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

 ***NUMBER:*** *2016 / 05 / 09*

**TO:**

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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:** 9 May 2016

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

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| **ACTIONS:**

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| * Note that revised *Guidelines for Assessing the Business and Governance Status of organisations registered with the ACFE Board* are available on the DET website.
* Learn Local Organisations must follow the processes in the revised Guidelines for all assessments submitted from 1 July 2016. Using the revised format earlier is encouraged.
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The ACFE Board recently revised the process for assessing the ‘Business and Governance Status’ (BGS) of Learn Local Organisations before entering into contracts with them. The Guidelines for the new process are now available at: <http://www.education.vic.gov.au/training/providers/learnlocal/Pages/network.aspx>.

Some minor amendments have been incorporated:

* Clarification of the Annual Financial Reporting Date – 30 June or 31 December.
* Extending the timeframe for completing assessments to ‘within three months of your organisation’s Annual Financial Reporting Date’ (effective from 1 July 2016).
* Explicitly stating the BGS Assessment must be completed by a 'qualified independent accountant’.
* Clarifying that where an organisation’s BGS expires; new contracts will not be executed until a valid BGS is received.

You must submit a BGS assessment each year before the ACFE Board will consider signing a funding contract with you.

If your accountant completes the assessment for 2016 using the previous BGS format, it will only be accepted if it is received by 30 June 2016. From 1 July 2016 the new format must be used.

If you are about to start, or are in the process of completing your assessment, please use the revised format.

For further information 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>.