ACFE ADDITIONAL PRE-ACCREDITED DELIVERY HOURS, APRIL 2021

INFORMATION SESSION, 29 APRIL 2021

FREQUENTLY ASKED QUESTIONS

SUBMISSION OF EXPRESSION OF INTEREST AND TEMPLATES

Q: *How do I submit an Expression of Interest?*

**A:** Submit your Expression of Interest (EoI) including Delivery Plans and associated documents by **COB 7 May 2021** viaemail to: training.participation@education.vic.gov.au

You must submit **ONE email** which includes all Delivery Plans, and preferably all other attachments. You may need to zip the files. If you cannot fit all

documents, please ensure that all Delivery Plans are in one email.

Q: *How will I know that the Department has received my application?*

**A:** Once submitted to the training participation inbox, you will receive an acknowledgement of submission. If you do not receive an acknowledgement within one week, please contact the Department.

**Q:** ***Where can we download the 2021 Guidelines and Delivery Plan******templates?***

**A:** Information and links to the Guidelines and Delivery Plan templates for **Additional Pre-accredited Delivery Hours programs** are in the [Learn Local Grants and Funding](https://www.education.vic.gov.au/training/providers/learnlocal/Pages/preaccredited.aspx) section on the Department of Education and Training website.

**Q:** ***In the Delivery Plan, do we just indicate the additional Student Contact Hours we are applying for? Or the total of what it would be if new hours were allocated on top of the Student Contact Hours we've already been approved?***

A: In your application, indicate in your Delivery Plan(s) only the additional Student Contact Hours that you are applying for, under each applicable program, using the additional hours Delivery Plan template(s) provided.

Q: *Can we submit our existing Pre-accredited Delivery Plan with the additional hours requested?*

A: No, do not submit your existing Pre-accredited Delivery Plan. Use the additional hours Delivery Plan template(s) provided for each applicable program. If you are applying for Pre-accredited Additional Hours, please submit the Pre-accredited Additional Hours Delivery Plan template (green). Note there are fields specific to this Delivery Plan which differ from your existing Pre-accredited Delivery Plan.

Q: *Are there specific instructions for reporting the additional hours?*

A: 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 Department’s website from mid-May 2021.

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

PROGRAMS AVAILABLE FOR ADDITIONAL HOURS

**Q: *What programs are available for additional delivery hours?***

**A:** Additional Pre-accredited delivery hours are available under the following programs:

* **Pre-accredited Training**
	+ - employment and/or industry focus, including industry partnerships, including for existing workers, and including digital skills development related to these outcomes.
		- Note there is a separate table in the Application Form for delivery of hours under a specific industry partnership.
* **Digital Literacy Skills**
	+ - Existing or new digital literacy courses
		- online delivery mode is not applicable for Digital Literacy Skills in this additional hours EOI.
* **Learn Local TAFE Support and Pathways to TAFE**
	+ - includes delivery of an existing local course where you have an existing relationship with a TAFE institute.
		- includes 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 programs:

**Learn Local TAFE Support**

* + - * + Gaining the Edge (course length 80 hours)
				+ Learn Local Study Support (available for use in Term 3, course length 80 hours)

**Pathways to TAFE**

* Ready for Hospitality (course length 60 hours)
* Employable Me!/Moving On (available for use in Term 3, 60 hours combined)
* Success4U
	+ - * + Existing pathways to accredited TAFE programs across a range of industry streams.
* You 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.

Q: *For applications under the Learn Local TAFE Support and Pathways to TAFE programs, are the A-frames and associated resources available?*

A: A-frames and associated resources are accessibleon the Learn Local website: <https://learnlocal.org.au/resources/> While not all course materials are currently available, you may apply for additional hours to deliver programs using materials that are available now or will be available for use in Term 3, and/or a customisation of these courses.

**Q:** ***For applications under the Learn Local TAFE Support and Pathways to TAFE programs,* *does the relationship have to be with a TAFE Institute exclusively or can it be a relationship with a private Registered Training Organisation delivering an accredited qualification?***

A: Learn Local providers need to have a relationship with a TAFE Institute for additional delivery hours under the Learn Local TAFE Support and Pathways to TAFE programs. Additional delivery hours are not applicable for a relationship with a private Registered Training Organisation.

**Q: *Is there a separate application process for the development of additional course frameworks and resources under the Digital Literacy Skills, Learn Local TAFE Support and Pathways to TAFE programs?***

**A:** Yes, 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.

**Q:** ***We are delivering a Skills for Work and Study pilot program. Can we apply for additional hours to deliver this course again this year?***

**A:** No, at this stage there are no further delivery hours available under the Skills for Work and Study pilot program.

**Q:** ***Will there be another Expression of Interest round for delivery of additional hours for any of these programs later in the year?***

**A:** You should apply for any additional delivery hours that you wish to deliver for the remainder of 2021 in the current Expression of Interest round.

*Please see additional general information on Pre-accredited Training delivery at the existing Frequently Asked Questions document for 2021 Pre-accredited Training* [*2021 ACFE Funded Training FAQs, Sept 2020*](https://www.vic.gov.au/sites/default/files/2021-05/2021%20ACFE%20Funded%20Training%20Information%20Session%20%20FAQs_0.docx)