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

**TO: *NUMBER:*** *2017 / 05 / 16*

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

**FROM:** Ryan Collins, Acting Director, Participation Branch

**DATE:** 16/05/2017

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

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| **ACTIONS:**   |  | | --- | | * Note changes in how to submit a Business Governance Status (BGS) * From 1 June 2017 Learn Local Organisations are required to upload their Business and Governance Status (BGS) and Financial Reports into the Service Agreement Management System (SAMS) * Note that updated *Guidelines for Assessing the Business and Governance Status of organisations registered with the ACFE Board* are available on the DET website. | |

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**There is a new submission process for BGS.**

Effective 1 June 2017 all Learn Local Organisations are required to submit their completed Business and Governance Status 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.

The updated Guidelines for the BGS process are available at: <http://www.education.vic.gov.au/training/providers/learnlocal/Pages/network.aspx>.

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

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.

For further information on how to complete your SAMS SAC form, please contact the Training Participation Regional Support Manager for your region. Their contact details are available at <http://www.education.vic.gov.au/about/contact/pages/acfe.aspx>.

**Note that the changes outlined above are the only modifications to the BGS submission process and all other aspects of BGS compliance remain unchanged.**