Department of Education and Training

Higher Education and Skills Group

Participation, Inclusion and Regional Engagement — Branch Memo

**TO:** RegisteredLearn Local providers

State-wide providers

ACFE Board

 ACFE Regional Councils

 Learn Local stakeholders

 PIRE Branch staff

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

**DATE:** 20 April 2021

**SUBJECT: 2021 Learn Local Course Guides - both online and hard copy versions available**

## Actions / Critical Dates:

* Hard copies of the 2021 Learn Local Course Guides have now been delivered to all Learn Local providers. Please advise your regional office if you did not receive your delivery.
* Remember to also check out the digital versions of the Course Guides on the Learn Local website, see: [Course Guides](https://learnlocal.org.au/course-guides/)
* Promote your relevant Course Guide (either digital or hard copy version) to your stakeholders.

The hard copy versions of the 2021 Learn Local Course Guides have now been delivered. All Learn Local providers received 15 copies of their relevant Course Guide.

Please also remember that the digital versions are always available on the Learn Local website, see: [Course Guides](https://learnlocal.org.au/course-guides/)

The Course Guides are once again split into 13 sub-regions and are a valuable marketing tool that will assist in promoting Learn Local courses to potential learners, industry, jobactives and other relevant community organisations who provide support and assistance to adult learners. They have been designed as a reusable resource to enable key stakeholders to better understand and refer adult learners to appropriate local training options.

The Course Guides have been prepared using the agreed 2021 Pre-accredited Training Delivery Plans from each Learn Local provider and were current at the time of finalising (9 February 2021). In some cases, course names have been adjusted or combined for consistency across the various Course Guides. All Learn Local providers are encouraged to continue to keep their own organisation’s websites up to date with current Learn Local course offerings.

The Department has promoted the digital versions of the Course Guides to a range of stakeholders including:

* TAFE institutes
* Skills and Jobs Centres
* jobactives
* Learn Local sector peaks
* Local councils
* Local Learning and Employment Networks
* Other state and federal government departments.

The Department has also sent hard copies of the relevant Course Guides to many of the above and other stakeholders.

Learn Local providers are also encouraged to promote both the digital and hard copy versions of the Course Guides via your own communication channels. In particular, Learn Locals are encouraged to visit their local jobactives and libraries to drop off a hard copy of the Course Guide.

It would also be great if you could please share with the Department and each other, the ways you are using the Course Guides to promote the Learn Local sector, including other stakeholders that you have found it beneficial to promote the Course Guides too. One way that you can do this is by adding a post into the *Learn Local Provider Network Facebook Group* (closed group only for Learn Local sector staff). If you are not already a member of this group, you are very welcome to join. Just search for *Learn Local Provider Network* on Facebook and then click on the ‘Join’ button and our administrator will give you access. This closed Facebook group is a great way to share Learn Local related information and news with other Learn Local staff.

If you have any questions about the Course Guides please contact your DET Regional Office.