

## Messages Message from the ACFE Board

REGIONAL COUNCILS ACTION PLAN - Regional Councils have now prepared 2012 action plans for each region. Each Action Plan highlights areas of priority for the Council's efforts in 2012 based on analysis of regional data and each Council's own deliberations. The plans present potential opportunities for Learn Local organisations based on their learner profiles and goals for 2012. These plans will be circulated by ACFE Regional offices – we encourage you all to make the time to read your Council's Action Plan.

*...each Action Plan highlights areas of priority for the Council efforts in 2012...*

Contact your regional office for more information.

## Skills Victoria online resource: *Guide to final reporting - 2011*

As the year draws to a close, training organisations are finalising data uploads to SVTS. To help with this process, Skills Victoria has recently published a new online resource. The *Guide to final reporting - 2011* is a 52 page gem to help get your data clean, complete and done on time!

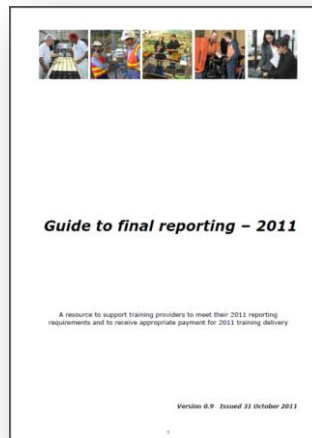
*Your essential guide to getting your data clean, complete and done on time.*

The layout is user-friendly and the checklist at the start will help you know that you have met all the data reporting requirements. There is clear information on using correct Outcomes Codes – particularly for students that withdraw.

Where do you access the guide?

The guide is available on the SVTS website after you log in. Contact your regional office if you have any questions or problems finding it online.

Just a reminder, the deadline for submission of all 2011 training activity data is **5 pm, Sunday 15 January 2012**. After this time, no further submissions of 2011 data can be accepted.



## Join us on



## Diary Dates\*

\*STATE-WIDE DATES ONLY. REFER TO REGIONAL CONTENT FOR OTHER RELEVANT DATES, p3

- Dec receive, sign and return Activity Schedule for 2012 delivery
- Dec deadline for Learner satisfaction Survey uploads
- Jan round 3 Capacity & Innovation Fund opens
- Jan 15 deadline for submission of 2011 data to SVTS



*Congratulations to the staff of Sandybeach Centre, winner of "Community Based Learning provider of the Year 2011"*  
 Pictured L-R: Rachael Bausor, Deputy Executive Officer; Jeanette Brown, CEO; Jeannette Rawlinson, Chairperson; Trina Williams, Education Manager; Judy Bissland, Operation and Client Services Manager. Full story p2

## CONGRATULATIONS TO OUR COMPETITION WINNERS!

We are happy to congratulate Jessica St Clair of West Wodonga - who is the proud owner of a new iPad 2!

Also the following people take home a Ticketek voucher values at \$150 - Sophie Strang of Hughesdale, Ty Edwards of Carrum Downs and Hayrunnisa Okur of Glenroy.

We had a fantastic response - thank you to all that entered and congratulations to all our winners!



## Spotlight on Learn Local Award Winner *Outstanding Koorie Achievement* – Wimmera HUB

Each month, we are celebrating the winners of the [2011 Learn Local Awards](#). In this issue, we congratulate Outstanding Koorie Achievement winner, Wimmera HUB in Horsham. Its flexible, partnered response to meet a specific learning need has led to positive changes for the learners, and a cash prize.

The Department of Sustainability and Environment (DSE) in the south west area engaged Wimmera HUB

*The HUB successfully adapted several courses to better suit... the learning styles*

to deliver training to Indigenous trainees and workplace-training facilitators to help Koorie community members gain ongoing employment with DSE. The HUB successfully adapted several courses to better suit Indigenous learners' preferred learning styles. The

HUB also formed a partnership with Western District Employment Access (WDEA) to provide employability skills, including resume development, application letter writing, addressing selection criteria, personal presentation and interview skills. This helped trainees get ready to apply for ongoing positions at DSE at the conclusion of their traineeship.

Wimmera HUB received a cash prize of \$5,000 for winning this award.



Wimmera HUB learners developing skills to support future work with DSE. Left-Right: Back Row Paul Britten, Allan McDonald, Joshua Ferguson, Tim Mitchell; Front Row Chris Dixon, Tyson Seacombe, Robbie Ellis, Matthew Sailor, Jason Strawbridge.



Read about all the Learn Local Award categories. Which one would you nominate for? [Click here...](#)

## It's e-easy to e-newsletter! Co-branding with Learn Local

Buchan Neighbourhood House located in remote Gippsland has grabbed the co-branding bull by the horns and was the first organisation to share their new-look newsletter with their regional office.

Evelyn Schmidt had this to say about using the template off the [Learn Local wiki](#): "I just love the e-newsletter! I can write something briefly then add links to the webpage. I've found I can distribute them faster than the way we used to do our newsletter. I also make printed copies for our customers who prefer a paper version."

Visit the wiki page for a range of Learn Local [templates](#) you can use in your organisation.

## Recent Memos

### GENERAL MEMOS – [click and read!](#)

- 2011/38 Victorian Public transport concession Card – Approved Accredited Courses Only (with one attachment)

### CAPACITY INITIATIVE MEMOS – [click and read!](#)

- No new memos since last issue

## Sandybeach Centre wins national award

The prestigious Adult Learning Australia award for Community Based Adult Learning Provider of the Year went to Learn Local organisation, Sandybeach Centre. This award recognises "outstanding achievement and contribution as a provider of adult learning".

Sandybeach has continued to grow largely due to the centre's commitment to personalising the individual learning experience and addressing any specific barriers. It has shown a high level of innovation in their use of virtualisation technology, which has been used across Victoria as an example of ICT best practice.

Sandybeach Centre CEO Jeanette Brown (pictured) said "I know that our staff do a wonderful job, and it's great to see that rewarded. We are very proud to bring such a high-profile national award back to Sandringham". The organisation is also a national finalist for the National Focus Awards - Community Pathways to VET.

Sandybeach Centre is located in a beachside suburb in Melbourne's southern region. [Click here](#) to read more.



Join us on



FACEBOOK TWITTER YOUTUBE WIKI

...or email us at [learnlocal@edumail.vic.gov.au](mailto:learnlocal@edumail.vic.gov.au)



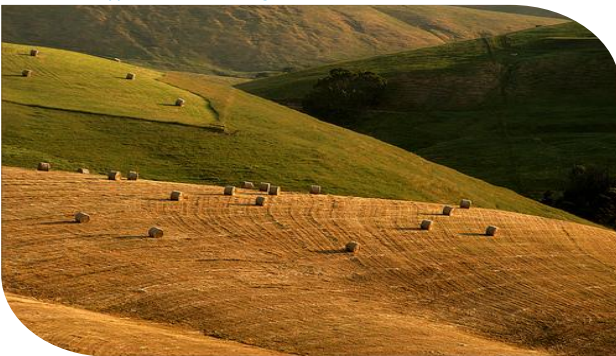
"I can distribute e-newsletters faster than the way we used to do our newsletter" says Evelyn Schmidt (far right) of Buchan Neighbourhood House. Also in picture L-R Karen King, Doug Stephenson, Rhonda Coates



## GIPPSLAND INFORMATION

What a hectic month! As we wrap up 2011 activities and make preparations for next year's delivery, the regional office team really appreciates your attention to timeframes and reporting requirements. A BIG thank you for all your good work!

"Summer in Gippsland" Click for image reference.



## Sssshhh.... don't tell anyone...

If you want the inside run on some excellent opportunities coming up next year then get your diary out and write these down:

**Learn Local Business Development** sessions – (formerly known as *Provider Briefings*)

- Wednesday 29 February
- Wednesday 30 May
- Tuesday 11 September
- Wednesday 14 November

These will be a combination of information and professional development sessions. Each session will be accessible in person or remotely using the internet. We hope to travel to four locations around Gippsland to share the face-to-face networking opportunities.

**Activity Schedule 1/2012** – organisations who tendered to deliver Student Contact Hours in 2012 have been emailed the Activity Schedule. Be sure to return the documents by 16 December, no later. Got a question? Contact us on 5127 0418

**ACFE Board Capacity & Innovation Round 3** – This is a unique fund available only to Learn Local organisations. Do your preparation now. Up to \$50,000 per organisation is possible! Large scale projects involving three or more partnered organisations may attract up to \$150K. Partnering organisations do not have to be from the same region in Victoria.

**Learn Local**  
PO Box 923  
Moe VIC 3825  
[learnlocal@edumail.vic.gov.au](mailto:learnlocal@edumail.vic.gov.au)

T 03 5127 0418  
F 03 5127 0449  
[www.acfe.vic.gov.au](http://www.acfe.vic.gov.au)

Round 3 is opening in early January. Be bold and daring with your ideas. Descriptions of successful projects are on our website. [Click here](#) for more information.

The fund is intended to provide opportunities to develop and implement projects designed to meet learner needs and to increase participation and attainment in pre-accredited and accredited training programs. [More details are on the ACFE website.](#)

Not sure where to start? Use these idea-starters to get you going:

"Wouldn't it be good if..."

"Imagine that..."

"If these two organisations got together we could..."

"It's such a problem that..."

## Summer's here!

- We know many organisations run on skeleton staff over summer. Some close altogether. We are asking for a contact person during this time in the event of unexpected activity. This may relate to data upload to SVTS, opportunities with a short response time, or emergency management of a more serious nature. Please pass on your nominated contact details to [Crawford.wendy.a@edumail.vic.gov.au](mailto:Crawford.wendy.a@edumail.vic.gov.au)
- Regional Office will be closed from 5 pm 23 December and reopen at 9 am on 3 January. In an emergency Walter can be contacted on his mobile - 0419 559 367

## Finalising your 2011 ACFE Activities

If you have questions about any of the following, call us at the regional office – 5127 0418

**Learner Satisfaction Survey** – be sure to upload your minimum number of surveys by 31 December.

**Business Viability Certificate** – Wendy is contacting organisations that still need to forward this document. This evidence is critical to receiving payment from ACFE in 2012.

**AGM and finance report** – Wendy is also following up any reports that have not been sent in.

**Final reporting to SVTS** – the absolute deadline for uploading data is 15 Jan, 2012. Remember, the *Funding Source Code* for all pre-accredited delivery is 'ACE'. [Click here](#) to see the various guide documents and also see the p1 article *Skills Vic online resource: Guide to final reporting 2011*.

## Best Wishes to Everyone ☺

Walter, Libby and Wendy wish everyone a safe and happy summer break. Whether its fishing the 90 Mile Beach in East Gippsland, high-country camping in Wellington, gallery-gazing in Latrobe City, winery-hopping in Baw Baw, walking the prom in South Gippsland or boating in Bass Coast, you've gotta love Gippsland!



