**Department of Education and Training**

**Higher Education and Skills**

**Participation, Inclusion and Regional Engagement: Branch Memo**

**TO:** ACFE Board

 ACFE Regional Councils

 Adult education institutions

 Learn Local stakeholders

 PIRE Branch staff

 RegisteredLearn Local providers

**FROM:** Edu De Hue, A/Director — Participation, Inclusion and Regional Engagement Branch

**DATE:** 14/01/2020

**SUBJECT: Revised ACFE Board Business and Governance Status (BGS) Guidelines**

 **December 2019**

## **Actions / Critical Dates:**

* The new Business and Governance Status Guidelines (December 2019), pages 12 and 13, became effective from 1 January 2020.
* Due dates remain unchanged - 3 months from your calendar or financial year end.
* Contact your regional office if you have any questions.

## **What are the changes to the Business and Governance Status Guidelines?**

A revisit of the existing Business and Governance Status (BGS) process has resulted in some additional information requests to align the current BGS requirements with existing governance processes. This has resulted in the following new information requests as part of your new BGS submission requirements:

1. Copy of current certificate of insurance to be attached to the assessment
2. Addition of Tier Three Reporting request for funding percentages as follows:
	* ACFE Board funding as percentage of total funding
	* DET Funding (Excluding ACFE Board) as percentage of total funding
	* Other Victorian Government funding as percentage of total funding.

The new BGS Guidelines (December 2019) can be found on the ACFE Board website:

<https://www.education.vic.gov.au/training/providers/learnlocal/Pages/network.aspx>

## **Timelines**

The new BGS Guidelines (December 2019) became active from 1 January 2020.

Reporting timelines do not change and are determined by your Organisation’s calendar or financial year cycle:

* Financial Year cycle - BGS assessments due 30 September
* Calendar Year cycle - BGS assessments due 31 March.

Please be aware that delays in supplying a BGS will result in contracting being delayed.

If there is a delay in the reporting process beyond the due date, your organisation will be required to provide an explanation in SAMS as to why their BGS was delayed.

## **Other information**

Hard copies of the BGS assessments and financial reports are not accepted.

The SACC information, how to upload your BGS into SAMS2, is available on the Funded Agency Channel (FAC). <https://fac.dhhs.vic.gov.au/>.

**Please note only the following information is required to be uploaded into SAMS2**

1. A scanned copy of the completed **BGS Certification pages 12 and 13.**
2. A scanned copy of the **organisation’s most recent Annual Financial Statements.**
3. A scanned copy of the **organisation’s current certificate of insurance**.
4. Any further information you wish to provide regarding the outcomes of the assessment.

For any further queries, contact the Regional Manager for your region.

## **Regional Office Contacts**

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| **North Western Victoria Region** | **North Eastern Victoria Region** | **South Eastern Victoria Region** | **South Western Victoria Region** |
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