

JUST-IN-TIME LEARN LOCAL INDUSTRY PARTNERSHIPS

Specifications for 2024 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.

Establishing partnerships between Learn Local providers and industry/businesses requires, in many cases, considerable effort with associated costs.

The Just in Time initiative addresses the associated costs barriers in particular instances.

OBJECTIVES

The Just in Time (JiT) initiative contributes to the cost of further building an already emerging partnership between a Learn Local and a local employer whose business has immediate foundation skills needs at lower ASCF levels 1 -2. The foundation skills are English Language, Literacy, Numeracy, Employability and Digital (LLNED) skills.

The Just in Time (JiT) initiative is to enable an already emerging Learn Local -Employer partnership to codesign a pre-accredited training program contextualised to meet the employer's immediate workforce foundation skills needs so that completing learners can retain jobs or apply for a job including with the employer partner.

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 contextualised LLNED pre-accredited training program must also occur within the Just-In Time contract period of 12 months to at least one intake of lower skilled adult learners to test the developed pre-accredited program and finalise its resources that meet copyright guidelines. The delivery will be funded separately and from Learn Locals allocated general pre-accredited training SCH hours.

Outcomes monitoring for participating adult learners in the contextualised LLNED pre-accredited training program also must occur for the duration of contract period of 12 months.

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

EXPECTED OUTCOMES

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

- create contextualized foundation skills teaching and learning resources for a business that solves immediate foundation skills needs of the workforce of an employer and meets focused adult learner needs so that completing learners can retain jobs or apply for a job including with the employer partner
- create useful other resources (e.g. assessment, promotional, working with employers tools etc.)
- develop Learn Local industry relationships models that can be used in future without additional funding support,
- contribute to a shared understanding of what works in Learn Local partnerships with businesses, to feed into Engaging Employers Guide for sector use.

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CONTRACTED OUTPUTS:

- **Contextualised LLNED teaching and learning resources in the new stronger by design/PQF plus format** and that include at a minimum, a course plan, session plan, and 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 be designed to facilitate broader use by the sector.
- **improved 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) recruitment into a job with another employer.
- **three reports:**
 - progress report 1 in the provided template when codesign of the training program should be underway (at 5 months)
 - progress report 2 in the provided template when delivery should be occurring (at 9 months)
 - final report in the provided template at contract end (12 months) that **details employer engagement process and outcomes and lessons learnt for sharing with the Learn Local sector** and a financial acquittal report.
 - With the final report **the final contextualised LLNED teaching and learning resources developed in the new stronger by design/PQF plus format** including at a minimum, a course plan, session plan teacher work book and learner work book **that meet copyright guidelines.** Attribution of sourced text and photographs or images is essential. Please consult the Copyright guidelines available on the secure portal and pay due diligence to these when developing the resources.

* 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. The sharing occurs after the resources have been through the ACFE Board quality assurance (QA) process with developers of the resources expected to respond to QA findings. 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 form part of the EOI documentation. Applications should cover the following elements:

- a. Evidence that the Learn Local has started or has an established relationship with a business or cluster of businesses external to the Learn Local provider
- b. Evidence that the business partner has an emerging existing worker or new entrant foundation skills need and a commitment to offering employment opportunities for completing learners.
- c. A support letter provided from the business partner on their commitment to the project and to interviewing completing students of the contextualized program looking for a job.
- d. Detail about how the project provides a solution to an existing specific workplace skills need.
- e. Identification of the foundation skills (LLNED) that the pre-accredited course will address
- f. A description of how the funding will impact learners- to engage in training, meet their educational needs and benefit learners upon completion the training, particularly around employment outcomes
- g. 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.
- h. Detail on materials to be developed with the funding – i.e. in the new stronger by design/PQF plus format course plan sessions pkan, teacher and learner book that meet copyright guidelines and are copyright assigned to the ACFE Board. - 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.

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- i. Confirmation on whether professional learning assistance is required from the department to produce teaching and learning resources in the new Stronger by Design/PQF plus format.
- j. 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 final resources.
- k. 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).
- l. Confirmation that the Learn Local has the SCH in its 2024 plan to commit to delivery of the developed program or if a later in 2024 application has the SCH in their 2025 plan.
- m. Identify the evidence and indicators to be used to assess whether project objectives and outcomes have been achieved.
- n. 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, if required.

The Department will assess each application individually upon receipt.

Successful applicants must participate in 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). Providers previously funded for a Just- in- Time must have an employer partner from a different industry field in their new application.

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 employers.

The Just in Time 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 operations such as office 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 are on the secure portal:
<https://vetsharedresources.instructure.com/> and also located on the LL website:
<https://learnlocal.org.au/resources>

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- 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- program 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 2024 or 2025 via the 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

JiT EOI Applications can be made any time between 20 February 2024 and 31 October 2024 or until all available funds are exhausted. Please note that there is limited funding allocated for the JiT initiative. Applications will be assessed upon receipt by the Department.

Ahead of preparing an application please undertake an information session with Dr Kaye Bowman, ACFE by emailing kaye.bowman@ecodev.vic.gov.au.

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 JiT 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@ecodev.vic.gov.au as well as to your regional ACFE office representative.

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

HOW TO APPLY

1. Undertake an information session with Dr Kaye Bowman, kaye.bowman@ecodev.vic.gov.au
2. Complete the attached Application Form (EOI)
3. Send your completed Expression of Interest to Kaye Bowman and cc your regional office.

NEXT STEPS

- 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@ecodev.vic.gov.au or your regional office.

North-Western Victoria	North-Eastern Victoria	South-Eastern Victoria	South-Western Victoria
Kaye Callaghan M: 0428 186 461	Cathy Clark M: 0408 351 775	Jeremy Brewer M: 0419 378 076	Georgina Ryder M: 0419 370 818

JUST-IN-TIME INDUSTRY PARTNERSHIPS

EXPRESSION OF INTEREST 2024

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	
Name of JiT business partner and industry field	
LGA/s where program will be delivered	
Previous successful JiT projects and their industry field	

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:

- a. administration
- b. industry brokerage
- c. legal advice
- d. initial assessment and placement tools to assess learners and business needs
- e. development of teaching and learning resources
- f. legal advice
- g. other. Please specify:

2. Please explain in detail the business foundation 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, and the foundation skills that will be developed.

4. Explain how the industry partner is committed to support the Learn Local, the roles they will play in the JIT project, attaching a letter of evidence of this from the business partner.

Program Details

5. Have learner candidates already been identified or can be reliably sourced to commence training?

- a. Yes
- b. No

Provide evidence:

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

- a. Yes
- b. No

Comments:

7. To produce the training resources in the new SbD/PQF+ format do you need professional learning?

Yes

No

Comments:

8. 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.

9. Please include a proposed project budget breakdown against key project cost areas identified in selection criteria point 1 above, along with a thorough rationale for requesting the selected amount.

SUBMISSION OF APPLICATION

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

North-Western Victoria Region	North-Eastern Victoria Region	South-Eastern Victoria Region	South-Western Victoria Region
Kaye Callaghan M: 0428 186 461	Cathy Clark M: 0408 351 775	Jeremy Brewer M: 0419 378 076	Georgina Ryder M: 0419 370 818