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| Higher Education and Skills Group**Participation Branch Memo****Department of Education and Early Childhood Development** |

***NUMBER:*** *2014 / August / 19*

**TO:**

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| Learn Local organisations *– ALL*  |   | ACFE Regional Councils |
| Adult Education Institutions | Learn Local stakeholders  |   |
| Participation Branch staff |   |   |

**FROM:** Bronwen Heathfield, Director, Participation Branch

**DATE:** 19/08/2014

**SUBJECT: ACFE Board / CWCC Learn Local Master Class Series**

**ACTIONS / CRITICAL DATES:**

* *LLO Managers and Coordinators are invited to register to attend new intensive one day business workshops being run by CWCC*
* *Workshops will be held at a variety of locations between October 2014 and June 2015*
* *Registration fee is $250 per participant. (ACFE Board is subsidising 50% of the cost of each participant attending)*
* *Contact CWCC directly for more information or to register – detailed information and forms are attached*

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**Background to the workshops**

The ACFE Board has previously sponsored business resilience workshops for LLOs that were delivered by CWCC in April/May this year.

The Board has decided to contribute to a follow-up series of intensive workshops for LLO managers and coordinators that extends their skills and knowledge in critical areas as well as providing an opportunity to share experiences, issues and ideas in a supportive and challenging forum.

Using a co-contribution model, the Board is supporting the workshops by subsidising 50% of the cost of every participant’s place in the Master Class series.

The fee payable by participants to attend a session is $250.

**Topics to be covered**

Each session will focus on a particular topic including:

* Advanced financials
* Practical approaches to strategy and planning
* Compliance for better outcomes
* Financial management basics
* Building management and leadership capability
* Managing staff
* Project management essentials

**Target Participants:** LLO Managers and Coordinators

**Session Details**

* Sessions will run from 9.30 to 4.30 pm with morning tea and lunch provided
* Each session will have 15 to 20 participants. Participants can select one or multiple sessions
* Sessions will be held in the Melbourne CBD, Dandenong and regional locations (Bendigo, Ballarat) subject to demand.
* A tentative calendar of sessions has been developed (however dates and locations may change depending upon demand).

**How to Register**

* Registrations are now open.
* If you want to attend one of the sessions you will need to complete a Registration Form, nominate which session you want to attend and return it directly to CWCC as soon as possible.
* CWCC will monitor registrations and contact you to confirm details and provide updates as needed.

**Further Information and Registration Form**

Information provided by CWCC about the sessions is attached, including details about the content of the sessions and the tentative dates and locations.

CWCC can be contacted on (03) 8656 1600 or cbp@cwcc.com.au