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| Higher Education and Skills Group**Participation Branch Memo****Department of Education and Training** |

***NUMBER:*** *2015 / xx/*

**TO:**

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| All Learn Local organisations  | Adult Education Institutions | ACFE Regional Councils |
| Learn Local stakeholders  | LLENs*Chairs and Executive Officers* | Workplace Learning Coordinators |

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

**DATE: 10/07/2015**

**SUBJECT:** *Higher Education and Skills Restructure*

**FOR INFORMATION / CRITICAL DATES:**

* *Change is effective immediately.*
* *Participation Branch is now part of the TAFE and ACFE Governance Division.*
* *The Participation Branch structure remains the same and contacts remain unchanged.*

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*Higher Education and Skills Group Restructure*

The Government has an ambitious agenda to make Victoria the Education State. To enable the Higher Education and Skills group to effectively deliver on this promise in the areas of training and skills, a number of changes to the working arrangements within the Group have been made.

The current Training Participation and Facilitation, TAFE and Tertiary Education Support and Oversight Divisions are now two new Divisions: TAFE and ACFE Governance Division, and Training System Performance and Industry Engagement Division.

The new **TAFE and ACFE Governance Division** will be led by Xavier Csar as Executive Director, and will be responsible for:

* training and participation support for Learn Locals;
* stakeholder engagement and program support to increase participation, and supporting

 vulnerable learners;

* providing support to the ACFE Board and ACFE Regional Councils;
* managing governance arrangements for TAFEs and universities; and
* supporting TAFEs on compliance, reporting, strategic planning and policy, funding

 programs, performance improvement, financial sustainability and capability.

The **Training System Performance and industry Engagement Division** will be led by Joe Burke, who joins the department this week from the Commonwealth Department of human Services, which will:

* manage and support apprenticeship and traineeship programs and policy;
* manage industry engagement and programs;
* facilitate the effective operation of the vocational training market;
* report on training market activity;
* support individuals and employers to make informed decision about career and training

 options;

* provide strategic advice on the provision of high quality training products; and
* support the Victorian Skills Commissioner once established.

Providers should note that while the Participation Branch has joined a new division, contacts remain unchanged. This applies to both the central and regional teams.

If you require any further clarification regarding the appropriate contact for your organisation please email or call :

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