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

***NUMBER:*** *2017 / June / 27*

**TO:**

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| Learn Local organisations *– ALL* | ACFE Board | ACFE Regional Councils |
| Adult Education Institutions | Learn Local Stakeholders | Participation Branch Staff |

**FROM:** Eduard de Hue, Acting Director - Participation Branch

**DATE:** 27 / 06 / 2017

**SUBJECT:** *Notification of a student management system project for the ACFE Board and upcoming Learn Local sector consultations*

**ACTIONS / CRITICAL DATES:**

* *Learn Local organisations are encouraged to participate in consultations to provide insight into the student management system they use.*

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The ACFE Board is funding a project that will examine the student management systems (SMS) used by Learn Local organisations. The study will be carried out by Deloitte Consulting and will involve consultation with Learn Local organisations during July and August 2017.

A survey will be circulated in the coming weeks to all Learn Local organisations and a sample of Learn Local organisations will be approached to participate in phone interviews and site visits.

The consultations will be used to gain an understanding of the needs of Learn Local organisations in relation to SMS and how the systems are used by organisations for the reporting of
pre-accredited training delivery.

Your participation will provide valuable input into this project and I encourage you to circulate this notification to members of staff that are responsible for maintaining your organisations SMS and/or responsible for the upload of training delivery data.

For more information, please contact Sally Jamieson, Senior Policy Officer, Strategic Projects and Research, at jamieson.sally.s@edumail.vic.gov.au