**The Adult Community and Further Education Board is pleased to present the following workshops for registered Learn Local organisations**

**Business Resilience in the**

**Vocational Training Market**

The Victorian Government is involved in ongoing monitoring of the training market and makes adjustments to market settings in response to the operation of the market. This can impact on the business models of registered training organisations (RTOs) and other training providers operating in the Victorian training market.

**What will the workshops cover?**

The workshops will cover the following key areas:

 **Understanding the real costs of running programs**

* Direct program costs (inc. variable costs and staff costs)
* Organisational costs
* Setting fees

 **Understanding funding approaches**

* Adjustments to government subsidy rates
* Concession rates
* Regional loadings

 **Balancing program/community need with program financial viability**

 **Demystifying compliance**

* Managing compliance as part of your everyday processes

Participants will undertake practical costing activities for programs being run in their organisations. (Note, participants will be provided with a list of information they will need to bring with them to the workshop to undertake these activities).

**Who should attend the workshop?**

The workshops are open to all registered Learn Local organisations (LLOs). They will be especially relevant to LLOs that are also RTOs and who have (or are intending to apply for) a contract to deliver training under the Victorian Training Guarantee. However, registered LLOs that are not RTOs are also welcome to attend as the workshops cover key content relevant to all providers in the Victorian training market.

**Who should attend the workshop?**

The workshops are targeted to Learn Local staff working in the following areas:

* Program coordinators
* Finance managers
* Compliance managers

Places are limited to **one nominee** per Learn Local organisation and there will be a **maximum of 35 participants** at each workshop.

**When and where?**

The workshops will start at 10am and finish at 3pm including lunch:

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Location** | **Venue** | **Final date for registrations** |
| **01 April** | **Melbourne** | CAERoom B427Level 4, 253 Flinders Lane, Melbourne<http://www.cae.edu.au> | COB 25 March 2014 |
| **02 April** | **Bendigo** | Bendigo Lakeview Motor InnPrivate Lounge Room286 Napier Street, Bendigo<http://www.lakeviewresort.com.au> | COB 26 March 2014 |
| **11 April** | **Ballarat** | Ballarat LodgeVictoria 1 Room613 Main Road, Ballarat<http://www.ballaratlodge.com> | COB 4 April 2014 |
| **16 April** | **Dandenong** | Punt Hill Conference Centre – DandenongRosewood Room157-163 Lonsdale Street, Dandenong <http://www.punthill.com.au/property/melbourne-suburbs/punthill-dandenong/>  | COB 9 April 2014 |

**How do I register for a workshop?**

To register, please contact **Anna Oxley on 9637 2902 or** **oxley.anna.m@edumail.vic.gov.au** **by the closing date indicated above for the workshop you wish to attend.** You will receive an email confirming your registration.

*The workshop will be facilitated by Melbourne-based consultancy CWCC.*