disadvantage as a priority in the design and delivery of pre-accredited programs.

Many of these learners will be:

- Women seeking to re-enter the workforce after significant time away, women who have experienced or are experiencing family violence.
- Early school leavers, both young and mature aged.
- Indigenous people.
- Low skilled and vulnerable workers
- Unemployed and underemployed people.
- People from culturally and/or linguistically diverse backgrounds.
- Disengaged young people.
- People with a disability.

It is expected that pre-accredited programs will reflect the Board's strategic priorities.

As many of you are aware, the ACFE Board is currently finalising the ACFE Board Strategy 2020-25.

Contracted providers will have an opportunity to align their Delivery Plans with the ACFE Board's new strategic plan during the first variation window in early 2020.

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ACFE BOARD AND REGIONAL COUNCIL ROLES

ACFE Board

The role of the ACFE Board is to plan and promote adult learning, allocate resources, develop policies, and advise the Minister for Training and Skills on matters related to adult education in Victoria.

Through the Board, the Victorian Government provides funding to Learn Local providers, AMES Australia and the CAE, to deliver education and training programs to a broad range of Victorians over compulsory school-leaving age, with a special focus on people who have had limited prior access to education.

Within the context of a fixed budget, the Board aims to equitably distribute Government funds, taking into account state-wide needs and informed by Regional Council advice.

Regional Council

Using their different expertise and local knowledge about adult education, Regional Councils advise the ACFE Board on the needs of adult education across their region. They also contribute to statewide planning and policy development.

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WHO CAN ENROL IN SUBSIDISED PRE-ACCREDITED TRAINING?

LEARNER ELIGIBILITY CRITERIA		ELIGIBILE	NOT ELIGIBLE
	Australian Citizen	✓	
	Holder of an Australian permanent visa	✓	
	New Zealand citizen	✓	
	A prisoner held at a prison, within the meaning of the Corrections Act 1986		✗
	Detained under the Mental Health Act 1986; or the Crimes (Mental Impairment and Unfitness to be Tried) Act 1997 or the Sentencing Act 1991 at the Thomas Embling Hospital		✗
	Detained (other than on weekend detention) under the Children, Youth and Families Act 2005 or the Sentencing Act 1991 or who is held on remand in the Malmsbury Juvenile Justice Centre or Parkville Youth Residential Centre.		✗
	Enrolled at school.		✗

ASYLUM SEEKERS		ELIGIBILE	NOT ELIGIBLE
	Asylum seekers in specified visa categories, referred by Jobs Victoria Employment Network providers to pre-accredited pre-employment programs.	✓	
	Citizenship requirements apply for accessing all other ACFE Board pre-accredited training programs.		✗
	There is currently no exemption for asylum seekers to participate in ACFE Board subsidised programs, other than Jobs Victoria referred clients (above). Asylum seekers in specified visa categories are separately eligible for specific Department-funded asylum seeker VET programs.		

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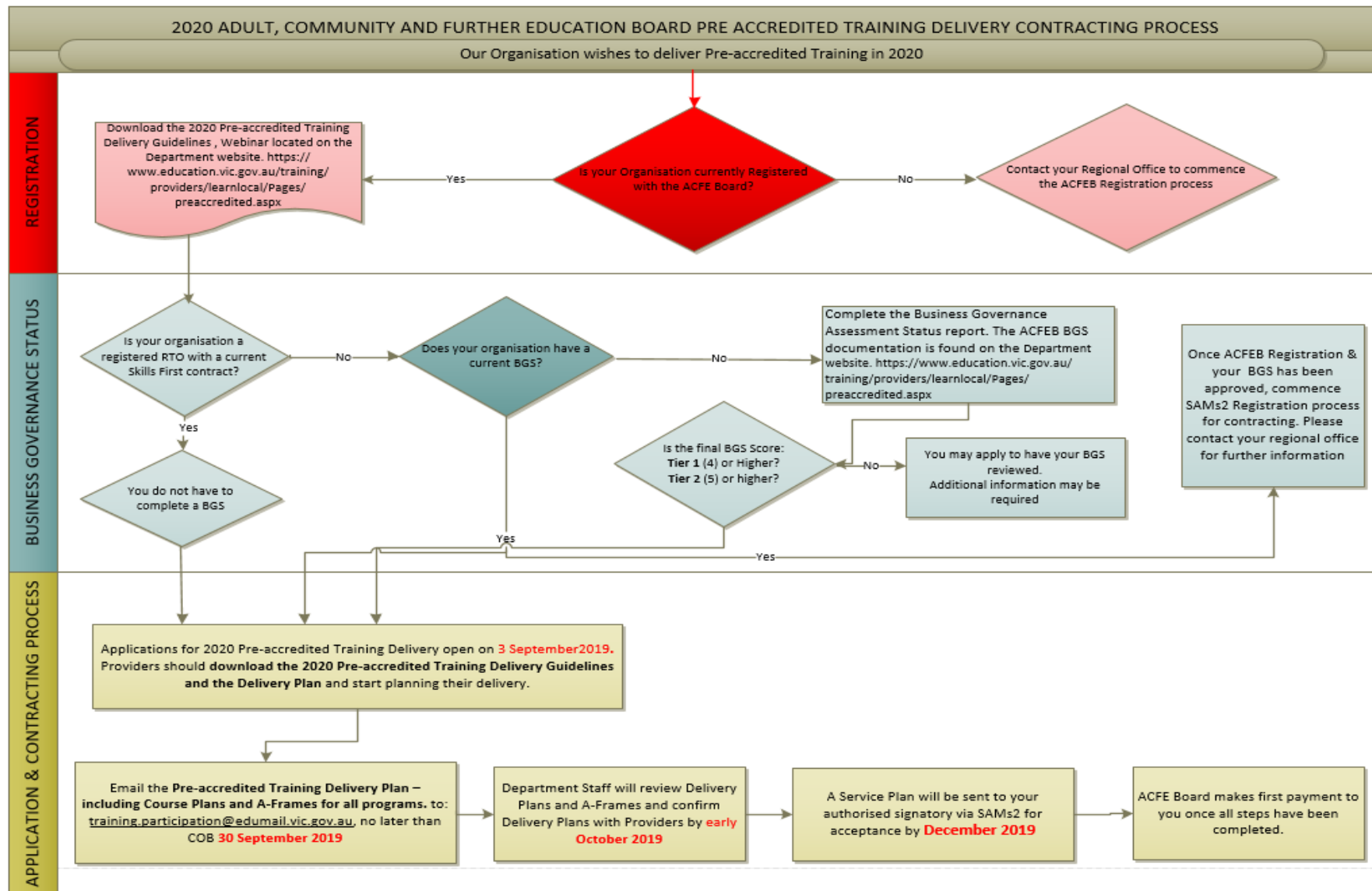# ELIGIBILITY TO DELIVER PRE-ACCREDITED TRAINING IN 2020

To be eligible to receive funding for government subsidised pre-accredited training, providers **must:**

➢ Be registered with the ACFE Board. AMES Australia and the CAE are covered under the *Education and Training Reform Act 2006*. Registration does not guarantee funding.

➢ Have a current satisfactory BGS (Business Governance Status) – or have a current Skills First government subsidised accredited training contract.

➢ Be registered in SAMs2, to enable contracting.

➢ Maintain an AVETMISS-compliant Student Management System (SMS).

➢ Ensure that you have appropriate and sufficient staff trained in the use of your SMS and the Skills Victoria Training System (SVTS).

➢ Have a proposed Delivery Plan outlining pre-accredited courses which must be at least 20 hours in duration, and in general, no more than 100 hours in duration.

➢ Courses must be part of total planned delivery of at least 500 student contact hours for the calendar year.

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PRE ACCREDITED TRAINING DELIVERY

ALLOCATION OF RESOURCES AND PROCUREMENT PROCESS

PRE-ACCREDITED TRAINING DELIVERY GRANT FUNDING PROCESS

2020 ADULT, COMMUNITY AND FURTHER EDUCATION BOARD PRE ACCREDITED TRAINING DELIVERY CONTRACTING PROCESS

Our Organisation wishes to deliver Pre-accredited Training in 2020

REGISTRATION

Download the 2020 Pre-accredited Training Delivery Guidelines , Webinar located on the Department website. https://www.education.vic.gov.au/training/providers/learnlocal/Pages/preaccredited.aspx

Is your Organisation currently Registered with the ACFE Board?

Yes

No

Contact your Regional Office to commence the ACFEB Registration process

BUSINESS GOVERNANCE STATUS

Is your organisation a registered RTO with a current Skills First contract?

No

Does your organisation have a current BGS?

No

Complete the Business Governance Assessment Status report. The ACFEB BGS documentation is found on the Department website. https://www.education.vic.gov.au/training/providers/learnlocal/Pages/preaccredited.aspx

Yes

You do not have to complete a BGS

Is the final BGS Score:
Tier 1 (4) or Higher?
Tier 2 (5) or higher?

No

You may apply to have your BGS reviewed.
Additional information may be required

Once ACFEB Registration & your BGS has been approved, commence SAMs2 Registration process for contracting. Please contact your regional office for further information

Yes

Yes

APPLICATION & CONTRACTING PROCESS

Applications for 2020 Pre-accredited Training Delivery open on 3 September 2019. Providers should **download the 2020 Pre-accredited Training Delivery Guidelines and the Delivery Plan** and start planning their delivery.

Email the **Pre-accredited Training Delivery Plan** – including Course Plans and A-Frames for all programs. to: training.participation@edumail.vic.gov.au, no later than COB **30 September 2019**

Department Staff will review Delivery Plans and A-Frames and confirm Delivery Plans with Providers by **early October 2019**

A Service Plan will be sent to your authorised signatory via SAMs2 for acceptance by **December 2019**

ACFE Board makes first payment to you once all steps have been completed.

ACFE BOARD ALLOCATION OF RESOURCES

The ACFE Board allocates resources for student contact hours to Regional Council areas under a fixed annual budget.

Within the context of this fixed budget, equitable distribution of Government funds to Regional Council areas is determined by a demographically driven formula, taking into account state-wide needs and informed by Regional Council advice.

The contracting of pre-accredited student contact hours is then conducted through a formal Government procurement and purchasing process, based on this regional allocation of hours.

PROCUREMENT BY EXPRESSION OF INTEREST (EOI)

The Department of Education and Training conducts the formal procurement process on behalf of the ACFE Board.

Registered Learn Local providers with a current Business and Governance Status or a current *Skills First* contract are invited to submit an EOI for pre-accredited student contact hours by LGA.

Every EOI must meet the pre-accredited training delivery guidelines which require a proposed Delivery Plan with A-frames that meet ACFE Board priorities and quality standards for pre-accredited training delivery.

Your proposed Delivery Plan will be considered in light of the ACFE Board priorities, the intent, content and quality of proposed delivery and the demand for training in each Local Government Area.

THE PRE-ACCREDITED QUALITY FRAMEWORK

The Pre-accredited Quality Framework (PQF) is a system of inter-related processes that ensure quality and continuous improvement.

The PQF supports teachers and managers to plan, develop, teach and review pre-accredited courses.

Key components of the PQF are the **A-frame** curriculum and Program **Evaluation.**

All proposed pre-accredited programs on your Delivery Plan will be assessed to ensure they meet the requirements of the PQF.

Pre-accredited training programs are unique and separate from accredited training programs, with their own A-frames (Course and Session Plans) and objectives.

PRE-ACCREDITED DELIVERY PLAN: ACFE PROGRAM CATEGORIES

Please ensure that program categories are used to classify all pre-accredited programs according to the primary intent of the program:

- **Adult Literacy and Numeracy** – Training in literacy and numeracy skills including teaching English language to people from culturally and linguistically diverse backgrounds, for example English as a Second Language (ESL).

- **Employment Skills** – Training in basic skills to support work or further learning, such as communications, teamwork and problem solving, job search and return to study skills.

- **Vocational Programs** – Introduction to vocational education that assists people with skills acquisition required for specific occupation to start work, return to work or to change jobs.

WORK EXPERIENCE

All government subsidised pre-accredited programs delivered in 2020 must comply with the policy outlined in the Pre-accredited Work Experience Guidelines.

These guidelines are based on current best practice in the sector.

They support work experience which is safe, easily administered, and valuable for learners, providers and industry and provides advice on legal and insurance coverage to safeguard learners, providers and host employers.

The Pre-accredited Work Experience guidelines, a recording of the relevant webinar and a Q&A document regarding work experience are all available on the Department website.

PRE-ACCREDITED DELIVERY PLAN 2020

Region	
Date Submitted (date format 00/00/0000)	
Provider	
TOID	
RTO status	
Contact Person	
Contact phone	
Contact e-mail	
Delivery Plan Version No.	

Summary - ACFE Program Categories

ACFE category	Planned 2020 (SCH)	% of total 2020 planned delivery
Vocational	0	0%
ACFE Adult Literacy & Numeracy	0	0%
Employment Skills	1,260	100%
Total	1,260	100%

Office use only - to be completed by DET staff

LGA of Delivery	Total Student Contact Hours (SCH)	Total payment
		$0
		$0
		$0
		$0
		$0
Grand Total Allocation	SCH	$
	0	$ -

Please refer to the INSTRUCTIONS TAB if you are unsure how to complete this template

	Grand Total SCH	$
$9.10 per SCH	1,260	11466

Please itemise each individual pre-accredited course - one row per course

LGA of Delivery	New/Existing Course	Course Plan Overview / A-Frame	Has this A-frame been moderated	Local Code	Local course name	ACFE Program Categories	Learning Outcomes including Pathways	Anticipated Term/s of Delivery	Program Scheduled Hours (minimum 20 Hours)	Total No. of Students	10. Total Student Contact Hours (SCH)	11. Total payment
Choose the appropriate LGA from the drop down list.	NEW Programs must be submitted with a full A-Frame, including Course Plan Part 1 - Overview, Session Plan and Learner Plan, with the pre-accredited delivery plan.	*You must submit a Course Plan Part 1 - Overview for all programs, with the pre-accredited		Refer to the Instructions TAB for examples	The name of the pre-accredited program	Please do not manually type text in this field	Please explain the learning outcomes and include the pathways for this program	Please use numeric values only, separated by commas (Eg, 1,2,3,4)				
Brimbank City Council	Yes (new program)	Full A-Frame	Yes	203STEPSTOEMP	Three Steps to Employment	Employment Skills	Learners will be able to articulate their employment goals and review their capabilities and gaps to achieve these. Learners will also become familiar with the Australian job search process and will experience Australian interview process. Pathways to further non accredited and or accredited learning.	1, 2, 3, 4	21	60	1,260	$11,466

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PRE-ACCREDITED TRAINING DELIVERY ASSESSMENT CRITERIA

EOIs for pre-accredited training delivery will be subject to the following assessment criteria:

- *the Delivery Plan meets local learner needs.*

- *quality of Course Plans and Session Plans*

- *clear evidence that the proposed course aims to lead to further education and employment*

- *the course is targeted at the needs of educationally disadvantaged adults*

- *evidence of course evaluation*

- *relevance of the proposed course to local community and regional area priority needs*

- *the provider's history of delivery to contract*

- *the provider's capacity to meet delivery and reporting standards.*

Departmental staff will liaise with you if any issues are identified or further clarification is required by **31 October 2019.**

TO APPLY FOR PRE-ACCREDITED TRAINING DELIVERY FUNDING:

EOI OPENED 3 SEPTEMBER AND CLOSES ON 30 SEPTEMBER 2019

1. Download and review the **2020 ACFE Board Pre-accredited Training Delivery Guidelines**

2. Download the **2020 Delivery Plan template**: there are 3 tabs, and the Pre-accredited Training Delivery worksheet is at tab 2 (Green).

3. Prepare and submit the **2020 Delivery Plan** by LGA. **Please ensure you list your modules in order of priority, as not all your proposed modules may be funded**. Please base this on your demonstrated history of delivery for pre-accredited training, as this will be a factor in assessment.

4. Submit Course Plans for **existing pre-accredited** modules.

5. Submit a full <u>A-frame</u> including Course Plans and Session Plans for **new pre-accredited** modules.

6. Submit your EOI, course plans and A-frames by **COB 30 September 2019** via email to: training.participation@edumail.vic.gov.au

Note: Once submitted to the training participation inbox, you will receive a confirmation of submission. If you do not receive confirmation within one week, please contact the Department.

PURPOSE OF THE LEARNER ENGAGEMENT A-FRAME PROGRAM (LEAP)

The primary purpose of LEAP is to improve engagement with learners who may find the duration of pre-accredited courses (20 hours or longer) a barrier to participation, and to provide flexible pathways for them.

LEAP is a distinct and separate program from pre-accredited training delivery, in its particular focus on engagement.

LEAP is a small, targeted initiative of 50,000 total hours, to assist providers to engage the most hard-to-reach learners.

TO APPLY FOR LEAP

1. Only providers who have also applied for a 2020 Pre-accredited allocation can apply for the Learner Engagement A-frame Program (LEAP).

2. Download and read the **2020 Learner Engagement A-frame Program Guidelines**.

3. Consider if LEAP is appropriate for your 2020 delivery, and if your proposed LEAP delivery would meet the **specific and distinct** intent of LEAP.

4. LEAP courses are minimum of 5 hours and no more than 19 hours in duration. Where a course of 15 hours or longer is proposed, you need to indicate why the longer duration is required, and how it is distinct from a pre-accredited course.

5. Complete the **LEAP worksheet at tab 3 (brown)** in the **2020 Delivery Plan template** by LGA and **Course Plans.** Session Plans are not required.

6. Submit your application by **COB 30 September 2019** via email to: training.participation@edumail.vic.gov.au.

LEAP DELIVERY PLAN - EXAMPLE

LEARNER ENGAGEMENT A-FRAME PROGRAM DELIVERY PLAN 2020

Region	
Date Submitted (date format 00/00/0000)	
Provider	
TOID	
RTO status	
Contact Person	
Contact phone	
Contact email	
Delivery Plan Version No	

Summary – ACFE Program Categories

ACFE category	Planned 2020 (SCH)	% of total 2020 planned delivery
Vocational	0	0%
ACFE Adult Literacy & Numeracy	0	0%
Employment Skills	375	100%
Total	375	100%

Office use only – to be completed by DET staff

LGA of Delivery	Total Student Contact Hours (SCH)	Total payment
		$0
		$0
		$0
		$0
		$0
Grand Total Allocation	SCH	$
	0	$ -

Example of Local Codes | Please use the prefix 'ACL' in your Local Code

Example: **ACL20**VOCCONENG5 = [Learner Engagement A-Frame Program] ACL - [year] 2020 - [ACFE Category] VOCATIONAL – [Local Name] CONVERSATIONAL ENGLISH

Please check with your Regional Manager if you are unsure how to complete this template

Please itemise each LEAP course- one row per course

											Grand Total SCH	$
										$9.10 per SCH	375	3075

LGA of Delivery Choose the appropriate LGA from the drop down list.	New/Existing Program	Course Plan Overview / A-Frame *You must submit a **Course Plan Part 1 - Overview** for all courses, with the LEAP delivery plan.	Has this A-frame been moderated	Local Code Refer to the Instructions TAB for examples	Local program name The name of the LEAP program	ACFE Program Categories Please do not manually type text in this field	Learning Outcomes including Pathways Please indicate the learning outcomes and include the pathways for this program	Engagement Strategy and rationale for reduced hours	Anticipated Term/s of Delivery Please use numeric values only, separated by commas (Eg, 1,2,3,4)	Program Scheduled Hours (at least 5 and no more than 19 Hours)	Total No. of Students	10. Total Student Contact Hours (SCH)	11. Total payment
latrobe city council	Yes (new program)	Yes	Yes	ACL18INTCOM	LEAP Introduction to Computers	Employment Skills	Learners will have extended skills, increased confidence and knowledge of Tablets, Smartphones, Social Media and	Free text	1-4	15	25	375	$3,413

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LEAP ASSESSMENT CRITERIA

For LEAP, all Delivery Plans and Course Plans will be subject to the following assessment criteria:

- *Clear engagement strategy and rationale for LEAP course duration*

- *LEAP programs are clearly distinguished from pre-accredited programs*

- *Proposed courses which are 15 SCH or longer will be assessed as exceptions and will require a clear rationale for the course length, aligned to the LEAP Objectives*

- *Programs aim to improve learning outcomes for learner categories listed in the LEAP Background*

- *Programs specify how learners will be linked to pathways to further education and training or employment.*

Departmental staff will liaise with you if any issues are identified or further clarification is required by **31 October 2019.**

CONTRACTING, PAYMENTS AND REPORTING

(SAMs2 AND SVTS)

SAMs2 - SERVICE AGREEMENT

Providers offered Pre-accredited training delivery subsidies enter into an agreement with the ACFE Board, via a Service Agreement in the SAMs2 system.

SERVICE PLAN

Service Plans are listed within the Service Agreement. Service Plans group together like service activities specific to a program area, and identify the Department's region providing funding.

SUBCONTRACTING

Providers wishing to enter into a subcontracting arrangement to deliver pre-accredited training, must comply with the terms and conditions listed in Clause 10 Assignment and Subcontracting of the Service Agreement.

SAMs2 - SERVICE AGREEMENT…continued

VARIATIONS TO THE PRE-ACCREDITED DELIVERY PLAN

Providers proposing to vary their contracted Delivery Plans must obtain prior approval by the Department before making any changes and commencing delivery.

Variations to the Delivery Plan that include changes to LGA targets or payments, can be requested during two variation windows offered between Mar-April and July–August each year.

Please ensure the Chairperson (or approved delegate) of your organisation approves any variation prior to submitting a request.

REPORTING – DATA QUALITY

It is your responsibility to accurately report the delivery of pre-accredited training and LEAP programs, in accordance with the agreed Delivery Plan. Accurate reporting is essential to assist the ACFE Board in understanding and responding to community need for pre-accredited training delivery.

Reporting Pre-accredited Delivery

- **Providers must report their pre-accredited Student Contact Hour data quarterly at a minimum (or where requested monthly) by the following dates: 30 March 2020, 31 July 2020, 30 September 2020 and 15 January 2021.** It is highly recommended that providers report regularly to become familiar with the system and how to correct any errors.

- Providers can upload their pre-accredited and LEAP data at any time. Students do not need to have fully completed a pre-accredited course before the data is reported.

- For assistance please submit an SVTS enquiry, or if you have problems logging-in, please refer to the SVTS Login User Guide on the SVTS log in page.

- Instructions for uploading data are in the guidelines.

PAYMENTS

The SCH subsidy rate will remain **at $9.10** in 2020.

The Training Delivery Support Grant will again be a component of your agreement for Pre-accredited training delivery in 2020, and will be **$5,500**.

Fee Concessions - The ACFE Board will reimburse providers for a proportion of the revenue foregone by granting **fee concessions** to learners in Pre-accredited programs.

Regional Loading - As part of a coordinated strategy to grow regional delivery, the ACFE Board committed a **20% regional loading** over three years, beginning with 2018 Pre-accredited and LEAP training delivery. This is designed to increase regional participation.

- The 20% regional loading will be calculated against reported data for training delivery that occurs in the designated regional postcodes.

- Calculations will be based on SCH by postcode, by provider, by reported delivery.

PRE-ACCREDITED PAYMENT AND REPORTING SCHEDULE

2020 Payment & Reporting Schedule				
No.	Payment Processing date	Payment percentage (%)	Cumulative payment percentage (%)	Requirement for release of payment
1	January	35%	35%	Contract execution
2	April	25%	60%	25% enrolments reported by 30 March
3	August	20%	85%	55% enrolments reported by 31 July
4	October	20%	100%	75% enrolments reported by 30 September

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NEXT STEPS

REGIONAL FORUMS

➢ To help you in developing your Delivery Plans, a number of forums focussing on contracting workshops will be scheduled across regions following the Webinars.

➢ Regional staff will be available at the forums to provide advice and support.

➢ Regional Forums will be held in September 2019.

➢ These are NOT compulsory to attend.

➢ You will be able to seek advice and assistance with completing your Delivery Plan at these forums.

➢ Please contact your Regional Office for further information.

NOTIFICATIONS OF OUTCOMES

Providers will be formally notified via email regarding assessment of their Delivery Plan and associated A-frames, and the approved funding outcome.

A Service Plan will be sent to your organisation's signatory via SAMs2 once all steps have been completed for execution in December 2019.

Check and ensure that your organisation's contact details and signatories are up to date in SAMs2.

SUMMARY: TIMELINES & NEXT STEPS

ACTION	DUE DATE
Read and action the **Memo**, which commenced the 2020 Pre-accredited Training Delivery and LEAP EoI process.	3 September 2019, Memo on website
Download the **2020 Pre-accredited Training Delivery Guidelines** and **2020 LEAP Guidelines,** and the **2020 Delivery Plan Template from the DET website**.	3 September 2019
Participate in a **Webinar** and review the information on the DET website.	11 & 13 September 2019
Ensure you have a current **BGS and finance statements** uploaded in SAMs2 system. Providers without a valid BGS will not be offered a contract.	End September 2019
Attend a regional forum for assistance with contracting or to discuss partnership options with other Learn Locals in your region. Regional Forums: registration details will be emailed to providers.	Throughout September 2019
Complete & submit your Delivery Plans, accompanied by Course Plans and A-Frames for any new courses being proposed for 2020 to: training.participation@edumail.vic.gov.au. The templates are a Microsoft Excel spread sheet with a tab for instructions, a tab for the Pre-accredited Delivery Plan, and a tab for the LEAP Delivery Plan. We may need to contact you, so please ensure the responsible person in your organisation is someone who is easily contactable.	By 30 September 2019
Regional Office staff will review and confirm pre-accredited training delivery by LGA with you.	By 31 October 2019
A Service Plan will be loaded into SAMs2 for your authorised signatory to accept. Review and accept Service Plan.	December 2019
First Payment	End January- early February 2020

THANK YOU – ANY QUESTIONS?