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

***NUMBER:*** *2015 / January / 27*

**TO:**

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

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

**DATE:** 27 January 2015

**SUBJECT:** *Key dates and contacts for 2015*

**ACTIONS / CRITICAL DATES:**

* ***Please note key dates and contacts list***
* ***Please note new Memo colour categories to assist with understanding actions.***

Welcome back and best wishes for a happy and fulfilling year ahead.

As you would be aware, we have had a change of Government and as a result a newly appointed Minister for Training and Skills, the Hon. Steve Herbert MP.

Minister Herbert has had a long association with the adult, community and further education sector. He was previously the Shadow Minister for Higher Education and Skills and is a former secondary school teacher.

In other news, the Department has changed its name to the Department of Education and Training (DET). We also have a new Secretary, Gill Callister, who was previously Secretary, Department of Human Services (DHS). As some of you are aware, DHS funds neighbourhood houses so Gill is well aware of the sector’s work and its importance.

The Participation Branch continues to be your contact point within DET. We have responsibility for assisting you and supporting the work of the ACFE Board and Regional Councils. Staff based in the four regional offices are your main contact point. Their details are attached.

To assist with your work and planning, I have included an overview of key events and dates for 2015. I encourage you to share these with your staff.

I also welcome your continued feedback throughout the year about ways we can assist you. Based on feedback that the Memos lacked clarity, we are trialling a new way of categorising the Actions by colour coding: **green for action** or **purple for information only**. Please let me know if this is helpful. We will continue to examine our communications processes throughout 2015.

**Overview of key dates for 2015**

|  |  |
| --- | --- |
| **Activity or Event** | **Month** |
| Growing Pre-accredited Funding – applications open | February |
| Provider forums | February |
| CAIF Round 7 – applications open | February |
| Learn Local Awards – applications open | March |
| Victorian Training Awards – applications open | March |
| Community Solutions Program Guidelines published | March |
| Payment of Training Delivery Support Grants | May |
| Provider forums | June |
| Victorian Training Awards Presentation | August |
| Learn Local Awards Presentation – St Kilda Town Hall | September |
| Provider forums | September |

*\*Please note: specific dates and details of how to apply will be communicated via Memos once confirmed.*

**Participation Branch – Key Contacts List**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Name** | **Phone** | **Email** |
| Director | Bronwen Heathfield | 963 73819  | heathfield.bronwen.l@edumail.vic.gov.au |
| **North – Western Victoria** |
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| **South – Western Victoria** |
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