**2024 ACFE Training Delivery Expression of Interest Information Sessions**

**Frequently Asked Questions** A close-up of a logo

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This document provides answers to common questions raised in the 2024 ACFE Training Information Sessions, held on 31 August and 5 September 2023.

**2024 ACFE Training Expression of Interest (EOI) Process**

**Where can we find all the documents for the 2024 EOI?**

All **2024 EOI** documents are in the Department’s Learn Local sector webpage ([www.vic.gov.au/learn-local-sector](http://www.vic.gov.au/learn-local-sector)) under Grants and Funding / Pre-accredited Training and Programs / 2024 Training Delivery:

[Pre-accredited training programs | Victorian Government (www.vic.gov.au)](https://www.vic.gov.au/pre-accredited-training-and-programs)

These include:

* 2024 ACFE Training Delivery Guidelines
* 2024 ACFE Training Program Table
* 2024 Delivery Plan
* Learner Eligibility and Evidence Fact Sheet
* 2024 ACFE Training Information Session presentation
* 2024 Information Session Frequently Asked Questions

All **centrally developed resources** are available via the [Learn Local.org.au website](https://learnlocal.org.au/resources/) under Resources and the [Learn Local Secure Portal](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&cad=rja&uact=8&ved=2ahUKEwjom4Li8ur5AhUxSGwGHX99BPAQFnoECAQQAQ&url=https%3A%2F%2Fwww.vic.gov.au%2Flearn-local-secure-portal&usg=AOvVaw3pJjoA_oDJnxyLSRawTxmz). See Centrally Developed Resources on pp2-3 of this FAQ document.

**How is the 2024 ACFE Training EOI different from previous years?**

The Expression of Interest (EOI) process is similar to that for 2023. We have minimised the information required for contracting purposes and enabled Learn Local providers to continue amending Delivery Plans at the individual module (course) level, within their contracted allocation of Student Contact Hours (SCH).

Learn Local providers need to submit their 2023 Delivery Plan EOI by COB **Friday,** **15 September 2023.**

This requires Learn Local providers to complete a draft Delivery Plan EOI indicating the requested total number of SCH for each funding stream (General Pre-accredited and Additional Digital and Employability Places) 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, you will be sent an update of your Delivery Plan with the final contracted SCH entered at the top of each worksheet.

Learn Local providers are required to submit their A-frame module plans and session plans by **Thursday,** **30 November 2023**. 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 2024 Delivery Plan template, Regional Office staff are available if required, and instructions provided at regional forums in September 2023.

**What program streams are available?**

Learn Local providers are invited to request 2024 ACFE training delivery hours under the following training delivery **program streams**:

* **General Pre-accredited Training -** funded from the ACFE Pre-accredited Training Budget.
  + - **Language**
    - **Literacy**
    - **Numeracy**
    - **Employability**
    - **Engagement (5-15 hours)**
  + **Additional Digital and Employability Places -** funded from the Victorian Budget 2023-24**.**
    - **Digital Literacy Essentials**
    - **Employability with a Digital Component**

*Additional training delivery hours are available in 2024 as part of the first year of the Additional Digital and Employability Places initiative.*

**Has ‘Engagement’ replaced the Short Module program category in 2024?**

The Short Module program category (available in 2023) has been replaced by the Engagement program category in 2024. The Engagement program category includes modules of 5-15 hours in length.

These modules will focus on engagement with pathways to further pre-accredited training.

The Engagement program category is in the General Pre-accredited program stream.

There is no Engagement program category in the Additional Digital and Employability Places program stream. If you are proposing a 5-15 hour digital module or employability with a digital component module, select the applicable program category within Additional Digital and Employability Places.

If you are proposing Engagement modules, please submit a module (course) plan for both new and existing locally developed or adapted central modules. You do not need to submit a session plan for Engagement modules. You do not need to submit module or session plans for centrally developed modules (eg the central 10-hour Digital Skills for Jobseekers and Digital Skills for the Workplace modules).

**Has ‘Vocational’ been discontinued as a program category?**

‘Vocational’ has been discontinued as a specified program category for pre-accredited training. This brings ACFE program categories into alignment with the definition of ‘core skills’ contained in the [Ministerial Statement on the Future of Adult Community Education in Victoria 2020-25](https://www.vic.gov.au/sites/default/files/2020-12/Future-ACE-2020-25-Ministerial-Statement.pdf) which include Language, Literacy, Numeracy, Employability and Digital skills.

Existing pre-accredited modules that Learn Local providers have been delivering under the ’Vocational’ program category will need to focus on and be categorised as at least one of Language, Literacy, Numeracy, Employability and Digital core skills, in order to be approved for contracting in 2024.

*Please note that pre-accredited modules can still be contextualised to an occupation, industry or career pathway or outcome. These remain important destinations for pre-accredited learners who lack the necessary underpinning core skills to get or keep a job or to transition to a new industry*. *The aim is to ensure that pre-accredited training remains focussed on core rather than technical skills.*

## **Centrally Developed Resources**

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

There are sets of curriculum and resources under the following categories, available via the [Learn Local.org.au website](https://learnlocal.org.au/resources/) under Resources and the [Learn Local Secure Portal](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&cad=rja&uact=8&ved=2ahUKEwjom4Li8ur5AhUxSGwGHX99BPAQFnoECAQQAQ&url=https%3A%2F%2Fwww.vic.gov.au%2Flearn-local-secure-portal&usg=AOvVaw3pJjoA_oDJnxyLSRawTxmz). More centrally developed resources may be added through 2024.

* In addition to the central resources currently available, all modules that have been mapped to PQF+ will be made available for use by Learn Local providers in 2024. These will be clearly indicated as PQF+ through Stronger by Design.
* These include new PQF+ modules developed by Learn Local providers that participated in the pilot projects as well as existing central modules that have been mapped to PQF+ module and session plan templates.
* The existing central modules (PQF 2013) that are being mapped to PQF+ include Skills for Work and Study, Pathways to TAFE, Blended and Online and Digital Literacy Skills.
* Learn Local providers can access these PQF+ central modules and adapt them to meet local community needs, even outside of the Stronger by Design model.
* Once the PQF 2013 central modules have been mapped to PQF+, only the PQF+ version will be available on the Learn Local website and the Learn Local Secure Portal. This is to prevent duplication and encourage take-up of the PQF+ resources.
* Where centrally developed PQF 2013 curriculum has been mapped to PQF+ curriculum, Learn Local providers will still be able to deliver the PQF 2013 version in 2024, if they have offline versions, otherwise they will need to access and use/adapt the PQF+ version.
* Learn Local providers should review and use or adapt these centrally developed resources as a first consideration when planning their EOI responses.

Centrally develop resources are accessible via:

* [Learn Local.org.au / resources](https://learnlocal.org.au/resources) The centrally developed curriculum and resources are available on the Learn Local.org.au website.
* Learn Local Secure Portal | Victorian Government (www.vic.gov.au) If you need to finalise access

to the Learn Local Secure Portal, contact your regional office.

**Where can we see locally developed modules from other Learn Local providers, such as we used to see on the A-frame exchange?**

On the Learn Local.org.au website there is a course search function, to look up locally developed modules (courses) from Learn Local providers:

[Find the Perfect Course - Learn Local](https://learnlocal.org.au/course-search/)

## **2024 ACFE Training Delivery Plan**

**Where can we access the 2024 ACFE Training Delivery Plan?**

The 2024 ACFE Training Delivery Plan is available on the Learn Local sector website: [2024 ACFE Training Delivery Plan](https://www.vic.gov.au/sites/default/files/2023-08/2024_LL_name_-Delivery-Plan_V2.xlsm)

**Where can we access further information regarding the 2024 ACFE Training Delivery Plan?**

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

Instructions are also in the [2024-ACFE-Training-Delivery-Guidelines.docx](https://www.vic.gov.au/sites/default/files/2023-08/2024-ACFE-Training-Delivery-Guidelines.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 Department Region will be indicated underneath your Learn Local Name.

Please enter your legal organization name: this is pre-populated as a drop-down list.

# **A-frame**

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

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

For both General Pre-accredited and Additional Digital and Employability Places program streams:

Centrally developed

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

Centrally adapted

* Submit A-frame module plan and session plan
* Engagement (5-15 hours, General Pre-accredited): submit module plan only.

Locally developed

* New or amended local modules: submit A-frame module plan and session plan
* Existing (not amended) modules: submit A-frame module plan and session plan.
* Engagement (5-15 hours, General Pre-accredited): submit module plan only.

*Please note that for 2024 we ask that you submit both the module (course) plan and session plan for both new and existing local or central adapted modules.*

**How can I find out more about PQF+ and the Stronger by Design model?**

The PQF+ and the Stronger by Design model are in pilot phase and piloting will continue in 2024.

Implementation of PQF+ and the Stronger by Design model will take place incrementally over the coming years to allow sufficient preparation time for all Learn Locals to transition.

Learn Local providers will be fully supported to transition to PQF+ and the Stronger by Design model to build their skills and capabilities to adopt the new tools and processes.

Regular progress updates will start being communicated to Learn Local providers over coming months, with plenty of opportunities for input and feedback.

There will be a separate information session on PQF+ and Stronger by Design.

**Do I need to use the existing PQF (2013) or the PQF+?**

The Pre-accredited Quality Framework (PQF) was launched in 2013.

There is a process underway for updating the pre-accredited training model and the PQF 2013 to PQF+ under the Stronger by Design model.

The Stronger by Design model has been piloted by some Learn Local providers through 2022-23.

While PQF+ and the Stronger by Design model are being piloted, the current [PQF](https://www.vic.gov.au/pre-accredited-quality-framework) 2013 continues to serve as the principal source of guidance on quality pre-accredited provision practices for Learn Local providers.

In addition, Learn Local providers can use PQF+ module curriculum (A-frames) from the centrally developed resources.

**How do I indicate whether a module is PQF 2013 or PQF+ on the Delivery Plan?**

See instructions in the Guide tab in the Delivery Plan, copied here:

*If the module: - has not been offered before 2024, and is not through PQF Plus, select ' New' - has been offered before 2024, not through PQF Plus, select 'Existing'*

*- is being mapped to PQF Plus, select 'PQF Plus- New'. - has previously been developed through the PQF Plus pilot, select 'PQF Plus- Existing'.*

*If the module has been:  
- centrally developed, select 'Centrally developed'  
- adapted from a centrally developed version to suit local need, select 'Adapted centrally developed'  
- entirely locally developed, select 'Locally developed'*

**What if I am one of the Stronger by Design pilot Learn Local providers?**

If you are one of the Learn Local providers that have been piloting Stronger by Design, as a leading provider you are expected to nominate PQF+ modules in your 2024 Delivery Plan.

However, you may also nominate either new or existing PQF 2013 modules in your Delivery Plan, given that you will not necessarily have mapped all of your modules to PQF+. For PQF 2013 modules you would refer to the existing PQF 2013 A-frame templates.

Please clearly indicate in your Delivery Plan which modules are PQF+ and which are PQF 2013, and whether they are new or existing, at field B (*PQF+ New / PQF+ Existing / New / Existing*).

If you have already mapped a module or modules to PQF+ through the Stronger by Design pilot, and they are available as centrally developed resources, then you don’t need to submit the A-frames.

**Is there a list of PQF+ modules (courses) available?**

A list of PQF+ modules (courses) including module codes and module names is available on the [www.vic.gov.au/pre-accredited-training-and-programs](http://www.vic.gov.au/pre-accredited-training-and-programs) web page:

[ACFE Board centrally developed curriculum and module codes](https://docs.google.com/document/d/13dNrxA-f03-EBh2qJ06ZhrSlgxQrVrM7/edit?usp=drive_link&ouid=108640548593910211989&rtpof=true&sd=true)

This will be updated as new PQF+ modules become available.

**Learner Eligibility**

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

The updated learner eligibility table is on page 9 of the [2024-ACFE-Training-Delivery-Guidelines](https://www.vic.gov.au/sites/default/files/2023-08/2024-ACFE-Training-Delivery-Guidelines.docx)

Further details for learner eligibility evidence are in the [2024-Fact-Sheet-Learner-Eligibility-Assessment-and-Evidence](https://www.vic.gov.au/sites/default/files/2023-08/ACFE-2024-Fact-Sheet-Learner-Eligibility-Assessment-and-Evidence.docx)

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

The visa categories eligible for ACFE funded pre-accredited 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)

Eligibility for participation in the Asylum Seeker VET Program, including for ACFE funded pre-accredited training, has been updated as follows:

\* *From 11 July 2023, an individual or dependants of individuals are eligible to participate in the Asylum Seeker VET Program if they:*

* *hold any humanitarian, protection, or refugee visa in Australia*
* *have applied for a humanitarian, protection or refugee visa and hold a bridging visa for this purpose*
* *have made an application under s.417 or s.48b of the Migration Act 1958 (Cth) which is yet to be determined and hold a bridging visa.*

*Individuals must have study rights, and work rights are required for programs that include work placement.*

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)

**What is the age requirement for ACFE funded pre-accredited training?**

To be eligible for ACFE funded pre-accredited training, a learner must be:

* 17 and over and not enrolled at school
* Under 17 and not enrolled at school with exemption.

There is not an upper age limit cap, however pre-accredited training should be targeted to adult learners seeking pathways to further education or employment.

**Are Learn Local provider staff eligible for ACFE funded pre-accredited training?**

It is a policy decision that Learn Local provider paid staff are regarded as Fee for Service for pre-accredited training. This does not apply to volunteers, who are eligible for ACFE funding for pre-accredited training.

**Reporting Guidelines**

**Are the 2024 Reporting Guidelines available?**

The current [2023-Pre-accredited-Training-Data-Entry-and-Reporting-Guidelines](https://www.vic.gov.au/sites/default/files/2022-10/2023-Pre-accredited-Training-Data-Entry-and-Reporting-Guidelines_final-12Oct.docx) are on the Learn Local website. The 2024 Reporting Guidelines will be uploaded shortly.

# **Allocation of Student Contact Hours (SCH)**

**How many Student Contact Hours can we apply for?**

Within the context of a fixed ACFE budget and overall SCH allocation. 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 regional loading is calculated on student contact hours delivered, based on the base subsidy rate for the year of delivery.

The first payment of the pre-accredited regional loading will be processed and paid in the first semester of 2024. The second payment will be processed based on a reconciliation of 2024 training delivery data reported in SVTS for eligible delivery hours and will be paid in May 2025. See 2024 ACFE Training Delivery Guidelines, page 20.

**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 Koorie loading is calculated on student contact hours delivered to learners who identify as Indigenous, based on the base subsidy rate for the year of delivery.

A regional loading will still be applied in addition to the Koorie loading for reported pre-accredited training delivery in identified postcodes.

The first Koorie loading payment will be processed and paid in the first semester of 2024. The subsequent payment will be processed and paid in the first semester of 2025.

Learn Local providers should refer to the [Victorian VET Student Statistical Data Collection Guidelines](https://www.vic.gov.au/training-data-collection) or information on the Indigenous Status Identifier, regarding learner self-identification.

# **Business and Governance Status (BGS)**

**When is the BGS due?**

Updated requirements from Consumer Affairs Victoria mean that incorporated associations’ Annual General Meeting (AGM) must be held within 5 months of the end of the association’s financial year. Therefore, Learn Local providers who are operating on a financial year need to have held their AGM and then submit a satisfactory BGS by 30 November 2023. Learn Local providers who are operating on a calendar year need to have held their AGM and then submit a satisfactory BGS by 30 May 2024.

The BGS is a prerequisite for contracting for 2024 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.

**Who should I contact if I have further questions?**

**Regional Office Contact Details**

For further information, please contact your regional office.

* North Western Victoria, Kaye Callaghan – 03 4433 7582
* North Eastern Victoria, Catherine Clark – 03 9084 8573
* South Eastern Victoria, Jeremy Brewer – 03 8904 2503
* South Western Victoria, Tamsin Rossiter – 03 4245 9171

Regional teams are also conducting Regional Forums, including contracting workshops, in September 2023.