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|  | **2023 ACFE Training Delivery Information Session**  **FREQUENTLY ASKED QUESTIONS** |
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***This factsheet provides answers to common questions raised in the 2023 ACFE training delivery Information Sessions, held on 30 August and 7 September 2022.***

# 2023 ACFE Training Expression of Interest process

**How is the 2023 ACFE training delivery EOI different from previous years?**

The Expression of Interest (EOI) process has been streamlined for 2023 by reducing the information required for contracting purposes and enabling Learn Locals to continue amending Delivery Plans at the individual module (course) level, within their contracted allocation of Student Contact Hours (SCH).

Learn Locals need to submit their 2023 Delivery Plan EOI by COB **Friday,** **16 September 2022.**

This requires Learn Locals to complete a draft Delivery Plan EOI indicating the requested total number of SCH for each funding stream (General Pre-accredited and Digital Skills) by LGA. These figures are automatically generated on the Summary tab as you complete the two worksheets. You can continue to fine tune the module details on your Delivery Plan worksheets, within the bounds of the total SCH that are approved.

Once the SCH has been approved and a contract uploaded in SAMS2, you will be sent an update of your Delivery Plan with the final contracted SCH entered at the top of each worksheet.

Learn Locals are required to submit their A-frame module plans and session plans by **Tuesday,** **15 November 2022**. While you can submit A-frames with the Delivery Plan EOI, you can continue to fine tune A-frames as well as individual modules on your Delivery Plan worksheet, after submitting the Delivery Plan EOI.

As you continue to adjust your Delivery Plan, the table at the top right of each worksheet will show any difference between the contracted SCH/funding and the worksheet SCH/funding, as a guide.

For assistance in completing the 2023 Delivery Plan template, Regional Office staff are available if required, and instructions provided at regional forums in September 2022.

# Centrally developed curriculum and resources

**Where can we access centrally developed curriculum and resources?**

There are currently curriculum and resources, including A-frame module plans and session plans, for 31 centrally developed modules.

* Digital Essentials (2 modules)
* Digital Skills for Jobseekers (4 modules)
* Digital Skills for the Workplace (7 modules)
* Pathways to TAFE (11 modules)
* Industry contextualised Skills for Work and Study training (7 modules).

These are accessible via:

* [Learn Local Secure Portal | Victorian Government (www.vic.gov.au)](https://www.vic.gov.au/learn-local-secure-portal) If you need to finalise access to the Learn Local Secure Portal, contact your regional office.
* [Learn Local / resources](https://learnlocal.org.au/resources) The centrally developed curriculum and resources are also on the Learn Local website.

# 2023 ACFE Training Delivery Plan

# Where can we access the 2023 ACFE Training Delivery Plan?

The 2023 ACFE Training Delivery Plan is available on the Learn Local website: [2023 ACFE Delivery Plan template](https://www.vic.gov.au/sites/default/files/2022-09/2023_Delivery_Plan_Final_29Aug22_0.xlsm)

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

See tab 1, ‘Guide’, in the Delivery Plan template for instructions on completing the Delivery Plan.

Instructions are also in the [2023 ACFE Training Delivery Guidelines](https://www.vic.gov.au/sites/default/files/2022-08/2023_ACFE_Training_Delivery_Guidelines_FINAL_260822.docx) pp 14-17.

Please contact your regional office for assistance if needed. When you complete your contact details in tab 2 ‘Summary’ in the Delivery Plan, the DET Region will be indicated underneath your Learn Local Name.

**Can we create our own module (course) codes in the Delivery Plan?**

The 2023 Delivery Plan template has been simplified based on Learn Local feedback. It enables Learn Locals to manually input and amend module (course) information.

The modules (courses) that you enter on your Delivery Plan will be either locally developed, centrally developed or centrally adapted modules.

Locally developed

For 2023, you will nominate your own module (course) code and module name for locally developed modules. The module code should be alphanumeric and no more than 12 characters in length with no spaces. It should start with the year of delivery, followed by the abbreviated Program and abbreviated module name.

For example: An employability module titled 3 Steps to Employment would have a module code of 23EMP3STEPS i.e. [year] 2023, [program category] employability, [local name] 3 Steps to Employment.

Module codes must be consistent for Delivery Plans and reporting, i.e. the code that is used in the Delivery Plan must also be used when entering enrolment information for that module in your Student Management System (SMS).

Do not use a national or state recognised accredited module code.

Centrally developed

You will use the designated module code and module name for centrally developed modules. Designated module codes and module names for centrally developed modules are listed in the Learn Local Secure Portal and also on the Learn Local website (password ‘local’): [Learn Local / resources](https://learnlocal.org.au/resources)

Centrally adapted

You will nominate your own module (course) code and module name for centrally adapted modules. If you estimate that you have adapted up to 30 per cent of the central module then it is a centrally adapted module. If you have adapted more than 30 per cent of the module it should be listed in the Delivery Plan as a locally developed module.

**What are the options for mode of delivery?**

Modes of delivery include: face to face, online, blended.

Select the appropriate mode of delivery from the drop-down list at field H on the Delivery Plan worksheet.

Blended delivery is a mix of face to face and structured online classes, facilitated by a trainer.

Structured independent learning is permissible but should not exceed 10% of total course hours and must be detailed in the Module (Course) Plan.

For online delivery Learn Locals will need to ensure that:

* they have suitable technologies for this mode of delivery
* tutors and students have access to the resources they need to engage in learning online, including equipment and software access
* the students are capable and confident in undertaking online learning and are provided ongoing support
* staff have sufficient skills to teach online
* classes are directed or facilitated by a tutor
* the provider ensures learners are regularly logging in, and participating in learning at scheduled times, in order to progress through the course
* learners are aware of OH&S requirements.

**Is there any flexibility around training delivery timelines?**

Learn Locals should select the terms of delivery at field J in the Delivery Plan worksheet, according to anticipated delivery for 2023. Flexibility around terms of delivery can be negotiated with regional offices if adjustments are required in preparation for or during the 2023 training delivery timeline.

# Short Modules

**Is the LEAP program continuing in 2023?**

The Learner Engagement A-frame Program (LEAP) is not a separate program stream in 2023. LEAP has been transformed and expanded into a Short Module program category within the General Pre-accredited and Digital Skills program streams.

This will support greater flexibility for Learn Local providers in training delivery in 2023. The Short Module program category includes modules with a focus on engagement as well as short, sharp digital, vocational and employability skills. Short Modules can be appended to other pre-accredited modules, to support training pathways for learners.

**What is the module length for Short Modules?**

Short Modules are 5-15 hours in length. Learn Local providers should have a clear rationale for choosing short modules of 5-15 hours or else pre-accredited modules of 20 or more hours in length.

If you are including the centrally developed Digital Skills for Jobseekers modules in your Delivery Plan, which are 10 hours each in length, select the Short Module program category at field G in the Digital Skills Delivery Plan worksheet.

# A-frame

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

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

For both General Pre-accredited and Digital Skills program streams:

Locally developed

* New or amended local modules: submit A-frame module plan and session plan
* Existing (not amended) modules: submit A-frame module plan only.
* Short Modules (5-15 hours): submit A-frame module plan only.

Centrally developed

* You do not need to submit an A-frame module plan or session plan as these are available on the Learn Local Secure Portal and the Learn Local website.

Centrally adapted

* Submit A-frame module plan and session plan
* Short Modules (5-15 hours): submit A-frame module plan only.

# Learner Eligibility

**Is there a guide about learner eligibility?**

The updated learner eligibility table is on page 9 of the [ACFE 2023 Training Delivery Guidelines](https://www.vic.gov.au/sites/default/files/2022-08/2023_ACFE_Training_Delivery_Guidelines_FINAL_260822.docx)

Further details for learner eligibility evidence are being updated in the [Fact Sheet 1, Learner Eligibility Assessment and Evidence](https://www.vic.gov.au/sites/default/files/2022-04/ACFE%202022%20Fact%20Sheet%201%20-%20Learner%20Eligibility%20Assessment%20and%20Evidence%20%28v1.1%29%20%286%29.docx)

**Which asylum seeker visa categories are eligible for ACFE funded pre-accredited training?**

The specific eligibility exemptions for asylum seekers include those holding valid Bridging Visa E (BE), Temporary Protection Visa (TPV), Safe Haven Enterprise Visa (SHEV), 449 or 786 Visas. Learn Local providers should check the Visa Entitlement Verification Online (VEVO) system to confirm study rights: [Check visa conditions online (VEVO) (homeaffairs.gov.au)](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fimmi.homeaffairs.gov.au%2Fvisas%2Falready-have-a-visa%2Fcheck-visa-details-and-conditions%2Fcheck-conditions-online&data=05%7C01%7CAndrew.Kaighin%40education.vic.gov.au%7C879200aecdbd49fa690908da9608d817%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C637987262017258458%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=PU6UZzaQe%2B4Ia9X6H1KrUJuSvRRKPx1D05KkJBeFqPI%3D&reserved=0)

The visa categories eligible for ACFE funded training are aligned with the eligible visa categories for Skills First accredited training through the [Asylum Seeker VET Program](https://www.vic.gov.au/asylum-seeker-vet-program)

# Reporting Guidelines

**Are the 2023 Reporting Guidelines available?**

The current [2022 ACFE Pre-accredited Training Data Reporting Guidelines](https://www.vic.gov.au/sites/default/files/2022-06/2022%20ACFE%20Fact%20Sheet%203%20-%202022%20Pre-accredited%20Training%20Data%20Reporting%20Guidelines%20%2820220529%29_0.docx) are on the Learn Local website. The 2023 Reporting Guidelines will be uploaded shortly.

# 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.

List your proposed modules on the Delivery Plan worksheet in order of priority.

The minimum Student Contact Hours per delivery year is 500 SCH.

# 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 2023 and will be based upon 2023 contracted delivery.

The payment will be calculated by multiplying the loading rate by 50% of the total 2023 contracted delivery hours.

A subsequent payment will be processed based on a reconciliation of 2023 training delivery data reported in SVTS for eligible delivery hours and paid in May 2024. See 2023 ACFE Training Delivery Guidelines, page 22.

**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 2023 based on a census of Koorie learner enrolments reported in SVTS as at 31 March 2023.

A subsequent payment will be processed based on a census of Koorie learner enrolments reported in SVTS as at 15 January 2024, to capture any enrolled hours not paid in first census.

# 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 2022.

The BGS is a prerequisite for contracting for 2023 ACFE training delivery.

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

Confirmation of contracts and release of payments are subject to meeting this BGS requirement. If submission of the BGS is delayed, we will proceed with the EOI process and allocation, however, finalisation of contracts and release of payments will not take place until the BGS has been finalised.