**APRIL 2021 Expression of Interest Guidelines**

**for**

**ACFE Additional Pre-accredited Delivery Hours**

**Background**

The strategic focus for the April 2021 Expression of Interest (EOI) round for ACFE additional pre-accredited delivery hours funding is to support the Victorian post COVID-19 economic recovery, through Pre-accredited Training programs that address employment barriers and provide pathways to employment. This focus aligns with the Minister’s Statement of Expectations 2021 and ACFE Strategy 2020-25.

Contracted providers are expected to deliver pre-accredited programs aligned to one or more of the four roles outlined in the ACFE Board Strategy 2020-25:

* For engaging at a Learn Local and for life
* Preparing and supporting learners in study
* For entering work
* For supporting people in work.

This EOI document provides information on available funding, details on how to apply, available programs and assessment criteria.

Funding to develop additional course frameworks and resources under the Digital Literacy Skills, Learn Local TAFE Support and Pathways to TAFE programs will be available to selected providers through a separate process. Learn Local providers will be updated on this initiative in coming weeks.

**additional pre-accredited delivery hours**

In order to submit an application for additional delivery hours you will be required to submit an Application Form and Delivery Plan. Details are at the How to Apply section below.

We remind providers that unless explicitly stated otherwise, the [2021 Pre-accredited Training Delivery Guidelines](https://www.education.vic.gov.au/Documents/training/providers/learnlocal/grants/2021%20Pre-accredited%20Training%20Delivery%20Guidelines.docx) apply.

Programs available for additional hours

Learn Local providers are invited to request additional Pre-accredited Delivery hours under the following programs as applicable:

* + **Pre-accredited courses**. These courses will be funded from the additional 1,000 Pre-accredited training places announced in the Victorian Budget 2020-21, and will have an employment and/or industry focus, including industry partnerships, and digital skills development related to these outcomes.
	+ **Digital Literacy Skills** courses will be funded from the Literacy, Numeracy and Employability Initiative budget.
	+ **Learn Local TAFE Support** and **Pathways to TAFE** courses will be funded from the Literacy, Numeracy and Employability Initiative budget.
1. **Additional hours - Pre-accredited**
2. Learn Local providers are invited to request additional training delivery hours (SCH) for existing or new Pre-accredited Training courses. Applications must demonstrate that courses being delivered are in alignment with the strategic focus on employment and industry. For example, please clearly indicate if you are delivering a course aligned with an industry sector, an employment pathway or a necessary employment skill, and the intended target learners.
3. Separately to this providers are invited to request additional pre-accredited training delivery hours for local programs with a documented existing relationship with an industry partner using teaching and learning resources leading to gaining or retention of employment of pre-accredited learners. This includes bespoke programs which may or may not be developed for state-wide sector use.
4. **Additional hours - Digital Literacy Skills**

To support Learn Local providers’ ability to deliver digital literacy skills courses, the ACFE Board has committed to a sector-wide Digital Literacy Skills for Adults Program to deliver high-quality digital literacy skills training to develop skills enabling learners to transition into work or study. This includes additional training delivery student contact hours (SCH) for digital literacy skills courses in 2021.

Learn Local providers are invited to request additional pre-accredited training delivery hours (SCH) for the delivery of digital literacy skills courses. Providers may apply for additional hours to deliver existing or new pre-accredited digital literacy skills courses.

Innovative approaches to developing digital literacy skills are encouraged. Digital literacy skills courses should not be delivered online for this additional hours Expression of Interest.

1. **Additional hours - Learn Local TAFE Support and Pathways to TAFE**

Providers are invited to request additional pre-accredited training delivery hours for the delivery of Learn Local TAFE Support and Pathways to TAFE courses.

1. This can be for delivery of an existing local course using teaching and learning resources developed for this purpose, with an existing relationship with a TAFE institute. Such courses need to be ready to be delivered by the commencement of Semester 2 for completion by the end of 2021.
2. Learn Local providers may also choose to request additional student contact hours (SCH) for delivery of the following pre-accredited courses using the associated resources, which have been developed through the Learn Local TAFE Support and Pathways to TAFE pilot courses:

**Learn Local TAFE Support:**

* Gaining the Edge
* Learn Local Study Support (available for use in Term 3)

**Pathways to TAFE:**

* Ready for Hospitality
* Employable Me!/Moving on – (available for use in Term 3)
* Success4U
* Existing pathways to accredited TAFE programs across a range of industry streams.
1. Providers may also apply for additional hours to deliver a customisation of these courses. A customisation of these courses may also include components of an existing pre-accredited course.

## Application process: additional delivery hours

Key Dates

The Expression of Interest (EOI) for ACFE program additional hours will open on 27 April 2021 and close 7 May 2021, with early applications encouraged.

Eligibility

The EOI is open to providers:

* currently registered with the ACFE Board or covered under the *Education and Training Reform ACT 2006*
* with a current and satisfactory Business Governance Status Assessment (BGS) or a 2021 Skills First contract
* contracted for 2021 Pre-accredited Training Delivery.

How to apply

1. Complete and submit the attached Application Form (Attachment 1).
2. Complete and submit the relevant Delivery Plan for each program your requesting hours for (ie Pre-accredited Training, Digital Literacy Skills, Learn Local TAFE Support and Pathways to TAFE).
3. Submit A-frame including Course Plan and Session Plan for new courses, or Course Plan for existing courses.
4. Ensure your application for additional delivery hours specifies which of the above programs the additional hours will be delivered under and will be ready for delivery and scheduled for completion by 31 December 2021.
5. Submit all documents to training.participation@education.vic.gov.au by **COB 7 May 2021. Note your EOI must be submitted in ONE email.**
* If you have any enquiries, please contact your regional office.

Funding and Payments

* Funding for delivery of all programs is through a Student Contact Hour (SCH) subsidy rate, consistent with the existing pre-accredited rate of $9.10 per SCH.
* A regional loading of 20 per cent will apply for programs delivered in identified postcodes (refer to Appendix A)
* Payment of a Koorie loading will apply for delivery to eligible Koorie student. The loading aims to increase engagement of Koorie learners in pre-accredited training and support Koorie communities.
* Some learners in pre-accredited programs are eligible for fee concessions. Providers will be reimbursed for a proportion of the revenue foregone by granting fee concessions to learners in government subsidised pre-accredited programs.
* The payment schedule for all programs are aligned to the four ACFE pre-accredited payment dates with associated milestones.

Reporting

* Reporting instructions will be provided to successful applicants to ensure reporting aligns with the correct Funding Source State Code.
* An updated version of the [*2021 Pre-Accredited Training Data Reporting Guidelines*](https://www.education.vic.gov.au/training/providers/learnlocal/Pages/preaccredited.aspx) will be circulated to successful EOI applicants and be available on the Departments website from mid-May 2021.

Delivery Plan

* Complete and submit the Delivery Plan template at Attachment 2. There is a separate tab for each program:
	+ Pre-accredited Training Additional Hours. Please do NOT submit your existing Pre-accredited Delivery Plan.
	+ Digital Literacy Skills
	+ Learn Local TAFE Support
	+ Pathways to TAFE.



* Prepare Delivery Plan(s) by indicating additional hours and courses in order of your priority.
* Please include the ACFE Program Category for each course you are applying for.
* All proposed delivery in 2021 must be delivered using one or more of the following modes of delivery:
* Face to face
* Blended
* Online (note this is not applicable for Digital Literacy Skills training delivery).

Blended delivery is a mix of face to face and structured online classes, facilitated by a trainer.

Criteria for Assessment

Requests for Additional Student Contact Hours will be subject to the following assessment criteria:

* All proposed delivery should meet the [2021 Pre-accredited Training Delivery Guidelines](http://www.education.vic.gov.au/training/providers/learnlocal/Pages/preaccredited.aspx) and any associated program specific guidelines
* Provider can demonstrate established relevant relationships to ensure success of program, eg industry, employer or TAFE partnership
* Priority will be given to delivery for courses with a focus on employment and industry pathways
* Readiness for delivery and quality of courses
* Relevance of the course to the Local Government Area (LGA) including local community needs and regional area priorities
* Capacity to deliver to contract, demonstrated through current delivery progress
* History of delivery to contract
* Capacity of the provider to meet delivery and reporting standards.

Attachment 1: Expression of Interest Application Form, ACFE Additional Pre-accredited Delivery Hours

**Contact details**

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| --- | --- |
| **Name of Learn Local provider**  |  |
| **TOID number** |  |
| **Contact person** |  |
| **Phone number** |  |
| **Email address** |  |

**Declaration**

* *I confirm that all requested documentation has been supplied and the information contained in this expression of interest is true and correct.*
* *I understand that the information provided in this expression of interest and any subsequent document may be used by DET for assessment and reporting purposes.*
* *Educators involved in the current delivery of the course will be available to engage with instructional designers, share practice and improve the curriculum.*
* *I understand that the Department, acting on behalf of ACFEB, will invoke its right to fully own the Intellectual Property developed as part of the project, as outlined in clause 16.4 of the Common Funding Agreement.*

Signature:

Position title:

Date:

|  |
| --- |
| **ACFE Additional Pre-accredited Delivery Hours** |

**Total Number of Student Contact Hours requested: \_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- |
| **Course Name** | **Program you are applying under:****Pre-accredited Training with an employment/ industry focus****Pre-accredited Training where an existing partnership exists with industry****Digital Literacy Skills****Learn Local TAFE Support****Pathways to TAFE**  | **LGA of Delivery** | **Course Scheduled Hours** | **Number of Students** | **Total SCHs** |
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**Pre-accredited Training Additional Hours**

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| **If you are applying for Pre-accredited Training Additional Hours (funded from the 1,000 places in the 2020-21 Budget) demonstrate how the delivery of Pre-accredited courses you have nominated will have an employment or industry focus**  |
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| **Separate to the table above, if you are applying for the delivery of Pre-accredited courses (funded from the 1,000 places in the 2020-21 Budget) involving any documented existing relationship with an industry partner using teaching and learning resources leading to gaining or retention of employment of pre-accredited learners – please provide details here.**  |
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* Please email the Expression of Interest Application Form to training.participation@education.vic.gov.au for consideration **no later than COB Friday 7 May.**
* A-frames for all courses must be attached to this Expression of Interest.

Next steps

* Applications for all components of this Expressions of interest will be assessed by the Department of Education and Training, and all applicants advised of the outcome.

**CONTACT DETAILS**

If you have any questions, 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 |

### APPENDIX A - ACFE REGIONAL LOADING POSTCODES

|  |
| --- |
| **Postcode** |
| 3212 | 3271 | 3330 | 3413 | 3490 | 3564 | 3631 | 3699 | 3816 | 3890 |
| 3213 | 3272 | 3331 | 3414 | 3491 | 3565 | 3633 | 3700 | 3818 | 3891 |
| 3214 | 3273 | 3332 | 3415 | 3494 | 3566 | 3634 | 3701 | 3820 | 3892 |
| 3215 | 3274 | 3333 | 3418 | 3496 | 3567 | 3635 | 3704 | 3821 | 3893 |
| 3216 | 3275 | 3334 | 3419 | 3498 | 3568 | 3636 | 3705 | 3822 | 3895 |
| 3217 | 3276 | 3340 | 3420 | 3500 | 3570 | 3637 | 3707 | 3823 | 3896 |
| 3218 | 3277 | 3342 | 3423 | 3501 | 3571 | 3638 | 3708 | 3824 | 3898 |
| 3219 | 3278 | 3345 | 3424 | 3505 | 3572 | 3639 | 3709 | 3825 | 3900 |
| 3220 | 3279 | 3350 | 3431 | 3506 | 3573 | 3640 | 3711 | 3831 | 3902 |
| 3221 | 3280 | 3351 | 3434 | 3507 | 3575 | 3641 | 3712 | 3832 | 3903 |
| 3222 | 3281 | 3352 | 3435 | 3509 | 3576 | 3643 | 3713 | 3833 | 3904 |
| 3223 | 3282 | 3355 | 3437 | 3512 | 3579 | 3644 | 3714 | 3835 | 3909 |
| 3224 | 3283 | 3356 | 3438 | 3515 | 3580 | 3646 | 3715 | 3840 | 3921 |
| 3225 | 3284 | 3357 | 3440 | 3516 | 3581 | 3649 | 3717 | 3841 | 3922 |
| 3226 | 3285 | 3360 | 3442 | 3517 | 3583 | 3658 | 3718 | 3842 | 3923 |
| 3227 | 3286 | 3361 | 3444 | 3518 | 3584 | 3659 | 3719 | 3844 | 3925 |
| 3228 | 3287 | 3363 | 3446 | 3520 | 3585 | 3660 | 3720 | 3847 | 3945 |
| 3230 | 3289 | 3364 | 3447 | 3521 | 3586 | 3662 | 3722 | 3850 | 3946 |
| 3231 | 3292 | 3370 | 3448 | 3522 | 3588 | 3663 | 3723 | 3851 | 3950 |
| 3232 | 3293 | 3371 | 3450 | 3523 | 3589 | 3664 | 3724 | 3852 | 3951 |
| 3233 | 3294 | 3373 | 3451 | 3525 | 3590 | 3665 | 3725 | 3854 | 3953 |
| 3234 | 3300 | 3374 | 3453 | 3527 | 3591 | 3666 | 3726 | 3856 | 3954 |
| 3235 | 3301 | 3375 | 3458 | 3529 | 3594 | 3669 | 3727 | 3857 | 3956 |
| 3236 | 3302 | 3377 | 3460 | 3530 | 3595 | 3670 | 3728 | 3858 | 3957 |
| 3237 | 3303 | 3378 | 3461 | 3531 | 3596 | 3671 | 3730 | 3859 | 3958 |
| 3238 | 3304 | 3379 | 3462 | 3533 | 3597 | 3672 | 3732 | 3860 | 3959 |
| 3239 | 3305 | 3380 | 3463 | 3537 | 3599 | 3673 | 3733 | 3862 | 3960 |
| 3240 | 3309 | 3381 | 3464 | 3540 | 3607 | 3675 | 3735 | 3864 | 3962 |
| 3241 | 3310 | 3384 | 3465 | 3542 | 3608 | 3676 | 3736 | 3865 | 3964 |
| 3242 | 3311 | 3385 | 3467 | 3544 | 3610 | 3677 | 3737 | 3869 | 3965 |
| 3243 | 3312 | 3387 | 3468 | 3546 | 3612 | 3678 | 3738 | 3870 | 3966 |
| 3249 | 3314 | 3388 | 3469 | 3549 | 3614 | 3682 | 3739 | 3871 | 3967 |
| 3250 | 3315 | 3390 | 3472 | 3550 | 3616 | 3683 | 3740 | 3873 | 3971 |
| 3251 | 3317 | 3391 | 3475 | 3551 | 3617 | 3685 | 3741 | 3874 | 3979 |
| 3254 | 3318 | 3392 | 3477 | 3552 | 3618 | 3687 | 3744 | 3875 | 3984 |
| 3260 | 3319 | 3393 | 3478 | 3555 | 3619 | 3688 | 3746 | 3878 | 3987 |
| 3264 | 3321 | 3395 | 3480 | 3556 | 3620 | 3689 | 3747 | 3880 | 3988 |
| 3265 | 3322 | 3396 | 3482 | 3557 | 3621 | 3690 | 3749 | 3882 | 3990 |
| 3266 | 3323 | 3400 | 3483 | 3558 | 3622 | 3691 | 3756 | 3885 | 3991 |
| 3267 | 3324 | 3401 | 3485 | 3559 | 3623 | 3694 | 3758 | 3886 | 3992 |
| 3268 | 3325 | 3407 | 3487 | 3561 | 3624 | 3695 | 3763 | 3887 | 3995 |
| 3269 | 3328 | 3409 | 3488 | 3562 | 3629 | 3697 | 3764 | 3888 | 3996 |
| 3270 | 3329 | 3412 | 3489 | 3563 | 3630 | 3698 | 3779 | 3889 |