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|  | **2022 ACFE Training Delivery Information Session****FREQUENTLY ASKED QUESTIONS** |
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***This factsheet provides answers to common questions raised in the 2022 ACFE training delivery Information Sessions on 9, 14 and 16 September 2021.***

# 2022 ACFE Training Delivery Plan

# Where can I access the 2022 ACFE Training Delivery Plan?

The 2022 ACFE Training Delivery Plan is available on the Learn Local website: [2022 ACFE Training Delivery Plan](https://www.vic.gov.au/sites/default/files/2021-09/2022%20ACFE%20Training%20Delivery%20Plan%20Template%20V1.3%20%2817%20Sep%202021%29.xlsm)

Please contact your Regional Office for additional support if required.

# Where can I access further information regarding the Delivery Plan?

A Fact Sheet is available on the Learn Local website: [2022 ACFE Delivery Plan Fact Sheet](https://www.vic.gov.au/sites/default/files/2021-09/2022%20ACFE%20Training%20Delivery%20Guideline%20-%20Completing%20the%20Delivery%20Plan%20-Factsheet%202%20V1.2%20%2817%20September%202021%29.docx)

The Fact Sheet provides guidance on completing the 2022 ACFE Training Delivery Plan.

When you complete your Learn Local Details in the Delivery Plan, you will be provided with the most appropriated Department contacts, who can ensure any problems are resolved quickly. A list of all Department contacts is also provided at the end of the Factsheet.

**Do you need to enter course information before using the** **‘Edit/Delete Course’ function?**

Yes, you must enter course details via the ‘Add Course’ button, before selecting the ‘Edit/Delete Course’ button, or it will display an error message.

# Digital Skills

**Where can we access the centrally-developed digital literacy resources?**

Centrally-developed digital skills A-frames and associated resources currently available on the Learn Local website include:

* **Digital Essentials Level 1**
* **Digital Essentials Level 2**

Link: <https://learnlocal.org.au/resources/de/>

Products and resources will be developed to support **Digital Skills for Employability** and are anticipated to be available at theend of 2021 or beginning of 2022. More information will be available shortly.

Locally developed Digital Skills for Employability courses are those that provide adult Victorians with core employability skills training and which embed a digital component.

Please contact your Regional Office for additional support if required.

**Can we include digital literacy courses in General Pre-accredited training delivery?**

No. All digital literacy courses should be included under the Digital Skills program stream. This includes the centralised Digital Essentials Level 1 and 2, and local digital literacy courses, or a customised combination of central and local resources.

There is no program category for digital literacy under General Pre-accredited.

# If we move some of our proposed General Pre-accredited delivery hours to the Digital Skills program stream, will this reduce the General Pre-accredited hours we receive in future years?

No, we will consider your total delivery of hours across all applicable program streams in future years.

# Learner Eligibility

**Is there a guide about learner eligibility including reference to asylum seekers?**

The learner eligibility table is on page 9 of the [ACFE 2022-Training-Delivery-Guidelines.docx](https://www.vic.gov.au/sites/default/files/2021-09/ACFE%202022-Training-Delivery-Guidelines.docx)

This includes reference to the specific eligibility exemption for asylum seekers holding valid Bridging Visa E (BE), Temporary Protection Visa (TPV) or Safe Haven Enterprise Visa (SHEV), that have been referred by Jobs Victoria Mentoring Service providers to pre-accredited pre-employment programs.

Further details for learner eligibility evidence are in the [ACFE 2022 Fact Sheet 1 - Learner Eligibility Assessment and Evidence.docx](file:///C%3A%5CUsers%5C01264540%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CGuidelines%5CFinal%5CACFE%202022%20Fact%20Sheet%201%20-%20Learner%20Eligibility%20Assessment%20and%20Evidence.docx)

# Reporting Guidelines

**Are the 2022 Reporting Guidelines available?**

The current [2021 Pre-accredited Data Reporting Guidelines](https://www.vic.gov.au/sites/default/files/2021-05/2021%20Pre-accredited%20Training%20Data%20Reporting%20Guidelines.docx) are on the Learn Local website.

The 2022 Reporting Guidelines will be uploaded in January 2022.

# A-frame

**What elements of the A-frame need to be submitted?**

A-frames include Course Plans (Overview) which provide an overview of the course, and Session Plans which provide an outline of individual training sessions.

The following elements of the A-frame need to be submitted for each applicable program stream:

* Learner Engagement A-frame Program (LEAP): Course Plan only.
* Digital Skills: Course Plan for existing local courses. Course Plan and Session Plan for new or substantially amended courses. Course Plan and Session Plan for existing centrally developed digital skills A-frames or a combination of central and local A-frames.
* General Pre-accredited Training: Course Plan for existing local courses. Course Plan and Session Plan for new or substantially amended courses. Course Plan and Session Plan for central Skills for Work and Study A-frames or a combination of central and local A-frames.

# Allocation of Student Contact Hours (SCH)

**How many Student Contact Hours can we apply for?**

Learn Local providers should apply for the amount of Student Contact Hours that they anticipate they can deliver, for each program stream as applicable, following analysis of demand and local need and delivery capacity.

LEAP:

LEAP has a fixed budget with limited total SCH. The Expression of Interest (EOI) round will be competitive for these Student Contact Hours (SCH) against the program criteria.

Providers with an allocation of up to 2,000 SCH for General Pre-accredited Training Delivery in 2022 will be offered a maximum of 200 SCH for LEAP. Providers with an allocation of 2,000 SCH or more for General Pre-accredited Training Delivery in 2022, will be offered a maximum of 10 per cent of their total pre-accredited SCH allocation, for LEAP.

Digital Skills:

Funding through the Victorian Budget 2021-22 provides additional training places in 2022 under the tackling the digital skills divide initiative.

This is a time limited funding opportunity for Learn Local providers to deliver digital literacy courses in 2022. All digital literacy courses will be funded from the Digital Skills program for this round. There will be no digital literacy courses funded under the General Pre-accredited Training program.

Availability of SCH for General Pre-accredited training will not be impacted if providers are applying under the Digital Skills program stream, as there are additional SCH available for Digital Skills.

General Pre-accredited Training:

The ACFE Board has allocated SCH for General Pre-accredited Training, across the 8 ACFE regional areas under a fixed annual budget.

Availability of SCH for General Pre-accredited training will not be impacted if providers are applying under the Digital Skills program stream, as there are additional SCH available for Digital Skills.

The Department will monitor training delivery against targets across all program streams.

# Skills for Work and Study, Pathways to TAFE and Learn Local TAFE Support program extension to 2022

**How will the extension of delivery timeframes from 2021 to 2022 work, for Skills for Work and Study, Pathways to TAFE and Learn Local TAFE Support?**

The training delivery timeline for Skills for Work and Study, Pathways to TAFE and Learn Local TAFE Support programs (under the Literacy, Numeracy and Employability Initiative) will be extended, from 2021 contracted delivery to the end of 2022.

Learn Local providers contracted to deliver these programs in 2021 are encouraged to keep delivering this year as much as possible but will have their Commitment timelines in SAMS2 extended to December 2022.

The extension of delivery timelines will not restrict Learn Local providers’ capacity to apply for SCH under any of the three available program streams in 2022.

The extension of delivery timelines does not need to be indicated on the 2022 ACFE Training Delivery Plan as it is an extension of the existing 2021 Delivery Plan(s) for these programs.

See Branch Memo on 31 August 2021:

<https://www.vic.gov.au/det-learn-local-sector-31-august-important-information-regarding-upcoming-eoi-processes-acfe-board>

**Can we apply for additional Student Contact Hours (SCH) under the Skills for Work and Study program in 2022?**

There are no further student contact hours available under the Skills for Work and Study pilot program for delivery in 2022.

However, Learn Local providers who have the capacity to deliver additional student contact hours to those previously allocated in 2021 for Skills for Work and Study may use the Skills for Work and Study A-frames and resources, as part of their application for General Pre-accredited SCH in 2022.

In addition, providers who were not contracted for Skills for Work and Study in 2021 may also use these resources in their General Pre-accredited offerings for 2022.

Providers should select the General Pre-accredited program stream if they are applying for SCH to deliver courses which use or adapt the Skills for Work and Study central resources.

The centrally-developed A-frames and resources for Skills for Work and Study courses available for use in General Pre-accredited training in 2022 are on the Learn Local resources hub: <https://learnlocal.org.au/resources/>

# Additional non-financial reporting milestone (31 May 2022)

**What will the non-financial progress report require?**

There will be an additional non-financial reporting milestone on 31 May 2022. Learn Local providers are required to provide up-to-date training delivery SCH data in SVTS (for all applicable program streams). The additional milestone is required so the ACFE Board and Department can have an earlier understanding of the progress of training delivery including any potential impacts from COVID-19.

Learn Local providers are not required to submit any further information other than up-to-date training delivery SCH data.

# Fee concessions

**How do we access fee concession?**

The ACFE Board will reimburse providers for a proportion of the revenue foregone by granting fee concessions to learners in pre-accredited courses, based on reported data in SVTS.

Fee concessions are calculated in arrears, based on delivery of SCH to learners reported as eligible for fee concession.

Fee concessions are reimbursed from a fixed pool.

# Regional loading and Koorie loading

**How is the regional loading paid?**

A 20 per cent loading on regional training delivery will be paid for all applicable program streams, based on reported data in SVTS.

The first payment of the pre-accredited regional loading will be processed in May 2022 and will be based upon 2022 contracted delivery.

The payment will be calculated by multiplying the loading rate by 50% of the total 2022 contracted delivery hours.

A subsequent payment will be processed based on a reconciliation of 2022 training delivery data reported in SVTS for eligible delivery hours and paid in May 2023.

**How is the Koorie loading paid?**

A 50 per cent loading applies for Koorie learners in pre-accredited training. The loading aims to increase engagement of Koorie learners in pre-accredited training and support Koorie communities.

The first Koorie loading payment will be processed in May 2022 based on a census of Koorie learner enrolments reported in SVTS as at 31 March 2022.

A subsequent payment will be processed based on a census of Koorie learner enrolments reported in SVTS as at 30 September 2022, to capture any enrolled hours not paid in first census. Any remaining payments will be made following a reconciliation of Koorie enrolments after 15 January 2023.

# Business and Governance Status (BGS)

**When is the BGS due?**

Learn Local providers who are operating on a financial year (other than those who have a current Skills First contract) need to submit a satisfactory BGS by 30 September 2021.

The BGS is a prerequisite for contracting for 2022 ACFE training delivery.

Any delays in submitting the BGS, including delays to auditing processes, may delay the contracting process.

Learn Local Registered Training Organisations with a current Skills First contract do not need to submit a BGS.