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

**TO: *NUMBER:*** *2017 / 10 / 03*

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| Learn Local organisations *– ALL* | Learn Local stakeholders | ACFE Regional Council Members |
| Adult Education Institutions | Participation Branch staff |  |
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**FROM:** Ryan Collins, Director, Participation Branch

**DATE:** 03/10/2017

**SUBJECT:** *Business and Governance Status (BGS) assessments for organisations registered with the ACFE Board*

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| **ACTIONS:**

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| * Note how to submit a Business Governance Status (BGS) in SAMS
* Learn Local Organisations on a financial reporting period are required to upload their Business and Governance Status (BGS) and Financial Reports into the Service Agreement Management System (SAMS) via the SACC form on **30 September 2017**
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As per previous memorandum dated 16 May 2017, there is a new submission process for Business and Governance Status (BGS) assessments.

Effective 1 June 2017 all Learn Local Organisations are required to submit their completed BGS assessment and Financial Reports via the Service Agreement Management System (SAMS), using the Service Agreement Compliance Certification (SACC) form.

As of 1 July 2016, reporting requirements stated that the correct template for BGS must be used. The reporting period for BGS assessments are determined by Learn Local Organisations calendar or financial year cycles.

* Learn Local Organisations on a Financial Year cycle will have their reporting and BGS assessments due on **30 September** each year
* Learn Local Organisations on a Calendar Year cycle will have their reporting and BGS assessments due on **31 March** each year.

**Please note from 1 June 2017 hard copies of the BGS assessments and financial reports will not be accepted.**

**Please note only pages 10 and 11 of the *Business and Governance Status Guidelines* are required to be uploaded.**

If there is a delay in the reporting process beyond the due date, Learn Local Organisations will be required to provide an explanation in SAMS as to why their BGS is delayed.

**Please be aware that delays in supplying a BGS may result in contracting being delayed.**

The SACC information, how to upload your BGS into SAMS2, is available on the Funded Agency Channel (FAC).

For information on how to complete your SAMS SACC form, a guide, *How to complete your Service Agreement Compliance Certification in the Service Agreement Module* is available at:

<http://www.dhs.vic.gov.au/funded-agency-channel/accessing-my-agency/using-my-agency/user-guidelines>  (document link)

Or you can access the video link at: <http://www.dhs.vic.gov.au/funded-agency-channel/accessing-my-agency/using-my-agency/video-demonstrations> (video link)

For any further queries, contact the Training Participation Regional Support Manager for your region.