

Messages from the ACFE Board

- General Memo #36, issued on 21 October 2011 provided details of some changes to the arrangements for funding of accredited training and changes to the fees for both accredited and pre-accredited training that will apply from 1 January 2012. The changes will also be covered in the upcoming provider briefing in your region.
- The Essential Services Commission has released its report on VET Fees and Funding <http://www.education.vic.gov.au/about/consultation/vetfeereview>. The ACFE Board and a number of Learn local organisations responded to the request for submissions and the Minister for Higher Education and Skills, the Hon. Peter Hall MLC has appointed Professor Gerald Burke and Dr Peter Veenker to conduct public feedback sessions on the Commission's recommendations. Details for the public sessions are available under General Memo #35.
- Calls for Expression of Interest, inviting Registered Training Organisations to deliver government subsidised nationally recognised training through the Victorian Governments' Skills for Victoria program in 2012, opened on 21 October 2011 and closed on 4 November 2011.

*Important
changes for 2012*

The closing date for the submission of a Financial Assessment Certificate and report (and supporting documents if required) is 18 November.

There about 146 ACFE registered RTO's expected to lodge Expressions of Interest. As at 1 November about 110 of the 146 RTO's had lodged an EOI. This is a healthy response from a large number of providers working hard to get their expressions of interest in to ensure that Learn Local organisations are well placed to receive Skills Victoria funding to deliver accredited training across the state.

ACFE staff across the state in all regional offices are supporting our Learn Local organisations during the EOI process.

If you score a '0' for Liquidity or Solvency or Operating Results Skills Victoria will undertake a more detailed Stage Two Financial Assessment requiring audited financial statements, an aged debtor and creditors report or other information as specifically requested by Skills Victoria.

ACFE Board supports 84 new projects around Victoria

An enormous number of project applications were submitted for the second round of the ACFE Board Capacity & Innovation Fund. On 7 October, Minister Hall was very pleased to announce eighty-four successful grants totalling \$3.78m. More than eighty Learn Local organisations across Victoria are involved in the new projects. For a full list of the successful projects visit the [ACFE website](#).

*Eighty-four grants
totalling \$3.78 million*

The projects which will be implemented in the next twelve months are diverse, innovative and creative. They include development of organisational business capacity as well as the development of innovative quality teaching and learning practice.

The ACFE Board congratulates everyone who worked to submit an application - we know it takes a lot of time and effort to put these applications together! Information on Round 3 of this fund will be available in January 2012. Please contact your regional office to discuss your project ideas as soon as possible.

Join us on



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Diary Dates*

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

Provider Forums:

Hume - 2, 3, 4 November

BSW - 8, 9 November

Gippsland - 9 November

Lodden Mallee - 9 November

Grampians - 15, 16 November

Eastern - 16 November

Southern - 16 November

North Western 17 November



Minister for Higher Education and Skills, the Hon Peter Hall, MLC enjoys a scone after announcing the ACFE Board Capacity & Innovation Fund Round 2 projects at Moe Life Skills Community Centre. Pictured L-R: Chris Muccillo, Ann van Rhine, the Hon Peter Hall MLC and Justin Hallinan.

FAST FACTS!

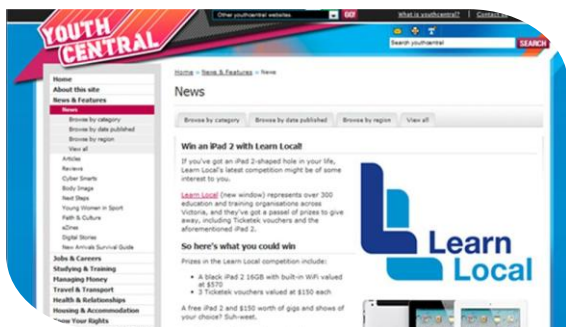
In total we had 154 people enter the Learn Local competition – Win an iPad 2!



Want bang for your marketing buck? Think 'addressable markets'!

Every organisation and business has a contact list of their customers. Imagine getting your hands on that list. What would you do with it? That's exactly the point of addressable marketing – forming strategic partnerships with other organisations and businesses that already have access to the customers YOU want!

It's a doorway to growing your business. Here's a real-life example of how this works: ACFE acquired *YouthCentral* as an addressable partner and was able to run a competition through their website. Learn Local content and links will also be appearing on various *YouthCentral* web pages. We will piggyback off their existing publications (i.e. newsletter) and upcoming events to directly target one of our nine target learner groups – Disengaged Youth!



Addressable marketing in action! Learn Local is exposed to a youth market on this website.



Want to know more? Information on addressable marketing can be found on p18 of your Learn Local Marketing Workshop 2011 Participant's Manual.

Spotlight on Learn Local Award winner Outstanding Practitioner, Amy Baillie

Each month, we are celebrating the winners of the [2011 Learn Local Awards](#). In this issue, we congratulate Outstanding Practitioner, Amy Baillie of Meadow Heights Learning Shop, Senior Tutor for Cert III, IV and Diploma in Education Support and Curriculum Development Officer.



When students say to other students, "Go and enrol with Amy" you know you have a top tutor on your hands. A combination of dedication, adaptability, professionalism and rapport-building abilities have all contributed to Amy being named this year's Outstanding Practitioner.

When students say to other students, "Go and enrol with Amy" you know you have a top tutor on your hands.

Amy's positive attitude towards her significant vision impairment inspires others. She sees it as an opportunity to encourage her students and the proof is in her exceptional attendance rates and learning outcomes of her students. Read more about Amy at [2011 Learn Local Awards](#).

Recent Memos

[GENERAL MEMOS](#) - read online

- 2011/34 Digital Teaching and Learning Resources – Find Use Share Education (FUSE) portal
- 2011/35 Essential Services Commission VET Fee and Funding Review Report
- 2011/36 Information on Fees for 2012 (with four attachments)
- 2011/37 Purchasing Pre-accredited Programs for delivery in 2012 (with one attachment)

[CAPACITY INNOVATION MEMOS](#) - read online

- 55 BCK ACE Business Capacity program workshops (Bendigo) for non-RTOs Registration Open
- 56 BCK ACE Business Capacity Program workshops (Shepparton) for small-medium RTOs

The weather is warming up so we want to know what's HOT in your organisation! This month we want to know about your feature course.



Join us on



...or email us at learnlocal@edumail.vic.gov.au

Being flexible and persistent got Margaret through some tough times... Colleen McShane from MADEC Ltd shared a learner story with us.

Margaret's* career was interrupted following an injury and life changing surgery. Although she had years of experience from running her own business, Margaret wasn't confident that she would ever find work in her local area.

Initially, Margaret saw her disability and her age as barriers to employment. Margaret approached her Case Manager about enrolling for Cert II in Business. She also met with the trainer who gave Margaret support through the course and beyond. Through her training Margaret realised she had skills which could get her that all important job.

Margaret became proficient at selling her own skills and personality.

As a result of the course and another Quickbooks short course with MADEC Margaret applied for many jobs becoming very proficient in selling her own skills and personality to prospective employers. Now Margaret is very happily working with a local employer and hasn't looked back to the days when she thought there would be no future for her working in the area.

*Name has been changed to protect the learner's identity

ACFE Grampians Calendar – Critical dates

14 November	Draft 2012 Delivery Plans to Ellen by COB
15 November	Grampians Provider Forum – Ballarat
16 November	Grampians Provider Forum – Horsham
18 November – 2pm	Skills Victoria 2012 EOI. Final date for submission of financial information (RTO's only).
24 November	Final agreed 2012 Delivery Plan due
12 December	2012 Funding agreement/Activity Schedules sent to providers for signing
December (Prior to Christmas closure)	AVETMISS Upload – Final
31 December	Learner Satisfaction Survey closes
20 January 2012	1 st payment made
30 March 2012	Commonwealth Equipment Grant Expenditure Statements due

2012 ACFE Board Purchasing Package

Follow the links provided for copies of these documents:

- [ACE Memo 37 - Purchasing of pre-accredited programs for delivery in 2012](#)
- [2012 ACFE Board Purchasing Package](#)
- [2012 Pre-accredited delivery plan template](#)

Please send your draft Delivery Plans to Ellen by COB Monday 14 November.

Provider forums

If you have not yet confirmed your attendance at one of the 2 provider forums being held in the region next week (see dates above), please RSVP to Brett ASAP.

We will be covering 2012 ACFE contracting arrangements and changes to the 2012 VET fee and funding arrangements, so attendance is highly recommended.

2012 VET Fees & Funding Arrangements

For important information regarding changes to 2012 VET fees and funding arrangements follow these links:

[ACE Memo 36/2011 - Information on Fees for 2012](#)

[Fact Sheet – Changes to VET Fee and Funding Arrangements for 2012](#)

Christmas/New Year Closures

We are in the process of gathering details of your Christmas/New Year closure.

Please email Brett as soon as you have determined the dates your organisation will be closed over this period. For your closure period also advise a contact name and number for any urgent enquiries that we may have regarding the final AVETMISS upload and the finalisation of 2012 funding agreements.

Learn Local – New promotional supplies

There will be a range of products available for distribution at the upcoming forums (including new products i.e. mouse mats and lapel pins).

Of course if you have a need for additional products in the meantime (perhaps for a local event), please give Brett a call.

A reminder that the [Learn Local Toolkit](#) has been developed, which provides marketing resources such as logos, templates and writing & brand guidelines.

2011 Learner Satisfaction Survey: Now due

There are a number of Grampians providers that have not commenced data entry for the LSS for 2011.

Contact Ellen if you need to retrieve your login or sample number required details.

Statistical Data and Enrolment Activity Reports

A reminder to submit your Statistical Data via the SVTS system and forward a copy of your Enrolment Activity Report to Ellen quarterly.

Refer to attached SVTS End of Year Reporting Guide.

Financial Statements & BVA's

Please remember to forward to Brett a copy of your Financial Statements (annual report) and Business Viability Assessment within one month of your AGM (in the mail or electronically)

Follow this link for a copy of the [BVA Guidelines & Certification](#).