# Department of Education and Training

# Higher Education and Skills Group

# Participation, Inclusion & Regional Engagement Branch Memo: *2019 /02/26*

**TO: Learn Local organisations - *ALL***

 **ACFE Board**

 **ACFE Regional Councils**

 **PIRE Branch Staff**

**FROM: Ryan Collins**, Director

Participation, Inclusion & Regional Engagement Branch

**DATE:** 26 /02/2019

**SUBJECT: Learn Local governance extra professional development opportunities 2019** **expressions of interest sought to determine locations**

## Actions / Critical Dates:

* Members of Learn Local Committees of Management to express interest in participating in a professional development workshop on governance between 6 and 9pm on either April 10 or April 11, 2019.
* Register interest please and preferred workshop location by cob 15 March with anthony.turner@sbms.org.au
* The Department will advise on chosen locations for the two governance workshops, based on expressions of interest, and on how to register on 19 March 2019.

## Learn Local governance capabilities development

The ACFE Board is funding the delivery of professional development to assist Learn Local Organisations (LLO) to further develop their capabilities in the areas of Governance and (separately) Business Management.

The Small Business Mentoring Service (SBMS) has been engaged to deliver workshops that cover:

* Roles and responsibilities of committees of management
* Appropriate governance and support
* Actions and Relationships.

There also is follow up one-on-one mentoring at participants’ Learn Local site to assist contextualisation of learnings into own setting.

## Governance Workshop Series 1, 2018

### In the second half of 2018 a series of four governance workshops, each of two hours duration, were run one month apart to cover the topics above and in five locations across Victoria. The post workshop private mentoring for each participating LLO was four hours in total.

### Feedback received included that some LLOs had changed aspects of their governance as a result.

Governance Workshop Series 2 2019

In 2019 SBMS is offering two further professional development opportunities on Governance.

This time, and based on feedback, the material presented in the 2018 series of four workshops will be consolidated and presented in a single workshop of three hours duration and between the hours of 6 pm to 9 pm. There will be two such workshops, one on 10 April 2019, the other on 11 April 2019.

Post attendance at one of these workshops, participating committee members or their full committee if desired will receive up to three hours of one-on-one mentoring support at their LLO.

The locations for the two workshops will be determined based on expressions of interest received to this memo.

### How to express interest in Governance Workshop Series 2

Express interest please by cob 15 March with Anthony M Turner: anthony.turner@sbms.org.au

Please include your name, Learn Local, preferred date of attendance (10 April or 11 April) and preferred location of attendance.

## Further advice on Governance Workshop Series

The Department will advise of the chosen locations of the two governance workshops and on how to register on 19 March.