

Adult Community and Further Education (ACFE) Branch

2024 Delivery Plan Variation Expression of Interest Guide

2024 Delivery Plan Variation Expression of Interest (EOI) Dates

The 2024 Delivery Plan Variation EOI will open on **Monday 8 April 2024**, and close **COB Friday, 16 August 2024**.

During this period Learn Locals will be able to return student contact hours (SCH), move SCH between program streams or LGAs, or apply for additional SCH at any time, where nominated criteria are met.

No further submissions will be accepted following the closing date, to enable the timely finalisation of variations in SAMS2.

Process for Learn Local providers submitting a request

1. **Read** this guide to determine if your request fits within the 2024 Delivery Plan Variation EOI criteria.
2. **Check** that you are up to date with your data reporting in SVTS, for 2024.
3. **Check** that your pre-accredited provision is meeting 2024 delivery targets in each contracted program stream.
4. **Complete** the 2024 Learn Local Delivery Plan Variation Request Form if you meet the outlined criteria, and submit your request to the Training Participation inbox: training.participation@djsir.vic.gov.au
5. **The Department** will acknowledge your submission.
6. **The Panel** will assess your request and you will be advised of the outcome. *Incomplete applications will not be assessed.*
7. **Contact** your regional team for any further information.

Moderation Panels

Moderation panel meetings will be held fortnightly on the 2nd and 4th Wednesday of each month. It is anticipated that the first panel meeting will be held Wednesday, 10 April 2024.

Submissions can be made at any time within the EOI window. Noting, submissions will need to be received at least two days prior to a scheduled panel meeting to be assessed on that day. Otherwise, they will be assessed at the next scheduled panel meeting.

Providers may submit a maximum of three requests for variation, per provider, per delivery year. Please speak to your regional team if you have a further enquiry.

Once a decision has been made, regional teams will advise Learn Local providers of the outcome of their request. Providers can then update their Delivery Plan and return it to their Regional office by the specified due date. Approval is subject to receipt of an updated Delivery Plan by the due date. Contact your regional team for support if necessary.

Please do not proceed with implementing any changes to training delivery until you receive written notification of an approval.

What categories are included in the Delivery Plan Variation EOI?

Learn Local providers can request variations to their 2024 Delivery Plan for General Pre-accredited and Additional Digital & Employability Places, with all training to be completed within 2024. This includes:

- Additional hours for General Pre-accredited and Additional Digital & Employability Places
- Return of hours for General Pre-accredited and Additional Digital & Employability Places

- Variations from General Pre-accredited to Additional Digital & Employability Places program streams, (note requests for variation from Additional Digital & Employability Places to General Pre-accredited will not be accepted)
- Variations to Local Government Areas (LGAs).

Additional Hours or Return of Hours

Limited Additional Hours are available to support additional delivery, to meet ACFE Board strategic priorities and initiatives, in priority locations. Priority will be given for allocation of Additional Hours to PQF+ modules under the Stronger by Design Model where Learn Locals have participated in trials or training associated with the Model.

Requests for Additional Hours will be assessed against:

- Alignment to the ACFE Board Strategy 2020-25
- Evidence of increased learner demand for the proposed module(s)
- Evidence that the Learn Local provider's pre-accredited provision is meeting 2024 targets
- Alignment with local priorities and pathways to further education, training or employment
- The module is targeted at the needs of educationally disadvantaged adults
- Availability of hours including through the Return of Hours process.

Requests for Return of Hours will be considered, where:

- Return of SCH requests are less than or equal to the total remaining milestone payments (remaining unpaid SCH) for 2024, in the requested program stream.

All requests for Additional Hours or Return of Hours must be greater than 50 SCH to be considered.

Variation of Program Stream or LGA

Variations to the Delivery Plan include requests to move agreed delivery from one Program Stream to another (General Pre-accredited to Additional Digital and Employability Places only), or movement of hours between LGAs.

Approval of Program Stream Variations will take into consideration:

- Alignment to the ACFE Board Strategy 2020-25
- Evidence that the Learn Local provider's pre-accredited provision is meeting 2024 targets
- Impact of requested changes at the local level
- Capacity and capability to deliver the requested modules.

Program Stream variations will require panel approval and will be completed on both the Delivery Plan and through a variation in SAMS2.

LGA variations will require panel approval and will only be completed on the Delivery Plan. Requests to deliver in new LGAs will only be considered where a clear rationale is provided and the proposed delivery fills gaps in pre-accredited training provision in the requested LGA.

Adjustments to the Delivery Plan, including transfer of hours within a Program Stream in the same LGA, will continue to be managed by regional teams.

Please refer to the 2024 Pre-accredited Training Delivery Guidelines (Page 22), found under [Pre-accredited training programs](#) on the Victorian Government website, which outlines the arrangements for providers seeking variations to agreed Delivery Plans.

For further information contact your Regional Office

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