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

***NUMBER:*** *2015 / February / 03*

**TO:**

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

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

**DATE:** 03/02/2015

**SUBJECT: ACFE Board / CWCC Learn Local Master Class Series (Rescheduled from 2014)**

**ACTIONS / CRITICAL DATES:**

* *Learn Local organisation Managers and Coordinators are invited to register to attend new intensive one day business workshops being run by CWCC*
* *Workshops will be held at a variety of locations between February and June 2015, based on demand.*
* *Registration fee is $250 per participant. (ACFE Board is subsidising 50% of the cost of each participant attending)*
* *Contact CWCC directly for more information or to register – detailed information and forms are attached*

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**Background to the workshops**

The ACFE Board has previously sponsored business resilience workshops for Learn Local organisations that were delivered by CWCC in April/May last year.

The ACFE Board is contributing to a series of intensive workshops for Learn Local organisations managers and coordinators that extends their skills and knowledge in critical areas as well as providing an opportunity to share experiences, issues and ideas in a supportive and challenging forum.

This follows earlier ACFE Board sponsored business resilience workshops run in April/May last year.

Using a co-contribution model, the Board is supporting the workshops by subsidising 50% of the cost of every participant’s place in the Master Class series.

The fee payable by participants to attend a session is $250.

**Topics to be covered in workshops**

* Financials: Basic and Advanced
* Managing staff
* Building management and leadership capability
* Practical approaches to strategy, planning and project management
* Compliance for better outcomes

**Target Participants:** Learn Local organisation Managers and Coordinators

**Session Details**

* Sessions will run from 9.00 to 4.00 pm
* Participants can select one or multiple sessions
* Sessions will be held in the Melbourne CBD, Dandenong, Bendigo and Ballarat) subject to demand.
* A tentative calendar of sessions has been developed (dates and locations may change depending upon demand).

**How to Register**

* Complete the CWCC Registration Form, nominate which session you want to attend and email it directly to CWCC as soon as possible.
* CWCC will monitor registrations and contact you to confirm details and provide updates as needed.

**Further Information and Registration Form**

Information provided by CWCC about the sessions is attached, including details about the content of the sessions and the tentative dates and locations.

CWCC can be contacted on (03) 8656 1600 or [cbp@cwcc.com.au](mailto:cbp@cwcc.com.au)