**Attachment 1**

**LEARN LOCAL @ WORK with INDUSTRY:**

**Case studies and further developed programs**

**EXPRESSION OF INTEREST**

**APPLICATION GUIDELINES**

1. **Introduction**

This Expression of Interest (EOI) seeks applications from Learn Local providers who have an established and effective industry partnership supporting vulnerable adults core skills development, such that they can retain jobs or assist employers to attract them to a job and who are willing to work with a supplied contractor engaged by the Department on behalf of the ACFE Board to produce a case study on their partnership for sharing.

The case studies will be available in print and online and will be launched at the Learn Local conference in October 2022 as exemplary good practice. The subjects of the case studies will be rewarded for their participation with copies of their own case study for their own ongoing use.

Selected Learn Local industry partnerships for case study will have the opportunity to further develop their industry/business focussed pre-accredited program for sharing across the Learn Local sector. They will receive funds to do so and to cover, at a minimum, the time required to make the course content compatible with all copyright requirements of the Learn Local Secure Portal.

Learn Local providers not willing to share their industry/business focussed pre-accredited program will not necessarily be excluded from being a case study but will not receive additional funds.

1. **Context**

The ACFE Board has prioritised supporting Learn Local providers to build their expertise in providing innovative training solutions for industry/employers to prepare their learners for work and/or to stay employed in the industry/business. This is to support the Victorian government’s firm focus on re-booting the economy post-Covid.

The Ministerial Statement on the Future of Adult Community Education in Victoria 2020–25 and the subsequent ACFE Board Strategy for 2020-25 both make clear the desire for Learn Local providers is to support 4 quadrants of learners as shown in the following diagram…

Graphical user interface, text, application, email

Description automatically generated

This initiative aims to support development of Learn Local industry partnerships for the benefit of learners in the two Work Quadrants.

1. **Objectives**

Learn Local @ Work with Industry is a new 2022 initiative of the ACFE Board. This initiative is to develop four (4) to six (6) case studies that showcase established (including both current or recent past (last 3 years) Learn Local industry partnerships that are effectively supporting vulnerable workers core skills development, such that they can retain jobs or assist employers to attract them to a job. The initiative also seeks to develop the industry/business focussed pre-accredited programs that are included in the case studies for sharing across the Learn Local sector. There is access to financial support and expertise for this aspect of the initiative.

The goals of the initiative are two-fold:

1. Produce cases studies that promote Learn Local’s working with industry/local businesses that demonstrate good practice in preparing learners for work or developing their skills to stay employed in an industry. In doing so, the lessons learnt from the case studies, will assist other Learn Locals to build their own effective Learn Local – industry collaborations for the benefit of their learners and their progression along a pathway to a retained or new job.

The ACFE Board recognises that Learn Local providers have produced many high-quality industry partnerships for the benefit of their adult learners. This initiative seeks to build on this foundation of good practice to provide models and programs which can be utilised by a range of providers across the Learn Local sector and recognise the Learn Local providers involved.

1. Procure quality assured industry focused pre-accredited programs that can be delivered by Learn Local providers across Victoria.

The ACFE Board seeks to assist access for Learn Local providers to quality assured curriculum-based programs and resources that successfully engage and support learners in literacy, numeracy, employability and digital skills for improved job outcomes. This initiative will provide financial assistance to those Learn Local providers involved in the case studies willing to do further work on their pre-accredited program for sharing.

**4. Deliverables**

* 4-6 case studies presented across a range of formats including online, print, photos and video, that are developed by a contractor working with the Learn Local – local business partnership, that demonstrate good practice in collaborating to prepare learners for work within the industry or develop their skills to stay employed in an industry. Available by 5 September 2022.
* 4-6 bespoke industry focused programs further refined by Learn Locals with any third-party resources used appropriately attributed and to be given ownership to the ACFE Board, made available to the sector in Semester 2, 2022.

1. **Program Requirements**

**CASE STUDIES**

The case study will cover the why, how, when and where and with what impacts of the Learn Local industry partnerships and lessons learned.

The Learn Local, its industry partner and some of the learners involved will need to be willing to be involved in the case study and to answer contractor’s questions to produce the case study and perhaps be in a video, or a photo for the report.

Example questions may include:

* + - * + How did the partnership begin?
        + What is the nature of the partnership – who precisely is involved? What are the administrative arrangements, and the formality of the training relationship?
        + What are the people skills required by the Learn Local to build and maintain the partnership?
        + What is the nature of the pre-accredited training program being used in the partnership?
        + How were learners recruited into the pre-accredited training program?
        + How have learners benefited from the partners pre-accredited training program?
        + What are partners learning and needing to improve?
        + What are some practical guidelines that other Learn Locals and employers can use in setting up and managing successful industry–provider training partnerships?

**INDUSTRY FOCUSED PREACCREDITED PROGRAMS**

Contenders for the case studies need to declare their willingness to further develop their industry/business focussed pre-accredited programs for sharing across the Learn Local sector. Those not willing will not necessarily be excluded from being a case study but will not receive additional funds.

Those willing need to indicate and justify the expected financial support that they will require to refine their industry/business focussed pre-accredited programs and to make the course content compatible with all copyright requirements of the Learn Local Secure portal. There is limited funding available (up to $30,000 per course) to cover the cost of procurement and adaptations required to meet ACFE Board quality assurance and copyright review requirements.

**Evaluation Criteria**

Applications will be assessed on the criteria below, all weighted equally.

In selecting the final 4-6 case studies the ACFE selection team will look to include a mix of metropolitan, regional and rural Learn Local-industry partnerships and of large, medium and small Learn Local -industry partnerships.

**1. Demonstrate an effective business partnership**

The Learn Local industry partnerships proposed as a case study must be well established and effective.

**2. Demonstrate effectiveness of the partner’s pre-accredited program through outcome-based statistics highlighting job results**

The Learn Local industry partnership’s industry/business focussed pre-accredited program must have/ be producing job related results for learners that can be demonstrated

1. **Demonstrate willingness to be involved in case study**

The Learn Local, its industry partner and some of the learners have indicated willingness to be involved in the case study and to work with the contractor engaged by the Department on behalf of the ACFE Board to produce the case study.

1. **The industry/business focused pre-accredited program- for further funding**

The Learn Local industry partnership’s industry/business focussed pre-accredited program has application in other settings across the sector.

The copyright for the resources and curriculum materials can be assigned to the ACFE Board. It can then be shared under a Creative Commons license (BY-NC-SA). This will allow registered Learn Local providers to use the materials freely while the ACFE Board maintains control over future uses and adaptations.

1. **Eligibility and Application Process**

**6.1 Eligibility**

Learn Local providers submitting an EOI must meet the following criteria:

* Are currently a Registered Learn Local Provider with the ACFE Board
* Have a 2022 pre-accredited training delivery contract with the ACFE Board

**Note:** Applications submitted by a consortium of Learn Local providers will also be considered.

## **6.2 Application Process**

* Complete the Learn Local at work case studies Expression of Interest Application Form
* Ensure that you cover the project specifications outlined in this document and evaluation criteria.
* Submit the Application Form via email to [kaye.bowman@education.vic](mailto:kaye.bowman@education.vic).gov.au and cc your ACFE regional office by 5pm Monday 2 May 2022.

**7.Key Dates and Timelines**

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| **KEY DATES AND TIMELINES** | | | |
| **Stages** | **Date** | **Milestone** | **Duration** |
| EOI issued | 2 May 2022 | Engage with the sector to identify case studies | 2 weeks |
| EOI applications received | 18 May 2022 |  |  |
| Selection of Case studies | 25 May 2022 | Case studies selected/ Contractor establishes timelines for each case study | 3.5 months |
| Funding for further development of industry/business focussed pre-accredited program | 3 June 2022 | Contracts established with LL providers to further develop their industry focused pre-accredited programs for sharing and delivery by other Learn Local providers across Victoria. | 3 months |
| Final Case studies and refined industry/ business pre-accredited programs | 6 September 2022 | Acceptable case studies and refined industry/ business pre-accredited programs for sharing | Shared from October |

Learn Local @ Work Case with Industry Case Studies

-Expression of Interest Application Form

**Instructions for completing this form:**

1. This form is designed to be completed electronically.
2. All questions must be completed.
3. Please provide letters of support or other supporting documents with this application as attachments.

**PROGRAM AND CONTACT DETAILS**

|  |  |
| --- | --- |
| **Name of Learn Local Provider (Lead if part of a consortium)** |  |
| **TOID number** |  |
| **Contact person** |  |
| **Phone number** |  |
| **Email address** |  |
| **Locations of industry partnership LGAs** |  |

**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: ……………………………………….

**SELECTION CRITERIA**

Please provide information in response to each of the following criteria (not more than **200 words** per item). Please note you may attach evidence to the application.

1. **Demonstrate an effective business partnership**

Please identify your business partner(s) and when the partnership began and the current nature of the partnership-i.e. still active/ completed; formal/ informal;/ how you work together; and any recognition the partnership has already received.

1. **Demonstrate effectiveness of the partner’s pre-accredited program through outcome-based statistics highlighting job results**

Please outline the pre-accredited program that you and your industry partner have developed.ie what core skills are being developed for what job roles, over what duration of training and held where and how many times the program has been run with what job results for the learners and how you know of these results.

1. **Demonstrate willingness to be involved in case study**

Please name who has indicated willingness to make themselves available to be part of the case study- from the Learn Local, industry partner and from among the learners involved- and provide proof please- a letter or completed form – I am willing to be involved in the case study and the circumstances under which they are willing to be involved - to speak with the consultants: be/not be in videos or photos.

Industry partner representatives are:

Learner representatives are:

Learn Local representatives are:

1. **Sharing the industry/business focussed pre-accredited program- for further funding**

Please indicate if the Learn Local industry partnership is willing to share their pre-accredited program with other Learn Locals Yes No

If Yes

Please indicate what refinements to the pre-accredited program you would like to make before sharing and their likely costs e.g. update the course plan/ teaching guide/ leaner guide/ tools used/ ensuring all third-party materials that are incorporated in the programs are appropriately attributed/ any requirements for it to be copyrighted to the ACFE Board.

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| **Item** | **Details** | **Anticipated Cost (excl. GST** |
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**SUBMISSION OF APPLICATION**

Please submit your completed application by 5pm Wednesday 18 May 2022 via email to [kaye.bowman@education.vic.gov.au](mailto:kaye.bowman@education.vic.gov.au) and cc your ACFE regional office.

**QUERIES**

If you have any questions, please contact Kaye Bowman at [kaye.bowman@education.vic.gov.au](mailto:kaye.bowman@education.vic.gov.au) or your regional office.

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| **North-Western Victoria Region** | **North-Eastern Victoria Region** | **South-Eastern Victoria Region** | **South-Western Victoria Region** |
| Kaye Callaghan  Tel: 4433 7582 | Cathy Clark  Tel: 9084 8573 | Jeremy Brewer  Tel: 8904 2503 | Georgina Ryder  Tel: 5215 5204 |