**MAY 2022 Expression of Interest Guidelines**

**for**

**ACFE Additional Pre-accredited Delivery Hours**

**Background**

This Expression of Interest (EOI) provides an opportunity for additional pre-accredited delivery hours where Learn Local providers can demonstrate capacity to deliver, and learner demand for, additional hours in 2022. Learn Local providers will need to demonstrate that their existing pre-accredited provision is on track to meet 2022 targets, as specified in the assessment criteria below.

The focus for the May 2022 EOI round for ACFE additional pre-accredited delivery hours is to support the ACFE Board’s strategic prioritiesoutlined in the [ACFE Board Strategy 2020-2025](https://www.education.vic.gov.au/about/research/pages/ace.aspx), and [Ministerial Statement on the Future of Adult Community Education in Victoria 2020-25](https://www.education.vic.gov.au/training/providers/learnlocal/Pages/min-statement-adult-education.aspx).

ACFE Board pre-accredited priorities:

* Allocation of pre-accredited training funds, based on demographic data and the Board’s strategic objectives
* Design and delivery of Learn Local courses to people who have experienced educational disadvantage
* Tackling the digital skills divide.

To support Victoria’s post COVID recovery, the ACFE Board is focussed on maximising pre-accredited training delivery in 2022 wherever possible, particularly where there is demonstrated unmet demand. Additional pre-accredited hours have been added to the Board’s 2022 Allocation Model to achieve this.

Contracted providers are expected to deliver pre-accredited programs aligned to one or more of the four roles outlined in the ACFE Board Strategy 2020-25:

* Building confidence and skills for participation in education and training
* Supporting successful attainment in education and training
* Building confidence and skills for participation in work
* Upskilling and reskilling vulnerable workers.

This EOI document provides information on available funding, details on how to apply, available program streams and assessment criteria.

**additional pre-accredited delivery hours**

In order to submit an application for additional delivery hours, you will be required to submit an **Application Form only** (Attachment 1).

We request that you do not submit an updated Delivery Plan with the Application Form. You will be required to submit an updated Delivery Plan only if you are offered additional hours through the EOI notification. Details are at the How to Apply section below.

We remind providers that unless explicitly stated otherwise, the [ACFE 2022 Training Delivery Guidelines](https://www.vic.gov.au/sites/default/files/2022-02/ACFE%202022-Training-Delivery-Guidelines-Final%20Version%20%28Feb%202022%29.docx) apply.

Programs available for additional hours

Learn Local providers are invited to request additional pre-accredited delivery hours under the following program streams as applicable, funded from the ACFE Pre-accredited Training Budget:

* + **Digital Skills, including:**
    - **Digital Literacy Essentials – including both centrally and locally developed courses**
    - **Digital Skills for Employability – including both centrally and locally developed courses.**
  + **General Pre-accredited Training – locally developed courses**

(Further details below)

The Learner Engagement A-frame Program (LEAP) is not included in this additional hours EOI.

**Additional hours - Digital Skills**

Additional training delivery hours are available in this EOI for the Digital Skills program stream, including Digital Literacy Essentials and Digital Skills for Employability programs.

The delivery of additional Digital Skills hours seeks to tackle the digital skills divide facing educationally disadvantaged Victorians and support them in pathways to jobs. This is critical especially in the context of the COVID-19 pandemic which has dramatically accelerated Victoria’s adoption of and reliance on digital infrastructure, devices and capabilities.

Providers may apply for additional hours to deliver existing or new pre-accredited Digital Skills courses.

Innovative approaches to developing Digital Skills are encouraged. You should deliver Digital Skills courses to meet the ability of your learners and this should include face-to-face, online and blended delivery as appropriate.

You may choose to deliver locally developed courses and/or centrally developed courses as appropriate to your learners. A range of centrally developed courses are available for use by Learn Local providers.

Centrally developed Curriculum and Resources

Quality-assured, centrally developed curriculum and resources have been developed within the Digital Skills program stream.

Providers are encouraged to use these quality-assured, centrally developed resources in 2022 in applying for additional student contact hours (SCH). Links to these resources are on the Learn Local Secure Portal (LLSP): <https://vetsharedresources.instructure.com/courses/2899>. If you are unable to access the LLSP, please contact your regional office.

The resources are not mandated as a condition of additional SCH allocation. Providers can either adapt the centrally developed resources or use their own resources if this better meets the needs of learners.

Digital Literacy Essentials - centralised curriculum and resources:

* Digital Essentials Level 1: 30 hours
* Digital Essentials Level 2: 30 hours

Digital Literacy Employability includes locally developed courses (of up to 60 hours) and centrally developed courses.

This includes centrally developed Digital Skills for Jobseekers curriculum and resources which are ‘short/sharp’ 10 hour courses, designed to be:

* appended as digital skills content to, for example, other more extensive pre-accredited job preparation courses
* combined in whole or part as a suite of Digital Skills for Jobseekers module delivery.

These courses are:

* Digital Skills for Jobseekers: Job search
* Digital Skills for Jobseekers: Online applications
* Digital Skills for Jobseekers: Online Communication Platforms
* Digital Skills for Jobseekers: Phone and Video Interview Skills.

The Department and the ACFE Board will be monitoring the delivery and reporting of Digital Skills for Jobseekers courses against their intended design.

**Additional hours – General Pre-accredited**

Learn Local providers are invited to request additional training delivery hours (SCH) for new or existing General Pre-accredited Training courses.

Locally developed General Pre-accredited training courses must be consistent with the Pre-accredited Quality Framework [(PQF)](https://www.education.vic.gov.au/training/providers/learnlocal/Pages/pqf.aspx).

General Pre-accredited training includeslocal language, literacy and numeracy, vocational and employability courses and can include centrally developed or adapted Skills for Work and Study courses.

Program categories as used for reporting in SVTS are described on page 15 of the [ACFE 2022 Training Delivery Guidelines](https://www.vic.gov.au/sites/default/files/2022-02/ACFE%202022-Training-Delivery-Guidelines-Final%20Version%20%28Feb%202022%29.docx):

* Language
* Literacy and Numeracy
* Employability (other than Digital Skills)
* Vocational.

Note: The Digital Literacy program category is not being used for General Pre-accredited in 2022 as it will be delivered under the Digital Skills program funding stream**.**

## Application process: additional delivery hours

Key Dates

The EOI for ACFE program additional hours will open on Tuesday 10 May 2022 and close COB Monday, 23 May 2022, with early applications encouraged.

Eligibility

The EOI is open to providers:

* currently registered with the ACFE Board or covered under the *Education and Training Reform ACT 2006*
* with a current and satisfactory Business Governance Status Assessment (BGS) or a 2022 Skills First contract
* currently contracted for 2022 General Pre-accredited or Digital Skills Training Delivery.

How to apply

1. Undertake a pre-assessment of your organisation’s capacity to deliver both existing and the proposed additional hours, including compiling the information required in the Application Form (Attachment 1).
2. Complete and submit the attached Application Form.
3. List only proposed **additional** hours and courses for each program stream you are applying under (Digital Skills and/or General Pre-accredited) in order of your priority in the Application Form.
4. Submit A-frame including Course Plan and Session Plan for new courses. You do not need to submit an A-frame for an existing course as it is previously on file.
5. Ensure your proposed additional delivery hours will be ready for delivery and scheduled for completion by 31 December 2022.
6. Submit all documents to training.participation@education.vic.gov.au by **COB Monday, 23 May 2022. Note your EOI must be submitted in ONE email**.

Note: If you have any enquiries, please contact your regional office.

Funding and Payments

* Funding for delivery of all programs is through a SCH subsidy rate, consistent with the existing pre-accredited rate of $9.10 per SCH.
* A regional loading of 20 per cent will apply for programs delivered in identified postcodes (refer to Appendix A).
* Payment of a Koorie loading will apply for delivery to eligible Koorie students. The loading aims to increase engagement of Koorie learners in pre-accredited training and support Koorie communities.
* Some learners in pre-accredited programs are eligible for fee concessions. Providers will be reimbursed for a proportion of the revenue foregone by granting fee concessions to learners in government subsidised pre-accredited programs.
* Payments for the additional hours will be spread across the two remaining payments for 2022 (payment 3 and 4). Milestone payment dates and requirements will be the same as the 2022 ACFE pre-accredited payment dates with adjusted targets.

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| Digital Skills  General Pre-accredited  2022 Payment & Reporting Schedule | | | | |
| No. | Payment  Processing date | Payment percentage (%) | Cumulative payment percentage (%) | Requirement for release of payment |
| 3 | August | 20% | 80% | 55% enrolments reported by 31 July |
| 4 | October | 20% | 100% | 75% enrolments reported by 30 September |

Reporting

* Reporting of all pre-accredited additional hours must align with the correct Funding Source State Code.
* Instructions and information on reporting is available at [2022 Pre-accredited Training Data Reporting Guidelines.docx](https://www.vic.gov.au/sites/default/files/2022-02/2022%20ACFE%20Fact%20Sheet%203%20-%202022%20Pre-accredited%20Training%20Data%20Reporting%20Guidelines.docx) on the [Learn Local Sector](http://www.vic.gov.au/learn-local-sector) website.

Criteria for Assessment and Allocation of Additional Hours

1. The Learn Local provider is currently registered and contracted to deliver pre-accredited training in 2022 (General Pre-accredited and/or Digital Skills) with an up-to-date Delivery Plan.
2. The Learn Local provider has a history of delivery to contract targets, including during 2021 to demonstrate capacity to deliver in a COVID-19 context.
3. The Learn Local provider has reported through SVTS all 2022 pre-accredited training delivery data against milestones and has met their milestone target for the release of the second payment to demonstrate that provision is on track to meet 2022 targets.
4. The Learn Local provider has evidence of demand for additional delivery in the proposed course and that it is a high local priority. (Examples of evidence may include written support or letters of intent from referral agencies and community stakeholders).
5. The Learn Local provider has evidence of learner demand beyond currently allocated delivery hours (for example waiting lists or learner enquiries).
6. The Learn Local provider can provide a written plan and strategies to successfully implement the proposed training and to encourage training take-up. For additional hours preference will be given to courses of 20-60 hours that have had demonstrated success through COVID-19.