# LEARN LOCAL INDUCTION PROJECT

# EXPRESSION OF INTEREST

**BACKGROUND**

The ACFE Board is committed to supporting new teachers in the *Learn Local* sector and is therefore looking to develop a short initial *‘Welcome to the Sector’* module for new and potentially new teachers, to assist them with orientation to the *Learn Local* sector including key features of the broader Adult Education and VET sector.

This project will introduce staff to the pre-accredited environment to help them understand the key characteristics of the sector and provide access to the key tools essential to making their initial engagement in the *Learn Local* sector more rewarding.

**SELECTION CRITERIA**

The Department is seeking a suitably qualified organisation with sector experience to lead a consortium to develop the resource. The resource will meet the following criteria:

* The content provides a short initial orientation and ‘Welcome to the Sector’, rather than a comprehensive program.
* Although no length is specified, the aim is to develop a short, focused resource.
* Although this is intended to be a short module, it must touch on key elements such as the role of the ACFE Board and associated key policy statements.
* The end-user for this information is new or potential Learn Local **teachers**.
* It develops an understanding of the *Learn Local* sector, and its place within higher education and VET.
* The content is sufficiently generic so that it can be used by any Learn Local organisation.
* It touches on several ‘Have to Know’ items, to ensure new teachers have a ‘survival pack’ to help them in their initial exposure to the sector, for example:
	+ information about pre-accredited learner characteristics
	+ information about pre-accredited training
* The content must be hosted on the ACFE Board website / Secure Portal.
* The content must be accessed as a standalone module and can be used in a facilitated setting.
* The proposed final product is engaging and accessible.
* The course content must meet copyright requirements, and the materials must be assigned to the ACFE Board.

The successful supplier will be provided with access to a range of resources to assist them, covering key topics in relation to ACFE Board information.

# **OUTCOMES/DELIVERABLES**

**Outcomes**

* Potential and new staff receive initial support and information to assist them in more easily understanding the pre-accredited sector.
* Through this initial engagement new staff are more knowledgeable of the pre-accredited training environment and can access all the key resources they need.
* Teachers have a positive and enhanced engagement with pre-accredited training.
* The sector is seen as a positive and attractive working environment for potential and new staff.

**Deliverable**

An online resource that provides an understanding of the Learn Local environment with a focus on initial orientation, and information about useful tools to assist potential and new staff to comfortably engage with learners and pre-accredited course materials.

We envisage that this resource will complement the orientation provided by Learn Local managers and coordinators.

# **COPYRIGHT**

**Intellectual Property**

The resources will be owned by the ACFE Board published under an Attribution, Non-Commercial, Share-Alike Creative Commons licence (BY-NC-SA). This will allow registered Learn Local providers to use the materials freely while the ACFE Board maintains some control over their future use and adaptation.

**Image attribution**

Third-party documents should be attributed as close to the work as possible. Attribution should include the work's title, the name of the creator/owner, the source, and note the terms under which it was copied (for example, 'used with permission' or 'licensed under CC BY').

# **MILESTONES**

This project includes the following milestones:

|  |  |
| --- | --- |
| **Description** | **Due 2022** |
| Contract executed | 11 May |
| Agree on the Workplan | 18 May |
| Draft of Resource developed and tested  | 30th June |
| Tested with Stakeholders and ACFE Board and finalised | 31st July |
| Submission of programs for a QA and copyright review | 1st August |
| Resource finalised, including graphic design | 15 August |
| The resources are reviewed and accepted by DET | 1 September |

# **FUNDING AVAILABLE**

$30,000, including $5,000 for graphic design and finalisation. Please provide a detailed budget as part of your application.
The Department will assess each application individually and evaluate the applications based on their proposed content, alignment to selection criteria and value for money.
The ACFE Board will enter a financial arrangement with the lead Learn Local.
 **NEXT STEPS**

* The Department will notify you of the outcome.
* If required, a Service Plan will be sent to the lead organisation’s signatory via SAMS2.
* The successful applicant will receive a Letter of Offer and a Deed of Assignment in relation to copyright. Copyright in the materials will be assigned to the ACFE Board to ensure it can be shared with the sector.

# **TIMELINES**

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| --- | --- |
| Applications | Date |
| EOI open | 7 April  |
| EOI closes 5.00 pm | 26 April  |
| EOIs assessed by DET | 27 April  |
| Providers notified | 4 May  |
| Letter of Offer finalised  | 10 May  |

**For more information**

If you have any questions, please contact Josie Rose at josie.rose@education.vic.gov.au or your regional office.

|  |  |  |  |
| --- | --- | --- | --- |
| **North Western Victoria Region** | **North-Eastern Victoria Region** | **South Eastern Victoria Region** | **South Western Victoria Region** |
| Kaye CallaghanTel: 4433 7582 | Cathy ClarkTel: 9084 8573 | Jeremy BrewerTel: 8904 2580 | Georgina RyderTel: 5215 5204 |

**SUBMISSION OF APPLICATION**

Your application should be emailed to Josie Rose at the ACFE Projects Unit, ACFE Division at **josie.rose@education.vic.gov.au** by **5 pm 26 April 2022**. Please add the title **Induction Module** and the name of your organisation to the subject line.

**INSTRUCTIONS FOR COMPLETING THE EXPRESSION OF INTEREST**

1. This form is designed to be completed electronically.
2. You can only apply once.
3. All questions must be completed.
4. Please provide the letters of support from other Learn Local partners if part of a consortium, or any other supporting documents with this application as attachments.

**CONTACT DETAILS**

|  |  |
| --- | --- |
| **Name of Learn Local Provider or Adult Education Institution (Lead if part of a consortium)** |  |
| **TOID number** |  |
| **Contact person** |  |
| **Phone number** |  |
| **Email address** |  |

**DECLARATION**

*I confirm that all requested documentation has been supplied and the information contained in this application is true and correct. I understand that the information provided in this application and any subsequent document may be used by DET for assessment and reporting purposes.*

Signature:

Position/Title:

Date:

**PROGRAM DETAILS**

1. Are you submitting this application as part of a consortium?

**Yes** [ ]

**No** [ ]

If **yes**, please attach letters of support detailing the expertise and project involvement of your consortium partners.

2. Please tell us about your **experience** in **developing** and **presenting** induction materials relevant to this project, and aligned to the key selection criteria, including experience in developing materials for **online** training.

3. Please outline your **detailed methodology** including:

* How you will go about achieving the outcomes
* Content to be included
* Highlight how you will consider the audience

4. Please include a **detailed budget breakdown** and rationale for requesting the selected amount. Please note: the total budget amount should **not** exceed $30,000.

The following items are in scope:

* Administration expenses
* Staffing expenses - project manager
* Staffing expenses - project support
* Operating expenses
* Materials & supplies expenses **excluding** the purchase of equipment
* Catering expenses
* Hire of facilities
* Partnership costs
* Travel associated expenses

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| **Item** | **Cost** |
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