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

***NUMBER:*** *2015 / 10/22*

**TO:**

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| All Learn Local organisations | Adult Education Institutions | ACFE Regional Councils |
| Learn Local stakeholders |  |  |

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

**DATE:** 22/10/2015

**SUBJECT: UPDATE:** *ACFE Board Compliance Survey*

**ACTIONS / CRITICAL DATES:**

* ***On-line survey of LLO compliance activities to be completed by 2 November 2015***

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Further to 2015/10/13 Participation Memo about the Adult, Community and Further Education (ACFE) Board’s Compliance project I wish to encourage you to complete a short survey about Learn Local organisation compliance activities. The survey relates to programs or regulatory requirements generated from the Department of Education and Training (DET) including ACFE Board programs and the Victorian Training Guarantee, the Department of Health and Human Services (DHHS) Neighbourhood House Coordination Program, and the Victorian Registration and Qualifications Authority (VRQA).

This ten minute survey will contribute to the growing database of compliance information being compiled by the project contractor KPMG and complements face to face and telephone interviews with peak organisations and a sample of Learn Local organisations that are currently underway.

The survey focuses on gathering information about the effort, in terms of staff and other costs, involved in meeting compliance requirements, and to better understand how key compliance activities, such as registering with the ACFE Board as a Learn Local organisation, impact Learn Local business processes and systems.

Your contribution will help build and validate the database of compliance information which will be used to develop options for streamlining compliance requirements.

The survey can be accessed at this link <http://www.questionpro.co/t/ALclIZTDws>. If you have any questions about accessing the survey please contact KPMG staff Jemma Horsley (0416 079 353) or Georgina McCann (0419 551 059). The survey closes COB Monday 2 November 2015.

There will be opportunities for Learn Local organisations to provide further input into this project at the forthcoming Regional Forums. When the interviews and consultations with stakeholders have concluded you will be notified of further opportunities to provide input into the development of the draft compliance model.

Thank you for your support for this project.