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

***NUMBER:*** *2016 December 19*

**TO:** All Learn Local organisations*,* Adult Education Institutions, Learn Local stakeholders, Participation Branch staff

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

**DATE:** 19 December 2016

**SUBJECT: 2017 ACFE Board service agreements will be processed online through SAMS2 and the Funded Agency Channel*.***

**CRITICAL INFORMATION & DATES:**

***All new 2017 ACFE Board funding agreements commencing 1 January 2017, including 2017 pre-accredited training agreements, will be managed online through the Service Agreement Management System* (*SAMS 2) and the Funded Agency Channel (FAC).***

***Learn Local providers have been registered in SAMS2 throughout 2016 ready for implementation and should have registered for eBusiness.***

***The organisation signatory must be a registered user of the Funded Agency Channel so that you can accept your organisations ACFE Board Service Agreement online.***

***In January your registered organisational signatory will receive an email once your service agreement is ready for acceptance and is required to log into the Funded Agency Channel (FAC) to accept your 2017 service agreement to ensure payment.***

***All providers are encouraged to register for FAC training.***

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The Adult, Community and Further Education Board (ACFE) has transitioned to the online SAMS2 contract management system for ACFE Board service agreements. A number of features of SAMS2 have been customized to facilitate use by ACFE. An organisation view of the Service Agreement Module (SAM) is accessed through the Funded Agency Channel (FAC). FAC offers an easier, faster and more targeted way of helping you manage your agreements with the ACFE Board.

All new agreements with the ACFE Board will be in the FAC from January 2017, including 2017 pre-accredited training agreements. Existing incomplete contracts will continue to be tracked and managed on the current Resource Allocation System (RAS) until contract end.

The Funded Agency Channel provides individual organisation users with secure access to their contract information via the Department of Health and Human Services’ eBusiness portal. eBusiness provides organisation users with the ability to access the secure part of FAC (My Agency) where you can update your organisation’s contacts, check the status of your contract milestones and payments as well as complete your annual compliance.

All Learn Local Organisations registered with the ACFE Board should now have a unique login on the Service Agreement Module via the Funded Agency Channel (FAC) for staff who have been nominated by the Organisation.

**Organisations new to SAMs/FAC**

Organisations that are new to FAC should have completed registration forms and nominated an Organisational signatory who should by now have created a unique login to eBusiness to access My Agency on FAC. Additional users within your organisation can individually register with eBusiness to access FAC. Instructions on individual user registration for eBusiness can be found at <http://www.dhs.vic.gov.au/funded-agency-channel>

**Accepting your Service Agreement**

The Organisational signatory must be a registered user on the Funded Agency Channel so that you can accept your Service Agreement online.  Until the Service Agreement is accepted online, we will not be able to process any payments, so we ask that you complete this task in January 2017.

If your nominated Organisational signatory has changed please ensure your new signatory has a login to eBusiness to access My Agency on FAC, to ensure your 2017 Pre Accredited Training Delivery Service Agreement can be executed. Instructions on user registration for eBusiness can be found at <http://www.dhs.vic.gov.au/funded-agency-channel>

Please refer to the attached guide for further information accepting your Service Agreement.



If you have forgotten your username and password please email the eBusiness Help Desk ebiz@dhhs.vic.gov.au.

**Funded Agency Channel (FAC) Training**

If you are unfamiliar with the use of the Funded Agency Channel (FAC) we encourage you to complete training.

If you wish to register for FAC training please check the FAC training calendar for available sessions. <http://www.dhs.vic.gov.au/funded-agency-channel/accessing-my-agency/training-calendar>.

For further information about FAC and SAMS 2 please contact Effie Kene by telephone 03 9637 2319 or email training.participation@edumail.vic.gov.au.