

Adult Community and Further Education Board Annual Report 2009 -2010

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The Hon Bronwyn Pike, MP

Minister for Skills and Workforce Participation

Level 1

2 Treasury Place

Melbourne VIC 3000

Dear Minister

On behalf of the Adult, Community and Further Education (ACFE) Board, I am proud to submit the ACFE Board's Annual Report for the year ending 30 June 2010, as required by the *Financial Management Act 1994* and the *Education and Training Reform Act 2006*.

The rewards for delivering better skills and training opportunities in community settings are well known, beginning with the benefits to the individual. Research confirms that boosting the number of people taking up educational opportunities in ACE organisations benefits the state's competitiveness and future prosperity. Participation in community education also promotes the benefits of volunteering, taking part in civic affairs and subscribing to personal values such as tolerance and a greater appreciation of cultural differences.

In 2009, the ACFE Board funded 340 ACE organisations and the two Adult Education Institutions (AMES and CAE) to provide 6.99 million student contact hours of training to about 47,000 learners. This is an increase of over 1 million government funded student contact hours from 2008.

The Board worked diligently with ACE organisations, AMES and the CAE during 2009-10 to build on the objectives announced in the Government's *Securing Jobs for Your Future – Skills for Victoria* statement in August 2008. Many ACE organisations are in the process of identifying opportunities to expand services, develop partnerships, increase participation and better meet community demand for skills, according to findings published in December 2009 by the ACFE Board in the report *The changing face of community business 2009*.

It's clear that the Victorian Training Guarantee which is at the heart of *Securing Jobs for Your Future – Skills for Victoria*, in conjunction with the \$15.4 million *A Stronger ACFE – Delivering Skills for Victoria* policy, offers an exciting opportunity to deliver a broader range of training options to individuals, communities and businesses. There is ongoing activity by ACE organisations to ensure that their offerings are easily accessible and meet the skills needs of people from a variety of educational and employment backgrounds.

During 2009-10, 275 ACE organisations participated in projects funded by *A Stronger ACFE – Delivering Skills for Victoria*. The projects are designed to strengthen their sustainability as businesses and their capability to deliver quality education and training in the contestable training market, especially to hard-to-reach learner groups and to those who have experienced barriers to education.

These groups include Indigenous learners, those from culturally and linguistically diverse backgrounds, those with a disability and those yet to complete Year 12 or an equivalent qualification. Increased participation by most hard-to-reach learner groups occurred this year with 18 per cent of ACE learners having three or more characteristics of disadvantage.

While these 12 months have proved challenging for many ACE organisations and learners, the Board will continue to identify and promote new vocational education and training initiatives across all qualification levels in response to *Securing Jobs for Your Future – Skills for Victoria*, specifically engaging hard-to-reach learners and those seeking to re-connect with learning.

A number of Board members and staff concluded their formal involvement with ACFE during the year and I thank them for their involvement. Particular acknowledgement and thanks go to the former ACFE Board Acting Chairperson Adrian Nye and former ACFE General Manager Sandy Forbes, both of whom resigned during the year after long and dedicated service.

I would also like to acknowledge and thank the current Board, Regional Councils, Adult Education Institutions and ACE organisations who daily demonstrate their commitment to supporting effective learning in their communities.



Rowena Allen

Chairperson

Adult, Community and Further Education Board

Highlights of the year

Who is the ACFE Board?

The Adult, Community and Further Education (ACFE) Board is a statutory authority established under the *Education and Training Reform Act 2006*. It supports the development of adult, community and further education in Victoria.

The ACFE Board's statutory roles include planning for and promoting adult learning, allocating resources, developing policies and advising the Minister for Skills and Workforce Participation on matters related to ACFE.

What have been the key achievements in 2009-10?

In 2009, adult community education (ACE) organisations, along with Adult Multicultural Education Services (AMES) and the Centre for Adult Education (CAE), the two Adult Education Institutions (AEIs), reported:

- a total of 110,976 ACE learners were enrolled in courses. Of these 71,072 were in Vocational Education and Training (VET) courses and 39,904 were in non-VET enrichment programs.
- learners in VET courses generated 11.5 million student contact hours and 343,000 module enrolments.
- fee for service activity (including non-VET activity) generated 3.8 million student contact hours (SCH).

ACE organisations delivered 8.5 per cent (8.2 million) of Victoria's 96 million student contact hours funded from all government sources including the ACFE Board. The AEIs contributed 12 per cent of all ACE delivery.

Policy implementation

The ACFE Board has focused on strengthening the Victorian ACE sector through its implementation of *Securing Jobs for Your Future – Skills for Victoria* and *A Stronger ACFE – Delivering Skills for Victoria*.

ACE capacity initiatives

275 ACE organisations have taken advantage of initiatives designed to increase their business viability and the quality of programs and services offered to learners.

Publications

Three significant publications were released during the year.

- **A-frame: A framework for quality pre-accredited teaching and learning** – a tool to strengthen ACE organisations' capability to deliver high quality pre-accredited courses.
- **The changing face of community business 2009** – a publication exploring ACE organisations' clients, services, people and financials and the impact of *Securing Jobs for Your Future – Skills for Victoria* on ACE organisations.
- **Hard to reach learners: What works in reaching and keeping them?** – a publication highlighting best practice techniques for engaging and retaining hard to reach learners.

Strategic alliances and partnerships

The ACFE Board continued to foster partnerships across government to provide opportunities for the ACE sector to deliver on government policies and position ACE organisations as leading learning resources in the community. During 2010, the ACFE Board and Victorian Registration and Qualifications Authority co-sponsored eight forums for approximately 170 ACE organisations on the requirements for re-registration as Registered Training Organisations.

Who does the ACFE Board fund?

Through the ACFE Board, the Victorian Government provides funding to community-based organisations, known as ACE organisations, and the two AElS for delivery of education and training programs to people over school-leaving age.

Approximately 340 ACE organisations are registered with the ACFE Board and provide an informal and friendly, adult-focused approach to learning.

ACE organisations are community owned and managed and operate on a not-for-profit basis with a focus on their local community. They are often the only place people can go for adult learning in rural areas.

What has been delivered in 2009?

ACFE programs support learners to return to study, improve their literacy and numeracy skills, gain a qualification, broaden their employment options and learn new skills.

The ACFE Board funds four broad types of programs.

Adult literacy and numeracy – training for adults in literacy and numeracy skills including teaching English to people from culturally and linguistically diverse (CALD) backgrounds.

Employment skills – training in basic skills to support work or further learning, such as communications, teamwork, problem solving and job search skills.

VCE and VCAL – Victorian Certificate of Education (VCE) and Victorian Certificate of Applied Learning (VCAL) for post-compulsory learners.

Vocational education – training that assists people gain or upgrade skills required for specific occupations to start work, go back to work or change jobs.

Table 1 lists the ten accredited courses most frequently undertaken by ACE learners in 2009. Enrolment in these courses represents 36.4 per cent of all ACE enrolments in accredited training.

Table 1: Accredited courses most frequently undertaken by ACE learners, 2009

Courses	Enrolments
Certificate III in Aged Care Work	2,723
Certificate I in Information Technology	2,205
Certificate II in Hospitality	2,159
Certificate III in Children's Services	1,963
Certificate I in General Education for Adults	1,499
Certificate II in Business	1,457
Certificate II in General Education for Adults	1,438
Certificate I in Vocational Preparation	1,256
Certificate II in Applied Language	1,216
Victorian Certificate of Education (VCE)	879

Who is participating in ACE programs?

ACE can reach out successfully to people who may not otherwise pursue a pathway to education and training.

Of all ACE learners in Victoria:

- 21 per cent were aged 15-24 and 40 per cent were 45 and older.
- 11 per cent were males over 45.
- 26 per cent were born overseas. The main countries of origin were Vietnam, China, England, India and Sri Lanka.
- 19 per cent were from CALD backgrounds.
- 13 per cent were people with a disability.
- 1.1 per cent identified as Indigenous.

In 2009, ACE learners comprised 15.6 per cent (approximately 47,000) of the 300,000 government supported learners in Victoria.

This Annual Report is concerned with programs provided by ACE organisations and AElS, which are government-funded through the ACFE Board. Further Education programs are also delivered in TAFE institutions and private Registered Training Organisations.

Summary of financial results

Financial performance

Table 2 provides summary information from the Adult, Community and Further Education Board's financial reports for the 2009-10 financial year, with comparative data for the previous four years.

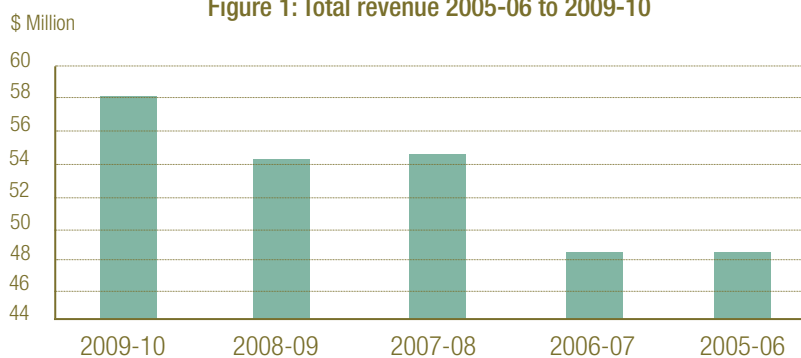
Table 2: Financial summary 2005-06 to 2009-10

	2009-10 \$ million	2008-09 \$ million	2007-08 \$ million	2006-07 \$ million	2005-06 \$ million
Operating revenue					
<i>Revenue from State Government</i>	42.2	38.4	39.3	33.8	34.8
<i>Other revenue</i>	15.8	15.8	15.5	14.9	13.8
Total operating revenue	58.0	54.2	54.8	48.7	48.6
Operating expenses	58.9	53.4	55.4	49.3	50.1
Operating surplus/(deficit)	(0.9)	0.8	(0.6)	(0.6)	(1.5)
Total assets	31.9	26.8	22.3	17.7	18.0
Total liabilities	10.2	4.1	0.4	0.3	0.1
Net cash inflow/(outflow)	(0.9)	0.8	(0.6)	(0.6)	(1.5)

Revenue

Total revenue in 2009-10 increased by \$3.8 million compared with 2008-09.

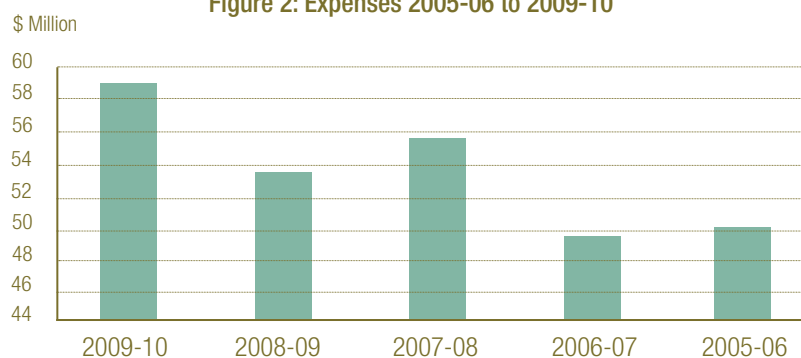
Figure 1: Total revenue 2005-06 to 2009-10



Expenses

Expenses in 2009-10 increased by \$5.5 million compared with 2008-09.

Figure 2: Expenses 2005-06 to 2009-10



The year in review

Delivery and participation

The Victorian Government, through the ACFE Board, funds education and training programs in community-based adult education (ACE) organisations and Adult Education Institutions (AEIs).

All these organisations take an informal and friendly, adult-focused approach to learning.

Performance agreements for the delivery of programs and the reporting of activity are based on the calendar year, hence the information in this section relates to 2009.

The Victorian Government, through the ACFE Board, funded 6.99 million student contact hours and 188,437 module enrolments during 2009.

Total reported provision (from all funding sources including fee-for-service activity) for ACE organisations and AEIs was 15.33 million student contact hours in 2009.

ACE organisations

There are approximately 340 ACE organisations across Victoria registered with the ACFE Board. They each have one or more of the following characteristics:

- ACE provider (i.e. contracted by the ACFE Board)
- Registered Training Organisation (RTO)
- Neighbourhood House.

ACE organisations are community owned and managed and operate on a not-for-profit basis to meet the education needs of their local community. They are often the only place people can go for adult learning in rural areas.

The annual financial turnover of individual ACE organisations ranges from under \$50,000 to over \$5 million. Over 60 per cent of ACE organisations report turnover in the range of \$0.1 million - \$0.5 million.

Seventy per cent of ACE organisations each enrol under 200 learners per annum, while eight ACE organisations (2 per cent) enrol over 1,000 learners per annum.

Table 3 provides a snapshot of the workforce of the 161 ACE organisations who provided this information in the 2009 ACE business survey.

Table 3: Workforce snapshot - employees and volunteers across 161 ACE organisations

Financial turnover	No. of organisations	Employees		Volunteers	
		Total	Median	Total	Median
> \$1 million	31	2,138	60	1,260	17
\$500,000 - \$1 million	12	423	33	381	15
\$250,000 - \$500,000	42	866	19	1,235	21
\$100,000 - \$250,000	59	602	10	1,631	23
< \$100,000	17	107	4	359	19
Total sample	161	4,136	14	4,866	20

Source: The changing face of community business 2009, Adult, Community and Further Education Board, pg. 14

Adult Education Institutions

There are two Government owned Adult Education Institutions; Adult Multicultural Education Services (AMES) and the Centre for Adult Education (CAE).

AMES specialises in providing settlement, training and employment assistance to refugees and newly arrived migrants. In 2009, AMES provided learning opportunities for over 53,000 people. AMES received 1.3 per cent of its total funding in 2009 from the ACFE Board.

The CAE assists adults to complete their secondary education and begin or change their employment pathways. In 2009, the CAE provided learning opportunities to approximately 33,700 people. CAE received 30 per cent of its total funding in 2009 from the ACFE Board.

NARRE COMMUNITY LEARNING CENTRE

Fifteen years ago, the outer south eastern suburb of Narre Warren was a rural town where residents dropped into their community learning centre to take up a hobby or craft.

Narre Warren is now in a high-growth corridor, welcoming more than 50 families each week. The local population is expected to increase from 214,960 in 2006 to over 320,000 by 2021.

The Narre Community Learning Centre offers about 180 programs and activities each semester, the majority of which relate to jobs and further skills training, entry level courses and pathway programs.

“Our learning centre would be unrecognisable to someone who last saw us 15 years ago,” said Wayne Hewitt, CEO of Narre Community Learning Centre.

“Our facilities are on average 95 per cent filled, which gives some idea of the number of people who come here each week.”

Wayne said the Centre’s programs attract learners from as far away as Drouin and Warragul, keen to gain qualifications in children’s services, aged care, computer skills and literacy.

While growth and increased demand are welcome attributes, Wayne says that there are several challenges facing the Centre.

“Working in a ‘contestable environment’ is a major challenge,” he said. “This approach raises issues ranging from ensuring the high standards of tutors and encouraging more volunteers to help us to manage cash flow.”

“We’re working to meet these challenges so that we can continue to provide quality community development through education services to everyone,” Wayne concluded.

ACE learners

Of all ACE learners across Victoria in 2009:

- 21 per cent were aged 15-24 and 40 per cent were 45 and older.
- 11 per cent were males over 45.
- 26 per cent were born overseas. The main countries of origin were Vietnam, China, England, India and Sri Lanka.
- 19 per cent were from CALD backgrounds.
- 13 per cent were people with a disability.
- 1.1 per cent identified as Indigenous.

When ACE learners are compared to the entire Victorian adult population:

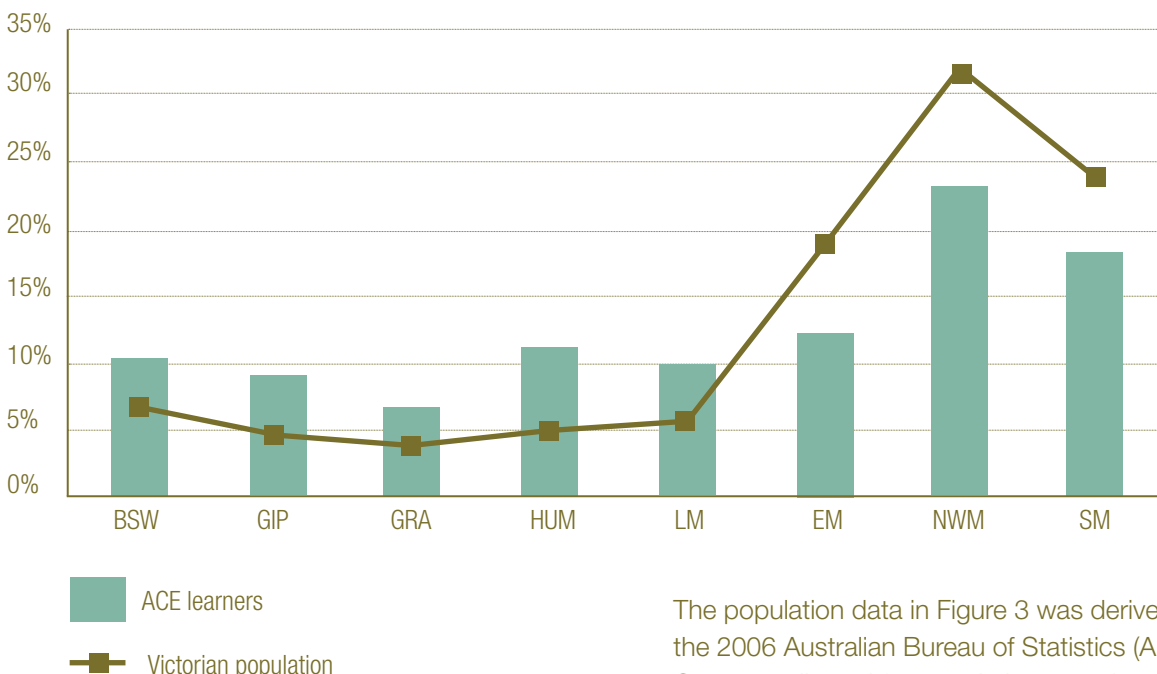
- 4.7 per cent were disengaged young people (aged 15 – 19, currently unemployed and have not completed Year 12), compared to 4 per cent of the wider population.
- 25 per cent were early school leavers (persons whose highest qualification is Year 10 or 11), compared to 20 per cent of the wider population.

- 38 per cent were learners from low socioeconomic status localities, compared to 26 per cent of the wider population.
- 16 per cent were vulnerable or low skilled workers (persons whose highest qualification is Year 9 or below), compared to 10 per cent of the wider population.

As stated above, Indigenous learners represented 1.1 per cent of all ACE learners, more than double the proportion of Indigenous persons aged 15-64 in the Victorian population (0.5 per cent).

The ACFE regions in rural Victoria have relatively more learners than expected from their population size. Regions in metropolitan areas have fewer learners relative to their population bases. For example, Figure 3 indicates the Hume region has 11 per cent of ACE learners but less than 5 per cent of the State's population. In contrast, the North Western Metropolitan region has 23 per cent of learners but 31 per cent of the population.

Figure 3: Distribution of ACE learners by region compared with the distribution of the Victorian population, 2009



Abbreviations for Figure 3 and Tables 4 and 7: Barwon South Western (BSW), Eastern Metropolitan (EM), Gippsland (GIP), Grampians (GRA), Hume (HUM), Loddon Mallee (LM), North Western Metropolitan (NWM), Southern Metropolitan (SM), Adult Multicultural Education Services (AMES), Centre for Adult Education (CAE)

The population data in Figure 3 was derived from the 2006 Australian Bureau of Statistics (ABS) Census, adjusted for population growth as at June 2009 (ABS Cat. No 3218). Persons aged 15 to 64 and not attending school defined the scope of the population. The bars show the proportion of learners enrolled in ACE organisations and the AElS in each region. The line graph shows the proportion of residents in each region.

Delivery achievements

- 110,976 ACE learners, including those paying fees were enrolled in 2009. Of these 71,072 were in Vocational Education and Training (VET) courses and 39,904 were in non-VET enrichment programs.
- Learners in VET courses generated 11.5 million student contact hours and 343,000 module enrolments.
- Fee for service activity (including non-VET activity) generated 3.8 million student contact hours (SCH).
- ACE learners comprised 15.6 per cent (approximately 47,000) of the 300,000 government supported VET learners in Victoria.

ACE organisations delivered 8.5 per cent of Victoria's 96 million student contact hours funded from all government sources including the ACFE Board. The AEIs contributed 12 per cent of all ACE delivery.

Table 4: Total reported provision by ACE organisations by region and Adult Education Institutions, 2009 (including fee-for-service programs)

	Student contact hours	% of total student contact hours
BSW	1,398,010	9.12
EM	1,651,378	10.77
GIP	995,544	6.49
GRA	616,430	4.02
HUM	929,709	6.06
LM	908,145	5.92
NWM	2,246,517	14.65
SM	2,017,735	13.16
AMES	2,895,091	18.88
CAE	1,672,481	10.91
All	15,331,040	100

Table 5: Total reported vocational education and training provision of student contact hours by organisation type, 2009

	Student contact hours	% of total student contact hours
ACE organisations	10,763,468	6.90
AEIs	4,567,572	2.93
Private providers	16,640,267	10.67
TAFE Institutions	123,982,744	79.50
All	155,954,051	100

MOE LIFE SKILLS

'Achieving Goals and Aspirations' is the motto used at Moe Life Skills in the Latrobe Valley and for many learners like Georgia, it is most apt.

Georgia is a 21 year old woman with an intellectual disability who came to Moe Life Skills with no previous educational qualifications or experience of studying post school.

"I recall when she arrived, Georgia was nervous but also very excited about the challenge of undertaking a study program," said Carole Burkett, General Manager of Moe Life Skills.

"What we find is that with many students like Georgia, the learning process is as much about providing opportunities as it is about assessing abilities."

Georgia and the other learners in her group often need to overcome additional barriers. For her, it was an apprehension about travelling alone on public transport, which presented a huge stumbling block to taking up employment opportunities.

Moe Life Skills encourages each student to consider their strengths and weaknesses and then gets them to think about how they can best achieve their goals or dreams.

"By raising the travelling issue with the tutor and realising that this would greatly inhibit her dream of gaining employment in the hospitality industry, it became clear to Georgia that she would have to address this concern, which she well and truly has," Carole said.

Georgia now travels by train to another town in the region where she spends two days each week working in a café. She also works another day each week in a local aged care facility.

"She's nearly completed her Certificate I and is now undertaking a Certificate III in Hospitality, while keeping up with her two paying jobs. This is a great result for Georgia and her family," Carole said.

Figure 4: Total reported provision of module enrolments by ACE organisations and Adult Education Institutions by age group and gender, 2009

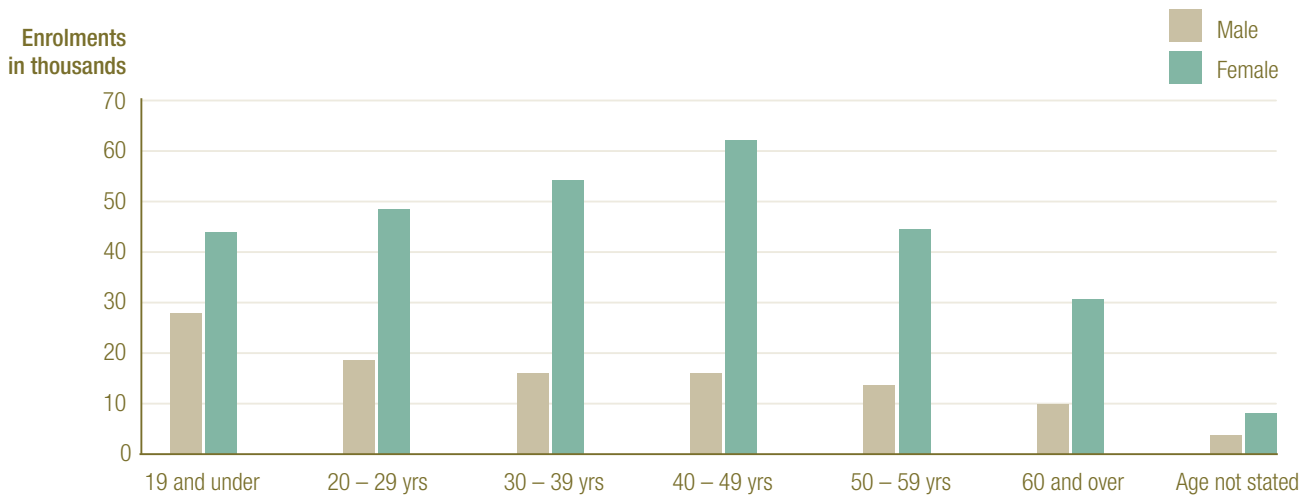


Table 6: Victorian Government funding for VET, allocated by the ACFE Board, for the provision of student contact hours by gender and category* for ACE organisations and Adult Education Institutions, 2009 (%).

Gender	Pre-accredited	Foundation	Skills Creation	Skills Building	Skills Deepening	Total
Female	66.00	63.04	66.04	85.70	76.08	70.82
Male	31.43	36.35	33.15	12.49	23.43	27.79
Not Stated	2.57	0.61	0.81	1.81	0.49	1.40

*Definitions for Tables 6 and 7, Figures 5 and 6:

Pre-accredited – initial vocational training that provides a pathway to accredited training

Foundation Skills – literacy, numeracy and language skills courses

Skills Creation – Certificate levels I and II

Skills Building – Certificate levels III and IV

Skills Deepening – Diploma and Advanced Diploma

Apprentice Trainees – training associated with registered training agreements (Figure 6 only)

Enrichment – non-VET delivery (Figure 6 only)

“I have dealt with failure. I need to learn how to achieve success. Failure is easy, I don’t have to do anything it just arrives. Success is a different matter, I have to go out and work for it.”

Reflections from a learner after participating in WRADLink.

Table 7: Victorian Government funding for VET, allocated by the ACFE Board, for the provision of student contact hours by ACE organisation and Adult Education Institutions by region and category*, 2009.

Region	Pre-accredited	Foundation	Skills Creation	Skills Building	Skills Deepening	Total
BSW	87,342	184,499	61,135	264,473	29,693	627,142
EM	170,444	252,662	167,182	207,079	24,051	821,418
GIP	164,271	87,732	91,359	135,871	15,050	494,283
GRA	91,758	47,553	78,134	161,084	0	378,529
HUM	132,027	145,439	95,798	125,099	5,800	504,163
LM	105,408	80,750	126,471	282,503	250	595,382
NWM	353,451	708,233	142,038	201,797	1,900	1,407,419
SM	406,469	379,412	100,413	213,161	160	1,099,615
AMES	0	84,695	25,516	70,261	60	180,532
CAE	3,525	213,485	264,851	268,409	131,500	881,770
Total	1,514,695	2,184,460	1,152,897	1,929,737	208,464	6,990,253
%	21.67	31.25	16.49	27.61	2.98	100

Figure 5: Victorian Government funding for VET, allocated by the ACFE Board, for provision of student contact hours by category* for ACE organisations and Adult Education Institutions, 2009

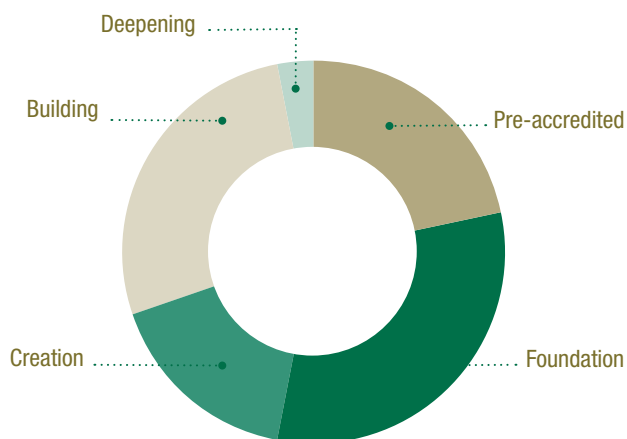
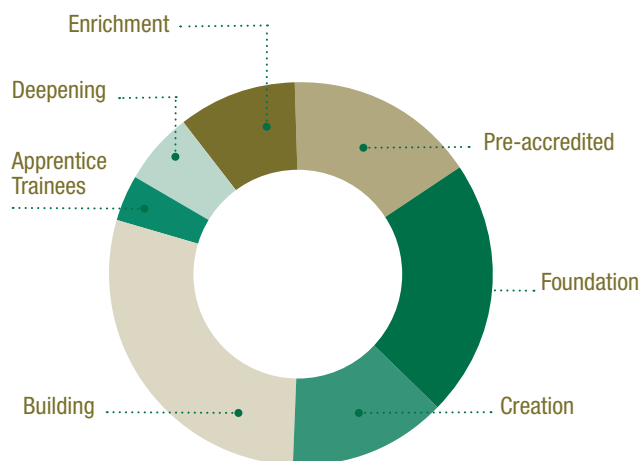


Figure 6: Total reported provision of student contact hours by category* for ACE organisations and Adult Education Institutions, 2009



Policy implementation

Securing Jobs for Your Future – Skills for Victoria

Securing Jobs for Your Future – Skills for Victoria established *Skills for Life – the Victorian Training Guarantee*, an entitlement to a government subsidised place in recognised training that can be accessed at any time and will continue to be available for training at successively higher levels.

The skills reform initiatives established four categories for accredited training.

- Foundation skills – literacy, numeracy and language and job-readiness skills
- Skills Creation – initial vocational skills
- Skills Building – more advanced workplace skills
- Skills Deepening – higher qualifications needed for more skilled, specialised or paraprofessional employment.

The first stage of the skills reform initiatives commenced on 1 July 2009. By January 2011, the Victorian Training Guarantee will be fully operational for all accredited courses.

With the introduction of the first phase of the skills reform initiative in 2009, ACE delivery has seen a shift towards higher level courses.

- There was a 3 per cent growth in participation in Skills Creation courses (Certificates I and II).
- Participation in Skills Building courses (Certificates III and IV) increased by 14 per cent.
- Participation in Skills Deepening courses (Diploma and above) increased by 17 per cent.
- Participation in Foundation level courses (mainly ESL courses at various Certificate levels) fell by 15 per cent.

ACE organisations are now paid for accredited training at a higher student contact hour rate than previously. This rate is now the same as that paid to private Registered Training Organisations (RTOs). In 2009 funding for accredited training supported 30,057 course enrolments.

As part of *Securing Jobs for Your Future - Skills for Victoria* the Victorian Government maintained its investment in pre-accredited training as an important pathway to skills development. An additional \$4 million, over four years, was appropriated to increase

the student contact hour rate paid for pre-accredited training delivery. Of this \$4 million, \$1.3 million was invested in 2009-10 to support pre-accredited training. ACE organisations reported 37,463 course enrolments in pre-accredited courses in 2009.

MORRISONS

As one of the largest ACE organisations in the Eastern Metropolitan Region, Morrisons has established a reputation for their strong suite of training courses in aged care and childcare services.

More recently, Morrisons has identified a niche in hair and beauty which has been equally well received by many local learners attracted by the convenience of learning in Mt Evelyn, the quality of the program and the up skilling opportunities.

“We’ve experienced dramatic growth in our hair and beauty offerings over the past 18 months which gives learners a range of flexible training options and alternative employment opportunities,” said Jan Simmons, CEO of Morrisons.

A case in point is Emma Gilham who had hoped to find some new skills to advance from the position she had held for 11 years as a sales assistant at a pharmacy.

Emma will complete her Diploma in Beauty Therapy shortly and is now juggling four jobs involving different aspects of beauty therapy in different salons.

Lawrence Castor, one of Emma’s tutors at Morrisons, said that her performance has been exemplary, scoring on or near 100 on both her practical and theory tests before adding, “she scores over 100% on attendance because she’s here even on days when she doesn’t need to be.”

Emma says she looked at several beauty therapy programs before choosing Morrisons. Morrisons was close to home, and offered better equipment, a greater course range and dedicated passionate tutors.

“I’m so thankful for all the support and services that Morrisons has given me. I do believe you get out of something what you’re willing to put in but I never dreamed I’d be where I am today if you’d asked me before I started my Diploma studies last July,” Emma said.

Compact with Young Australians

The Victorian Government, through the ACFE Board, continued its commitment to young learners through the implementation of the Council of Australian Governments' *Compact with Young Australians* (Youth Compact).

In 2009, the ACFE Board implemented the Youth Compact by extending the government subsidised training offered to 15 to 19 year olds to those with Year 12 or an equivalent qualification. As a result, ACFE funded delivery to this cohort increased from 1.2 million student contact hours (SCH) in 2008 to 1.4 million SCHs in 2009.

In response to the global financial crisis and its impact on the Australian economy, the Victorian Training Guarantee was brought forward on 1 January 2010 to more effectively support the government's commitment to help skill young Victorians.

ACE organisations responded very effectively to the accompanying changes in administrative practice required on short notice. These new arrangements include all Registered Training Organisations (RTOs) having a separate contract to receive funding under the Victorian Training Guarantee. Funding is now paid monthly in arrears for actual student attendance.

By the middle of 2010, 106 of the 166 (63 per cent) ACE RTOs were contracted to deliver Youth Compact and Skills Deepening places under the new arrangements.

COMMUNITY COLLEGE WARRNAMBOOL

Leaving school after Year 9 would not seem like a good career move.

For James Barling, 19, however, it led him on a journey that now gives him more job opportunities than he knows what to do with.

"I never thought I would get so far when I left school so early," James said. "But I just didn't see how school was going to be any use to me."

He tried several short-term jobs, but found himself becoming more and more frustrated and dissatisfied with his career prospects.

James enrolled in a triple Certificate III training course at Community College Warrnambool in April 2009 in Aged Care, Home and Community Care and Disability Work. He said he was most interested in receiving training involving working with people with disabilities through his own experiences with a sister and her disability.

And now, the young man who not that long ago had no job prospects, has more offers than he can handle!

He's currently working almost full time as a carer for people with disabilities.

"I didn't think I was cut out for this type of work when I started, but I soon realised that this was an area where I could make a difference for others and that's turned me around," he said.

Looking ahead, James said his long-term goal is to take some courses in sports training to open a business geared towards providing sports programs to young people with disabilities.

A Stronger ACFE – Delivering Skills for Victoria

During the year the ACFE Board has focused on the roll out of *A Stronger ACFE – Delivering Skills for Victoria*, which committed the Victorian Government to four key areas of action:

1. Maximising access to quality ACE services and programs
2. Promoting the ACE sector
3. Supporting sustainable ACE organisations and a sustainable sector
4. Positioning ACE as a partner in achieving solutions to wider problems through community-based learning.

Actions 1 and 3 are delivered through ACE capacity initiatives. These initiatives are designed to position ACE organisations to operate in a demand driven market and contribute to the take up of the additional 172,000 training places for Victorians provided through *Securing Jobs for Your Future – Skills for Victoria*. Actions 2 and 4 are delivered through separate activities undertaken by the ACFE Board. The progress made during the year on these actions is detailed below.

ACE capacity initiatives

In the period to June 2010, 275 ACE organisations have taken advantage of the opportunities provided by the initiatives to increase their support to learners and strengthen their organisations. Figure 7 identifies the spread of participation to date in the initiatives across Victoria.

The ACFE Board has commissioned an evaluation of the achievements of the initiatives to date, to ensure maximum alignment with the ACE sector's needs over the coming years.

Figure 7



● Participating ACE Providers

Quality ACE delivery across Victoria

\$8.4 million, over four years, has been provided for initiatives that focus on maximising access to quality ACE services and programs. Through three initiatives the ACFE Board is supporting ACE organisations to provide quality pre-accredited training, to respond to new learner markets and to meet the needs of learners from a culturally and linguistically diverse background.

In addition, funds have been allocated to the Centre for Adult Education (CAE) to support up to 70 ACE practitioners from across the sector to gain formal qualifications in training and assessment.

Quality pre-accredited delivery

Pre-accredited training is an important pathway to accredited training for higher skills, qualifications and employment for many people. It addresses the needs of learners who find it difficult to undertake accredited programs as their first step into vocational education and training.

The ACFE Board has focused on providing ACE pre-accredited practitioners with skills, knowledge and resources to improved pre-accredited program design and delivery.

A key element of this initiative is the revised version of *A-frame: A framework for quality pre-accredited teaching and learning*, launched by the Minister for Skills and Workforce Participation in November 2009. In the period since the launch a total of 245 practitioners from 190 ACE organisations have attended 25 workshops across Victoria led by the CAE to learn how to use the revised A-frame effectively.

In March 2010, 22 quality pre-accredited delivery networks, with membership from 131 ACE organisations, commenced across Victoria. These networks provide a regionally based structure to identify, sustain and champion innovative practices in pre-accredited program design and delivery.

New learner markets – reaching hard to reach learners

While ACE is effective in engaging hard to reach learners there are still some groups that could be described as the hardest to reach who remain under-represented in the vocational education and training system. They are likely to be people who are:

- socially and economically disadvantaged
- isolated
- facing multiple barriers to accessing learning
- existing workers who are under-qualified and/or in low-paid, low-skilled employment
- marginalised from the community.

In 2009, the ACFE Board funded two projects to build the capacity of ACE organisations to respond to the learning barriers these groups experience.

The first project brought together two groups of 10 ACE organisations in Circles of Professional Research Practice to examine the learning barriers that hard-to-reach learners experience. They then applied their findings to their own situations to develop effective practices and share them with other ACE organisations.

The second project involved desktop research and a literature review of national and international research leading to the publication of the report *Hard to reach learners: What works in reaching and keeping them?* which has been distributed to all ACE organisations.

NOWEYUNG

Computers have become an integral part of everyday life. Yvonne Schoots, however, had never operated one before arriving in Australia from her native South Africa in 2000.

She knew that if she wanted to get a job, she would have to find out more about computers. She enrolled in a pre-accredited 'Introduction to Computers for Beginners' course at her local adult education centre, Noweyung Limited in Orbost.

For the next few years, Yvonne worked part time for the local telecentre and the East Gippsland TAFE as an Administration Officer while also completing a Certificate II in Information Technology.

cont'd overpage

NOWEYUNG cont'd

After taking time out to consider her future, Yvonne returned to the Orbost Telecentre as Manager for two days per week and one day per week at East Gippsland TAFE.

In 2009, Yvonne realised that even though she had gained plenty of experience, she required further education to achieve career advancement goals. She successfully completed Certificate IV in Business Administration, Certificate IV in Financial Services (Bookkeeping), Certificate IV in Training and Assessment and a Diploma of Management.

Yvonne shows just how effective pre-accredited courses are in linking learners to training and employment.

EDUCATION CENTRE GIPPSLAND

A program that started in 2007 for unemployed people has become an integral link to the community for many Indigenous residents in West Gippsland. The Brayakoloong program supported by Education Centre Gippsland (ECG) has helped Indigenous men and women of all ages gain skills, confidence and self esteem through developing their artistic talents, to the point where many are now exhibiting and selling their works.

The Brayakoloong program exemplifies the strength and flexibility of the ACE sector and was presented the 2009 ACE Award for its contributions to Indigenous education.

It brings local people together to build their knowledge of indigenous art, culture and heritage as well as helping them develop skills to go on to further education or employment.

Importantly, the art program has led to an increased uptake by the Indigenous community of other programs offered by ECG, including basic literacy, information technology, community services and VCAL.

Responding to CALD learners

The ACFE Board is committed to building the capacity of ACE in Victoria to work with culturally and linguistically diverse (CALD) learners, particularly in areas of new settlement (including small regional centres), rapid growth and those with new CALD communities.

In 2009 the ACFE Board contracted Adult Multicultural Education Services (AMES) to undertake research and extensive consultation across the ACE sector to identify opportunities and issues in responding to CALD learners including:

- engagement practices with CALD communities and individuals
- promoting ACE organisations as providers of services for CALD communities and individuals
- providing pathways for CALD learners
- deepening understanding of particular communities and their needs
- strengthening the delivery of services to CALD learners.

Forums were held in April 2010 to showcase strategies ACE organisations use to structure programs to engage with CALD learners and maximise their successes in vocational education and training. A total of 80 practitioners, from 54 ACE organisations, attended the forums.

COMMUNITY KITCHEN PARTNERSHIPS

Programs at two ACE organisations have delivered a range of exciting outcomes for learners from CALD backgrounds by connecting learning with hands-on experience.

More than 20 women from CALD backgrounds living in the public housing estates in Richmond and Collingwood have cooked up a storm over the year earning hospitality qualifications as part of Carringbush Adult Education's English language and literacy classes at the Belgium Avenue Neighbourhood House. Learners have provided event catering while gaining formal qualifications and improving their English language skills.

The Cultural Catering program at Carringbush Adult Education is a good example of how embedding literacy into other learning can support learners to achieve, foster confidence and increase community involvement.

It's also resulted in the formation of the Multicultural Catering Group, a not-for-profit community enterprise in partnership with local businesses, the City of Yarra and the Victorian Government.

The response has been equally exciting with Werribee Community and Education Centre's community kitchen program. This program began in 2008 as a Community Learning Partnership with 10 learners, many of whom had come from Burma or Sudan as refugees or on humanitarian visas, and now boasts more than 30 learners.

The program introduces very basic language and Australian cultural activities, but has also grown into a successful food and catering business that now offers learners employment and the confidence to pursue other training and educational opportunities.

"The program's success has exceeded everybody's expectations, including the women themselves," said Jennie Barrera, Centre Manager at the Werribee Community and Education Centre.

"In fact, the business is now expanding to provide a takeaway service to keep up with demand from many of our 'regulars,'" she said.

Sustainable ACE organisations

\$6.4 million, over four years, has been provided to support ACE organisations to be sustainable in a contestable training environment. The focus is on supporting them to develop their business and market capabilities and to improve back-of-house operations.

ACE business capacity program

Over 90 ACE organisations have participated in a three-workshop series as part of the ACE business capacity and knowledge program. These workshops develop knowledge and skills in business processes related to workforce, finance, and resource and infrastructure management.

ACE business survey

In 2009, 176 ACE organisations (over 50 per cent of the ACE sector) voluntarily responded to the annual ACE Business Survey, an increase of 16 per cent from the previous year. The resulting data was compiled into the report *The changing face of community business 2009*, which was launched by Jennifer Huppert MLC on behalf of the Minister for Skills and Workforce Participation in April 2010.

The report indicates that ACE organisations are well aware of the challenges they face. They can also see how they can benefit and grow in the environment created by the skills reform initiatives.

Business skills and qualifications for ACE organisations

A survey was conducted to determine the current level of business skills and qualifications held by people working in the ACE sector. Responses to this survey then informed the development of a business skills acquisition strategy. This strategy will support ACE organisations and practitioners build and deepen their skills and qualifications to strengthen organisational business and training capacity.

In June 2010, the small business mentoring program run by Small Business Victoria was commissioned to provide mentoring support to up to 175 ACE organisations to position them as sustainable businesses in a competitive training market.

Flexible business development

Sixty ACE organisations participated in professional development workshops to support them to improve their capacity to meet the challenges of a contestable funding environment and continue to contribute to the development of skills for Victorians. The workshops focused on strategic positioning, business development and marketing, and financial planning and management.

ACE BUSINESS CAPACITY AND KNOWLEDGE PROGRAM

Participants in the ACE business capacity and knowledge program were provided with opportunities to build the capacity and sustainability of their organisation in a changing environment. Participants identified many benefits from attending the program.

- Attendees from North Melbourne Language and Learning said it was great to step outside the workplace and brainstorm risks and opportunities. One item that's emerged is the need to offer more pre-accredited programs to attract hard to reach learners.
- Phillip Island Community and Learning Centre attendees said they are now seeking ways to reach new learner markets that align with their areas of organisational expertise. They are also reviewing their fee structure.
- Attendees from Werribee Community Centre wish to attract people from the wider community. As a result of their participation this group said they would implement several new tactics, including engaging a marketing consultant to build on the work already under way using a Flexible Business Development Grant.

"Sometimes it's good to get away from the workplace and share experiences with people facing similar challenges. Many of our providers have gained a great deal of insight on how they can improve their services and reach more people," said Anne Burgoyne, ACFE Regional Manager, Eastern Metropolitan.

In 2009-10, ten ACE organisations received a total of \$160,105 in grants as part of the Flexible Business Development initiative to undertake projects to:

- improve internal processes and structures to increase operational efficiency and effectiveness
- identify strategies to address the unique challenges associated with operating in non-metropolitan locations
- support 'new thinking' or innovation to extend already successful business practices.

Shared services

In August 2009 the Minister for Skills and Workforce Participation launched the first shared services projects. A second round of projects commenced in February 2010. In total, seven projects involving 56 ACE organisations were funded.

These projects focus on improving the back-of-house efficiency of ACE organisations with limited staff numbers and skill sets. They aim to improve business viability through greater efficiency gained by sharing functions such as workforce recruitment and student data collection.

Microsoft agreement

In January 2010, the ACFE Board entered into a new software licensing agreement with Microsoft covering the calendar years 2010 - 2012. The Agreement provides ACE organisations with access to the latest Microsoft software at a significantly reduced cost.

The agreement represents value in excess of \$500,000 per annum over the term of the agreement as tangible support to the business systems, educational programs and service delivery for ACE organisations.

Currently there are 294 ACE organisations registered with the agreement. In July 2009, 98 per cent of registered organisations completed the ACFE Board Microsoft agreement census, a key component of maintaining access to the Microsoft agreement.

MCIVOR NEIGHBOURHOOD HOUSE

Traffic is humming in Heathcote, a small rural farming community about 110 kilometres north of Melbourne in Central Victoria, but not along its conventional roadways.

It's the hum of computer networks delivering a range of online courses to many residents, a large proportion of whom live in remote locations.

"I would not have imagined the response to e-learning and computers when we started in 2008," said Clare DeKok, Co-ordinator of Mclvor Neighbourhood House in Heathcote.

"We had 54 students enrolled in online courses ranging from Introduction to Tractors and Safe Chemical Usage to Food and Safety, Hygiene, even one in Alpaca Dentistry."

"Online learning provides flexibility and really makes an impact. Just ask the eight people who did the fencing course, which included online and practical components, and are now working full-time repairing the thousands of kilometres of fencing that were destroyed in the 2009 bushfires," Clare said.

"And, online learning fosters greater social engagement. The computer network allows learners, many of whom study from home, to keep in touch with tutors and other students.

We never imagined how important e-learning would be in encouraging social interaction, particularly when so many people live so far out of town," Clare said.

Promoting the ACE sector

Positioning and awareness strategy

A Stronger ACFE – Delivering Skills for Victoria commits \$500,000, over three years, to develop the ACFE Board Positioning and Awareness Strategy. The strategy's aim is to ensure ACE is highly visible among individuals, businesses and communities seeking skills solutions.

In December 2009, research and analysis was undertaken to create a baseline understanding of Victorians' knowledge and understanding of the ACE sector and ACFE, from which a communication strategy can be developed for the ACFE Board. An audit of current communication material used by the ACFE Board and ACE organisations was also undertaken. This work was completed in March 2010. Development of a campaign strategy and tactics has commenced, informed by the research and audit.

2009 Victorian Adult Community Education Awards

Winners of the 2009 Victorian Adult Community Education (ACE) Awards were announced at a presentation luncheon on 19 August 2009. The luncheon was attended by more than 130 people, including the then Minister for Skills and Workforce Participation, Jacinta Allan, MP. The awards recognise outstanding achievement by individuals and organisations in a number of categories. In 2009, prize money totalling \$43,000 was awarded.

Winners of the 2009 ACE Awards were:

Outstanding ACE learner

Diem Nguyen (Sussex Neighbourhood House)

Outstanding ACE practitioner

George Katsikas (Living & Learning Nillumbik)

Innovation in ACE learning

Beechworth Neighbourhood Centre

Outstanding pre-accredited program design and delivery

Eastwork Employment Inc

Outstanding Koorie achievement in ACE

Education Centre Gippsland

Outstanding ACE organisation

Sandybeach Centre

Showcasing ACE

During the year the ACFE Board has promoted ACE through its contributions to the marketing and communication activities being rolled out as part of *Securing Jobs for Your Future –Skills for Victoria*. ACE learners and organisations have been profiled in print media at state and local level through the *Skills for Life* campaign.

In September 2009, the ACFE Board contributed to the Victorian Government Expo held at the 2009 Royal Melbourne Show. Visitors to the expo participated in a panel discussion, which focused on showcasing the various experiences individuals have had with ACE.

BEECHWORTH NEIGHBOURHOOD CENTRE

Beechworth Neighbourhood Centre won a prestigious 2009 Victorian Adult Community Education (ACE) Award for Innovation by harnessing education to unlock the potential of minimum security prisoners to volunteer in the wider community.

The program, which is built on a partnership between the Neighbourhood Centre, the Beechworth Correctional Centre and The Centre for Continuing Education at Wangaratta, delivers a Certificate III in Active Volunteering.

This program helps minimum security prisoners' transition to employment or further education by giving them volunteering and training opportunities in the community. It also helps break down the barriers to social inclusion which exist for many people, including those serving prison sentences.

Strategic alliances and partnerships

Community learning partnerships

The ACFE Board is positioning the ACE sector to more effectively partner with other interests to address specific local skills challenges. The Community Learning Partnership (CLP) program supports ACE organisations in these partnering efforts.

Through CLPs, ACE provides a connection to foster the development of skills and training between community (individuals, business and industry) and government. This aligns with the Government's commitment to supporting communities to take the initiative to address local issues.

In October 2009, \$906,600 was allocated to 21 partnerships across Victoria. While each of the 21 partnerships had a unique set of partners, the most frequently represented included:

- local industry and business
- local government
- community-based agencies such as community health and youth services
- other education providers such as TAFE institutions
- community organisations including ethnic community groups and disability services.

Partner organisations contributed a total of \$1,251,977 to the 21 projects (cash and in-kind). This took the total value of all projects to more than \$2.1 million.

Crucial to the success of the CLPs, is the use of the ACFE Board's *Measuring Impact* project evaluation and monitoring toolkit. All projects receive training and ongoing support to apply *Measuring Impact* to identify the impact of their activities on communities and learners. 2009 CLP project leaders were also provided with the opportunity to attend a two day training course in project management.

SANDYBEACH CENTRE

Mention of Melbourne's inner bayside suburbs often conjures up images of Port Phillip Bay, kilometres of sandy beaches and outdoor cafes and restaurants.

Another part of this picture is the 2,000 or so residents living in public housing who are among the most disadvantaged people in Victoria and often poorly connected to the services and opportunities in their local area.

In order to address this situation, Sandybeach Centre, in conjunction with Hampton Community Centre, Bayside City Council and Family Life, established a Community Learning Partnership (CLP).

"We found that many residents in these estates experience a lack of confidence, social isolation, depression and even mental illness which greatly inhibits their capacity to participate in society – let alone in education," Judy Bissland, the project manager said.

To help break through these barriers, three key strategies were employed: establishing a visible presence on the estates by conducting 'taster' and information sessions; distributing flyers about the local ACE organisations; and setting up a community kitchen.

The response to these strategies has been positive with enrolments in various offerings at the Sandybeach Centre by public estate residents going from zero in 2007 to 16 in 2008 before more than trebling to 53 in 2009.

The results for these learners have been extremely positive. All are reporting vastly improved skills in English, computers and accounting as well as increased confidence and feeling of belonging that's encouraging many to take their studies further.

"Our aim now is to support participants in finding pathways to further education and employment," Judy said.

She added that the program had also created sustainability through collaboration not only with the CLP's foundation partners, but through links with the Sandringham Lions, the Office of Housing, BayCiSS and Cultivating Communities.

Improved regulatory arrangements for ACE organisations

The ACFE Board has worked with Victorian Registration and Qualifications Authority (VRQA), Victoria's education and training regulator, as part of the commitment made in *A Stronger ACFE – Delivering Skills for Victoria*, to improve regulatory arrangements for ACE organisations. Through this partnership an integrated and cooperative approach to regulation and quality assurance of registered ACE organisations is being developed.

During 2010, the ACFE Board and VRQA co-sponsored eight forums for approximately 170 ACE organisations on the requirements for re-registration as Registered Training Organisations.

ACFE Board alliances across the Victorian Government

In recognition of the wider economic and social benefits that accrue from ACE's delivery of learning and education, *A Stronger ACFE – Delivering Skills for Victoria* flagged that the ACFE Board would forge a number of new partnerships across government. These partnerships would identify opportunities for the ACE sector to deliver on broad government agendas as well as position ACE organisations as leading learning resources in the community.

Work is proceeding on an alliance with the Department of Education and Early Childhood Development (DEECD) and Victorian Institute of Teaching (VIT) that aims to improve teacher education opportunities by offering placements in ACE organisations. During 2009-10, ACE organisations were also active in inputting to the development by government of new strategies to improve youth pathways.

The ACFE Board is working to further strengthen the sector's capabilities to deliver to people of culturally and linguistically diverse (CALD) backgrounds by partnering with the Victorian Multicultural Commission. Through this partnership a Regional Interpreter Skills Training course was piloted, which focused on building the number of interpreters available to regional communities.

DIVERSITAT

As one of Geelong's leading Registered Training Organisations, Diversitat has for many years offered a diverse range of programs and courses to both ethnic and broader communities in the region. More recently, the focus has been on building sustainable and innovative partnerships with local businesses to deliver high-quality, pre-accredited and accredited, employment-related training programs.

A great example of this focus is their work with Golden Farms (formerly Bartter Steggles Enterprises), a leading food processor with operations in Geelong.

"We provided the company with conventional job placement services for many years," said Judy Jamieson, Training Manager for Diversitat. "This service worked very well, and the company approached us and asked us to tender for providing in-house staff training programs."

Diversitat was awarded the contract and has provided more than 2,000 Golden Farms employees with training in Certificate II and III in Food Processing. The success of this program has led to Diversitat being selected as the food company's national provider of training and it now delivers training to staff in most states in Australia.

"Our close working relationship is built on trust and on our willingness to work with the customer to ensure we cater to their training needs which vary quite widely from site to site," she said.

Judy Jamieson believes that ACFE's continued support provides the community and industry with quality outcomes. "We could never achieve the results we have without the high level of investment and commitment that we've received from ACFE."

“

Our close working relationship is built on trust and on our willingness to work with the customer to ensure we cater to their training needs which vary quite widely from site to site.

”

DIVERSITAT

Adult, Community and Further Education Board

The Adult, Community and Further Education (ACFE) Board's role in improving the planning and governance of adult, community and further education strengthens the capacity of the sector to provide adult learning in community settings.

Establishment

The ACFE Board is a statutory authority established under the *Education and Training Reform Act 2006*. It supports the development of adult, community and further education in Victoria. The ACFE Board fosters collaborative planning in the Adult Community Education (ACE) sector to ensure that the learning needs of adults are identified and met.

Roles

The ACFE Board's role is to plan and promote adult learning, allocate resources, develop policies, and advise the Minister for Skills and Workforce Participation on matters related to ACFE.

ACFE programs support a wide range of learners to return to study, improve their literacy and numeracy skills, gain a qualification, broaden their employment options and learn new skills.

Through the ACFE Board, the Victorian Government provides funding to approximately 340 ACE organisations and two Adult Education Institutions (AEIs) for delivery of education and training programs to people over school-leaving age. The Centre for Adult Education (CAE) and Adult Multicultural Education Services (AMES) are the two AEIs.

The ACFE Board works jointly with the Victorian Skills Commission to plan for the overall direction and delivery of further education in Victoria.

The Chairperson of the ACFE Board is also a member of the Victorian Skills Commission.

ACFE Board and committee meetings

The ACFE Board met six times during the financial year 2009-10. In addition it held a planning workshop which established the key directions for the next 12 months.

The Acting Chairperson and Chairperson of the ACFE Board gave presentations and participated in a number of events organised by Regional Councils of ACFE, ACE organisations, the AEIs and other key stakeholders.

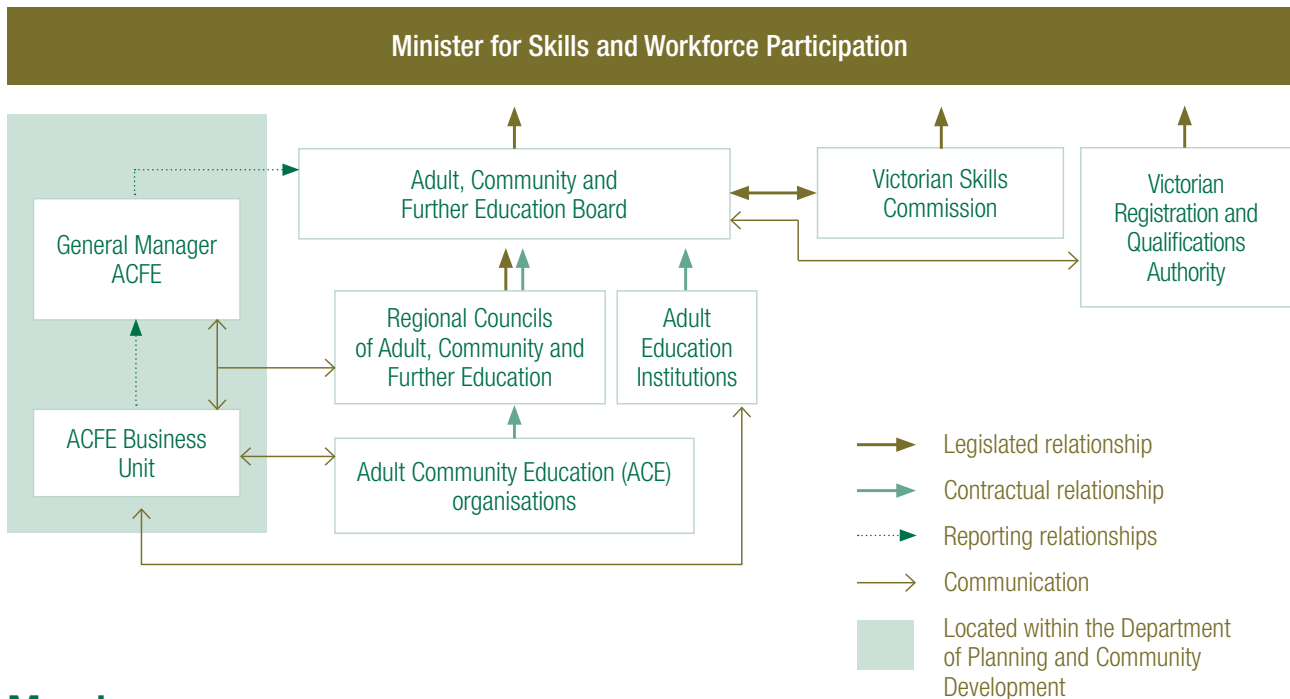
In accordance with legislative requirements, the ACFE Board operates an Audit and Risk Committee. In 2009-10 the members of this committee were:

- Jonathan Thomas, a partner at Moore Stephens HF (*Chairperson*)
- Adrian Nye (*to November 2009*)
- Rowena Allen (*from November 2009*)
- Kylie Whittard
- Virginia Fenelon
- Annelies Kamp (*to May 2010*)

Governance arrangements

Figure 8 describes the governance relationships and accountabilities of the ACFE Board.

Figure 8



Members

The ACFE Board has 12 members, including a Chairperson and Deputy Chairperson. Members of the Board are appointed by the Governor-in-Council on the recommendation of the Minister for Skills and Workforce Participation. The composition of the ACFE Board reflects the breadth and diversity of adult education in the community and its links with government, industry and community sector activity.

ACFE Board members as at 30 June 2010

As a result of resignations, there were five vacancies on the ACFE Board at 30 June 2010. In May 2010, the Governor-in-Council appointed seven new members and a Deputy Chairperson to begin terms of appointment on 1 July 2010. These new members will ensure that the Board has the breadth of skills, expertise and experience to undertake its roles effectively.

During the financial year the following members completed their term on the ACFE Board:

- Annelies Kamp (to May 2010)
- Adrian Nye (to May 2010)
- Bernadette O'Connor (to May 2010)
- Elias Tsigaras (to May 2010)

Table 8

Board Member	Meeting Attendance
Rowena Allen	4/4
Robert Britten	4/6
Virginia Fenelon	5/6
Bill Forrest	3/6
Annelies Kamp	3/5
Adrian Nye	3/5
Bernadette O'Connor	4/5
Laurel Sutton	3/6
Elias Tsigaras	0/5
Kylie Whittard	3/6
Mez Woodward	6/6



Chairperson
Ms Rowena Allen

Ms Allen is the CEO of UnitingCare - Cutting Edge (UCCE), a Uniting Church welfare agency she established eleven years ago in the Goulburn Valley. Rowena has a passion for

social justice and social inclusion, which is reflected in UCCE's work over three regional locations with disengaged young people, sole parents, the long term unemployed, families of young people with disabilities, Indigenous groups and refugees. Rowena has held positions in the area of community development and direct youth services with rural and metropolitan local governments. Prior to her appointment to the ACFE Board, Rowena had been Acting Chairperson of the Victorian Skills Commission for 15 months.



Mr Robert Britten

Mr Britten is a self-employed consultant and program manager. He has most recently worked with the Victorian Aboriginal Health Service (VAHS). He has had significant involvement in Indigenous

employment and education, and in strategic planning and management activities.



Ms Virginia Fenelon

Ms Fenelon is a self-employed education and training consultant. She has had extensive senior management experience in education through several roles at the School of Mines Industries, Ballarat (TAFE)

and the University of Ballarat. Virginia has held a variety of other teaching and leadership positions in both the secondary school and TAFE sectors. She was previously a member of the Grampians Regional Council of ACFE and has had an active role in many regional education boards and committees.

Ms Fenelon's term of appointment concluded on 30 June 2010.



Mr Bill Forrest

Mr Forrest is currently the Chief Executive Officer of ICLEI Oceania. His previous roles included Chief Executive Officer of Nillumbik Shire Council. He has extensive experience in local government

policy development, the operation of labour market programs, local community grants programs, and support for Neighbourhood Houses.

Mr Forrest's term of appointment as a member concluded on 30 June 2010. He took up the position of Deputy Chairperson on 1 July 2010.



Ms Laurel Sutton

Ms Sutton is a management consultant and facilitator who specialises in complex facilitation, workplace coaching and organisational change and development. She previously worked

as a clinician and manager in the mental health field and later for Victoria Police as a project manager responsible for knowledge sharing and continuous improvement projects. Laurel also has experience as a program manager of community based programs which aimed to engage young people at risk at school and in their communities.



Ms Kylie Whittard

Ms Whittard is a management consultant in the education and non-profit sectors. She provides strategic, stakeholder management and brand advice to a range of organisations. Her

previous roles have included Director, Marketing and Business Development at Zoos Victoria and General Manager of Marketing at Melbourne Business School at the University of Melbourne. Kylie has extensive experience as a strategic management consultant, advising corporations, government and education institutions on strategic planning, marketing and brand management. She is currently on the Board of the Victorian Art Deco Society.

Ms Whittard was reappointed to the ACFE Board in July 2009.



Ms Mez Woodward

Ms Woodward is the Managing Director of the Futures Factory, a Castlemaine-based business with a core theme of creating sustainable futures for businesses, communities and

individuals. She has extensive experience in human resource practice and is involved in regional and community initiatives focused on the needs of young people and newly arrived migrants and refugees.

Ms Woodward's term of appointment concluded on 30 June 2010.



Ms Sian Lewis

Ms Lewis was appointed as General Manager, ACFE in 2010 and she attends ACFE Board meetings in this capacity. She has extensive experience in education and training.

The last fifteen years have seen her in key advisory roles to Government.

ACFE Business Unit

The work of the ACFE Board is supported by the ACFE central office and eight regional offices. These offices support the planning, policy and resource allocation roles of the ACFE Board. They also support the operations of the eight ACFE Regional Councils and ACE organisations in meeting the Government's goals and targets for adult learning and community building. ACFE staff are part of the Department of Planning and Community Development (DPCD).

Senior ACFE staff

General Manager (to January 2010): **Sandy Forbes**

General Manager (from February 2010): **Sian Lewis**

Board Support and Policy

Manager: **Jane Dewildt**

Learner Outcomes

Manager: **Verna Kearney**

Program and Resource Management

Manager: **Kerrie McEvoy**

Barwon South Western Region

Regional Manager: **Georgina Ryder**

Eastern Metropolitan Region

Regional Manager: **Anne Burgoyne**

Gippsland Region

Regional Manager: **Walter Aich**

Grampians Region

Regional Manager: **Ruth Barnes**

Hume Region

Regional Manager: **Ross Tinkler**

Loddon Mallee Region

Regional Manager (to December 2009): **Erica Rosat**

Acting Regional Manager (from December 2009 to February 2010): **Ross Tinkler**

Regional Manager (from February 2010):

Kaye Callaghan

North Western Metropolitan Region

Regional Manager: **Julie Hebert**

Southern Metropolitan Region

Regional Manager: **Robyn Downie**

Workforce data

DPCD manages matters relating to staffing, workforce data, the application of merit and equity principles and occupational health and safety (see the DPCD Annual Report 2009-10).

Environmental impacts

Throughout the year, ACFE offices complied with the office based environmental performance improvement initiatives and requirements of DPCD (see the DPCD Annual Report 2009-10).

ACFE Board performance agreements

The Victorian Government, through the ACFE Board, supported the education and training of approximately 47,000 learners in 2009. This delivery was provided through performance agreements with Regional Councils of ACFE, the CAE and AMES and totalled 6.99 million student contact hours of vocational education and training.

Through their performance agreements with the Board, Regional Councils of ACFE contracted with ACE organisations to provide 5,927,951 student contact hours of government funded vocational education and training in 2009.

Through their performance agreements the CAE delivered 881,770 student contact hours and AMES delivered 180,532 student contact hours on behalf of the ACFE Board. Both AEIs targeted key learner groups as part of their performance agreement with the ACFE Board.

Audits

ACFE Board audits

The ACFE Board undertook the following audits during the year.

- An *invalid enrolment* audit was undertaken of selected ACE organisations to determine their compliance with data reporting requirements. The audit also measured the effectiveness of ACE organisations' administrative and records management procedures in assuring the integrity, accuracy and currency of student records.
- A *fee concession audit* was undertaken in 2009 of selected ACE organisations who had received reimbursement for fee concessions granted to learners in 2008. The audit determined compliance with the Ministerial Directions for Fees and Charges applicable at that time.

- An audit of *Kerang Learning Centre* was undertaken with the full co-operation of the Centre's staff and Committee of Management to provide information on which planning for future activity could proceed.

Departmental audit program

The ACFE Board is included in relevant internal audits undertaken by the Department of Planning and Community Development as part of the Strategic Internal Audit Plan 2007 – 2010. The ACFE Board also provides its internal audit plan for consideration of and inclusion in the wider Departmental Plan.

During the year, an internal audit of the Resource Allocation System (a tool used to process grant payments) used by ACFE was undertaken in consultation with the Department.

Administration of funds

State and Commonwealth appropriated funding

State appropriated funding

State recurrent funds for Delivery Support, Accredited Delivery, Pre-Accredited Delivery, Community Learning Partnerships, Fee Concessions, ACE Capacity Initiatives and program support were allocated through the ACFE Board to ACE organisations and the AEIs.

Victorian Skills Commission

The ACFE Board and the Victorian Skills Commission (VSC) entered into a Memorandum of Understanding (MOU). The MOU allocates a proportion of the funds appropriated to Skills Victoria, Department of Innovation, Industry and Regional Development (DIIRD) to the ACFE Board.

VSC State appropriated funding

These funds support the Youth Pathways Program (YPP), VCE in ACE, and Guaranteed Place in TAFE for Young People pilot programs (Youth Guarantee) delivered by ACE organisations and the AEIs.

VSC Commonwealth appropriated funding

These funds support program delivery and equipment purchases by ACE organisations and the AEIs.

Other grant funding distributed to the ACE sector

Other State Government departments allocated the ACFE Board funding for non-recurrent initiatives. These included:

- *LearnScope* (Skills Victoria, DIIRD)
- Victorian Certificate of Applied Learning (Department of Education and Early Childhood Development)

ACFE Board managed properties

The ACFE Board has responsibility for managing nine properties owned by the Victorian Government that are leased to ACE organisations and to the CAE. The properties are made available to these organisations for community based education and training programs under lease agreements with the Minister for Skills and Workforce Participation.

The properties are located in Ballarat, Castlemaine, Creswick, Diamond Valley, Melbourne (CBD), Orbost, Wangaratta, Warrnambool and Wodonga.

These properties were last valued at approximately \$22.3 million in June 2008.

In 2009-10 the ACFE Board received an allocation of \$1 million, over four years, for the maintenance and repair of these properties. As a result, leasing organisations have managed projects that address urgent repairs and the maintenance of properties. They will undertake condition audits and develop maintenance plans for 2010-11.

ACFE Board managed curriculum

The ACFE Board maintains a streamlined framework of accredited education to promote pathways and options for the full range of potential learners, with a clear focus on learner outcomes. Victoria University, as the General Studies and Further Education Curriculum Maintenance Manager, advises the ACFE Board on accredited education matters related to the adult education curriculum.

Regional Councils of Adult, Community and Further Education

Regional Councils of ACFE provide expertise and local knowledge about adult education needs, advise the ACFE Board on regional priorities and implement plans and policies that promote and support adult education provision.

Regional Councils of ACFE are responsible for recommending the funding allocations to ACE organisations in their regions, in line with the priorities and guidelines established by the ACFE Board.

Composition

Each Regional Council has nine voluntary members who are appointed by the Minister for Skills and Workforce Participation. Two additional members may be co-opted. Together the members:

- represent the interests and views of users and providers of adult education in the region, including the interests of TAFE Institutes
- reflect the diversity of the community in the region.

At least half the members also have substantial knowledge of, or experience in, the provision of adult, community and further education. Significant expertise, time and effort are contributed by the members of the Regional Councils.

Members of regional councils

Barwon South Western region

Beverley Brown
Christine Denmead
Judy Jamieson (*from December 2009*)
Bruce Jeans
Julie Neeson
Jill Parker (Chairperson)
Kwong Wong (*Deputy Chairperson, re-appointed December 2009*)
Maria Zaluski (*from December 2009*)

Loddon Mallee region

Derek Bowman
Lynette Breen
Grant Dreher (*resigned June 2010*)
Frances Ford
Max Gaynor
Ian Hardie (Chairperson)
Lindsay Short
Glenn Sutherland
Patricia Walsh (*Deputy Chairperson*)

Gippsland region

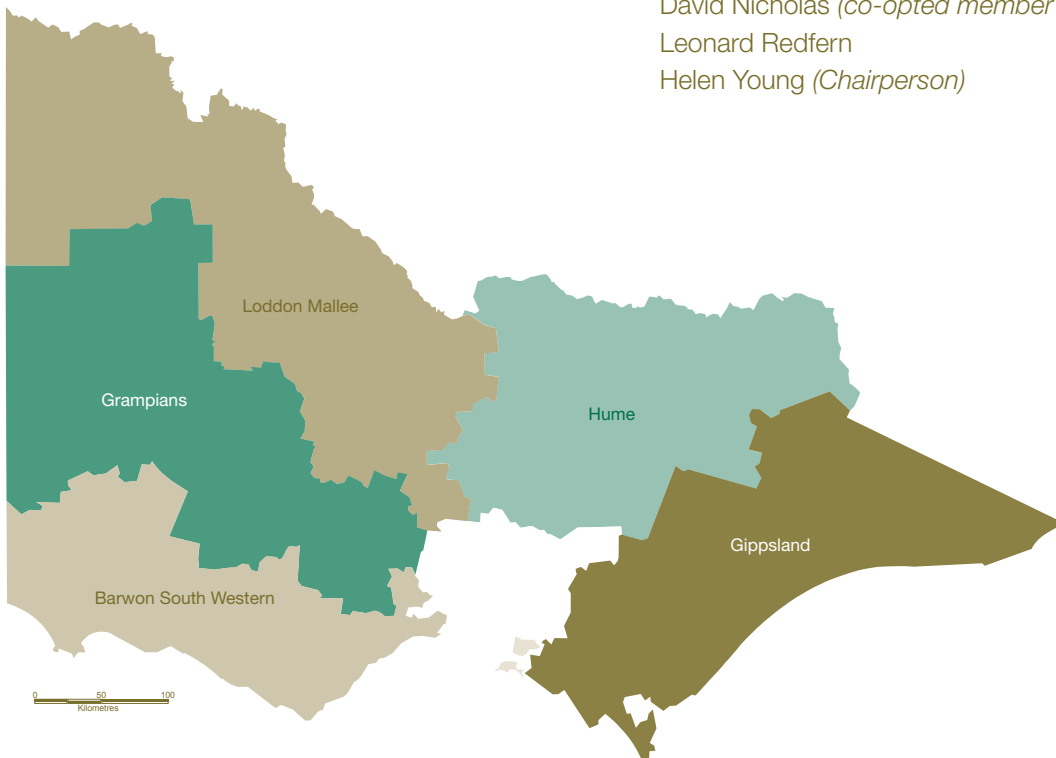
Deborah Brown (*Chairperson*)
Karen Fleischer (*Deputy Chairperson*)
Cheryl Glowrey
Christine Maxfield
Glenda McPhee (*from December 2009*)
Greg Twite
Peter Whitley
Elizabeth Wright

Grampians region

Jennifer Dalton
Wendy Draayers (*co-opted member from October 2009*)
Barry Golding
Angela Hunt
Dorothy Lucardie (*Chairperson*)
Marion Matthews (*resigned November 2009*)
Dorothy McLaren (*resigned February 2010*)
Karen Monument (*co-opted member to December 2009, member from December 2009*)
Keith Peters (*Deputy Chairperson*)
Jeff Rigby

Hume region

Margaret Craik
Nigel Divito (*Deputy Chairperson*)
Herma Duthie
Robyn Machin
Karen Marsh (*from December 2009*)
David Nicholas (*co-opted member to June 2010*)
Leonard Redfern
Helen Young (*Chairperson*)



Eastern Metropolitan region

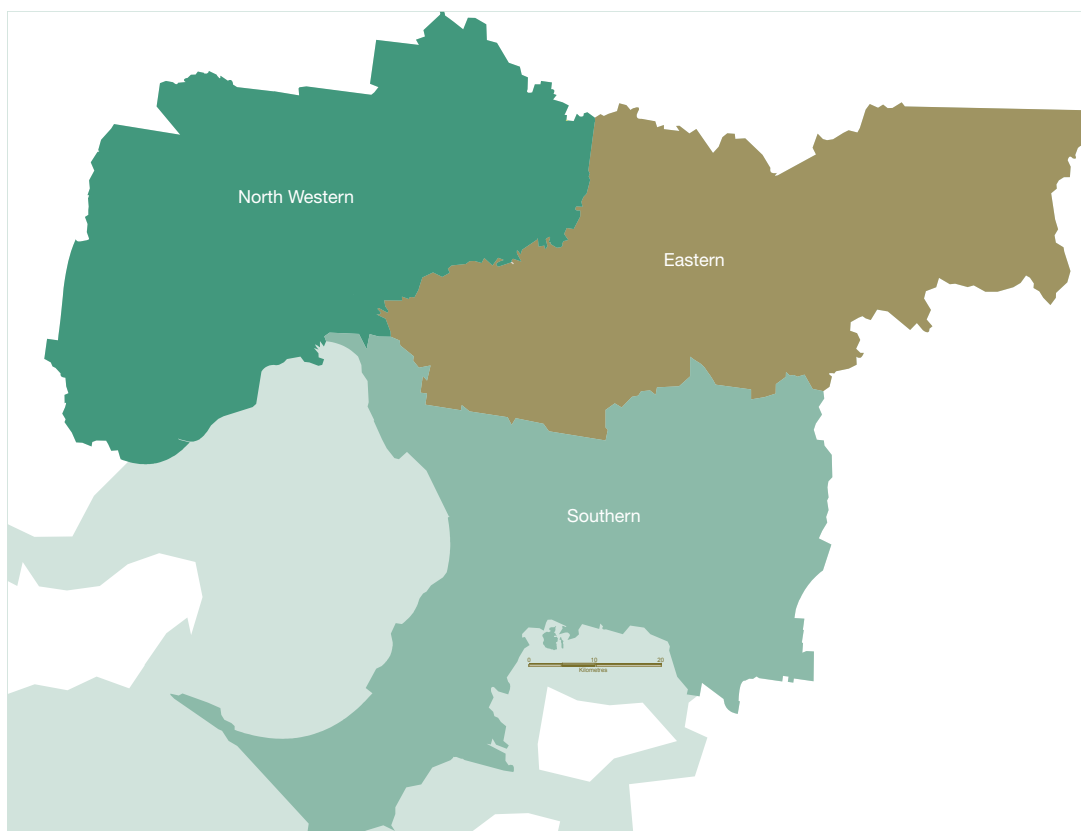
Helen Croxford
Dennis Denman (*Chairperson and member to July 2009, co-opted member from July 2009*)
Helen Falconer
Judy Flanagan
Gavin Melles (*resigned October 2009*)
Penny Morison (*Deputy Chairperson to July 2009, Chairperson from July 2009*)
Michaela-Dana Pelevaniuc
Kalifroni Taifalos (*from December 2009*)
Philip Warner
Helen Worladge (*from December 2009*)

Southern Metropolitan region

Jan Berrigan
Diane Casbolt
David Greenwood
Leanne Malcolm (*Chairperson*)
Ann Mayer
Debra Pinkerton (*from December 2009*)
Angela Stathopoulos (*re-appointed December 2009*)
Jenny Wajsenberg (*from December 2009*)
Joanne Wilkinson (*Deputy Chairperson*)

North Western Metropolitan region

Gerard Grant
Geoffrey Hanlon
Madeleine Laming
Marilla Mason
Carmel McCarthy
Judy McGannon (*Deputy Chairperson*)
Jason Parker
Dianne Parslow (*Chairperson*)
Susan Young



Financial report

For the year ended 30 June 2010

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This financial report covers the Adult, Community and Further Education Board as an individual entity

VAGO

Victorian Auditor-General's Office

INDEPENDENT AUDITOR'S REPORT

To the Board Members, Adult Community and Further Education Board

The Financial Report

The accompanying financial report for the year ended 30 June 2010 of the Adult Community and Further Education Board which comprises the comprehensive operating statement, balance sheet, statement of changes in equity, cash flow statement, a summary of significant accounting policies and other explanatory notes to and forming part of the financial report, and the accountable officer's and chief financial officer's and accounting officer's has been audited.

The Board Members Responsibility for the Financial Report

The Board Members of the Adult Community and Further Education Board are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the financial reporting requirements of the *Financial Management Act 1994*. This responsibility includes:

- establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error
- selecting and applying appropriate accounting policies
- making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

As required by the *Audit Act 1994*, my responsibility is to express an opinion on the financial report based on the audit, which has been conducted in accordance with Australian Auditing Standards. These Standards require compliance with relevant ethical requirements relating to audit engagements and that the audit be planned and performed to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The audit procedures selected depend on judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, consideration is given to the internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of the accounting policies used, and the reasonableness of accounting estimates made by the Board, as well as evaluating the overall presentation of the financial report.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Matters Relating to the Electronic Presentation of the Audited Financial Report

This auditor's report relates to the financial report published in both the annual report and on the website of the Adult Community and Further Education Board for the year ended 30 June 2010. The Board Members of the Adult Community and Further Education Board are responsible for the integrity of the web site. I have not been engaged to report on the integrity of the web site. The auditor's report refers only to the statements named above. An opinion is not provided on any other information which may have been hyperlinked to or from these statements. If users of this report are concerned with the inherent risks arising from electronic data communications, they are advised to refer to the hard copy of the audited financial report to confirm the information included in the audited financial report presented on the Adult Community and Further Education Board web site.

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Level 24, 35 Collins Street, Melbourne Vic. 3000

Telephone 61 3 8601 7000 Facsimile 61 3 8601 7010 Email comments@audit.vic.gov.au Website www.audit.vic.gov.au

Auditing in the Public Interest

VAGO

Victorian Auditor-General's Office

Independent Auditor's Report (continued)

Independence

The Auditor-General's independence is established by the *Constitution Act 1975*. The Auditor-General is not subject to direction by any person about the way in which his powers and responsibilities are to be exercised. In conducting the audit, the Auditor-General, his staff and delegates complied with all applicable independence requirements of the Australian accounting profession.

Auditor's Opinion

In my opinion, the financial report presents fairly, in all material respects, the financial position of the Adult Community and Further Education Board as at 30 June 2010 and its financial performance and cash flows for the year then ended in accordance with applicable Australian Accounting Standards (including the Australian Accounting Interpretations), and the financial reporting requirements of the *Financial Management Act 1994*.

MELBOURNE
17 August 2010


D D R Pearson
Auditor-General

2

Level 24, 35 Collins Street, Melbourne Vic. 3000
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Auditing in the Public Interest



Adult, Community and
Further Education

Accountable Officers' Declaration

We certify that the attached Financial Statements for the Adult, Community and Further Education Board have been prepared in accordance with Standing Direction 4.2 of the Financial Management Act 1994, applicable Financial Reporting Directions, Australian Accounting Standards and other mandatory professional reporting requirements.

We further state that, in our opinion, the information set out in the comprehensive operating statement, balance sheet, statement of changes in equity, cash flow statement and notes forming part of the financial statements, presents fairly the financial transactions during the year ended 30 June 2010 and financial position of the Adult, Community and Further Education Board at 30 June 2010.

We are not aware of any circumstance which would render any particulars included in the financial statements to be misleading or inaccurate.

We authorize the attached financial statements for issue on 12 August 2010.

Ms Sian Lewis
Accountable Officer
Adult, Community and Further Education Board

Date: 12 / 8 / 2010

Ms Rowena Allen
Chair Person
Adult, Community and Further Education Board

Date: 12 / 8 / 2010

Adult, Community and Further Education Board

Level 10, 1 Spring Street, Melbourne Victoria 3000 GPO Box 2392, Melbourne Victoria 3001
Telephone: (03) 9208 3733 Facsimile: (03) 9208 3147 Email: acfe@dpced.vic.gov.au Website: www.acfe.vic.gov.au

Comprehensive Operating Statement

for the financial year ended 30 June 2010

	Notes	2010 \$'000	2009 \$'000
Continuing Operations			
Income from transactions			
Grants and other income transfers	2	57,961	53,946
Other current income	2	-	195
Total income from transactions		57,961	54,141
Expenses from transactions			
Depreciation and amortisation	3	(326)	(252)
Grants and other expense transfers	3	(58,557)	(53,099)
Total expenses from transactions		(58,883)	(53,351)
Net result from transactions (net operating balance)		(922)	790
Comprehensive result – total change in net worth		(922)	790

The Comprehensive Operating Statement should be read in conjunction with the accompanying notes.

Balance Sheet

as at 30 June 2010

	Notes	2010 \$'000	2009 \$'000
Assets			
Financial Assets			
Cash and deposits	9(a)	7,302	5,640
Receivables	4	5,720	1,878
Total financial assets		13,022	7,518
Non-Financial assets			
Property, plant and equipment	5	18,914	19,240
Total non-financial assets		18,914	19,240
Total assets		31,936	26,758
Liabilities			
Payables	6	10,168	4,068
Total liabilities		10,168	4,068
Net assets		21,768	22,690
Equity			
Accumulated surplus / (deficit)		6,228	7,150
Physical asset revaluation surplus	10	13,975	13,975
Contributed capital		1,565	1,565
Net Worth		21,768	22,690

The Balance Sheet should be read in conjunction with the accompanying notes.

Statement of Changes in Equity

for the financial year ended 30 June 2010

2010	Notes	Changes due to			Equity at 30 June 2010 \$'000
		Equity at 1 July 2009 \$'000	Total Comprehensive Result \$'000	Transactions with owner in its capacity as owner \$'000	
Accumulated surplus/ (deficit)		7,150	(922)	-	6,228
Contributions by owners		1,565	-	-	1,565
Physical asset revaluation surplus		13,975	-	-	13,975
Total equity at end of financial year		22,690	(922)	-	21,768

2009	Notes	Changes due to			Equity at 30 June 2009 \$'000
		Equity at 1 July 2008 \$'000	Total Comprehensive Result \$'000	Transactions with owner in its capacity as owner \$'000	
Accumulated surplus/ (deficit)		6,360	790	-	7,150
Contributions by owners		1,565	-	-	1,565
Physical asset revaluation surplus		13,975	-	-	13,975
Total equity at end of financial year		21,900	790	-	22,690

The Statement of Changes in Equity should be read in conjunction with the accompanying notes.

Cash Flow Statement

for the financial year ended 30 June 2010

	Notes	2010 \$'000	2009 \$'000
Cash flows from operating activities			
Receipts			
Receipts from Government		54,119	52,817
Total receipts		54,119	52,817
Payments			
Payments of grants and other transfers		(52,457)	(49,437)
Total Payments		(52,457)	(49,437)
Net cash flows from/(used in) operating activities	9	1,662	3,380
Cash flows from investing activities			
Net cash flows from/(used in) investing activities		-	-
Cash flows from financing activities			
Net cash flows from/(used in) financing activities		-	-
Net increase/(decrease) in cash and cash equivalents		1,662	3,380
Cash and cash equivalents at the beginning of financial year		5,640	2,260
Cash and cash equivalents at end of financial year	9	7,302	5,640

The Cash Flow Statement should be read in conjunction with the accompanying notes.

Notes to and forming part of the financial statements

for the financial year ended 30 June 2010

Note 1 Summary of significant accounting policies

(A) Statement of Compliance

These financial statements have been prepared on an accrual basis in accordance with the *Financial Management Act 1994* and applicable Australian Accounting Standards, including interpretations (AASs). AASs include Australian equivalents to International Financial Reporting Standards.

Where applicable, those paragraphs of the AASs applicable to not for profit entities have been applied.

The annual financial statements were authorized for issue by Ms Sian Lewis, the Accountable Officer of the Adult Community Further Education (ACFE) Board on 12 August 2010.

(B) Basis of preparation

The accrual basis of accounting has been applied in the preparation of these financial statements whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

These financial statements are presented in Australian dollars, the functional and presentation currency of the Board.

In the application of AASs, management is required to make judgments, estimates and assumptions about carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstance, the results of which form the basis of making the judgments. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period or in the period of the revision and future periods if the revision affects both current and future periods. Judgments made by management in the application of AASs that have significant effects

on the financial statements and estimates, with a risk of material adjustments in the subsequent reporting period, are disclosed throughout the notes to the financial statements.

The report has been prepared in accordance with the historical cost convention except for:

- non-current physical assets which, subsequent to acquisition, are measured at a revalued amount being their fair value at the date of the revaluation less any subsequent accumulated depreciation and subsequent impairment losses. Revaluations are made with significant regularity to ensure that the carrying amounts do not materially differ from their fair value; and
- the fair value of an asset other than land is generally based on its depreciated replacement value.

Historical cost is based on the fair values of the consideration given in exchange for assets.

The accounting policies set out below have been applied in preparing the financial statements for the year ended 30 June 2010 and the comparative information presented for the year ended 30 June 2009.

(C) Reporting entity

The financial statements cover the Adult, Community and Further Education (ACFE) Board as an individual reporting entity under the Education and Training Reform Act 2006. The Board reports to Parliament through the Minister for Skills and Workforce Participation. Its principal address is:

Adult, Community and Further Education Board
Level 10
1 Spring Street
Melbourne VIC 3000

(D) Scope and presentation of financial statements

Comprehensive operating statement

Income and expenses in the comprehensive operating statement are classified according to whether or not they arise from 'transactions' or 'other economic flows'. This classification is consistent with the whole of government reporting format and is allowed under AASB 101 *Presentation of financial statements*.

'Transactions' and 'other economic flows' are defined by the *Australian system of government finance statistics: concepts, sources and methods 2005* Cat. No. 5514.0 published by the Australian Bureau of Statistics.

'Transactions' are those economic flows that are considered to arise as a result of policy decisions, usually interactions between two entities by mutual agreement. Transactions also include flows within an entity, such as depreciation where the owner is simultaneously acting as the owner of the depreciating asset and as the consumer of the service provided by the asset. Transactions can be in kind (e.g. assets provided/given free of charge or for nominal consideration) or where the final consideration is cash.

The net result is equivalent to profit or loss derived in accordance with AASs.

Balance sheet

Assets and liabilities are presented in liquidity order with assets aggregated into, financial assets and non-financial assets.

Current and non-current assets and liabilities (those expected to be recovered or settled beyond 12 months) are disclosed in the notes, where relevant.

Statement of changes in equity

The statement of changes in equity presents reconciliations of each non-owner and owner equity opening balance at the beginning of the reporting period to the closing balance at the end of the reporting period. It also shows separately changes due to amounts recognised in the comprehensive result and amounts recognised in other comprehensive income related to other non owner changes in equity.

Cash flow statement

Cash flows are classified according to whether or not they arise from operating activities, investing activities, or financing activities. This classification is consistent with requirements under AASB 107 *Statement of cash flows*.

(E) Income from transactions

Income is recognised to the extent that it is probable that the economic benefits will flow to the entity and the income can be reliably measured.

Grants and other income transfers

Grants from third parties (other than contribution by owners) are recognised as income in the reporting period in which the Board gains control over the underlying assets.

(F) Expenses from transactions

Expenses are recognised as they are incurred and reported in the financial year to which they relate.

Depreciation and amortisation

Buildings, office equipment and other non-current physical assets (excluding items under operating leases, assets held-for-sale) that have a limited useful life are depreciated. Depreciation is generally calculated on a straight line basis, at rates that allocate the asset's value, less any estimated residual value, over its estimated useful life.

The following are typical estimated useful lives for the different asset classes for both current and prior years:

Asset Class	Useful life
Buildings	40 years
Computers and peripherals	3 years
Office Equipment and Furniture	5 – 10 years

Intangible produced assets with finite useful lives are amortised as an expense from transactions on a systematic (typically straight line) basis over the asset's useful life. Amortisation begins when the asset is available for use, that is, when it is in the location and condition necessary for it to be capable of operating in the manner intended by management. Amortisation of an intangible non-produced asset with a finite useful life is not classified as a transaction and is included in the net result as other economic flows. The amortisation period and the amortisation method for an intangible asset with a finite useful

life are reviewed at least at the end of each annual reporting period.

Intangible assets with indefinite useful lives are not amortised. However, all intangible assets are assessed for impairment annually.

Grants and other expense transfers

Grants and other transfers to third parties (other than contribution to owners) are recognised as an expense in the reporting period in which they are paid or payable. They include transactions such as grants, subsidies and other transfer payments to educational providers.

Other operating expenses

Other operating expenses generally represent the day to day running costs incurred in normal operations.

Supplies and services

Supplies and services expenses are recognised as an expense in the reporting period in which they are incurred. The carrying amounts of any inventories held for distribution are expensed when distributed.

(G) Financial assets

Cash and deposits

Cash and deposits, including cash equivalents, comprise cash on hand and cash at bank, deposits at call and highly liquid investments with an original maturity of three months or less, which are held for the purpose of meeting short term cash commitments rather than for investment purposes and which are readily convertible to known amounts of cash and are subject to insignificant risk of changes in value.

Receivables

Receivables consist predominantly of amounts owing from the Victorian Government, debtors in relation to goods and services, accrued investment income and GST input tax credits recoverable. Receivables that are contractual are classified as financial instruments. Amounts owing from the Victorian Government are not classified as financial instruments.

Receivables are recognised initially at fair value and subsequently measured at amortised cost, using the effective interest method, less an allowance for impairment.

A provision for doubtful receivables is made when there is objective evidence that the debts may not be collected and bad debts are written off when identified.

(H) Non-Financial Assets

Property, plant and equipment

All non-current physical assets are measured initially at cost and subsequently revalued at fair value less accumulated depreciation and impairment.

Revaluations of non current physical assets

Non current physical assets are measured at fair value in accordance with FRD 103D issued by the Minister for Finance. A full revaluation normally occurs every five years, based on the asset's government purpose classification, but may occur more frequently if fair value assessments indicate material changes in values. Independent valuers are used to conduct these scheduled revaluations and any interim revaluations are determined in accordance with the requirements of the FRDs.

Revaluation increases or decreases arise from differences between an asset's carrying value and fair value.

Net revaluation increases (where the carrying amount of a class of assets is increased as a result of a revaluation) are recognised in other comprehensive income and accumulated in equity under the revaluation surplus, except that the net revaluation increase shall be recognised in the net result to the extent that it reverses a net revaluation decrease in respect of the same class of property, plant and equipment previously recognised as an expense (other economic flows) in the net result.

Net revaluation decreases are recognised immediately as expenses (other economic flows) in the net result, except that the net revaluation decrease shall be recognised in other comprehensive income to the extent that a credit balance exists in the revaluation surplus in respect of the same class of property, plant and equipment. The net revaluation decrease recognised in other comprehensive income reduces the amount accumulated in equity under revaluation surplus.

Revaluation increases and decreases relating to individual assets within a class of property, plant and equipment, are offset against one another within that class but are not offset in respect of assets in different classes. Any revaluation surplus is not normally transferred to accumulated funds on de recognition of the relevant asset.

(I) Liabilities

Payables

Payables represent liabilities for goods and services provided to ACFE Board that are unpaid at the end of the financial year.

Payables are initially measured at fair value, being the cost of the goods and services, and then subsequently measured at amortised cost.

Employee benefits

All employees of the ACFE Board are employees of the Department of Planning and Community Development and entitlements including superannuation, long service and annual leave entitlements (including on-costs) are classified as administrative expenses in the Department of Planning and Community Development Financial Statements.

(J) Leases

At reporting date:

- No assets subject to a finance lease were held;
- No incentives had been received on entering into operating leases; and
- No surplus leased space existed under non-cancellable operating leases.

Operating lease payments, including any contingent rentals, are recognised as an expense in the comprehensive operating statement on a straight line basis over the lease term, except where another systematic basis is more representative of the time pattern of the benefits derived from the use of the leased asset.

(K) Equity

Contributions by owners

Additions to net assets which have been designated as contributions by owners are recognised as contributed capital. Other transfers that are in the nature of contributions or distributions have also been designated as contributions by owners.

Transfers of net assets arising from administrative restructuring are treated as distributions to or contributions by owners.

(L) Contingent assets and contingent liabilities

Contingent assets and contingent liabilities are not recognised in the balance sheet, but are disclosed by way of a note and, if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable respectively.

(M) Accounting for the Goods and Services Tax (GST)

Income, expenses and assets are recognised net of the amount of associated GST, unless the GST incurred is not recoverable from the taxation authority. In this case it is recognised as part of the cost of acquisition of the asset or as part of the expense.

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the taxation authority is included with other receivables or payables in the balance sheet.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to the taxation authority, are presented as operating cash flow.

(N) Rounding of amounts

Amounts in the financial statements have been rounded to the nearest thousand dollars, unless otherwise stated. Figures in the financial statements may not equate due to rounding.

(O) AASs issued that are not yet effective

Certain new AASs have been published that are not mandatory for 30 June 2010 reporting period. DTF assesses the impact of these new standards and advises the departments and other entities of their applicability and early adoption where applicable.

As at 30 June 2010, the following standards and interpretations (applicable to ACFE Board) had been issued but were not mandatory for the financial year ending 30 June 2010. The Board has not early adopted these standards.

Standard/Interpretation	Summary	Applicable for annual reporting periods beginning on	Impact on financial statements
AASB 2009-5 Further amendments to Australian Accounting Standards arising from the annual improvements project [AASB 5, 8, 101, 107, 117, 118, 136 and 139]	Some amendments will result in accounting changes for presentation, recognition or measurement purposes, while other amendments will relate to terminology and editorial changes.	Beginning 1 Jan 2010	Terminology and editorial changes. Impact minor.
AASB 2009-8 Amendments to Australian Accounting Standards – group cash-settled share-based payment transactions [AASB 2]	The amendments clarify the scope of AASB 2.	Beginning 1 Jan 2010	No impact. AASB 2 does not apply to government departments or entities; consequently this standard does not apply.
AASB 2009-9 Amendments to Australian Accounting Standards – additional exemptions for first-time adopters [AASB 1]	Applies to entities adopting Australian Accounting Standards for the first time, to ensure entities will not face undue cost or effort in the transition process in particular situations.	Beginning 1 Jan 2010	No impact. Relates only to first time adopters of Australian Accounting Standards.
Erratum <i>General Terminology changes</i>	Editorial amendments to a range of Australian Accounting Standards and Interpretations	Beginning 1 Jan 2010	Terminology and editorial changes. Impact minor.
AASB 124 Related party disclosures (Dec 2009)	Government related entities have been granted partial exemption with certain disclosure requirements.	Beginning 1 Jan 2011	Preliminary assessment suggests that impact is insignificant.
AASB 2009-14 Amendments to Australian Interpretation – Prepayments of a minimum funding requirement [AASB Interpretation 14]	Amendment to Interpretation 14 arising from the issuance of Prepayments of a minimum funding requirement	Beginning 1 Jan 2011	Expected to have no significant impact
AASB 9 Financial instruments	This standard simplifies requirements for the classification and measurement of financial assets resulting from Phase 1 of the IASB's project to replace IAS 39 <i>Financial instruments: recognition and measurement</i> (AASB 139 <i>financial Instruments: recognition and measurement</i>).	Beginning 1 Jan 2013	Detail of impact is still being assessed.
AASB 2009-11 Amendments to Australian Accounting Standards arising from AASB 9 [AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 121, 127, 128, 131, 132, 136, 139, 1023 and 1038 and Interpretations 10 and 12]	This gives effect to consequential changes arising from the issuance of AASB 9.	Beginning 1 Jan 2013	Detail of impact is still being assessed.

Note 2 Income from transactions	2010 \$'000	2009 \$'000
Income from transactions		
Grants and other income transfers		
State Government grants	37,443	33,655
Grants from other Victorian Government Departments	4,739	4,746
Total State Government grants	42,182	38,401
Grants from other Commonwealth agencies	15,779	15,545
Total Commonwealth Government grants	15,779	15,545
Total grants and other income transfers	57,961	53,946
Other current income		
Other revenue	-	195
Total other current income	-	195
Total income from transactions	57,961	54,141

Note 3 Expenses from transactions	2010 \$'000	2009 \$'000
Expenses from transactions		
Grants and other expense transfers		
Payments to Adult Community Education organisations	40,716	40,357
Payments to Adult Education Institutes	17,430	12,581
Payments to other organisations	411	161
Total Grants and other expense transfers	58,557	53,099
Depreciation and amortisation		
Buildings	326	242
Computers and peripheral equipment	-	4
Office Furniture and equipment	-	6
Total depreciation and amortisation	326	252
Total expenses from transactions	58,883	53,351

Note 4 Receivables	2010 \$'000	2009 \$'000
Current receivables		
Contractual		
Other Receivables	301	-
Total contractual receivables	301	-
Statutory		
Amount owing from Victorian Government	4,157	1,458
GST input Tax credit recoverable	1,262	420
Total statutory receivables	5,419	1,878
Total receivables	5,720	1,878

Note 5 Property, plant & equipment	Public Administration	
	2010 \$'000	2009 \$'000
Nature-based classification		
Land at fair value	8,693	8,693
	8,693	8,693
Buildings		
At fair value	10,789	10,789
Less Accumulated depreciation	(568)	(242)
	10,221	10,547
Net carrying amount of PPE	18,914	19,240

2010	Land at fair value \$'000	Buildings at fair value \$'000	Total \$'000
Opening Balance	8,693	10,547	19,240
Depreciation and amortisation	-	(326)	(326)
Closing Balance	8,693	10,221	18,914

2009	Land at fair value	Buildings at fair value	Computers & peripheral equipment	Office Equipment & Furniture	Total
Opening Balance	8,693	10,789	4	6	19,492
Depreciation and amortisation	-	(242)	(4)	(6)	(252)
Closing Balance	8,693	10,547	-	-	19,240

Note 6 Payables	2010 \$'000	2009 \$'000
Current payables		
Contractual		
Other payables (1)	10,141	4,050
Total current payables	10,141	4,050
Statutory		
GST payable	27	18
Total current payables	10,168	4,068

(1) Other payables relate to grant payments to Adult Community Education organisations, Adult Education Institutes and other organisations.

Note 7 Contingent assets and contingent liabilities

As at June 30 2010 the Board had no knowledge of any contingent assets or contingent liabilities.

Note 8 Financial Instruments

(a) Financial risk management objectives and policies

The Board's principal financial instruments comprise of:

- cash assets;
- receivables (excluding statutory receivables);
- payables (excluding statutory payables);

Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement, and the basis on which income and expenses are recognised, with respect to each class of financial asset, financial liability and equity instrument above are disclosed in Note 1 to the financial statements.

The main purpose in holding financial instruments is to prudentially manage the Board's financial risks within the Government policy parameters.

Accounting Policy, terms and conditions

Recognised financial instruments	Accounting Policy
Financial assets	
Cash and cash equivalents	Cash on hand and at bank and money market call account are valued at face value. Interest is recognised as it accrues. Investments and bills are valued at cost. Investments are held to maximise interest returns of surplus cash. Interest revenues are recognised as they accrue.
Receivables	Receivables are recognized at fair value, being the amount receivable, which is reduced for any impairment. Collectibility of overdue accounts is assessed on an ongoing basis.
Financial Liabilities	
Payables	Liabilities are recognised for amounts to be paid in the future for educational services provided to Adult Institutes and organisations as at balance date whether or not invoices have been received.

2010	Contractual Financial assets - loans and receivables \$'000	Contractual Financial liabilities at amortised cost \$'000	Total
Contractual Financial assets			
Cash and deposits	7,302	-	7,302
Receivables	301	-	301
Total contractual financial assets	7,603	-	7,603
Contractual financial liabilities			
Payables	-	10,141	10,141
Total contractual financial liabilities	-	10,141	10,141

2009	Contractual Financial assets - loans and receivables \$'000	Contractual Financial liabilities at amortised cost \$'000	Total
Contractual Financial assets			
Cash and deposits	5,640	-	5,640
Receivables	-	-	-
Total contractual financial assets	5,640	-	5,640
Contractual financial liabilities			
Payables	-	4,050	4,050
Total contractual financial liabilities	-	4,050	4,050

(b) Credit risk

Credit risk arises from the contractual financial assets of the Board, which comprise mainly cash and deposits and non-statutory receivables. The Board's exposure to credit risk arises from the potential default of counter party on their contractual obligations resulting in financial loss to the Board. Credit risk is measured at fair value and is monitored on a regular basis.

Credit risk associated with the Board's contractual financial assets is minimal because the main debtor is the Victorian Government. There are no financial assets that have had their terms renegotiated so as

to prevent them from being past due or impaired, and they are stated at the carrying amounts as indicated. Provision of impairment for financial assets is calculated based on past experience, and current and expected changes in the client credit ratings.

(c) Liquidity risk

The Board's exposure to liquidity risk is deemed insignificant because no grant allocation or other commitment is entered into without the appropriate funding to meet the obligation having been secured by the ACFE Board.

Maturity analysis of contractual financial liabilities

	Carrying Amount \$'000	Nominal Amount \$'000	Maturity Dates			
			Less than 1 month \$'000	1-3 months \$'000	3 months-1 year \$'000	1-5 years \$'000
2010 Payables:						
Other payables	10,141	10,141	10,141	-	-	-
Total	10,141	10,141	10,141			

2009 Payables:						
Other payables	4,050	4,050	4,050	-	-	-
Total	4,050	4,050	4,050			

(d) Market risk

The Board's exposure to market risk is minimized as the Board does not hold investments or interest bearing liabilities as at 30 June 2010 (2009 - \$Nil.).

Interest rate risk

Fair value interest rate risk refers to the risk that the value of a financial instrument will fluctuate because of changes in market interest rates. The Board does not hold any interest bearing financial instruments that are measured at fair value, therefore has nil exposure to fair value interest rate risk.

Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Board has nil exposure to cashflow interest rate risks as cash is not held on interest bearing deposit and liabilities, therefore it is not subject to interest rate fluctuations.

Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, the ACFE Board believes the following movements are 'reasonably possible' over the next 12 months (base rates are sourced from Reserve Bank of Australia):

A parallel shift of +1% and -1% in market interest rates (AUD) from year-end rates of 4.45% (2009 3.16%).

As at the 30 June 2010, there would be no impact on the Board from these rate movements, as the Board does not hold any balances which attract interest (2009 - \$Nil).

(e) Fair value

The fair values and net fair values of financial instrument assets and liabilities are determined as follows:

- the fair value of financial instrument assets and liabilities with standard terms and conditions and traded in active liquid markets are determined with reference to quoted market prices; and
- the fair value of other financial instrument assets and liabilities are determined in accordance with generally accepted pricing models based on discounted cash flow analysis.

The ACFE Board considers that the carrying amount of financial instrument assets and liabilities recorded in the financial statements to be a fair approximation of their fair values, because of the short term nature of the financial instruments and the expectation that they will be paid in full.

The table below shows that the fair values of the contractual financial assets and liabilities are the same as the carrying amounts.

Financial Instruments	Carrying amount 2010 \$'000	Fair value 2010 \$'000	Carrying amount 2009 \$'000	Fair value 2009 \$'000
Contractual financial assets				
Cash and deposits	7,302	7,302	5,640	5,640
Receivables	301	301	-	-
Total contractual financial assets	7,603	7,603	5,640	5,640
Contractual financial liabilities				
Payables	10,141	10,141	4,050	4,050
Total contractual financial liabilities	10,141	10,141	4,050	4,050

Note 9 Cash flow information

(a) Reconciliation of cash and cash equivalents

	2010 \$'000	2009 \$'000
Total cash and deposits disclosed in the Balance Sheet	7,302	5,640
Balance as per Cash Flow Statement	7,302	5,640

(b) Reconciliation of net result for the period to net cash flows from operating activities

	2010 \$'000	2009 \$'000
Net result for the period	(922)	790
Non-cash movements:		
Depreciation and amortisation of non-current assets	326	252
Movement in Assets and Liabilities		
Increase/(decrease) in payables	6,100	3,662
Increase/(decrease) in receivables	(3,842)	(1,324)
Net cash flows from (used in) operating activities	1,662	3,380

Note 10 Reserves	2010 \$'000	2009 \$'000
Physical asset revaluation surplus:		
Balance at beginning of financial year	13,975	13,975
Balance at end of financial year	13,975	13,975

Note 11 Responsible Persons

In accordance with the Ministerial Directions issued by the Minister for Finance under the *Financial Management Act 1994*, the following disclosures are made regarding responsible persons for the reporting period.

Names

The persons who held the positions of ministers and accountable officers in the Board are as follows:

Responsible Minister	Ms Jacinta Allan MP	1 July 2009 – 20 January 2010
Responsible Minister	Ms Bronwyn Pike MP	20 January 2010 – 30 June 2010
Accountable Officer	Ms Sandy Forbes	1 July 2009 – 31 December 2009
Accountable Officer	Jane Dewildt (Acting)	1 January 2010 – 10 January 2010
Accountable Officer	Verna Kearney (Acting)	11 January 2010 – 21 February 2010
Accountable Officer	Sian Lewis	22 February 2010 – 30 June 2010

Remuneration

The accountable officer's remuneration was paid by the Department of Planning and Community Development and included in their respective Annual Financial Report for 2009-10.

ACFE Board Members

Mr Robert Britten	1 July 2009 – 30 June 2010
Ms Virginia Fenelon	1 July 2009 – 30 June 2010
Mr Bill Forrest	1 July 2009 – 30 June 2010
Ms Laurel Sutton	1 July 2009 – 30 June 2010
Ms Mez Woodward	1 July 2009 – 30 June 2010
Ms Kylie Whittard	14 July 2009 – 30 June 2010
Dr Annelies ter Brake (Kamp)	1 July 2009 – 13 May 2010
Ms Bernadette O'Connor	1 July 2009 – 13 May 2010
Mr Elias Tsigaras	1 July 2009 – 13 May 2010
Mr Adrian Nye	1 July 2009 – 13 May 2010
Acting Chair	1 July 2009 – 31 October 2009
Ms Rowena Allen (Chair)	1 November 2009 – 30 June 2010

ACFE Board Members

The remuneration/emolument received or receivable by members of the ACFE Board as Members of the Board totalled \$52,126 (2009 - \$46,799).

The number of members of the ACFE Board with remuneration/emolument that fell within the following bands was:

Band	2010	2009
\$0 - \$9,000	9	13
\$10,000-\$19,999	1	-
\$20,000-\$29,999	1	-
\$30,000-\$39,999	0	1

Retirement benefits of responsible persons

There were no retirement benefits made by the reporting entity in connection with retirement of responsible persons of the reporting entity.

Other Transactions of responsible persons and their related entities

During the reporting period, no responsible person received or became entitled to receive any benefit (other than remuneration disclosed in the financial report) from a contract between ACFE Board and that responsible person or firm or company of which that responsible person is a member or has a substantial interest.

Other related transactions and loans requiring disclosure under the Directions of the Minister for Finance have been considered and there are no matters to report.

The following is noted, although it is not considered to be a responsible party transaction for the purposes of the Financial Reporting Directions under the *Financial Management Act 1994*. Any transactions or issues that involve parties listed below are dealt with on normal commercial terms and conditions and without reference to the Board members concerned.

Mr Adrian Nye was Chairman of the Victorian Managed Insurance Authority which provides insurance, on its normal terms and conditions to the ACFE Board.

Ms Bernadette O'Connor is the Chief Executive Officer of Education Centre Gippsland, which is a registered Adult Community Education (ACE) provider and Registered Training Organisation (RTO) and provides training delivery and related services to the ACFE Board under the Board's standard contractual conditions.

Ms Bernadette O'Connor is also a Board member of Community Colleges Victoria (CCV) which provides contract services to the ACFE Board on normal terms and conditions.

Note 12 Remuneration of Executives

There were no executive officers (other than the Accountable Officers and Acting Accountable Officers) to be reported for the accounting period.

The Accountable Officers and Acting Accountable Officers remuneration is paid by the Department of Planning and Community Development.

Note 13 Remuneration of Auditors	2010	2009
Victorian Auditor-General's Office		
Audit or review of the financial statements	24	21

The Auditor's remuneration is paid by the Department of Planning and Community Development.

Note 14 Subsequent Events

ACFE Board is not aware of any event subsequent to reporting date that will have a material effect on its operations over subsequent years.

Appendices

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Appendix 1: Allocation of government funds administered by Regional Councils

Barwon South Western Region

Anglesea and District Community House	\$20,416
Barwon Youth (BAYSA)	\$267,307
Bellarine Living and Learning Centre	\$82,488
Brophy Family and Youth Services	\$17,246
Cloverdale Community Centre	\$48,922
Colac Adult and Community Education	\$514,726
Corangamite District Adult Education Group	\$169,809
CREATE (Geelong)	\$710,793
Geelong Ethnic Communities Council (Diversitat)	\$1,809,726
Karingal	\$86,954
Lara Community Centre	\$36,237
Ocean Grove Neighbourhood Centre	\$154,776
Old Courthouse Community Centre	\$92,276
Otway Health and Community Service	\$78,072
Port Fairy Community Group	\$30,640
Portland Workskills	\$190,761
Queenscliffe and District Neighbourhood House	\$14,937
Rosewall Neighbourhood Centre	\$80,184
Simpson and District Community Centre	\$31,168
South West Victorian SEAL (Community College Warrnambool)	\$350,761
Southern Grampians Adult Education	\$490,462
Springdale Neighbourhood Centre	\$47,730
St Laurence Community Services Inc	\$164
Vines Road Community Centre	\$46,563
Winchelsea Community House	\$102,510
Worn Gundidj Aboriginal Cooperative	\$3,426
YWCA of Victoria	\$21,585
Total	\$5,500,639

Eastern Metropolitan Region

Alamein Neighbourhood and Learning Centre	\$124,785
Anglicare Victoria - Dixon House	\$119,038
Arrabri Community House - Maroondah City Council	\$75,487
Australian Greek Welfare Society	\$40,583
Australian Polish Community Services	\$13,084
Belgrave South Community House	\$63,420
Central Ringwood Community Centre	\$104,175
Child and Family Care Network	\$253,950
Clota Cottage Neighbourhood House	\$109,026
Coonara Community House	\$238,901
Donvale Living and Learning Centre (Pines Learning)	\$410,318
Eastwork Employment	\$26,777
EDAR	\$41,705
Glen Park Community Centre	\$43,087
Hawthorn Community Education Project	\$55,955
Hawthorn Community House	\$139,194
Healesville Living and Learning Centre	\$144,168
Japara Neighbourhood House	\$33,287
K.Y.M (Victoria)	\$331,905
Kew Neighbourhood Learning Centre	\$124,454
Knoxbrooke	\$72,430
Melba Support Services	\$27,493
Mitcham Community House	\$66,510
Morrison's	\$593,930
Mountain District Women's Cooperative	\$352,610
Mulgrave Neighbourhood House	\$163,922
New Hope Foundation	\$36,402
North Ringwood Community House	\$87,186
Orana Neighbourhood House	\$48,850
Outer Eastern Literacy Program	\$88,519
Park Orchards Learning Centre	\$86,008
Rejoice Chinese Christian Communication Centre Inc	\$24,418
Selby Community House	\$24,170
The Avenue Neighbourhood House	\$161,842
The Basin Community House	\$61,844
The Onemda Association	\$57,093
Training Focus	\$71,517
Upper Yarra Community House	\$651,232
Vermont South Community House	\$80,540
Waverley Adult Literacy Program	\$113,116
Waverley Community Learning Centre	\$81,658
Wavlink	\$44,601
Yarrunga Community Centre	\$56,261
Yooralla	\$16,880
Total	\$5,562,331

Gippsland Region

Adult Community Education Sale	\$310,760
Art Resource Collective (ARC)	\$18,070
Bass Coast Adult Education Centre	\$142,376
Benambra Neighbourhood House	\$14,533
Bendoc Progress Association	\$15,232
Berry Street Victoria	\$58,927
Bnym Indigenous Designs	\$21,967
Briagolong Community House	\$15,059
Buchan Neighbourhood House	\$21,964
Churchill Neighbourhood Centre	\$28,737
Community Centre Swifts Creek	\$28,850
Community College East Gippsland	\$571,411
Cooinda Hill	\$41,029
Corinella and District Community Centre	\$44,912
Education Centre Gippsland	\$679,133
Foster Community House	\$30,363
Gippsland Employment Skills Training	\$226,519
Gormandale Community House and Learning Centre	\$37,464
Heyfield Community Resource Centre	\$91,863
i-GAIN Quality Learning	\$462,498
Insight (Gippsland)	\$107,282
Inverloch Community House	\$17,795
Lakes Entrance Neighbourhood House	\$18,302
Leongatha Community House	\$27,573
Mallacoota District Health and Support Service	\$19,547
Milpara Community House	\$49,350
Moe Life Skills Centre	\$63,243
Moe Neighbourhood House	\$33,905
Morwell Neighbourhood House and Learning Centre	\$49,455
Noweyung	\$28,194
Orbost Neighbourhood House (auspiced by Orbost Regional Health)	\$17,542
Orbost Telecentre	\$32,671
Paynesville Neighbourhood Centre	\$32,774
Phillip Island Community and Learning Centre	\$59,602
Ramahyuck District Aboriginal Corporation	\$350
Rosedale Neighbourhood House	\$34,417
Sale Neighbourhood House	\$23,953
Traralgon Neighbourhood Learning House	\$86,723
Warragul Community House	\$64,693
Work Focus	\$80
Yarram Community Learning Centre	\$42,470
Total	\$3,671,588

Grampians Region

Ararat Neighbourhood House	\$50,649
Bacchus Marsh Community College	\$356,090
Ballan and District Community House and Adult Education Centre	\$23,314
Ballarat Community Development Centre	\$519,358
Ballarat East Community House	\$123,562
Ballarat North Salvation Army Community House	\$678
Beaufort Community House and Learning Centre	\$30,855
Beulah Historical Learning and Progress Association	\$24,628
BRACE Education Training and Employment	\$691,127
Clunes Neighbourhood House	\$19,614
Creswick Adult Learning Centre and Neighbourhood House	\$224
Daylesford Neighbourhood Centre	\$241,858
Delacombe Community House (auspiced by Child and Family Services)	\$14,364
Gateway BEET	\$42,308
Haddon and District Community House	\$17,889
Highlands Support Services	\$195,970
Horsham Community House	\$18,059
Learning and Information Network Kaniva	\$16,275
Meredith Community House	\$21,463
Nhill Neighbourhood House Learning Centre	\$25,807
On Track Learning Wimmera	\$141,770
Rainbow Community Learning Group	\$14,239
Shared Learning and Activities Murtoa	\$14,815
St Arnaud Community Resource Centre	\$75,998
St Arnaud Neighbourhood House	\$15,241
Stawell Neighbourhood House	\$11,262
Trentham Neighbourhood Centre	\$34,820
Warracknabeal Neighbourhood House and Learning Centre	\$17,562
Wendouree West Community House and Learning Centre	\$2,340
Wimmera Hub	\$255,972
Total	\$3,018,111

Hume Region

Albury Wodonga Community College	\$624,899
Albury Wodonga Volunteer Resource Bureau	\$15,132
Baranduda Community Centre (auspiced by Wodonga City Council)	\$19,552
Beechworth Neighbourhood Centre	\$42,132
Berry Street Victoria	\$141,394
Birallee Park Neighbourhood House	\$18,394
Bright Adult Education	\$63,430
Broadford Community Centre	\$21,983
Central Access	\$64,471
Centre for Continuing Education (Wangaratta)	\$959,867
City of Wodonga - Felltimber Community Centre	\$14,989
Cobram Community House	\$235,058
Continuing Education and Arts Centre Alexandra	\$193,257
Corryong Community Education Centre	\$98,103
Corryong Neighbourhood House	\$14,115
Euroa Community Education Centre	\$256,038
Kilmore and District Community Group	\$10,331
King Valley Learning Exchange	\$23,187
Kinglake Ranges Neighbourhood House	\$18,758
Kyabram Community and Learning Centre	\$51,271
MACE	\$137,287
Mooroopna Education and Activity Centre	\$16,408
Mount Beauty Neighbourhood Centre	\$75,691
Nathalia District Community Association	\$12,973
North Shepparton Community and Learning Centre	\$79,320
Numurkah Community Learning Centre	\$44,358
Open Door Neighbourhood House	\$24,993
Pangerang Community House	\$22,382
Pyalong Neighbourhood House	\$7,055
Seymour and District Community House	\$41,596
Shepparton Access	\$64,048
Shepparton Adult and Community Education	\$639,171
South Shepparton Community House	\$32,750
Tallangatta Community Education Centre	\$25,030
Tatura Community House	\$20,444
Trudewind Road Neighbourhood House	\$33,045
Wallan and District Community Group	\$22,197
Waminda Community House	\$18,805
Yackandandah Community Education Network	\$21,493
YNH Services	\$107,083
Total	\$4,332,490

Loddon Mallee Region

Bendigo Neighbourhood House (auspiced by Anglicare)	\$44,154
Boort Resource and Information Centre	\$15,073
Campaspe College of Adult Education	\$501,311
Castlemaine and District Continuing Education	\$103,288
Castlemaine Community House	\$33,951
CentaVic (ESL) Education Services	\$16,080
Continuing Education Bendigo	\$743,751
Donald Learning Group	\$7,326
Echuca Neighbourhood House	\$16,904
Future Employment Opportunities	\$286,149
Goldfields Employment and Learning Centre	\$463,775
Kangaroo Flat Community Group	\$41,466
Kerang and District Health	\$71
Kerang Learning Centre	\$155,317
Kyabram Community and Learning Centre	\$490,524
Kyneton Community and Learning Centre	\$138,208
Lancefield Neighbourhood House	\$15,095
Loddon Campaspe Multicultural Services Inc (Bendigo Regional Ethnic Communities Council)	\$51,219
Long Gully Neighbourhood Centre	\$19,127
Macedon Ranges Further Education Centre	\$106,524
MADEC	\$698,713
Maldon Neighbourhood Centre	\$20,526
Mclvor Neighbourhood House	\$101,874
Mildura Aboriginal Corporation	\$88,612
Mirrimbeena Aboriginal Education Group	\$61,383
Murray Adult Community Education Swan Hill	\$210,594
Murray Human Services	\$44,908
Peter Harcourt Services	\$24,873
Red Cliffs Community Resource Centre	\$11,878
Robinvale Network House	\$72,586
Rushworth Community House	\$23,074
Sunraysia Mallee Ethnic Communities Council	\$59,426
Tongala Community Activities Centre	\$13,128
Tongala Dairy Industry Training Centre	\$28,276
Wedderburn Community House (Loddon Neighbourhood House)	\$50,072
Woodend Neighbourhood Centre	\$22,902
Wycheproof Community Resource Centre	\$24,788
Total	\$4,806,926

North Western Metropolitan Region

Acacia Indochinese Community Support Association	\$22,208
Altona Meadows Community Centre	\$21,820
Anglicare Victoria – Broadmeadows WCH	\$7,247
Angliss Neighbourhood House	\$101,493
Arts Project Australia	\$32,049
Australian Croatian Community Services	\$14,747
Australian Greek Welfare Society	\$90,670
Australian Polish Community Services	\$37,900
Australian Romanian Community Welfare	\$11,341
Australian Vietnamese Women's Association	\$160,970
Banksia Gardens Community Centre	\$53,018
Belgium Avenue Neighbourhood House	\$25,810
Brotherhood of St Laurence	\$45,552
Brunswick Neighbourhood House Cooperative	\$165,769
Burnley Neighbourhood Centre	\$26,242
Carlton Neighbourhood Learning Centre	\$191,055
Carringbush Adult Education	\$201,406
Centre for Education and Research in Environmental Strategies (CERES)	\$35,621
Community West	\$334,350
Craigieburn Education and Community Centre	\$81,294
Diamond Creek Living and Learning Centre	\$44,292
Diamond Valley Learning Centre	\$689,185
Djerriwarrh Employment and Education Services	\$651,504
Duke Street Community House Association	\$184,896
Farnham Street Neighbourhood Learning Centre Inc.	\$350,115
Finbar Neighbourhood House	\$19,493
Fitzroy Learning Network	\$85,116
Footscray Community Arts Centre	\$176,099
Glenroy Neighbourhood Learning Centre	\$597,148
Heidelberg Training and Resources Centre	\$60,112
Holden St Neighbourhood House	\$62,070
Jika Jika Community Centre	\$22,093
Kaleidoscope Neighbourhood House	\$21,113
Kensington Neighbourhood House	\$144,311
Kurdish Association of Victoria	\$32,396
Lalor Living and Learning Centre	\$286,398
Laverton Community Centre and Neighbourhood House	\$97,083
Macedon Ranges Further Education Centre	\$46,894
Meadow Heights Learning Shop	\$384,150
Melton South Community Centre	\$37,718
Mental Illness Fellowship Victoria	\$47,198
Mill Park Community House	\$132,361
Moreland Adult Education Association	\$184,014
New Hope Foundation	\$20,130
Nillumbik Shire Council (Living and Learning Centre)	\$178,392
North Carlton Railway Station Neighbourhood House	\$18,415

North Western Metropolitan Region cont'd

North Melbourne Language and Learning	\$252,591
Olympic Adult Education	\$317,834
Outlets Cooperative (Newport Community Education Centre)	\$49,330
Preston Neighbourhood House	\$107,982
Preston Reservoir Adult Community Education	\$670,093
Quantin Binnah Community Centre	\$18,364
Robinson Reserve Neighbourhood House	\$40,413
Rosanna Fire Station Community House	\$25,543
Roxburg Homestead (auspiced by Hume City Council)	\$21,783
South Kingsville Community Centre	\$22,251
SPAN Community House	\$50,309
Spanish Latin American Welfare Centre (CELAS)	\$19,441
Sussex Neighbourhood House	\$108,711
The Centre: Connecting Community in North and West Melbourne	\$36,595
Thornbury Women's Neighbourhood House	\$172,498
Tullamarine Community House	\$57,158
Victorian Vocational Rehabilitation Association	\$58,116
Vision Australia	\$12,968
Watsonia Neighbourhood House	\$15,456
Werribee Community and Education Centre	\$381,598
Western Bulldogs Spiritwest Services	\$527,768
Williamstown Community and Education Centre	\$223,488
Wingate Avenue Community Centre	\$135,034
Workforce Plus	\$894,597
Yarra Community Information Network	\$210
Yarraville Community Centre	\$420,792
Yooralla	\$49,884
Total	\$10,924,065

Southern Metropolitan Region

Australian Croatian Community Services	\$7,382
Australian Greek Welfare Society	\$40,583
Avocare	\$57,232
Belvedere Community Centre	\$28,705
Brotherhood of St Laurence	\$25,473
Caulfield South Community House	\$21,435
Cheltenham Community Centre	\$169,732
Community One	\$355,839
Cranbourne Community House	\$196,553
Dandenong Neighbourhood House	\$87,167
Dingley Village Neighbourhood Centre	\$97,386
Doveton Neighbourhood Learning Centre	\$29,347
Eastwork Employment	\$46,077
Elwood St Kilda Neighbourhood Learning Centre	\$175,270
Emerald Community House	\$36,345

Southern Metropolitan Region cont'd

Endeavour Hills Uniting Care Neighbourhood House Centre	\$33,687
Glen Eira Adult Learning Centre	\$158,187
Godfrey Street Community House	\$16,691
Good Shepherd Youth and Family Services	\$17,331
Hallam Community Centre	\$30,555
Hampton Community Centre	\$24,599
Hampton Park Care Group	\$91,488
Inclusion Melbourne	\$38,550
Jan Wilson Community Centre - City of Greater Dandenong	\$90,318
Karingal Neighbourhood House	\$13,585
Keysborough Learning Centre	\$410,595
Langwarrin Community Centre	\$92,601
Learn For Yourself	\$70,733
Living and Learning	\$156,938
Longbeach Place	\$199,436
Lyrebird Community Centre	\$58,589
Merinda Park Community Centre	\$348,515
Moongala Women's Cooperative	\$39,023
Mordialloc Neighbourhood House	\$43,719
Mornington Community Contact	\$73,589
Mount Eliza Village Neighbourhood Centre	\$29,080
Narre Community Learning Centre	\$761,078
New Hope Foundation	\$78,026
Ngwala Willumbong Cooperative	\$51,054
Noble Park Community Centre	\$18,881
Outlook (VIC)	\$79,322
Peninsula Access Support and Training	\$63,190
Peninsula Adult Education and Literacy	\$88,977
Peninsula Training and Employment Program	\$360,810
Port Melbourne Neighbourhood Centre	\$67,936
Port Phillip Community Group	\$25,100
Prahran Community Learning Centre (Prahran Neighbourhood House)	\$144,077
Prahran Mission	\$18,920
Rye Community House	\$20,459
Sandybeach Community Cooperative Society	\$374,068
SkillsPlus	\$554,998
Sorrento Community House	\$28,823
South Eastern Region Migrant Resource Centre	\$22,876
Southern Mental Health Association	\$42,557
Springvale Indo-Chinese Mutual Assistance Association	\$53,933
Springvale Learning and Activities Centre	\$44,045
Springvale Neighbourhood House	\$327,158
St Kilda Youth Service	\$81,039
Taskforce Community Agency	\$41,280
Upper Beaconsfield Community Centre	\$114,793
Wellsprings For Women	\$48,320
Yooralla	\$23,585
Total	\$6,947,640

Appendix 2: Publications

A-frame: A framework for quality pre-accredited teaching and learning - revised edition (November 2009)

The changing face of community business 2009 (December 2009)

Hard to reach learners: What works in reaching and keeping them? (June 2010)

Appendix 3: Freedom of Information

The *Freedom of Information Act 1982* allows the public a right of access to documents held by the Adult, Community and Further Education (ACFE) Board. For the 12 months ending 30 June 2010, the ACFE Board received no new applications.

Making a request

Access to documents may be obtained through written request to the Freedom of Information Manager, as detailed in section 17 of the *Freedom of Information Act 1982*. In summary, the requirements for making a request are:

- it should be in writing;
- it should identify as clearly as possible what document is being requested; and
- it should be accompanied by the appropriate application fee (the fee may be waived in certain circumstances).

Requests for documents in the possession of the ACFE Board should be address to:

Freedom of Information Manager

Adult, Community and Further Education Board
GPO Box 2392
Melbourne VIC 3001

Requests can also be lodged online at www.foi.vic.gov.au.

Access charges may also apply once documents have been processed and a decision on access made; for example photocopying and search and retrieval charges.

Further information regarding Freedom of Information can be found on FOI Online, www.foi.vic.gov.au.

Appendix 4: Whistleblowers Protection Act 2001

The *Whistleblowers Protection Act 2001* (the Act) encourages and assists people in making disclosures of improper conduct by public officers and public bodies. The Act provides protection to people who make disclosures in accordance with the Act and establishes a system for the matters disclosed to be investigated and rectifying action to be taken.

The ACFE Board does not tolerate improper conduct by employees, nor the taking of reprisals against those who come forward to disclose such conduct. It is committed to ensuring transparency and accountability in its administrative and management practices and supports the making of disclosures that reveal corrupt conduct, conduct involving a substantial mismanagement of public resources, or conduct involving a substantial risk to public health and safety or the environment.

The ACFE Board will take all reasonable steps to protect people who make such disclosures from any detrimental action in reprisal for making the disclosure. It will also afford natural justice to the person who is the subject of the disclosure.

Reporting procedures

Disclosures of improper conduct or detrimental action by the ACFE Board or its employees may be made to the following officers:

The Protected Disclosure Coordinator
Adult, Community and Further Education Board
GPO Box 2392 Melbourne VIC 3001

Alternatively, disclosures of improper conduct or detrimental action by the ACFE Board or its employees may also be made directly to the Ombudsman.

The Ombudsman Victoria
Level 9, 459 Collins Street (North Tower)
Melbourne VIC 3000
Ph: (03) 9613 6222 Toll free: 1800 806 314
Website: www.ombudsman.vic.gov.au
Email: ombudvic@ombudsman.vic.gov.au

Further information

The ACFE Board follows the Department of Planning and Community Development's Whistleblower Protection Act 2001 written guidelines that outline the system for reporting disclosures of improper conduct or detrimental action, which are available for public perusal.

Disclosures under the Whistleblowers Protection Act

The current procedures established by the ACFE Board under Part 6 are available upon request.

	2009-10 Number	2008-09 Number
Public interest disclosures	Nil	Nil
Protected disclosures	Nil	Nil
The number of disclosures referred during the year by the ACFE Board to the Ombudsman for determination as to whether they are public interest disclosures	Nil	Nil
The number of disclosures referred during the year to the ACFE Board by the Ombudsman for investigation	Nil	Nil
The number and types of disclosed matters referred by the ACFE Board to the Ombudsman for investigation	Nil	Nil
The number and types of investigations taken over from the ACFE Board by the Ombudsman	Nil	Nil
The number of requests made by a whistleblower to the Ombudsman to take over an investigation by the ACFE Board.	Nil	Nil
The number and types of disclosed matters that the ACFE Board has declined to investigate	Nil	Nil
The number and types of disclosed matters that were substantiated upon investigation and the action taken on completion of the investigation	Nil	Nil
Any recommendations made by the Ombudsman that relate to the ACFE Board	n/a	n/a

Appendix 5: Other statutory reporting requirements

Risk management compliance attestation

I, Rowena Allen, certify that the Adult, Community and Further Education Board has risk management processes in place consistent with the Australian / New Zealand Risk Management Standard and aligned with the risk management strategy of the Department of Planning and Community Development. An internal control system has been developed that enables the executive to understand, manage and satisfactorily control risk exposures. The Adult, Community and Further Education Board verifies this assurance and that the risk profile of the Adult, Community and Further Education Board has been critically reviewed within the last 12 months.



Rowena Allen

Chairperson
Adult, Community and Further Education Board

Compliance with the Building Act 1993

The Adult, Community and Further Education (ACFE) Board continues to monitor ACFE-owned buildings to ensure compliance with the building and maintenance provisions of the Building Act 1993. Non-ACFE owned buildings occupied by community-based adult education organisations are not included as these are community owned.

Consultancies

There was one consultancy valued at over \$100,000 engaged by the ACFE Board.

Consultant	Socom
Project	ACFE Board positioning and awareness strategy development
Total approved project fee	\$150,360
Expenditure 2009-10	\$119,560
Future expenditure	\$30,800

One consultant was engaged where the total fee payable was less than \$100,000. A total of \$75,890 was paid against this consultancy during the year. No contracts greater than \$10 million in value were entered into during 2009-10.

National Competition Policy

The ACFE Board has complied with the legislative requirements under the National Competition Policy.

Occupational Health and Safety

The annual report for the Department of Planning and Community Development covers occupational health and safety matters and performance indicators concerning staff employed in the ACFE central and regional offices.

Additional Information

Consistent with the requirements of the *Financial Management Act 1994*, ACFE has prepared material on the topics listed below. Details of this material are held by the General Manager of ACFE and are available to the public on request, subject to the *Freedom of Information Act 1982*.

Information retained by ACFE includes details (where applicable) of any:

- declarations of pecuniary interests
- shares held by senior officers as nominee or held beneficially in a statutory authority or subsidiary
- changes in prices, fees, charge, rates and levies
- major external reviews
- major research and development activities
- overseas visits undertaken
- major promotional, public relations and marketing activities
- industrial relations issues
- major committees sponsored by the ACFE Board.

Enquiries regarding details of this information should be made to:

General Manager

Adult, Community and Further Education

GPO Box 2392

Melbourne VIC 3001

Telephone: (03) 9208 3333

Appendix 6: ACFE business unit contact details

Central Office

Level 10, 1 Spring Street, Melbourne, 3000

Ph: 03 9208 3733

Fax: 03 9208 3147

Barwon South Western Region

6-8 Moorabool Street, Geelong, 3220

Ph: 03 5215 6002

Fax: 03 5215 6099

Email: acfebsw@dpcd.vic.gov.au

Eastern Metropolitan Region

Rear, 1st Floor, 25 Ringwood Street, Ringwood, 3134

Ph: 03 9879 4000

Fax: 03 9879 4066

Email: acfeemr@dpcd.vic.gov.au

Gippsland Region

Cnr McDonald Way and Northways Road, Churchill 3842 (Temporary Location)

Ph: 03 5127 6000

Fax: 03 5127 8715

Email: acfegip@dpcd.vic.gov.au

Grampians Region

111 Armstrong Street North, Ballarat, 3350

Ph: 03 5327 2821

Fax: 03 5327 2830

Email: acfegr@dpcd.vic.gov.au

Hume Region

13 Lowry Place, Benalla, 3672

Ph: 03 5762 4655

Fax: 03 5762 5397

Email: acfehume@dpcd.vic.gov.au

Loddon Mallee Region

47-51 Queen Street, Bendigo, 3550

Ph: 03 5410 0030

Fax: 03 5410 0052

Email: acfelcm@dpcd.vic.gov.au

North Western Metropolitan Region

Level 11, 1 Spring Street, Melbourne, 3000

Ph: 03 9208 3611

Fax: 03 9208 3545

Email: acfenwmr@dpcd.vic.gov.au

Southern Metropolitan Region

133 Nepean Hwy, Seaford, 3198

Ph: 03 9786 9466

Fax: 03 9786 9165

Email: acfesmr@dpcd.vic.gov.au

Appendix 7: Disclosure Index

The Annual Report of the Adult, Community and Further Education (ACFE) Board is prepared in accordance with all relevant Victorian legislation. This index has been prepared to facilitate identification of our compliance with statutory disclosure requirements.

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