

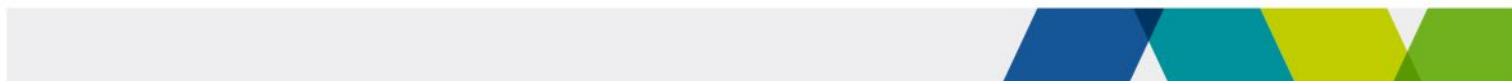


Victorian Adult Community Education Scholarships Program

[2026 program guidelines](#)

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1.0 About the program

The Department of Jobs, Skills, Industry and Regions (the Department) is offering scholarships to people pursuing a rewarding career as an adult literacy and numeracy educator delivering pre-accredited training with Learn Local providers in Victoria.

The Victorian Adult Community Education (ACE) Scholarships Program is part of the National Skills Agreement (NSA) Ensuring Access to Foundation Skills initiative, which includes an action to build the capacity and capabilities of the Learn Local workforce to deliver foundation skills training.

The Program is open to prospective, new and existing Learn Local pre-accredited teachers/trainers to undertake qualifications, specialist training and upskilling in language, literacy and numeracy.

1.1 What is pre-accredited training?

Pre-accredited training provides opportunities for adult learners in Victoria to gain the educational capacity and core skills they need for study, work and life.

Core skills also known as foundation skills are defined as:

- language
- literacy
- numeracy
- employability
- digital skills.

Learn Local providers delivering pre-accredited training are registered with the Adult Community Further Education Board or covered under the Education and Training Reform Act 2006. They offer short, flexible courses that align with the Pre-accredited Quality Framework to ensure they are tailored to the learner's needs.

1.2 Role of Learn Local

Learn Locals are among Victoria's most valuable community assets, improving the lives and prospects of many Victorians, and playing a positive role in strengthening local economies and communities.

The Learn Local sector is an essential part of Victoria's post-compulsory education system. It plays four (4) crucial roles in supporting learners to enter and succeed in further study and employment:

1. Building confidence and skills for participation in education and training
2. Supporting successful attainment in accredited nationally recognised training
3. Building confidence and skills for participation in work
4. Upskilling and reskilling vulnerable workers.

1.3 Program objectives and outcomes

The objective of the Victorian ACE Scholarships program is to increase:

- the quality, capacity and capability of core foundation skills training through community-based adult education
- attraction and retention of foundation skills teachers/trainers
- access to foundation skills in the adult, further and community education sector.

The following outcomes are expected to be achieved by the end of the program and will form the basis for evaluation of the program.

- Victoria's adult community education workforce has increased capacity and capability to teach pre-accredited foundation skills programs
- More foundation skills trainers are attracted to, and retained in, Victoria's adult community education workforce
- Adults seeking community-based education have greater access to training in foundation skills.

2.0 Eligible applicants

The ACE Scholarships Program is open to prospective, new and existing Learn Local pre-accredited teachers/trainers.

The applicant must:

- be an Australian citizen, a New Zealand citizen or the holder of a permanent residency visa
- be a Victorian resident
- not be receiving any other scholarship, financial support or grant from the department for the approved course they are accepted into OR are studying.

Note: Selected scholarships in this program are only available to existing Learn Local staff or teachers. These are identified in the [Approved courses](#) section.

It is a condition of the scholarship that eligible Applicants:

- complete the nominated course
- complete all associated scholarship obligations (refer [Section 7.0](#))
- participate in evaluation activities (refer [Section 14](#))
- consent to sharing their personal information with the Victorian government.

3.0 Application process

Please note the following application steps.

1. Applicant to check eligibility for a scholarship	Before applying to the education provider, the applicant checks they are eligible to apply for a scholarship (refer Section 2.0).
2. Select course and check intake dates	The applicant is responsible for selecting the skillset, course or qualification that best aligns with their needs. <i>Please note</i>, entry requirements differ between courses so the applicant must meet the prerequisites for the chosen program (refer Section 5.0). The applicant must check intake dates with the education provider.
3. Submit application	Applications must be lodged directly to the education provider of the chosen skillset, course or qualification. Each provider has its own nominated contact and submission procedures (refer Section 5.0). <i>Please note</i>, there is a limited number of scholarships available. Early application is recommended, as places are limited.
4. Provider assessment of application	The education provider will review ACE scholarship applications to confirm eligibility for the program. The education provider will notify successful applicants.
5. Progress enrolment	Enrolment into the selected course will be subject to meeting the course specific entry requirements.

4.0 Scholarships awarded

Scholarships are assessed and delivered by the education provider.

Subject to availability of funds, scholarships will be available between 2026 and 2028.

There is a limited number of scholarships available. Applicants should apply early as places may fill quickly (see [Section 9.0 Key dates for 2026](#)).

Note: The ACE Scholarship Program includes multiple intakes per year. Cut-off dates for scholarship applications, course commencement dates and course fees must be confirmed by the applicant directly with the education provider.

Applications will be assessed in order of submission to the education provider. Applications may not be considered if the application is incomplete.

Scholarships of differing values are available depending on the approved course. Scholarship funds are granted for:

All scholarships:	the approved course fee; and
For some full tertiary and VET qualifications including skillset scholarships:	additional financial support to assist with study and cost of living expenses to enable aspiring and existing ACE teachers to complete the qualification or skillset. <i>(Please note this depends on the course and is not means tested.)</i>

Course costs will be paid by the Department directly to the education provider to cover course fee (refer [Section 5.0](#)).

If the scholarship recipient is enrolling in and is eligible for an approved course that offers Free TAFE, the scholarship amount will be adjusted to cover the financial support component only.

If additional financial support is part of the scholarship, the education provider will allocate and administer these funds and pay them directly to the scholarship recipient. These payments will be made to the scholarship recipient in instalments by the education provider and in accordance with the guidelines and the education providers' terms and conditions.

4.1 Consequences of non-compliance

Failure to meet and continue to meet conditions of the scholarship may result in withholding of scholarship payments, termination of the scholarship (including the agreement entered into with the education provider) and repayment of some or all of the scholarship.

The Department and/or the education provider may request information from the student relating to the scholarship including to verify eligibility and that the conditions of the scholarship have been and are continuing to be met.

4.2 Release

The Department is not liable to make any payment of scholarship funds directly to a scholarship recipient.

The scholarship recipient fully releases the Department from any claims in relation to this program and these Guidelines including in relation to any eligibility assessment, an award or failure to

award a scholarship, provision of the course or any failure to provide the course, the scholarship funds and payments to the grant recipient, and any consequences of breach of scholarship conditions.

4.3 Tax consideration

Receipt of a scholarship may have taxation implications or implications for Commonwealth benefits (such as Austudy, Family Allowance and Childcare Benefits) and Commonwealth obligations (including Medicare Levy, HECS-HELP and child support).

Scholarship recipients are responsible for obtaining their own financial advice and taxation advice including on the tax treatment of scholarships.

Please note that different tax treatment may apply in individual cases and the payments may not be tax exempt, meaning that you may be required to include scholarship funds in your assessable income (in whole or in part, including course fees paid on your behalf and/or additional financial support). This may depend on a range of circumstances, including whether you study full time or part time.

5.0 Approved courses

Applicants must choose from the approved courses detailed in the following tables. There are tertiary and vocational education and training options.

Entry eligibility and requirements must be discussed with the course coordinators at the education provider. All scholarship amounts listed are ex tax. Some information in the table below may be subject to change.

5.1 Tertiary options

Victoria University	
Approved course	<i>Literacy in Community</i> A contextualised foundation skills unit designed for the Learn Local sector that builds the capability of teachers to design and deliver rigorous, applied foundation skills programs in community education settings. This program commences in the second half of 2026.
Eligible applicants	Open to existing Learn Local staff and pre-accredited teachers <u>only</u>. Applicants must be an Australian citizen, a New Zealand citizen or the holder of a permanent residency visa and a Victorian resident.

	Applicants must not be in receipt of any other scholarship, financial support or grant from the department for the approved course they are accepted into OR are studying.
Course entry criteria	Entry criteria for all approved courses must be discussed with the course coordinator. Completion of an Australian Bachelor degree (or equivalent) in a similar discipline OR applicants with a minimum five (5) years approved work experience.
Structure	12 points of credit towards the Graduate Certificate in Education.
Delivery mode	Blended
Pathway	Guaranteed place in Graduate Certificate in Education
Scholarship	\$3,375.00 (covers course fees only)
Scholarship obligations	Yes – refer Scholarship obligation requirements. Ten (10) additional hours of online learning via the Learn Local Secure Portal focussing on foundation skills. Applicants must also be existing Learn Local staff / pre-accredited teachers.
How to apply	Apply for a scholarship directly to Victoria University by contacting: Dr Sally Thompson email: sally.thompson@vu.edu.au
Charles Sturt University	
Approved course	<i>Graduate Diploma of Adult Language, Literacy and Numeracy</i> Qualification to work as a professional teacher of language, literacy and numeracy programs including in adult and community education, TAFE, registered training organisations, community colleges and industry.
Eligible applicants	Open to prospective, new and existing Learn Local staff / pre-accredited teachers. Applicants must be an Australian citizen, a New Zealand citizen or the holder of a permanent residency visa and a Victorian resident

	Applicants must not be in receipt of any other scholarship, financial support or grant from the department for the approved course they are accepted into OR are studying.
Entry criteria	Entry criteria for all approved courses must be discussed with the course coordinator. Applicants must hold an appropriate degree (i.e. undergraduate Bachelor degree or AQF equivalent) from a recognised university. https://study.csu.edu.au/courses/graduate-diploma-adult-language-literacy-numeracy
Structure	Credit Points: 64 AQF: Level 8
Delivery mode	Online
Pathway	N/A
Scholarship	Up to \$10,000.00 (for course fees and other expenses that enable study refer Section 4.0) <i>GradCert of Adult Language, Literacy and Numeracy exit (up to \$5,000.00)</i>
Scholarship obligations	Yes – refer Scholarship obligation requirements .
How to apply	Apply for a scholarship directly to Charles Sturt University at: https://www.csu.edu.au/scholarships/scholarships-grants/find-scholarship/foundation/1st-year/the-victorian-adult-community-education-ace-scholarship
Approved course	<i>Bachelor of Adult and Vocational Education</i> (must include adult LLN specialisation) Qualification to be a teacher or workplace trainer in adult and vocational education.
Eligible applicants	Open to prospective, new and existing Learn Local staff / pre-accredited teachers. Applicants must be an Australian citizen, a New Zealand citizen or the holder of a permanent residency visa and a Victorian resident

	Applicants must not in receipt of any other scholarship, financial support or grant from the department for the approved course they are accepted into OR are studying.
Entry criteria	Entry criteria for all approved courses must be discussed with the course coordinator. Recognises previous vocational qualifications and professional experience by awarding a full year of entry-level credit and allows further credit if you have previously completed Certificate IV in Training and Assessment. https://study.csu.edu.au/courses/bachelor-adult-vocational-education
Structure	Credit Points: 192 AQF: Level 7
Delivery mode	Online
Pathway	Graduate Certificate/Diploma of Adult Language, Literacy and Numeracy
Scholarship	Up to \$20,000.00 (for course fees and other expenses that enable study refer Section 4.0)
Scholarship obligations	Yes – refer Scholarship obligation requirements
How to apply	Apply for a scholarship directly to Charles Sturt University at: https://www.csu.edu.au/scholarships/scholarships-grants/find-scholarship/foundation/1st-year/the-victorian-adult-community-education-ace-scholarship
Approved course	<i>Associate Degree in Adult and Vocational Education (must include adult LLN Major)</i> Two-year Associate Degree with adult literacy and numeracy speciality.
Eligible applicants	Open to prospective, new and existing Learn Local staff / pre-accredited teachers. Applicants must be an Australian citizen, a New Zealand citizen or the holder of a permanent residency visa and a Victorian resident Applicants must not be in receipt of any other scholarship, financial support or grant from the department for the approved course they are accepted into OR are studying.

Entry criteria	Entry criteria for all approved courses must be discussed with the course coordinator. https://study.csu.edu.au/courses/associate-degree-adult-vocational-education
Structure	6 units with Cert IV TAE & 8 without
Delivery mode	Online
Pathway	Bachelor of Adult and Vocational Education
Scholarship	Up to \$10,000.00 (for course fees and other expenses that enable study refer Section 4.0)
Scholarship obligations	Yes – refer Scholarship obligation requirements
How to apply	Apply for a scholarship directly to Charles Sturt University at: https://www.csu.edu.au/scholarships/scholarships-grants/find-scholarship/foundation/1st-year/the-victorian-adult-community-education-ace-scholarship

5.2 Vocational education and training options

Park Orchards Community House and Learning Centre (CHLC)	
Approved course	<i>TAESS00026 Foundation Skills Integration Skill Set</i> This nationally recognised skill set is designed for teachers, trainers and assessors who want to better understand and support the foundation skills needs of their learners.
Eligible applicants	Open to existing Learn Local / pre-accredited practitioners / teachers <u>only</u>. Applicants must be an Australian citizen, a New Zealand citizen or the holder of a permanent residency visa and a Victorian resident Applicants must not be in receipt of any other scholarship, financial support or grant from the department for the approved course they are accepted into OR are studying.

Entry criteria	Entry criteria for all approved courses must be discussed with the course coordinator. The skill set scholarship is available to existing Learn Local practitioners / teachers <u>only</u>.
Structure	This skill set includes 3 units of competency: • TAE40122 Integrate core skills support into training and assessment • TAE40122 Use foundation skills resources, strategies and advice • TAE40122 Integrate employability skills support into training and assessment
Delivery mode	40 hours – 5 days delivery (3 days online, 2 days face to face) Four (4) skill set intakes in 2026 with a maximum of 15 participants per intake. Planned delivery in metropolitan Melbourne, Gippsland, Bellarine Peninsula, Bendigo &/or Ballarat depending on location of successful scholarship recipients.
Pathway	TAE40122 Certificate IV in Training and Assessment <i>Note:</i> If you intend to pathway into Chisholm’s online TAE40122, you must have completed and obtained the TAESS00026 Statement of Attainment from Park Orchards Community House & Learning Centre first.
Scholarship	Up to \$3,000.00 (for course fees and other expenses that enable study refer Section 4.0)
Scholarship obligations	Yes – refer Scholarship obligation requirements. Applicants must also be existing Learn Local staff / pre-accredited teachers.
How to apply	Apply for a scholarship directly to Park Orchards Community House and Learning Centre by contacting: enrol@parkorchards.org.au
Approved course	<i>TAE40122 Certificate IV in Training and Assessment (in person)</i> Program <i>must</i> include TAESS00026 Foundation Skills Integration Skill Set also delivered by Park Orchards CHLC. Qualification to train and assess in the adult and vocational education and training sectors.

Eligible applicants	Open to prospective, new and existing Learn Local staff / pre-accredited teachers. Applicants must be an Australian citizen, a New Zealand citizen or the holder of a permanent residency visa and a Victorian resident Applicants must not be in receipt of any other scholarship, financial support or grant from the department for the approved course they are accepted into OR are studying.
Entry criteria	Entry criteria for all approved courses must be discussed with the course coordinator.
Structure	12 units of competency
Delivery mode	Two (2) face-to-face program intakes – with up to 20 places in 2026. Planned delivery in metropolitan Melbourne.
Pathway	Associate Degree Adult and Vocational Education (with adult LLN major); Bachelor of Adult and Vocational Education (with adult LLN specialism)
Scholarship	Up to \$10,000.00 or \$7,000.00 with pathway from TAESS00026 Foundation Skills Integration Skill Set scholarship. (To be used for course fees and other expenses that enable study refer Section 4.0)
Scholarship obligations	Yes – refer Scholarship obligation requirements
How to apply	Apply for a scholarship directly to Park Orchards Community House and Learning Centre by emailing: enrol@parkorchards.org.au
Chisholm Institute	
Approved course	<i>TAE40122 Certificate IV in Training and Assessment (online)</i> Pathway with full recognition of TAESS00026 Foundation Skills Integration Skill Set delivered by Park Orchards CHLC.
Eligible applicants	Open to prospective, new and existing Learn Local staff / pre-accredited teachers.

	Applicants must be an Australian citizen, a New Zealand citizen or the holder of a permanent residency visa and a Victorian resident Applicants must not be in receipt of any other scholarship, financial support or grant from the department for the approved course they are accepted into OR are studying.
Entry criteria	Entry criteria for all approved courses must be discussed with the course coordinator. Additional information can be found here: https://www.chisholm.edu.au/courses/certificate-iv/training-and-assessment You must have completed and obtained the TAESS00026 Statement of Attainment from Park Orchards Community House & Learning Centre prior to enrolling in this course.
Structure	Nine (9) units of competency <i>Plus</i> recognition of TAESS00026 LLN skill set: • TAELLN421 Integrate core skills support into training and assessment • TAELLN422 Use foundation skills resources, strategies and advice • TAELLN423 Integrate employability skills support into training and assessment
Delivery mode	Online
Pathway	Associate Degree Adult and Vocational Education (with adult LLN major); Bachelor of Adult and Vocational Education (with adult LLN specialism)
Scholarship	Up to \$7,000.00 (for course fees and other expenses that enable study refer Section 4.0). <i>Note:</i> if the participant is eligible for Free TAFE the scholarship amount will be adjusted to cover the financial support component only.
Scholarship obligations	Yes – refer Scholarship obligation requirements
How to apply	Apply for a scholarship directly to Chisholm Institute by contacting: Carmel Cammarano email: carmel.cammarano@chisholm.edu.au

	You must have completed and obtained the TAESS00026 Statement of Attainment from Park Orchards Community House & Learning Centre prior to enrolling into this course.
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5.3 Important information about TAESS00026 and TAE40122

In 2026, applicants can apply for a scholarship to complete the:

- TAESS00026 Foundation Skills Integration Skill Set (open to existing Learn Local staff only)
- TAESS00026 Foundation Skills Integration Skill Set then pathway with full recognition into the TAE40122 Certificate IV in Training and Assessment delivered by Park Orchards CHLC (f-2-f) or Chisholm Institute (online program)
- TAE40122 Certificate IV in Training and Assessment including TAESS00026 Foundation Skills Integration Skill Set delivered by Park Orchards CHLC.

5.4 Exceptions to approved courses

There are also limited opportunities for applicants to receive scholarship support for adult LLN/foundation skills qualifications that are not on the approved qualification list.

To request an exception to an approved course, you are required to email training.participation@djsir.vic.gov.au with the following information:

1. Your full name
2. Learn Local provider name (if working at a Learn Local)
3. Course code and course title
4. Education provider
5. Course description
6. Course cost
7. Course length
8. Summarise your compelling case for an exception to the approved course list

Your application will be assessed by the ACE Scholarships Program expert panel against strict adult LLN criteria.

If successful, the scholarship amount will be determined by the Department and you will be notified within 10 working days of your emailed application.

6.0 Support available

All scholarship recipients in this program will have access to mentoring and a Community of Practice via the Learn Local Secure Portal learning management system.

7.0 Scholarship obligation requirements

7.1 Teaching activities

Accredited foundation skills course scholarship recipients¹ will be obliged to teach at a Learn Local provider for 200 hours to receive their final milestone payment.

This may be in a voluntary or paid capacity.

Teaching activities that may be performed as part of the scholarship obligation include:

- pre-accredited program delivery
- pre-accredited program design and development
- pre-accredited resource development
- pre-accredited classroom support
- pre-accredited learner support, interview or pre-assessment.

Note: Scholarship recipients are solely responsible for achieving the scholarship conditions.

The Department does not guarantee employment at a Learn Local provider.

Scholarship recipients have up to two (2) years to complete the teaching activities at a Learn Local provider.

The Department can offer limited support to Scholarship recipients to make the right connections to achieve their scholarship obligation requirements with Learn Local providers, who have expressed interest in becoming a host Learn Local (refer [Appendix A](#)). Contact training.participation@djsir.vic.gov.au.

Any changes to scholarship recipient's teaching activities at a Learn Local provider must be reported to the education provider.

7.2 Additional online learning

Literacy in the Community scholarship recipients must complete 10 additional hours of online learning via the Learn Local Secure Portal that focuses on foundation skills.

7.3 Reflection

All scholarship recipients must:

- participate in an evaluation of the Program

¹ With the exception of TAESS0026 Foundation Skills Integration Skill Set and Victoria University Literacy in the Community unit, which are only open to existing Learn Local staff.

- complete a reflection based on the benefits they experienced as a direct result of being a scholarship recipient in the Victorian ACE Scholarships Programs.

The final payment for all scholarships will be paid upon receipt of:

- evidence of teaching activities (CSU tertiary and TAE40122 qualifications)
- a 300-word reflection (CSU tertiary and TAE40122 qualifications)
- a 100-word reflection (TAESS0026 Foundation Skills Integration Skill Set and Victoria University Literacy in the Community unit)
- 2–5 images that capture the scholarship recipient’s experience of the Victorian ACE Scholarships Program
- a signed permission form for the Department to use image/s to promote the Program (Attachment B).

8.0 Scholarship payments

Scholarships will be administered by the education providers and applied to cover the enrolled course study. If available, an amount for financial support will be paid by the education provider directly to the student. The maximum duration of study is four years dependent upon the course being undertaken.

Scholarship payments are subject to the conditions of scholarship as set out in these Guidelines including, ongoing enrolment, satisfactory academic performance being maintained, and completion of the minimum Learn Local teaching hours.

8.1 Repayments for non-completion

If the scholarship recipient does not complete the qualification within the time permitted by the education provider, and in accordance with the scholarship guidelines and course requirements, the scholarship recipient will be responsible for the costs of, and will promptly repay, the funding provided to the education provider. Repayment for non-completion will be made in accordance with the education providers’ scholarship terms and conditions. The repayment amount will take into account the number of individual units successfully completed within a qualification or skillset and the education providers’ terms and conditions.

Special consideration may be available in relation to the any repayment obligations (refer [section 11.0](#)).

9.0 Key dates for 2026

The ACE Scholarships Program runs from 2026 to 2028 and supports commencements across the three years. The table below details confirmed intakes for 2026.

Note: the dates listed below are commencement dates. All dates including application closures should be confirmed with the education provider.

Literacy in Community	Victoria University	One planned intake: Semester 2: Apply by 14 September 2026; commencing 28 September 2026
Graduate Diploma of Adult Language, Literacy and Numeracy Graduate Certificate of Adult Language, Literacy and Numeracy (Exit point only)	Charles Sturt University	Two planned intakes for 2026: Semester 2: 13 July 2026; 16 November 2026 <i>The dates listed are start dates.</i>
Bachelor of Adult and Vocational Education (adult LLN specialisation) Associate Degree in Adult and Vocational Education (adult LLN major)	Charles Sturt University	Two planned intakes for 2026: - Semester 2: 13 July 2026 - Semester 3: 16 November 2026 <i>The dates listed are start dates.</i>
TAESS00026 Foundation Skills Integration Skill Set	Park Orchards Community House & Learning Centre	Four planned intakes for 2026. - Semester 1: April, June - Semester 2: August, September <i>The dates listed are start dates.</i>
TAE40122 Certificate IV Training and Assessment	Park Orchards Community House & Learning Centre	Two planned intakes for 2026. - Semester 1: June 2026 - Semester 2: August 2026

		<i>The dates listed are start dates.</i>
TAE40122 Certificate IV Training and Assessment	Chisholm Institute	Two planned intakes for 2026: Semester 2: 6 July, 12 October <i>The dates listed are start dates.</i>

Scholarship applications must be submitted well in advance of these dates to allow sufficient time to assess program eligibility, determine outcomes and for successful applicants to enrol.

10.0 Considerations before applying

Please consider personal financial circumstances before applying as the scholarship recipient will be responsible for paying all additional costs associated with their approved course, above the amount awarded by the department. Additional fees the scholarship recipient may need to cover will vary depending on the course but may include student services amenities fees, repeat and enrolment reinstatement fees, document fees, photocopying and printing fees, etc.

Make sure you discuss any additional costs that you may be responsible for with the education provider.

Where a scholarship includes financial support, other than course fees scholarship recipients can decide how best to use the balance of their scholarship funds to support their studies.

The scholarship amounts listed in these guidelines are ex GST. Please seek independent advice regarding the impact of a scholarship on taxation and Government benefit schemes, including, but not limited to, those administered through Centrelink.

11.0 Compassionate consideration

Where unforeseen exceptional circumstances have prevented a recipient from meeting their scholarship conditions, they may request a review of some, or all, of the repayment obligations to the service provider. This may involve a review of the amount payable and/or determine the method, timeframe and frequency of funding repayment.

The education provider will assess such requests on a case-by-case basis using their own administrative process which may require evidentiary documentation, and the Department reserves the right to approve any waiver or extensions of time to make repayment.

12.0 Privacy

Any personal information provided for this program will be collected by the education provider on behalf of the Department and used for the purposes of assessing eligibility, program administration, program review and evaluation. The Department completes a range of eligibility assessments that may include data matching to clarify the accuracy and quality of information supplied. This is part of our auditing and monitoring processes and for confirming eligibility across this program.

In assessing an application for the program as well as in any audit or evaluation of a successful grant, it may be necessary to share personal information with State and Commonwealth Government departments and agencies, as well as other external experts. If personal information about a third party is included in the application, the applicant must ensure the third party is aware of and consents to the contents of this privacy statement.

The Department collects demographic information for economic reporting purposes. No personal information is used in reporting; all reports are presented with aggregated data.

Any personal information about the applicant or a third party will be collected, held, managed, used, disclosed, or transferred in accordance with the provisions of the *Privacy and Data Protection Act 2014* (Vic) and other applicable laws.

Enquiries about access or correction to your personal information, can be emailed to training.participation@djsir.vic.gov.au.

Other concerns regarding the privacy of personal information, can be emailed to the Department's Privacy Unit at privacy@ecodev.vic.gov.au. The Department's privacy policy is also available by emailing the Department's Privacy Unit.

13.0 Complaints

If an applicant wants to lodge a complaint or provide feedback to the Department about the process for a scholarship application, requests can be made via this online [form](#) or by calling [1800 878 969](tel:1800878969).

Requests can be made in relation to the application process and adherence to these guidelines. Re-assessment of an application or overturning of a funding decision for a merit-based grant, will not be considered through the complaints process.

Once your complaint has been received by the Department, it will be acknowledged within two (2) working days and provided to the review team to be resolved.

Your complaint will be resolved within 28 business days unless further investigation is required. If further investigation is required, you may be contacted by phone or email asking for additional information.

14.0 Evaluation

Scholarship recipients may be required to provide additional information to the department or education providers in relation to the evaluation of the program or participate in program evaluation activities initiated by the Department, for a nominated period after program completion.

Program evaluation is critical to the department in understanding program impact, supporting continuous improvement in program design and delivery, and delivering effective grant program outcomes for Victoria.

15.0 Further information

Applicants and scholarship recipients can email training.participation@djsir.vic.gov.au for more information.

Appendix A: Become a host Learn Local

To support the scholarship recipient to make the right connections to complete their scholarship obligation requirements, Learn Local providers can express interest in becoming a host Learn Local here: <https://www.surveymonkey.com/r/RVLQ6BT>.

Scholarship recipients will then be given the contact details of a suitable host Learn Local provider, so they can make the necessary arrangements directly.

Host Learn Local providers will need to:

- have a current Adult Community Further Education Board pre-accredited service agreement
- comply with all relevant Victorian and federal workplace laws / regulations relating to employing paid or volunteer staff
- have the necessary insurances required for their staff
- facilitate volunteer or paid pre-accredited teaching activities for the scholarship recipient including offering some support and mentorship
- provide evidence of the scholarship recipient's scholarship obligation milestones (i.e. commencement date and total hours/days worked in the teaching year – noting the minimum required is 200 hours).

Participating Learn Local providers are eligible for a host incentive payment of \$1,500.00 per scholarship recipient.

General disclaimer

The Department of Jobs, Skills, Industry and Regions does not accept any liability for the scholarship obligation arrangements made between the ACE scholarship recipient and the Learn Local.

Appendix B: Image authorisation consent

Project: Victorian ACE Scholarships Program

The Department of Jobs, Skills, Industry and Regions (the **Department**) on behalf of the State of Victoria would like to use your image in Victorian Government publications, including being uploaded onto Victorian government department websites as well as third party platforms. Please read this authorisation and consent form carefully before signing.

Your privacy is important to us, so please let us know if you do not want your image used. The Department recommends that you obtain independent legal advice if you do not understand the nature of the authorisation and consent you are being asked to provide or the meaning of any of the terms used in this form.

The Department takes your privacy seriously and understands that images of you as well as the information contained in this form is your personal information. The Department is required to comply with the *Privacy and Data Protection Act 2014* (Vic) in relation to the collection, use, storage, security and disclosure of personal information. For further information, please visit: djsir.vic.gov.au/privacy

By signing this consent form you are authorising the State of Victoria including the Department to use your name and image in publications, websites, productions and presentations in connection with the Victorian ACE Scholarships Program. The consent extends to the use of any image and written testimonial in whole or part and to any adaptations used alone or in conjunction with other material, sounds and/or images.

By signing this form, you consent to the Victorian Government using your image or other personal information without providing any compensation or remuneration to you. You also relinquish and waive any current or future rights you may have in connection with the image/s and written testimony.

Authorisation, consent and release

I waive any right, claims or interest I may have to control the use of my name, image and written testimonial or to inspect or approve the finished product, or any material in which the State of Victoria including its government departments may eventually use the images and I release the State of Victoria including its government departments in relation to the same. I acknowledge that these may be altered, distorted or blurred for design purposes. The Department may provide the images to me and I shall be entitled to use these images for my own purposes.

I also acknowledge that my image and excerpts from any written testimonial may be subject to use by third parties in accordance with the Copyright Act 1968 (Cth) for the purpose of research, study, criticism, review or news reporting. I understand that if I wish to withdraw or modify this authorisation and consent, it will be my responsibility to inform the Department in writing by emailing:

training.participation@djsir.vic.gov.au. I acknowledge that any changes to the use of my name, image or written testimonial will only apply from the date the Department receives my withdrawal or modification of authorisation and consent. Any existing material in which my name, image or written testimonial is used will not be withdrawn from use or production.

Project: Victorian ACE Scholarships Program

Scholarship Recipient: _____ **Date:** _____

I agree and consent to the State of Victoria (including any of its departments and agencies), without any personal compensation to use, copy, display and distribute my name, image or likeness and testimonial, video and/or sound recording or any other contribution of mine deemed to be a performance under the *Copyright Act 1968* (Cth) using any form of media for publicity, marketing, advertising and promotional purposes in relation to the Department's initiatives or projects or other work which must be for a public purpose, and do so on the following conditions:

Please tick the box next to **one** statement below to indicate your authorisation and consent:

- ☐ The State of Victoria including the Jobs, Skills, Industry and Regions and/or other Victorian Government departments and agencies may use my image in printed and electronic materials related to the above Project and may store my image(s)/clips for possible future use in other projects for public purposes.

OR

- ☐ The State of Victoria including the Jobs, Skills, Industry and Regions and/or other Victorian Government departments and agencies may use my image in printed and electronic materials related to the above Project, but cannot use them for other projects or purposes without making reasonable efforts to contact me to gain my express permission.

Your details and authorisation

I agree to the terms and conditions above:

Full name (please print): _____

Preferred pronouns (optional): _____

Name of parent/legal guardian: _____
(if participant is under 18 years of age)

The participant is of Aboriginal or Torres Strait Islander descent (please tick if this applies): ☐

Address:

Phone: _____ **Email:** _____

Authorisation

Participant's signature (or signature of parent/legal guardian):

While the Department will use its best endeavours to verify the identity of the person signing this authorisation and consent form, it takes no responsibility for loss or damage in circumstances where it is misled as to the identity or authority of the person signing the authorisation and consent form.

The person signing this authorisation and consent form is consenting to their name, image, written testimonial and/or video or sound recording being published or otherwise used by the State of Victoria (including its Government departments and agencies) in various forms, including but not limited to reports, newsletters, websites, films and brochures, with or without descriptive text or commentary.

If the person signing this form wishes to limit the authorisation and consent given, they must provide details of this in writing on the reverse of this form or alternatively attach a signed letter providing these details.

Signed consent forms should be emailed to: training.participation@djsir.vic.gov.au.