Department of Education and Training

Higher Education and Skills Group

Participation, Inclusion and Regional Engagement — Branch Memo

**TO:** ACFE Board

 ACFE Regional Councils

 Adult education institutions

 Peak bodies and key stakeholders

 PIRE Branch staff

Learn Local providers — ALL

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

**DATE:** 17/09/2019

**SUBJECT:** Microsoft Agreement Annual Survey Census

Actions

* Complete the Microsoft Agreement Annual Survey when you receive it via email.

**Microsoft Agreement Annual Survey Census**

Learn Local providers who have registered with the ACFE Board’s Microsoft Agreement are required to complete an annual census.

The Microsoft Agreement Annual Survey questionnaire will be emailed by the end of this month.

If you have any questions or would like more information, please call your regional office.

|  |  |  |  |
| --- | --- | --- | --- |
| **North Western Victoria Region** | **North Eastern Victoria Region** | **South Eastern Victoria Region** | **South Western Victoria Region** |
| Kaye CallaghanTel: +61 3 4433 7582 | Sue O’BrienTel: +61 3 7022 1805 | Robyn DownieTel: +61 3 8904 2580 | David HarrisTel: +61 3 5215 5203 |