Department of Education and Training

Higher Education and Skills

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

**TO:** Learn Local providers, ACFE Board, ACFE Regional Councils, adult education institutions, peak bodies, key stakeholders, PIRE Branch staff

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

**DATE:** 30/03/2020

**SUBJECT: COVID-19 - Extension for all 2020 Business and Governance Status submissions – 30 September 2020**

**Actions / Critical Dates:**

* Learn Local organisations with a current Business Governance Status (BGS) assessment due by 31 March 2020 are advised that the ACFE Board has approved a six-month extension to this requirement until 30 September 2020.

**COVID-19—Extension to calendar year BGS submission date**

* The Adult, Community and Further Education (ACFE) Board acknowledges the impact COVID-19 has on providers’ capacity to satisfactorily meet ordinary BGS financial sustainability reporting cycles and has approved an extension of BGS reports through to 30 September 2020.

**Issues**

* Some Learn Local providers who use a calendar year financial reporting cycle with a BGS due on 31 March 2020 have expressed concern over their ability to meet this timeline because of the impact of COVID-19.
* The extension of the submission date means all Learn Local provider BGS due dates have been shifted to 30 September 2020.
* The ACFE Board acknowledges the range of challenges currently faced by Learn Local providers as a result of COVID-19 and the complex nature of each of these organisations.
* The Department will continue to keep Learn Local providers updated on the potential implications of COVID-19 for training organisations.

**Further Information**

* For more information on the BGS guidelines, visit the [ACFE Board](https://www.education.vic.gov.au/training/providers/learnlocal/Pages/network.aspx) website.
* For further information regarding the specific actions associated with this advice, please contact your relevant Regional Manager in the first instance:

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| **North Western Victoria Region** | **North Eastern Victoria Region** | **South Eastern Victoria Region** | **South Western Victoria Region** |
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Learn Local providers should continue to refer to the [Department of Education and Training’s coronavirus (COVID-19) web page](https://www.education.vic.gov.au/about/department/Pages/coronavirus.aspx) for the most up-to-date information.

The Department of Health and Human Services (DHHS) has provided [advice and tips on following social distancing](https://www.dhhs.vic.gov.au/coronavirus-covid-19-transmission-reduction-measures) in the classroom and workplace.