# **JUST-IN-TIME LEARN LOCAL INDUSTRY PARTNERSHIPS**

# Specifications for 2023 Projects

## CONTEXT

The Ministerial Statement on Adult Community Education and the ACFEB Strategy 2020 -2025 identify Learn Local provider partnerships with industry as a means of supporting local workforce needs.

Key to achieving this goal is effective Learn Local partnerships with employers who have an immediate entry level (ASCF 1 to 2) skills need in their business and for which a pre-accredited training solution can be developed that helps educationally disadvantaged adults get a job or workers vulnerable to unemployment keep their jobs.

The beneficiaries of the program will be the business partners of Learn Local organisations who will have a training solution for an identified business need comprised of a bespoke pre-accredited training program for their business(es) and learners who will get improved job outcomes from participation in the bespoke program.

Establishing partnerships between Learn Local providers and industry/businesses requires, in many cases, considerable effort with associated costs. These associated costs are some of the barriers that the Just in Time initiative is trying to address.

## OBJECTIVES

The Just in Time (JiT) initiative **contributes to the cost of finalising an already emerging partnership between a Learn Local and an employer whose business has an immediate core skill need at lower ASCF levels 1 2** and where that need can be met by a codesigned bespoke pre-accredited training program ready for delivery to a cohort of lower skilled adult learners.

The Just in Time initiative is designed to cover the cost of services such as:

* Administration of the Just in Time project
* Brokerage of employer involvement
* Tools for skills needs assessment of employers and adult learners
* Teaching and learning resources and program development
* Related resources development (e.g. marketing promotional tools etc.)
* Legal advice
* Other (Learn Local to identify).

Delivery of the bespoke pre-accredited training program must occur to at least one intake of lower skilled adult learners within the Just-In Time contract period to test the developed pre-accredited program and finalise its resources. Delivery of the bespoke pre-accredited training program will be funded separately and from Learn Locals allocated general pre-accredited training SCH hours.

Outcomes monitoring is to occur for participating adult learners in the bespoke pre-accredited training program within the contract period of 12 months.

Further details on these costs/ items are provided in the funding section.

### EXPECTED OUTCOMES

The Department expects that Learn Local Just in Time Industry Partnership projects will:

* ensure learners undertake bespoke pre-accredited training as part of solving the business need of the business partner
* develop learners core skills (such as English Language and Literacy Numeracy Employability and Digital (LLNED) skills) so they can retain jobs or be ready apply for a job including with the employer partner
* create contextualized teaching and learning resources for a business or industry that are fit for purpose and meet focused adult learner cohorts needs,
* create useful other resources (e.g. assessment, promotional, working with employers tools etc.)
* develop Learn Local industry relationships and models that can be used in the future without additional funding support,
* contribute to a shared understanding of what works in Learn Local partnerships with businesses, to feed into Learn Local /Industry models and guidelines for sector use

CONTRACTED OUTPUTS:

* bespoke and high-quality teaching and learning resources for an identified business skills need that include at a minimum, a course program, teacher and learner book that meet copyright guidelines and are copyright assigned to the ACFE Board\* The materials should meet the needs of the business partner and learners but also designed to facilitate broader use by the sector.
* improved learning and employment focused outcomes for the learners: (a) worker retention with the business partner or (b) new recruitment into a job with the business partner or (c) another employer or (d) to further study outcomes
* three reports:
  + progress report 1 in the provided template (at 5 months)
  + progress report 2 when delivery should be occurring in the provided template (at 9 months)
  + final report at contract end (12 months) in the provided template and a financial acquittal
  + reports to be on the process, outcomes and lessons learnt for sharing with the Learn Local sector

\* Please be aware that the ACFE Board will have copyright ownership of all teaching learning and assessment and other resources developed as part of a Just in Time project in accordance with clause 16 of the underlying contract to the Service Agreement and so that the Department can share Just in Time developed resources with the Learn Local sector and keep them updated. Please consult the Copyright guidelines available on the secure portal therefore and pay due diligence to these when developing the resources. The ACFE Board will continue to recognise Moral Rights, as defined in section 189 of the Copyright Act 1968 (Cth), of the author and original designer of the Just in Time resources developed. The author and original designer can use the resources

## PROJECT REQUIREMENTS

Specific criteria for assessment of applications will form part of the EOI documentation. Applications should cover the following elements:

* Evidence that the Learn Local has started or has an established relationship with a business or cluster of businesses that has an emerging existing worker or new entrant core skill need and a commitment to offering employment opportunities for completing learners. The business partner is to be external to the Learn Local provider.
* A support letter is to be provided from the business partner on their commitment to the project and to interviewing completing students of the bespoke program looking for a job.
* Detail about how the project provides a solution to an existing specific workplace need
* Identification of the **core skills** (LLNED) and related skills that the pre-accredited course will address
* A description of how the funding will impact learners to engage in training and meet their educational needs.
* Identify specific benefits to learners from the training, particularly around employment outcomes or other pathways towards a job. Detail about what the project will develop or produce and how the requested funding will be spent based on the above objectives, outcomes and outputs.
* Detail on any supporting materials to be produced to be developed with the funding – i.e. A-frame, learning resources, teacher workbook, learner workbook etc - and how the material can meet the specific needs of the business but also at project end how generic versions can be provided to the ACFE Board for sector interest and use.
* The ACFE Board’s quality assurance process is applicable to materials developed with the funding that are submitted to the Department. The application should identify a willingness to work with the department to address any quality assurance matters arising from a review of resources.
* Planned number of learners, place and mode of delivery (e.g. at the workplace (bearing in mind current ACFE Board policy (<https://www.vic.gov.au/pre-accredited-work-experience-learn-local-providers>,) face to face, blended, online). And confirmation that the Learn Local has the SCH in its 2023 plan to commit to delivery or if a later in 2023 application has the SCH in their 2024 plan.
* Identify the evidence and indicators to be used to assess whether project objectives and outcomes have been achieved.
* Training will be approximately 20 to 60 hours to ensure both a timely response and just-in-time work readiness. Further training can occur once candidates are in employment, but only if required.

Successful applicants must participate in the evaluation of the initiative and potential case studies undertaken by the Department.

The ACFE Board may invite applicants with similar projects to work together.

## FUNDING

Providers can apply for up to and **no more than $75,000 (excl. GST)** evidenced per expression of interest (EOI).

The Department will assess each application individually. Providers can contribute to more than one application in the case of submissions where multiple Learn Locals are involved. The application will however need to specify which Learn Local is the lead. The lead will receive the contract and funding and be responsible for meeting contractual obligations. Also, one single EOI may include multiple enterprises.

The Just in Time is initiative is designed to cover the cost of services such as:

* Administration of the Just in Time project (this is to cover management of the JiT in all its aspects it does not include costs associated with day-to-day Learn Local operating expenses such as wages, travel, office supplies and stationery, furniture and fittings or repairs and maintenance. operational costs)
* The costs of Learn Local brokerage with an employer - for an existing emerging partnership with an employer who must have an immediate entry- level workforce skills need and is willing to identify and explain their skills needs and help design suitable pre-accredited course and interview course completers for available jobs.
* Initial assessment and placement tools to assess employees and business needs: where relevant the PRIAK 2.0 tool should be used for literacy and numeracy assessment of learners rather than development of a new tool for literacy and numeracy skills check purposes <https://www.vic.gov.au/det-learn-local-sector-11-february-2022-pre-accredited-initial-assessment-kit-priak-now-available>
* Teaching and learning resources and program development: where relevant ACFE Board centralised industry focused curriculum housed on the Learn Local Secure Portal or the LearnLocal.org.au site is to be used as the starting point for course design modification to the employer needs to reduce cost and minimize quality assurance work with due diligence paid to attribution of all sources of materials and photographs. Existing centrally developed programs include Skills for Work and Study (that are on the secure portal: <https://vetsharedresources.instructure.com/> and also located on the LL website: <https://learnlocal.org.au/resources>
* Related resources development such as promotional tools Please specify each tool and its costs
* Legal advice: please specify in detail and its costs
* Other (Learn Local to identify and specify its costs).

## OUT OF SCOPE- **Curriculum delivery**

The ‘Just in Time‘ Learn Local-Industry Initiative does not include funding for training delivery. Learn Local providers will use their allocated SCH hours in 2023 or 2024 as applied for during the September Expression of Interest for a contract to deliver training via General Pre-accredited Training process. While the initiative does not cover training delivery costs it can cover non delivery costs associated with testing the developed resources and approach and making any final modifications to the resources. The bespoke Just in Time pre-accredited training program must have at least one intake of lower skilled adult learners within the contract timeframe.

## EOI Timelines

The Learn Local Industry Just in Time initiative for 2023 will be open for submissions between 7 March 2023 and 31 October 2023 or until all available funds are exhausted. Applications will be assessed upon receipt by the Department.

# Project deliverables

| Deliverable/Milestone | Date |
| --- | --- |
| Progress report 1 | Five months following contract execution date |
| Progress report 2 | Nine months following contract execution date |
| Final Report\* | Twelve months following contract execution date |
| Resources developed with ACFE Board project funding \*\* | Six months following contract execution date |

\* Progress and final reports will be delivered using a provided template to Dr Kaye Bowman, ACFE Division at [kaye.bowman@education.vic.gov.au](mailto:kaye.bowman@education.vic.gov.au) as well as to your regional ACFE office reprentative.

\*\* Resources developed with ACFE Board funding will be available in readily accessible electronic format and delivered to the ACFE Division via email Dr Kaye Bowman, ACFE Division at kaye.bowman@education.vic.gov.au.

## HOW TO APPLY

1. Complete the attached Application Form (EOI)
2. Please send your completed Expression of Interest to [Kaye.Bowman@education.vic.gov.au](mailto:Kaye.Bowman@educaTION.VOC.GOV.AU) and cc your regional office.

## NEXT STEPS

* All the applications will be assessed by the Department when received
* A contract letter with Service Plan will be sent to successful organisation’s signatory and executed via SAMS2 once all steps have been completed for execution. Please note, your signatory will have a five-day window to review and accept the Service Plan, after which SAMS2 will automatically accept on behalf of your signatory.

## Contact details

If you have any questions, please contact Kaye Bowman [Kaye.Bowman@education.vic.gov.au](mailto:Kaye.Bowman@educaTION.VOC.GOV.AU) or your regional office.

|  |  |  |  |
| --- | --- | --- | --- |
| **North-Western Victoria Region** | **North-Eastern Victoria Region** | **South-Eastern Victoria Region** | **South-Western Victoria Region** |
| Kaye Callaghan  Tel: 4433 7582 | Cathy Clark  Tel: 7022 1802 | Jeremy Brewer  Tel:8904 2503 | Georgina Ryder  Tel: 5215 5204 |

**JUST-IN-TIME iNDUSTRY PARTNERSHIPS**

**Expression of Interest 2023**

**Instructions for completing the Expression of Interest form:**

1. This form is designed to be completed electronically.
2. You can only apply once, this means just for one grant.
3. All questions must be completed.
4. Please provide the industry letter of support or other supporting documents with this application as attachments.

**Program and 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** |  |
| **LGA/s where program will be delivered** |  |

**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. **Please circle the right option (s). You are applying for funds to cover the cost of:**
   1. administration
   2. industry brokerage
   3. legal advice
   4. initial assessment and placement tools to assess learners and business needs
   5. development of teaching and learning resources
   6. legal advice
   7. other. Please specify: ……………………………………………..
2. **Please explain in detail the business skills training need and the directly associated Just in Time pre-accredited training solution**
3. **Please specify how this program will assist learners to succeed in employment or pathway into employment. Please also identify planned number of learners, identify the core/foundation skills that will be developed.**
4. **Explain the role of and how the industry partner is committed to support the Learn Local, attaching a letter of evidence of this and of support and MOU if relevant.**

**Program Details**

1. **Have learner candidates already been identified or can be reliably sourced to commence training by the end of 2021?**
   1. Yes
   2. No

Provide evidence:

1. **Do training resources already exist or do they need to be developed or adapted as a bespoke business requirement?**

* 1. Yes
  2. No

Comments:

1. **Please include any other information useful to assess the application such as: when delivery of the training will start, timeframes, previous projects that include industry partnerships, etc.**

1. **Please include a proposed project budget breakdown, including against key project areas identified in KSC point 1 above, along with a thorough rationale for requesting the selected amount.**

**SUBMISSION OF APPLICATION**

Your application should be emailed to Kaye.Bowman@education.vic.gov.au and copy to your regional ACFE Division office.

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| --- | --- | --- | --- |
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