# Department of Education and Training

# Higher Education and Skills Group

# Participation, Inclusion & Regional Engagement Branch Memo: *2019/03/19b*

**TO:** Registered Learn Local providers - *ALL*

 ACFE Board

 ACFE Regional Councils

 PIRE Branch Staff

**FROM:** Ryan Collins, Director, Participation, Inclusion & Regional Engagement Branch

**DATE:** 19/03/2019

**SUBJECT: Registrations open for 2019 Learn Local provider governance professional development workshops**

## Actions / Critical Dates:

Members of Learn Local provider Committees of Management to register to participate in a professional development workshop on governance between 6 and 9pm on *eithe*r April 10 in Bendigo *or* April 11 in Box Hill by going to [Learn Local Governance Workshop Registration](https://www.sbms.org.au/events#host-54)

## Learn Local governance capabilities development

The ACFE Board is funding the delivery of professional development to assist Learn Local providers 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 these workshops plus one-on-one mentoring support post workshops.

The Governance workshops cover:

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

In 2019 SBMS is offering two Governance workshops. The opportunity involves attendance at a *single* workshop of three hours duration plus up to three hours one-on-one mentoring support post workshop attendance at their Learn Local provider.

The locations for the workshops have been determined based on expressions of interest received to an earlier memo. The date, time and locations are

* **10 April, 6pm to 9pm in Bendigo** at Access Skills Training’s**‘**Lancewood’ **22 McLaren Street**

Bendigo (opposite the Department of Education, Loddon Mallee regional office).

* **11 April, 6pm to 9pm in Box Hill** at Box Hill South Neighbourhood House, **47 Kitchener St**, Box Hill South VIC 3128

### How to register for Governance Workshop Series 2019

Members of Learn Local provider Committees of Management to register to participate in a professional development workshop on governance between 6 and 9pm on *either* April 10 in Bendigo *or* April 11 in Box Hill by going to [Learn Local Governance Workshop Registration](https://www.sbms.org.au/events#host-54)

Please note we have had a lot of interest so register quickly to avoid missing out - registrations close Friday April 5th at 5.00pm.