

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!

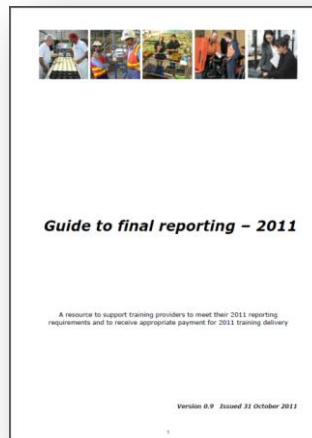
Your essential guide to getting your data clean, complete and done on time.

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



"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



REGIONAL INFORMATION

Search for us on Facebook "Learn Local ACFE Eastern Metropolitan Region" and "like" our page to be kept up to date with all the latest ACFE news in the Eastern Metropolitan Region.

Activity Schedules for 2012 Purchasing Agreements

Activity Schedules will be sent to you via email on Friday 9 December. Please print and sign **two** copies of the documentation and return to ACFE Central by **16 December 2011**

Brian Donne
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Farewell Regional Council Members

It is with regret that we farewell two of our Eastern Region Council Members this month. Penny Morison spent 6 years as a Regional Council Member, the final two years as Chairperson. Phillip Warner was a valuable Regional Council member for 2.5 years.

Both members generously shared their expertise, insight and valuable time to enhance opportunities for learners in the eastern region.

Thank you Penny and Phillip for your commitment to Adult Community Education in Victoria.



Phillip Warner

Penny Morison



Minister Hall presenting Avenue Neighbourhood House @ Eley with their Round 2 Capacity and Innovation Fund Grant

Final Stats Reporting DUE 16 December Pre Accredited Delivery

As we near the end of 2011, all ACFE funded providers are required to finalise enrolment data on the SVTS website.

To assist us to monitor your contracts we request that Learn Local Organisations send an error free "Enrolment Activity Report" that includes all enrolment activity up to the end of 2011, from the SVTS website to the Regional Office, via fax or email, by Friday 16 December 2011.

ACFE Board Capacity and Innovation Fund 2011

The ACFE Board's Capacity and Innovation Fund provides opportunities for Learn Local organisations to develop and implement projects designed to meet learner needs and to increase participation and attainment in pre-accredited and accredited training programs.

Round 3 Capacity Project Applications will open in early January 2012 and close in early March. The regional office will be open in January (with the exception of public holidays) – **please contact us to discuss your ideas and develop your applications as soon as possible.**



May your holiday season and the New Year be filled with much joy, happiness and success. We look forward to working with you in 2012.

Anne, Di & Jo Ann
ACFE Eastern Region Office