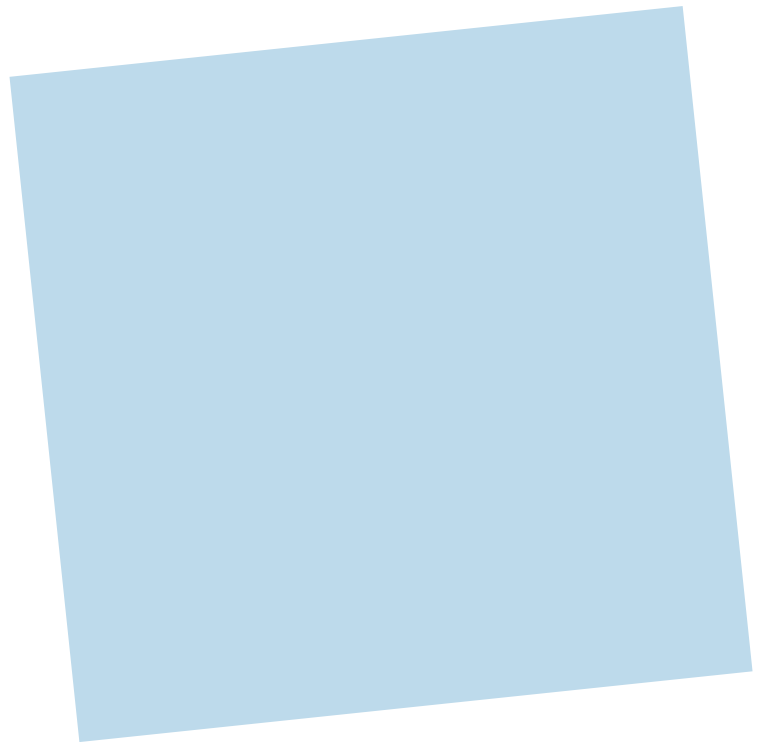




Adult, Community and
Further Education

Adult, Community and Further Education Board

Annual Report 2014-15



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Authorised by the Adult, Community and Further Education Board

The Hon. Steve Herbert, MP
Minister for Training and Skills

Level 1
2 Treasury Place
East Melbourne VIC 3002

Dear Minister

On behalf of the Adult, Community and Further Education (ACFE) Board, I am pleased to submit the Board's Annual Report for the period ending 30 June 2015, as required by the *Financial Management Act 1994* and the *Education and Training Reform Act 2006*.

This has been a year in which we have been engaged in crucial areas that will shape the future for the Board, Regional Councils and the Learn Local sector. These include contributions to the independent review of VET funding, to the VET Quality review and consultations around the shape of regional support systems.

The Board has placed particular emphasis on strengthening the capabilities of Learn Local organisations to work in partnership to support their communities. The Partnerships for Access stream of the Capacity and Innovation Fund has been a key strategic support to the sector at two levels – first to resource the exploration of partnering opportunities and subsequently to develop partnerships on the ground that will deliver improved outcomes for learners and the organisations who work with them.

Potentially one of the most far reaching and important decisions we have taken as a Board was to establish the Community Solutions Initiative. This is a mechanism by which the Board can work with a target community by providing accessible training opportunities to the most educationally disadvantaged and vulnerable learners. We will also foster stronger linkages between adult and community education providers (Learn Locals) and their local communities and community organisations through collaborative ventures. One of the most exciting aspects of the initiative is the opportunity it is giving us to work with a range of other parts of government to set up the implementation and operating frameworks.

The Board has committed a substantial budget to the initiative – \$9 million over 3 years. While still in its infancy we are very excited by the opportunities that this initiative will bring to engage more strategically to benefit our target learners.

This has also been a year with especially close engagement between the ACFE Board and the eight Regional Councils. We began the year determined to build stronger and more effective relationships across the ACFE system and I believe we have achieved a great deal. The advice the Board received from Regional Councils on a range of issues has been critical in framing our responses. The engagement of Council members and Chairs in activities such as the Regional Council Development Day and the Annual Planning Workshop has been invaluable.

I would like to acknowledge the work of all members of the Board in achieving what is noted in this report. In the course of the year we were joined by Ian Anderson and Sally Brennan as new Board members. Madeleine Laming was re-appointed to the Board. Millicent Rees-Jones concluded her term of appointment. Dr Errol Muir and Don Walkley each resigned their membership.

In particular I acknowledge and thank Rowena Allen FAICD, who served as Chair of the Board throughout the 2014-15 year and for almost five years prior. Rowena resigned her position to take up the role of Victoria's first Gender and Sexuality Commissioner. Rowena has been a dedicated and committed Chair leading the Board through a period of very significant change for the Learn Local sector. Under Rowena's leadership the Board also broadened its remit to include advising on the needs of disadvantaged learners across the VET system.

In conclusion on behalf of the Board I salute the achievements of the many thousands of Victorian learners who have developed new skills, started on pathways to employment and become better connected to their communities through their experience of community-based adult education. I recognise the tireless work of the teachers, administrators and volunteers who support their learning.



Ron Wilson
Acting Chair
Adult, Community and Further Education Board

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About ACFE

What is the ACFE Board?

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's statutory roles include planning for and promoting adult learning, allocating resources, developing policies and advising the Minister for Training and Skills on matters related to adult, community and further education programs and needs.

Our mission

The mission of the ACFE Board is to increase educational participation and attainment of adults, improve social cohesion and boost the human and social capital of Victoria.

In 2014, Learn Local 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 50,493 learners undertook government-subsidised training through 79,764 enrolments. This represents an eight per cent growth in enrolments between 2013 and 2014
- learners participated in 12.4 million student contact hours, eight per cent more than in 2013
- the ACFE Board allocated funds to support two million student contact hours of pre-accredited training
- 61 per cent of all government supported course enrolments were in pre-accredited programs; 39 per cent were in accredited courses.

Learn Local organisations and the AEIs delivered 13 per cent of the 557,849 enrolments supported in Victoria from all government sources including the ACFE Board.

Who does the ACFE Board support?

Through the ACFE Board, the Victorian Government provides funding to community-based organisations, known as Learn Local organisations, and the two AEIs to enable delivery of education and training programs.

Learn Local organisations

As at 1 January 2015, 312 Learn Local organisations were registered with the ACFE Board. Their programs provide an informal, welcoming, adult-focused approach to learning.

Learn Local organisations are community owned and managed and operate on a not-for-profit basis. In smaller communities, Learn Local organisations offer local access to training opportunities that may not otherwise be available.

Adult Education Institutions

Adult Multicultural Education Services (AMES) and the Centre for Adult Education (CAE) are the two Government-owned AEIs.

AMES specialises in settlement services, training and employment assistance to refugees and newly arrived migrants.

Operating as part of the Box Hill Institute Group, the CAE assists adults to complete their secondary education and begin or change their employment pathways.

Together the AEIs delivered eight per cent of pre-accredited training in 2014.

What training does the ACFE Board subsidise?

The ACFE Board subsidises pre-accredited training programs to support learners to return to study, improve their literacy and numeracy skills, broaden their employment options and learn new skills. These courses offer initial vocational training and a pathway to accredited training and qualifications.

Pre-accredited courses are quality assured by the ACFE Board and designed for learners to gain confidence and skills through programs of study of at least 20 hours.

Pre-accredited training is one of the distinguishing features of the Learn Local sector and accounts for 61 per cent of reported government-subsidised Learn Local course enrolments.

The remaining 39 per cent of government-subsidised Learn Local course enrolments are in accredited training. Accredited training includes a range of courses that are delivered under the Victorian Training Guarantee.

In 2014, the ACFE Board contracted 294 Learn Local organisations and the AEIs to deliver pre-accredited training. In 2014, 26,130 students participated in these pre-accredited courses – an increase of more than 1,000 from 2013. In 2014, there were 48,959 pre-accredited course enrolments.

In 2014, 118 Learn Local organisations which are Registered Training Organisations (RTOs) delivered government-subsidised accredited training.

Training Delivery in 2014¹

The legislative responsibility of the ACFE Board requires that its resources are directed to ensuring that the vocational learning system provides learners disadvantaged by their previous educational attainment or present circumstances with equitable opportunity to participate in and achieve from vocational learning. It also requires that the Board support and promote the availability and quality of community-based adult education across Victoria as a key mechanism in ensuring that the needs of disadvantaged learners are met.

Participation by disadvantaged learners

The Victorian Training Market Report 2014 (the Report) reports on six characteristics that indicate learners may face barriers to engagement, participation or attainment in vocational learning. These are: that the students are Indigenous; have a disability; are from a culturally and linguistically diverse background; are unemployed; are aged between 15 and 19 years not at school and enrolled in training at Certificate II or above; or are older learners with low levels of previous qualification (less than Certificate III).

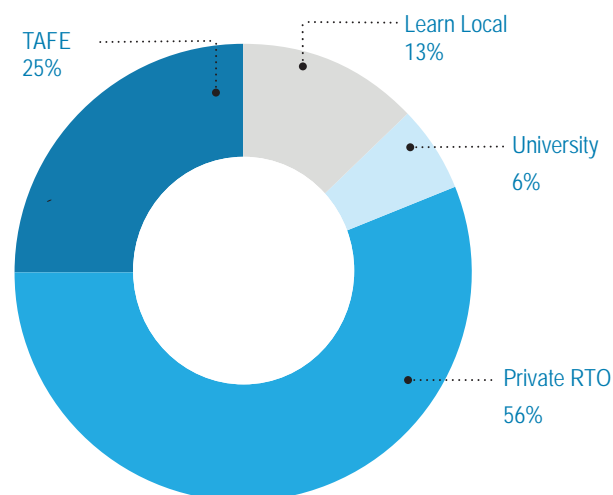
The Report shows that the number of government-subsidised course enrolments by people with these characteristics declined between 2013 and 2014 with rates of change varying between 4 and 14 per cent. It should be noted that enrolments across the training system as a whole declined by 14 per cent which suggests that the engagement of disadvantaged learners is being maintained.

Who is participating in Learn Local programs?

During 2014, 50,493 learners in Victoria undertook training through 79,764 government funded enrolments in Learn Local organisations and the AEIs.

The government-subsidised activity of Learn Local organisations accounted for 13 per cent of all enrolments in government-subsidised (accredited and pre-accredited) vocational training in 2014. Of the remainder, TAFE activity accounted for 25 per cent, Universities for 6 per cent and private RTOs 56 per cent (Figure 1).

Figure 1. Percentage of Government-subsidised enrolments by provider type (2014)

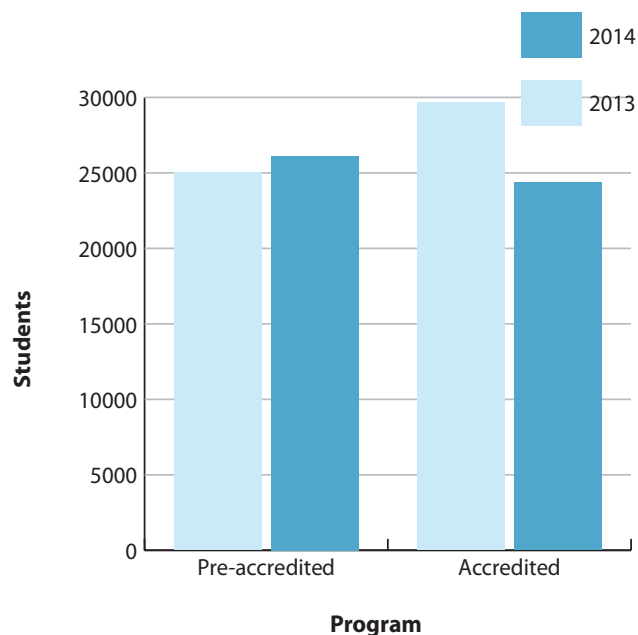


Total Learn Local activity

Learn Local organisations offered training across Victoria, with activity reported in all of the 79 Victorian Local Government Areas. In total, 26,130 students participated in pre-accredited courses – an increase of more than 1,000 on 2013 figures – and 24,363 students undertook accredited training (Figure 2).

Pre-accredited enrolments increased compared to 2013 by around 12 per cent to 48,959.

Figure 2. Learn Local government-subsidised training delivery (2013-2014)



¹ The material in this section is summarised and reprinted from the Victorian Training Market Report 2014. Further detailed information on the performance of the training market in meeting the needs of disadvantaged learners can be found in that report.

Learner Profile

Who is participating in programs in Learn Local organisations?

The ACFE Board is committed to increasing the level of educational participation and attainment by those who are educationally disadvantaged as a result of their previous educational attainment or current life circumstances. Subsidies to support pre-accredited training are distributed to support this aim and Learn Local organisations develop programs and utilise engagement strategies that encourage participation from people who face additional barriers to learning.

Of all reported enrolments by Learn Local learners:

- 37 per cent were from people with culturally and linguistically diverse backgrounds
- 35 per cent were from people who were unemployed
- 30 per cent of those enrolling had not completed Year 11 or 12
- 27 per cent were from people who identified as having a disability
- 12 per cent were from males aged 45 to 64 years
- 8 per cent were from young people who were disengaged from education or employment
- 4 per cent were from people whose skills made them more vulnerable in the labour market
- 2 per cent were from people identified as being Indigenous.

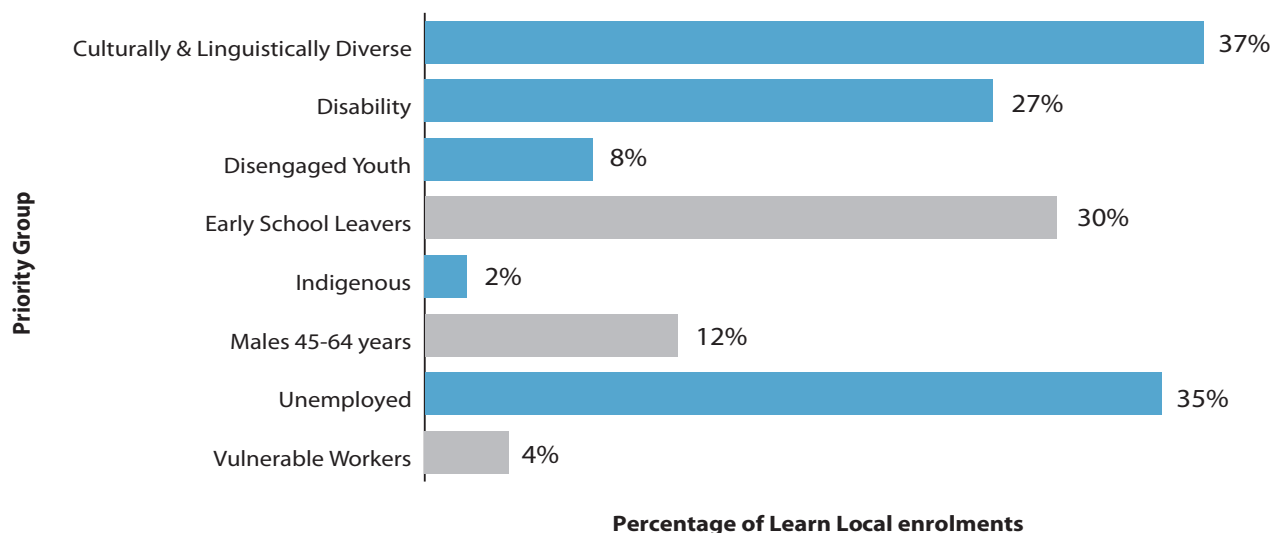
Figure 3 describes the percentage of Learn Local learners enrolled in 2014 who reported these characteristics of educational disadvantage. These groups are not mutually exclusive so learners may identify with one or more priority groups. The blue shading indicates a higher percentage of enrolments than the occurrence of these priority groups in the wider Victorian adult population would suggest might occur.

Learn Local organisations offer education and training with a focus on meeting individual needs. Their focus is on learners who may not otherwise pursue a pathway to education and training.

Of the 50,493 learners reported by Learn Local organisations and the AEIs as undertaking government-subsidised training in 2014, 67 per cent were women and 33 per cent were men. In total, 16 per cent of learners were aged under 24 years, 79 per cent were aged 15-64 years and 19 per cent were people 65 years and older.

Learners enrolled in Learn Local organisations have very varied levels of prior education. In 2014, 37 per cent of students undertaking pre-accredited programs had completed up to Year 10 or equivalent qualifications before commencing with a Learn Local organisation. Year 12 or its equivalent was the highest level of prior education for 64 per cent of pre-accredited enrolments and 79 per cent of accredited enrolments.

Figure 3. Percentage of Learn Local enrolments by priority group, all regions 2014



Where is Learn Local delivery taking place?

Learn Local organisations are spread across Victoria. These organisations are often the only access point for adults to learning in local communities.

Table 1 shows the percentage of enrolments reported during 2014 as a proportion of the total regional population in each of the eight ACFE Regional Council areas. The table shows that on average across the state 1.87 per cent of Victorians participated in a Learn Local government-subsidised enrolment in 2014. Participation in two metropolitan Regional Council areas was below that average figure. With the exception of Gippsland, Victorians living in regional locations participated at or above the state average.

What training activity is taking place?

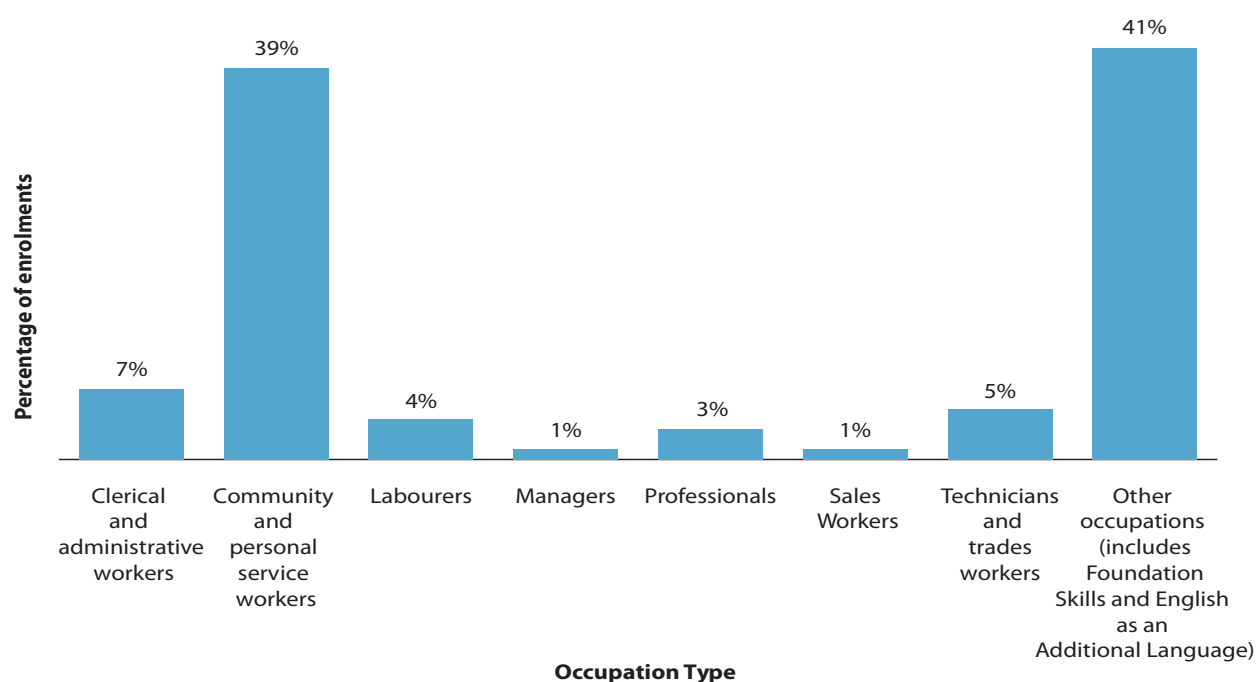
Learn Local organisations deliver pre-accredited and accredited courses across a range of curriculum areas from literacy, numeracy, employability skills, basic computer skills and introductions to vocational studies to senior secondary qualifications and accredited vocational Certificates and Diplomas.

Figure 4 below shows the percentage of Learn Local and AEI government-subsidised course enrolments by the occupation types for which they provide training.

Table 1. Learn Local and Adult Education Institution reported delivery by Regional Council area (2014)

Regional Council Area	Learn Local enrolments	Population aged over 15 years	Percentage of enrolments per capita
Barwon South Western	7,236	321,642	2.25%
Eastern Metropolitan	9,427	851,622	1.11%
Gippsland	3,558	211,463	1.68%
Grampians	2,956	158,376	1.87%
Hume	4,680	213,599	2.19%
Loddon Mallee	5,578	248,907	2.24%
North-Western Metropolitan	28,743	1,425,403	2.02%
Southern Metropolitan	17,586	1,091,388	1.61%
Average			1.87%

Figure 4. Percentage of Learn Local and AEI enrolments by occupation type



Summary of financial results

Financial performance

Table 2 provides summary information from the Adult, Community and Further Education Board's financial reports for the 2014-15 financial year, with comparative data for the previous four years.

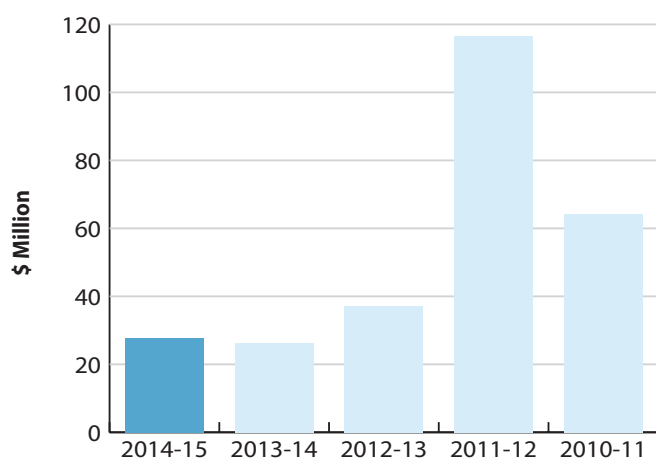
Table 2. Summary financial information

	2014-15 (\$'000)	2013-14 (\$'000)	2012-13 (\$'000)	2011-12 (\$'000)	2010-11 (\$'000)
Income from government	27,759	26,200	37,122	116,503	64,211
Total income from transactions	27,759	26,200	37,122	116,503	64,211
Total expenses from transactions	31,422	27,036	27,748	113,695	64,180
Net result from transactions	(3,663)	(836)	9,374	2,808	32
Other economic flows included in net result	(595)	29	(6)	(53)	0
Net result for the period	(4,258)	(807)	9,368	2,755	32
Net cash flow from operating activities	0	0	0	0	(7,166)
Total assets	37,542	42,533	43,125	24,990	40,564
Total liabilities	670	1,403	1,188	540	18,869

Revenue

Total income in 2014-15 increased by \$1.6 million compared with 2013-14. The increase in revenue is primarily attributable to the one off approval in 2013-14 for redirections to occur in 2013-14, and a lower amount during 2014-15 to further the Board's commitment to training delivery support for educationally disadvantaged learners.

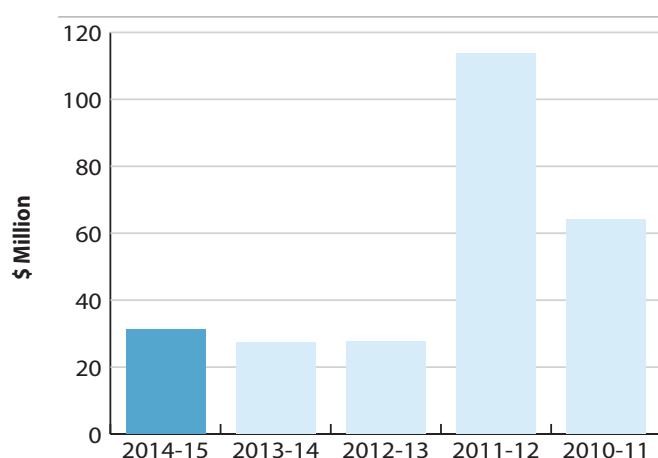
Figure 5. Total revenue 2010-11 to 2014-15



Expenses

Expenses in 2014-15 increased by \$4.4 million compared to 2013-14. The increase in expenditure was largely attributable to the Board's ongoing commitment to consistent financial support to community-based adult education and an injection of funds to develop innovation in meeting training market requirements.

Figure 6. Total expenses 2010-11 to 2014-15

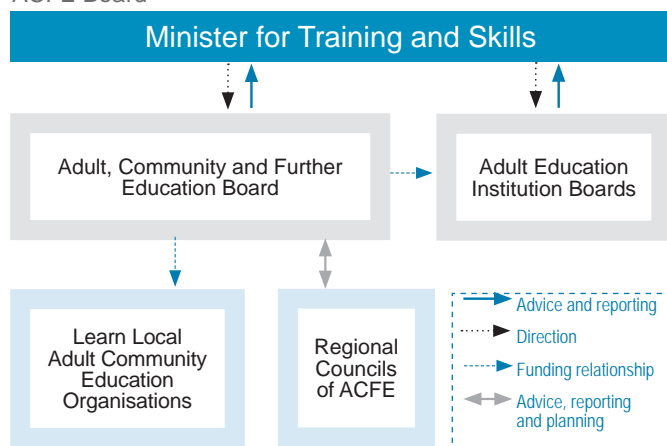


Governance

Governance arrangements

Figure 7 describes the legislative relationships and accountabilities of the Adult, Community and Further Education (ACFE) Board as at 30 June 2015.

Figure 7. Legislative relationships and accountabilities of the ACFE Board



Adult, Community and Further Education Board

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 the adult community education sector to ensure that the learning needs of adults are identified and met.

Role of the ACFE Board

The Board's objectives in 2014-15 were to:

- provide all Victorian adult learners with access to vocational learning in an appropriate setting
- increase social and economic participation and engagement for those facing barriers to learning
- promote a sustainable Learn Local sector which is a recognised part of the broader education system and interacts with community and industry
- discharge its legislated role and provide evidence-based independent advice on policy, strategy and innovation.

Functions of the Board

The Board has five broad functions.

- **Developmental.** The Board inquires into and reports on the development of ACFE policies, programs and services.
- **Advisory.** The Board is the source of advice to the Minister for Training and Skills (and therefore to Government) on any ACFE matter.
- **Strategic.** The Board plans and evaluates policies, programs and services, considers and prioritises community learning needs and establishes objectives and targets to meet them.
- **Profiling.** The Board promotes research and development in the adult community education sector and public awareness of ACFE generally.
- **Operational Funding.** The Board provides for delivery of adult, community and further education and funds policies, programs and services.

Members

The ACFE Board has 12 members, including a Chairperson and a Deputy Chairperson. Members of the Board are appointed by the Governor-in-Council on the recommendation of the Minister for Training and Skills.

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.

In September 2014, Professor Ian Anderson was appointed to the Board for his first term. In March 2015, Ms Sally Brennan was appointed to the Board for her first term and Dr Madeleine Laming was reappointed to the Board for a three year term. Mr Linc Yow Yeh resigned from the Board on 8 July 2014, Dr Errol Muir resigned from the Board on 5 February 2015 and Mr Don Walkley resigned on 25 March 2015.

ACFE Board and committee meetings

The ACFE Board met five times during 2014-15. In addition it held a planning workshop which established the key directions for the next 12 months.

In accordance with legislative requirements, the ACFE Board operates an Audit and Risk Committee. In 2014-15 the independent members of this committee were:

- Jonathan Thomas, a partner at ShineWing Australia (Chairperson)
- Rowena Allen
- Andrea McCall (from 26 March 2015)
- Errol Muir (to 31 December 2014)
- Don Walkley (to 25 March 2015)
- Ron Wilson
- Penny Wilson (from 1 January 2015)

ACFE Board members as at 30 June 2015

CHAIRPERSON

Rowena Allen is Principal Director of the consulting company Collective Impact. As a former CEO of UnitingCare - Cutting Edge, a Uniting Church welfare agency in the Goulburn Valley, Rowena has a passion for social justice and social inclusion. Rowena is a member of the Hume Regional Development Australia Committee and Fellow of the Australian Institute of Company Directors. She is a former Chair of the Victorian Green Skills Task Force, the Youth Affairs Council of Victoria and prior to her appointment to the ACFE Board, was Acting Chairperson of the Victorian Skills Commission for fifteen months. In 2009, Rowena was inducted into the Victorian Honour Roll for Women and is also the recipient of a Centenary Award for services to the community.



DEPUTY CHAIRPERSON

Ron Wilson, former Executive Director of VISTA, the Victorian Association of VET Professionals has over 20 years of experience in the VET sector in Victoria including senior management, Indigenous education and corrections education in TAFE. He has worked as a consultant with a number of Learn Local organisations and supported their development of sustainable business models and operational systems.



BOARD MEMBERS

Ian Anderson is Pro-Vice Chancellor, Engagement and the Director of Murrup Barak - Melbourne Institute for Indigenous Development at the University of Melbourne. In 2012, he was Foundation Chair for Indigenous Higher Education. Chair of the National Aboriginal and Torres Strait Islander Health Equality Council since 2008, in 2012 he was appointed Co-Chair of the Aboriginal and Torres Strait Islander Higher Education Council. His background is in medicine and social sciences and he worked in Aboriginal Health for more than 25 years as a health worker, educator, general practitioner, policy maker and academic.



Robyn Archer is Workforce Development Manager at the APA Group, a natural gas infrastructure business. She is also the owner of Dynamic Organisations, a consultancy that specialises in learning and development strategy and program development for the transport industry and a co-owner of Training Snippets, an online safety training content store for the transport industry. She is a Learning and Development specialist with 20 years of experience working in education and establishing learning and development strategies for medium to large corporations. Ms Archer has an understanding of the Learn Local sector and priority learner groups and has strong governance experience.



Sally Brennan worked as a community development worker at Women's Health East, then as CEO of the Upper Yarra Community House from 1992-2014. She has tertiary qualifications in community development and education, including a Master of Education from Monash University. She is one of three Victorian Board members of Community Colleges Australia, is on the Board of the Outer Eastern Local Learning and Employment Network, and has managed state-wide projects in education for offenders and young people. She has significant and longstanding experience in working with government at all levels, and creating and maintaining locally based services and community engagement. Through her work she has seen firsthand the challenges facing young people, families, older Australians and people working in changing industries.



Madeleine Laming divides her time between her home in Melbourne and Perth, where she is Senior Lecturer in First Year Experience at Murdoch University. She has an in-depth understanding of the vocational education and training sector including adult education. She has significant expertise in education policy, curriculum and student learning and knowledge of governance and statutory requirements. Prior to her appointment to the Board, Dr Laming was a member of the North Western Metropolitan Regional Council of ACFE.



Andrea McCall is a graduate in History and Politics from the University of Lyon and has a post graduate qualification in Human Resources. She is a qualified trainer, mediator and mentor. She was a member of the Victorian parliament from 1996–2002. Since 2002 she has worked at a number of Victorian universities tutoring and running work experience programs as well as hosting overseas business delegations and training courses for a number of state government departments. Andrea was chair of the Women's Correctional Services Advisory Committee and a Member of Justice Health. She chairs the ACFE Board taskforces for Youth and Older Victorians, is a member of the patrons committee for the Melbourne Festival, a volunteer tutor at U3A and Patron of the Frankston City Band. She published a textbook on Human Resources in 2007 and has chaired committees on Disability and Small Business.



Maree McPherson is Regional Strategy Coordinator at Regional Development Victoria in Gippsland and was the CEO of the Victorian Local Governance Association from 2009 to 2013. She has extensive knowledge of the Learn Local sector, as well as a background and qualifications in welfare, business and skills development. Maree has over 25 years of experience in community development work, with several years in senior management roles in Gippsland. Her governance experience includes numerous community organisations, as well as a term on the Gippsland ACFE Regional Council.



Sally Thompson is Federal Women's Officer at the Australian Education Union and former CEO of Adult Learning Australia, the national peak body for adult and community education. She also has extensive not for profit governance experience. Her understanding of the sector has been developed through work as an adult literacy professional, including work with Indigenous communities in the Northern Territory. She has also held leadership roles in TAFE and the Learn Local sector in Victoria.



Penny Wilson is an executive and general manager with extensive government, community sector and consulting experience. She specialises in business transition, communications, marketing, stakeholder and people management and works across sensitive policy areas. She has held senior roles in the public service and is a former CEO of the Responsible Gambling Advocacy Centre and the Victorian Council of Social Service. A long-standing volunteer in adult learning settings, Penny is a registered trainer and formerly Chair of Learn for Yourself, a Learn Local organisation. She also sits on the Advisory Board of Monash University's Centre for Organisational and Social Informatics. Penny holds formal qualifications in social sciences, communications and business management and is an experienced Non Executive Board Director.



Table 3. Board meeting attendance record

Board member	Meeting attendance
Rowena Allen	5/5
Ian Anderson	1/4
Robyn Archer	2/5
Sally Brennan	1/1
Madeleine Laming	4/4
Andrea McCall	4/5
Maree McPherson	1/5
Errol Muir	2/3
Millicent Rees-Jones	3/3
Sally Thompson	5/5
Don Walkley	4/4
Penny Wilson	5/5
Ron Wilson	5/5
Linc Yow Yeh	0/0

Regional Councils of Adult, Community and Further Education

There are eight ACFE Regional Councils established under the *Education and Training Reform Act 2006*. The work of each Council is supported by DET staff.

Regional Councils draw together different expertise and aspects of local knowledge about adult education to advise the ACFE Board on the needs of adult education across their region. They also contribute to statewide planning and policy development.

Role of Councils

The ACFE Board and Regional Councils work together to fulfil the ACFE mission. The objectives of the Regional Councils are aligned with the ACFE Board objectives. Regional Council projects and activities contribute directly to the achievement of the Board's objectives.

Regional Councils have three important roles in meeting the Board's objectives.

- Advising on and monitoring the delivery of adult community education in their region and the strength of the Learn Local organisations providing it.
- Supporting and promoting community-based adult education in the region.
- Providing 'regional intelligence' – advice to the ACFE Board on the learning needs of individuals, business and industry in the region.

Composition

Each Regional Council is made up of nine members appointed by the Minister for Training and Skills, including one elected as Chairperson and one elected as Deputy Chairperson, and may co-opt a further two people. The members are appointed to ensure that there is a reflection of:

- the diversity of the communities in the Region
- the interests and views of the range of individuals and groups to benefit from adult education in the Region
- the interests and views of providers of adult education in the Region
- the importance of community-based provision of adult education.

At least half the members should have knowledge of, or experience in, provision of adult, community and further education.

ACFE Board and Regional Council planning

The ACFE Board and Regional Councils continued to implement the Board's three year 2013-2016 strategic plan through a 2014-15 Business Plan for the ACFE Board and individual Regional Council plans.

Of the 27 actions identified in the Board's Business Plan, most have been completed or involve ongoing activities that are progressing satisfactorily. The completed actions cover the spectrum of strategic imperatives that the Board identified for the year, including growing demand from educationally disadvantaged learners and supporting supply, and advising on emerging issues for the Learn Local sector.

Stakeholder engagement plan

During 2014-15 the Board engaged its key stakeholders in support of the Board's strategic intentions. The Victorian Learn Local Awards presentation was the major stakeholder event for the year. The event, held in August 2014, was an opportunity to showcase the sector's achievements to stakeholders from across the state.

ACFE Board Regional Champions

The 'Regional Champions' program continued throughout the year with an ACFE Board member paired with each Regional Council. The aim was to continue the improved links between the Board and Regional Councils.

Program governance

Participation Branch

The planning, policy and resource allocation roles of the ACFE Board are supported by **Dr Xavier Csar**, Executive Director, Training Participation and Facilitation Division and the Participation Branch of the Division.

The Branch also supports the operations of the eight Regional Councils of ACFE and Learn Local organisations in meeting the Government's goals and targets for adult learning and community building. It provides advice in relation to the Learn Local sector, supports the ACFE Board to build organisation capacity and administers Board grant programs.

The Participation Branch comprises:

- ACFE Board Secretariat
- Participation, Practice and Development Unit
- Training Participation Support Unit

Senior Participation Branch staff

Director, Participation Branch

Bronwen Heathfield

Manager, ACFE Board Secretariat

Jane Dewildt

Manager, Participation, Practice and Development Unit

Verna Kearney

Manager, Training Participation Support Unit

Teresa Durka

Training Participation Support Manager, North Eastern Victoria

Julie Hebert

Training Participation Support Manager, North Western Victoria

Kaye Callaghan

Training Participation Support Manager, South Eastern Victoria

Robyn Downie

Training Participation Support Manager, South Western Victoria

Georgina Ryder

Workforce data

DET manages matters relating to staffing, workforce data, the application of merit and equity principles and occupational health and safety (see the DET Annual Report 2014-15).

Environmental impacts

DET manages the office based environmental performance improvement initiatives and requirements of DET (see the DET Annual Report 2014-15).

ACFE Board contracting and payments

The Victorian Government, through the ACFE Board, supported the delivery of pre-accredited programs through contracts with 294 Learn Local organisations, AMES and the CAE.

Funds were provided to support the delivery of adult education and training. The advice of Regional Councils informed the level of delivery contracted each year from each organisation.

DET continued to separately contract those Learn Local organisations delivering accredited training under the Victorian Training Guarantee. There were 118 Learn Local RTOs contracted in 2014.

Audits

ACFE Board audits

The ACFE Board undertook special financial assessments of seven Learn Local organisations. Special audits are generally conducted where issues of governance or financial viability have arisen.

Departmental audit program

The operation of the ACFE Board is included in relevant internal audits undertaken by the Department throughout the year. In 2014-15 an audit was undertaken of the Board's compliance with the Standing Directions issued by the Minister for Finance contained in the Financial Management Compliance Framework. The Board was found to be compliant with the requirements, including actions taken to remedy any non-compliance and address partial compliance identified in previous years.

Administration of funds

State appropriated funding

State funds for delivery support, pre-accredited delivery, the ACFE Board capacity and innovation fund, fee concessions and training delivery support grants were allocated through the ACFE Board to Learn Local organisations and the AELs.

ACFE Board managed properties

The ACFE Board has responsibility for managing eight properties owned by the Victorian Government that are leased to Learn Local organisations and one that is leased to the CAE. The properties are made available to these organisations for community-based education and training programs under formal agreements with the Minister for Training and Skills. The properties are located in Ballarat, Castlemaine, Creswick, Diamond Valley, Melbourne (CBD), Orbost, Wangaratta, Warrnambool and Wodonga.

ACFE Board managed curriculum

The ACFE Board maintains accredited curriculum to promote pathways and options for learners, with a clear focus on learner outcomes. This includes support for curriculum reaccreditation and professional development to increase usage and delivery. Victoria University is the Curriculum Maintenance Manager appointed by the ACFE Board, and advises the Board on matters related to the ACFE Board managed accredited adult education curriculum.

Many of these qualifications are nationally recognised best practice courses, which assist adult learners to improve their literacy, basic maths and general education skills and form a pathway to further qualifications and training.

Table 4. Curriculum owned and maintained by the ACFE Board

Curriculum	Expiry date
Certificate in Initial General Education for Adults	30/06/2018
Certificate I in General Education for Adults (Introductory)	30/06/2018
Certificate I in General Education for Adults	30/06/2018
Certificate II in General Education for Adults	30/06/2018
Certificate III in General Education for Adults	30/06/2018
Certificate IV in Tertiary Preparation	30/06/2016
Certificate IV in Liberal Arts	31/12/2016
Diploma in Liberal Arts	31/12/2016
Course in Recognised Informal Learning	31/12/2017
Course in Assessment of Informal Learning	31/12/2017

Activities and Achievements

Independent strategic advice

ACFE Board Taskforce on the Mature Aged Workforce

The ACFE Board established the Taskforce on the Mature Aged Workforce to review the options available for mature aged Victorians to participate in the education and training system and to access pathways to employment. The establishment of the Taskforce was in line with the remit and strategy of the ACFE Board to evaluate whether 'the needs of adult learners overall are being met, particularly with respect to access, equity and pathways'.

Through its research, the Taskforce identified four key strategic issues that were found to influence and impact the ability of mature aged Victorians to access and participate in vocational education. They are:

- many mature aged Victorians have difficulty acquiring the skills needed for the changing nature of work due to employer attitudes and funding eligibility rules
- mature aged Victorians do not necessarily possess the formal qualifications needed by industry due to the changing nature of work and new occupations
- a lack of relevant and specific career guidance for mature aged Victorians
- access to education and training is not always user friendly for mature aged Victorians.

The Taskforce developed a set of recommendations to enable the ACFE Board to respond to the issues and findings within each of the key themes. These recommendations will be provided to the Minister for Training and Skills.

Responses to the Review of VET Funding

The ACFE Board and ACFE Regional Councils engaged with the Independent Review of VET Funding through face-to-face consultation and the preparation of a written submission. The Board focused its response on the need for the system to ensure that the particular needs of disadvantaged learners and the place of community-based adult education were given due consideration.

Strengthening DET Regional Relationships and Services

The Board made a submission to the Department's review of regional services that focused on the need for effective support of Regional Councils and service providers. The submission proposed that increased support was needed so that service providers could ensure that the quality, reach and effectiveness of program delivery is maintained and enhanced, and that their organisational capacity is also assured and that better connections can be made with service areas that have complementary interests and roles, particularly in the transitions from school to work or further education.

Refocusing and refining the role of Learn Local

Digital Literacy for Older Victorians

The Digital Literacy for Older Victorians program aims to establish training for older Victorians at risk of being disadvantaged and isolated through a lack of digital literacy skills, such as using and accessing computers, mobile phones, the internet and online banking facilities. In 2014 the program has been highly sought after with over 1,500 older learners participating in forty townships and suburbs across Victoria. These areas have significant populations of older Victorians whose socio-economic and living circumstances may be improved through training in the use of digital technologies.

Family Learning Partnership Trials

To explore new ways of engaging parents in learning, 18 Family Learning Partnerships were established in late 2014. Led by Learn Local organisations, they focus on testing ways to engage vulnerable, newly arrived and Indigenous parents in learning by working in partnership with other education providers as well as local government, health and community organisations. The 12 month trials are in various locations across Victoria with each Learn Local organisation participating in a Community of Practice to share progress and knowledge. A facilitator oversaw the trials and will develop a Framework to assist other Learn Local organisations to undertake similar work. The trials aim to embed a culture of lifelong learning and to provide parents with the ability to participate in their own and their children's education, to help build confidence and provide more life opportunities.

Reviewing Regional Governance

Initiated in July 2014, the ACFE Regional Governing Project aimed to improve the systemic connections between the Board, ACFE Regional Councils and Learn Local organisations. This was to be achieved by clarifying the respective roles, responsibilities and relationships, through effective communications and by building a shared knowledge base.

Family Learning Support Program

To enable families with young children to participate in government subsidised training the ACFE Board established the Family Learning Support Program (FLSP). Each year Learn Local organisations opt-in to the program and receive funding, aligned with the level of training delivered, to assist those not able to access the Commonwealth Approved Child Care Benefit with child care. Approximately 200 learners used the program in 2014 accessing approximately 24,000 hours of child care. In 2015, 52 Learn Local organisations opted into the FLSP and were allocated a total of \$477,002.

Promoting durable networks and co-location of services to improve pathways and sustainability

Aligning Funding with Strategic Directions

Capacity and Innovation Fund

The ACFE Board supports a strong and sustainable Learn Local sector through the Capacity and Innovation Fund (CAIF). Through two funding rounds in 2014-15 grants totalling over \$6.71 million were allocated to 127 projects at 121 organisations.

The grants aim to build the Learn Local sector's capability to deliver high quality education services for disadvantaged learners; and to promote durable networks and partnerships that expand learner pathways and organisational sustainability.

CAIF has a dedicated stream to support partnership development. Of the \$6.71 million, \$2.93 million supported the development and implementation of partnership arrangements. These partnership projects involved a total of 246 organisations (172 from the Learn Local sector and 74 other organisations, including community organisations, local government, Local Learning and Employment Networks, TAFEs and schools).

Partnership Support Package for Learn Local

The Partnership Support Package for Learn Local aims to provide Learn Local organisations with specific guidance materials and supporting resources to assist them to undertake and enhance their partnerships. This resource builds on consultations with the Learn Local sector in early 2014, which indicated that partnerships are time and resource intensive and in some instances difficult to sustain. The package will provide specific information to support the sector to develop, implement and maintain effective partnerships. A number of targeted workshops have been conducted to inform the scope and development of the resource.

Building the Learn Local sector's capability to deliver high-quality education services

Growing Pre-accredited Training

The ACFE Board committed to expanding pre-accredited training delivery, especially in those parts of Victoria affected by significant population change. To support this the ACFE Board allocated an additional \$1.3 million for pre-accredited training programs in 2015.

The ACFE Board also established the Growing Pre-accredited Research Trials; an avenue for Learn Local organisations to apply for funding to develop and trial new approaches that address current barriers to delivering pre-accredited training.

Through the research trials the ACFE Board is identifying and testing small scale approaches which have the potential to be replicated by other Learn Local organisations and support the expansion of pre-accredited training. Over \$750,000 was allocated to 35 projects across the state.

Funding for professional development

In 2014-15 the ACFE Board continued to support professional development for Learn Local organisations through the VET Development Centre (VDC). Additional investment was made for Learn Local organisations to access places in activities on the VDC's Professional Learning Calendar. Workshops attended by Learn Local practitioners included Digital Learning guidelines and delivery strategies; designing and validating assessment programs; Australian Core Skills Framework; internal auditing essentials; Recognition of Prior Learning; and teaching strategies for successful facilitation.

A total of 465 places were taken up by Learn Local practitioners in 2014-15 across both the general professional learning program and in Learn Local-specific offerings. Learn Local organisations have been well represented in other professional development opportunities offered through the VDC, including teaching fellowships and scholarships to complete the TAE Certificate IV in Training and Assessment.

Learn Local Master Class Series

Following the successful and well attended Business Resilience Workshops held in early 2014, the ACFE Board funded workshops for Learn Local managers and coordinators to extend their skills and knowledge in critical areas as well as provide an opportunity to share experiences, issues and ideas in a supportive forum. The sessions focused on providing knowledge and practical skills in an intensive environment that can be applied in the Learn Local organisational context. Sessions were held in Melbourne, Dandenong and Ballarat on topics including financial management basics, compliance for better outcomes, strategy and planning, and building management and leadership capability.

Improving Career Advice

Career development provided by skilled practitioners is recognised as an important element for learners to achieve successful pathways to further study and employment. To support this strategic direction the ACFE Board funded 24 training places in the Certificate IV in Career Development for Learn Local tutors. This course was specifically designed and delivered to meet the needs of Learn Local practitioners.

As well as supporting delivery of the Certificate IV in Career Development the Board funded a number of CAIF projects during the year focussing on career development. A project to enhance the use of the Victorian Careers Curriculum Framework for adult learners, particularly those undertaking pre-accredited training, was also funded. These strategies support Learn Local organisations to assist learners improve the choices they make of education and training pathways.

Intel® Easy Steps

The ACFE Board continued to make the Intel® Learn Easy Steps digital literacy program available as an option for pre-accredited delivery during the year. The CAE was contracted to provide support to all organisations offered the course. A network of Senior Trainers support Learn Local organisations across the state and a range of curriculum materials and supports have been utilised by the Learn Local sector to assist in customising pre-accredited digital literacy programs for learners.

2014 Learn Local Awards

The Victorian Learn Local Awards promote the sector by recognising outstanding achievements by learners, practitioners and Learn Local organisations. They reward best practice and innovation and encourage high performance standards within the sector.

Presentations were made to the winners of the 2014 Awards at a dinner on Thursday 28 August attended by almost 300 stakeholders from across the sector. Prize money totalling \$45,000 was awarded to the following winners:

- Outstanding Learner – Lisa Stimson, LINK Neighbourhood House, Kaniva
- Outstanding Practitioner – Tony Senese, Prahran Community Learning Centre Inc
- Outstanding Pathways Program – Emerging Cultural Leaders Program, Footscray Community Arts Centre
- Excellence in Creating Local Solutions – Wyndam Community and Education Centre
- Innovation in Digital Literacy – Traralgon Neighbourhood House
- Learn Local for Business – Kyabram Community and Learning Centre
- Learn Local Legends:
 - Noweyung
 - Ballarat Neighbourhood Centre
 - Southern Grampians Adult Education
 - Shepparton Access
 - Sandybeach Centre
 - Upper Yarra Community House
 - Campaspe College of Adult Education
 - Kensington Neighbourhood House



2014
LEARN LOCAL
AWARD
LEGEND

A key strength of the Learn Local sector is the way the diversity of organisations deliver locally-relevant services and work together to have an influence well beyond their size. But amongst these amazing achievers there are some who go above and beyond in their contribution to the sector in innovation, best practice and leadership. The Learn Local Legend Awards are recognition of these organisations. These awards were made by the eight ACFE Regional Councils. In making their choices they considered performance in training delivery, dedication to improvement of staff and services, connection with the community and contribution to the sector. The eight Legends are profiled on the regional pages of this report.

Barwon South Western

The region covers nine local government areas and stretches from Greater Geelong to Victoria's western state border. Home to 260,000 people in 2011, Geelong and surrounds is the fastest growing region in Victoria outside of the Melbourne metropolitan area. In the western part of the region the main population and economic activity is centred around Warrnambool on the coast.

The economy of the region is varied and includes manufacturing, agriculture, horticulture, aquaculture, tourism, education, research, health care and service sectors.

The Gordon and South West TAFE deliver VET training across the region and Deakin University has campuses in Geelong and Warrnambool. RMIT also has a campus in Hamilton.

Learner profile

During 2014, there were 7,236 enrolments in government subsidised training in Learn Local organisations across the ten local government areas in the region. The 2,010 people in pre-accredited programs accounted for 2,958 of these enrolments.

Of these learners in pre-accredited programs:

- 65 per cent were female
- 39 per cent had a highest qualification level at Year 10
- 14 percent were aged under 24 years
- 20 per cent of enrolments were from people who identified as being from culturally and linguistically diverse backgrounds.

Program delivery profile

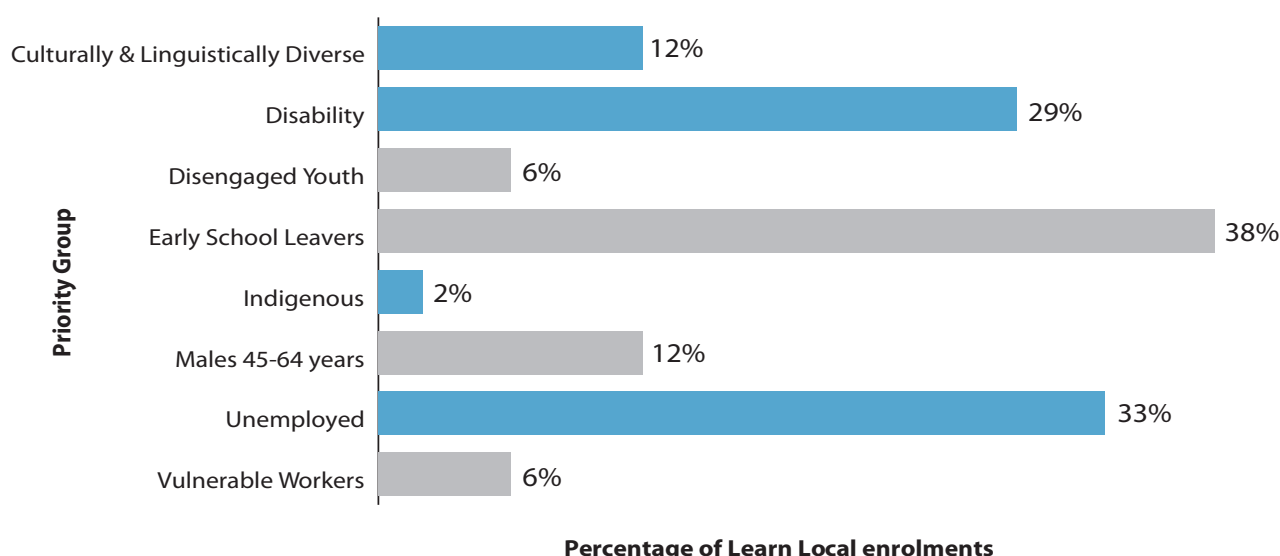
Thirty two Learn Local organisations reported delivery of government-subsidised training in the Barwon South Western region in 2014. Four of these organisations delivered only accredited training; a further 9 of the remaining 28 who delivered pre-accredited programs also delivered accredited training.

In 2014, 41 per cent of enrolments reported by these organisations were in pre-accredited programs.

Table 5. Engagement in government-subsidised training at Learn Local organisations as a percentage of the population by Local Government Area, 2014.

Local Government Area	Learn Local enrolments	Population over 15 years	Percentage
Colac-Otway	443	16,878	2.62%
Corangamite	213	13,092	1.63%
Glenelg	269	16,109	1.67%
Greater Geelong	4,776	176,557	2.71%
Moorabool	265	22,714	1.17%
Moyne	72	12,782	0.56%
Queenscliffe	43	2,653	1.62%
Southern Grampians	264	13,523	1.95%
Surf Coast	177	21,070	0.84%
Warrnambool	714	26,264	2.72%
Region	7,236	321,642	2.25%

Figure 8. Proportion of Learn Local enrolments by priority group, Barwon South Western Region (2014)*



*Blue shading indicates that the percentage of enrolments in this priority group is higher than the percentage of that priority group in the region's population

Region of ACFE

Regional Council members as at 30 June 2015

Louise Cameron
David Cotsell (Chairperson)
Louisa-Jane Cunningham
Allison Fleming
Jan Golden (Deputy Chairperson)
Debbie Hope
Heather Reardon
Anne Marie Ryan
Leonie Saundry



In 2014, the Regional Council initiated a major research project to define and better understand the complexity and costs of rural service delivery and to recommend action in response to the findings. The project was undertaken in response to concern regarding the sustainability of smaller rural Learn Local organisations who operate in thin markets. This report has formed the basis of advice to the ACFE Board including potential sector wide operational and policy actions to overcome several challenges that are unique to rural communities. The research has also informed the ACFE Board's submission to the VET Funding Review and the Regional Council's plan for 2015.

Two districts in the region faced acute difficulties maintaining Learn Local provision in 2014 – Colac and Camperdown. Support was provided for the ongoing provision of pre-accredited training in these towns by working with the Department of Health and Human Services, Regional Development Victoria and local government. These efforts are bearing fruit, with new provision arrangements in place in Colac, and initial work continuing in Camperdown to ensure ongoing access to vulnerable learners.

In Geelong the restructure of traditional manufacturing has led to large scale retrenchments and threatened retrenchments. Many

of the affected workers live in Geelong's north and exhibit limited skill transferability. The Regional Council has combined with the Rosewall Neighbourhood Centre to deliver a project aimed at contacting the more vulnerable of these workers and connecting them to support agencies that they would not otherwise use. The project was funded jointly by Regional Council and an ACFE Board grant, and supported by other partners including the Geelong Region Local Learning and Employment Network, the Geelong Workforce Development Centre and the North Geelong Neighbourhood House Network.

A major task for 2014 was the revitalisation of the Regional Council itself, which had a long period with numerous vacancies. It is now up to full strength and includes considerable diversity of knowledge, experience and regional representation.



Southern Grampians Adult Education (SGAE) serves Hamilton and the broader south west community. It has a strong focus on youth and disadvantaged learners. The immediate area is not well serviced by Learn Local organisations and SGAE performs this critical role with dedication, imagination and a strong commitment to its primary client group. It has grown its service provision and demonstrated innovation and hard work, and has engaged with the wider Learn Local sector in a constructive way.

Eastern Metropolitan Region

The region extends from Hawthorn and Kew in the inner eastern suburbs to the Dandenong and Yarra Ranges. While generally relatively more affluent than the western or northern parts of the metropolitan area, there are significant pockets of disadvantage across the region.

Employment opportunities within the region are predominately in service industries and in light manufacturing. Swinburne and Box Hill TAFE deliver VET training in the region while Holmesglen has a small campus in Waverley.

Learner profile

During 2014, there were 9,427 enrolments in government subsidised training in Learn Local organisations across the seven local government areas in the region. The 4,195 people in pre-accredited programs accounted for 6,805 of these enrolments. Of these learners in pre-accredited programs:

- 69 per cent were female
- 29 per cent had a highest qualification level at Year 10
- 14 percent were aged under 24 years
- 32 per cent of enrolments were from people who identified as being from culturally and linguistically diverse backgrounds.

Table 6. Engagement in government-subsidised training at Learn Local organisations as a percentage of the population by Local Government Area, 2014.

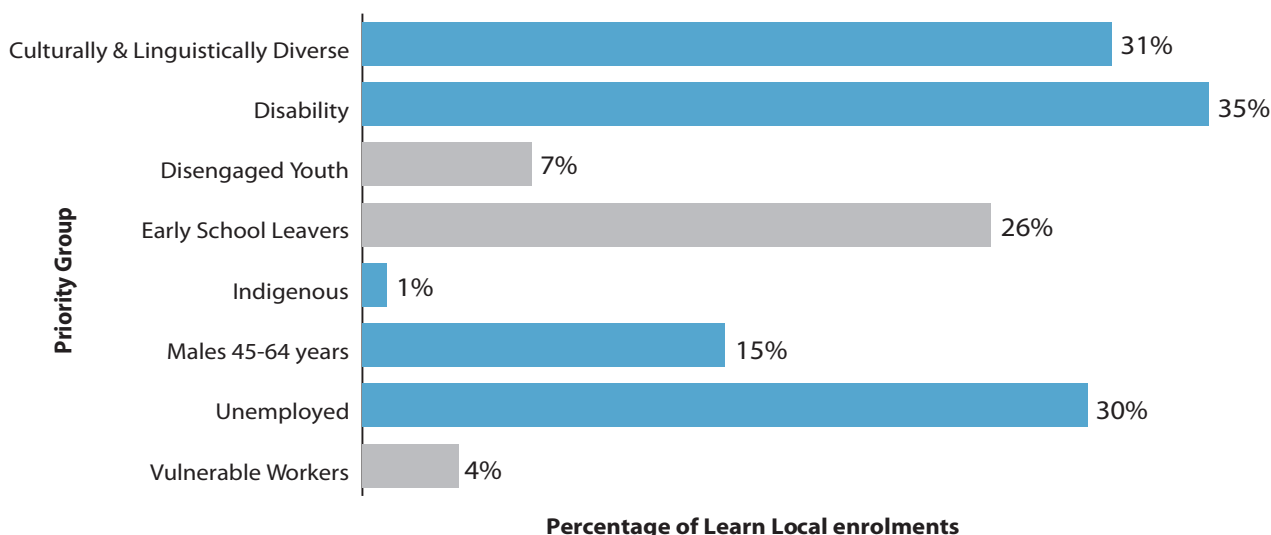
Local Government Area	Learn Local enrolments	Population over 15 years	Percentage
Boroondara	760	138,743	0.55%
Knox	3,012	126,444	2.38%
Manningham	646	98,132	0.66%
Maroondah	1,121	87,499	1.28%
Monash	1,151	150,353	0.77%
Whitehorse	1,287	130,871	0.98%
Yarra Ranges	1,450	119,580	1.21%
Region	9,427	851,622	1.11%

Program delivery profile

Fifty two Learn Local organisations and Adult Multicultural Education Services reported delivery of government-subsidised training in the Eastern Metropolitan region in 2014. Twelve of these organisations delivered only accredited training; a further 14 of the remaining 40 who delivered pre-accredited programs also delivered accredited training.

In 2014, 72 per cent of enrolments reported by these organisations were in pre-accredited programs.

Figure 9. Proportion of Learn Local enrolments by priority group, Eastern Metropolitan Region (2014)*

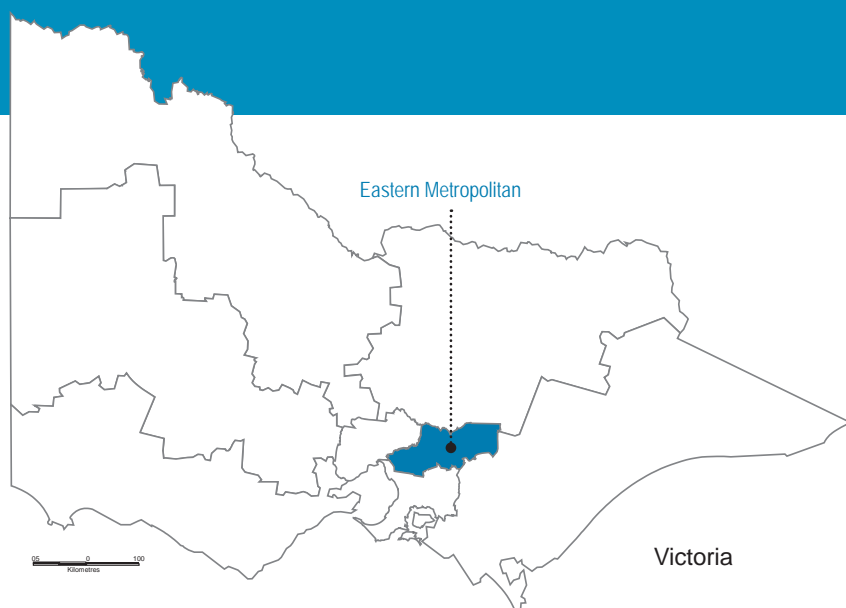


*Blue shading indicates that the percentage of enrolments in this priority group is higher than the percentage of that priority group in the region's population

of ACFE

Regional Council members as at 30 June 2015

Joseph Cullen
Antony Falkingham
Helen Falconer (Deputy Chairperson)
Fiona Graham
Yvonne Ho
Beverley Knowles (Chairperson)
Carmen Pace
Kalifroni Taifalos
Helen Worlidge



The ACFE Regional Council chose two priority areas to focus on in 2014. These were to:

- improve the ability of Learn Local organisations (especially those which are RTOs) to plan and maintain viable delivery of services, while operating within a market-based funding system which makes changes inevitable.
- increase the level of engagement with Learn Local organisations, including re-confirming the important role that Learn Local plays in the wider VET sector and the Government's commitment to not-for-profit service providers.

Provision, Partnerships and Pathways was commissioned to map the current practices in provider delivery and learner participation and to provide insight into the depth and breadth of provision, partnerships and pathways for learners across the region. The project provided a number of recommendations to the Regional Council including ways to support Learn Local organisations in maintaining sustainability and delivering on their training contracts.

The findings encompassed qualitative and quantitative data collected from focus groups and surveys. The findings were tested in discussions with Learn Local organisations at North Eastern Victoria Community of Practice (NEVCOP) and Provider Forums. The mapping of current practices in provider delivery provided a benchmark for 2015 provision and enables the Regional Council to continue ensuring the viability and sustainability of the region's Learn Local organisations through providing training in business building skills to Learn Local organisations and by encouraging partnerships, collaborations and broadening the entrepreneurial approach to pre-accredited training delivery.

The Provider Forums which occurred during the year gave the Regional Council the opportunity to brief Learn Local organisations on the Round 6 CAIF applications and to discuss common problems in the unsuccessful applications which would need to be addressed in order to be successful in future grant rounds.



Upper Yarra Community House (UYCH) provides a range of training options. Its pre-accredited courses include employment focused programs such as writing skills, computer skills, book keeping and business administration programs. Accredited training ranges from Certificate II to diploma-level qualifications. There is also a focus on disadvantaged youth, including offering all three levels of VCAL programs. UYCH has been the successful recipient of three ACFE Board Capacity and Innovation Grants. It is a busy, strong organisation that continues to grow.

Gippsland Region of ACFE

The region covers six local government areas and stretches from Melbourne's outer south-east to the state's border in Victoria's far east. The region's economy is based around electricity generation, agricultural industries, and a growing reliance on tourism along the coast from Phillip Island to Lakes Entrance.

In response to a distributed population, the Learn Local organisations in the Gippsland Region have developed blended learning models to deliver pre-accredited training in 'thin' markets. Federation Training and Chisholm TAFE deliver VET training across Gippsland.

Learner profile

During 2014, there were 3,558 enrolments in government subsidised training in Learn Local organisations across the six local government areas in the region. The 1,430 people in pre-accredited programs accounted for 1,924 of these enrolments

Of these learners in pre-accredited programs:

- 67 per cent were female
- 39 per cent had a highest qualification level at Year 10
- 12 percent were aged under 24 years
- 9 per cent of enrolments were from people who identified as being from culturally and linguistically diverse backgrounds.

Program delivery profile

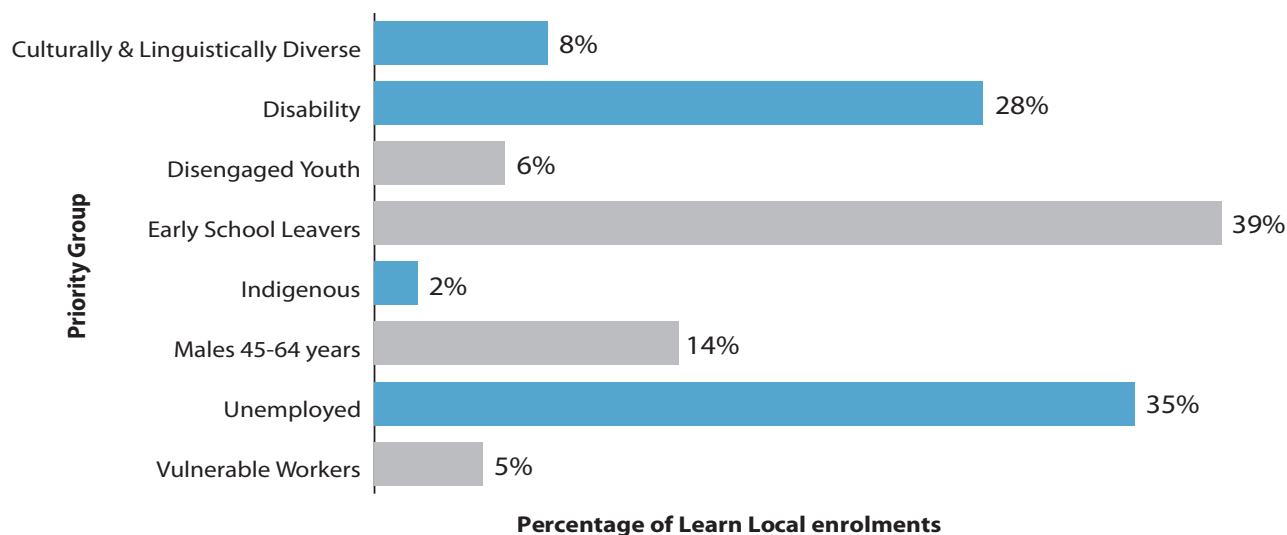
Thirty Learn Local organisations reported delivery of government-subsidised training in the Gippsland region in 2014. Two of these organisations delivered only accredited training; a further 6 of the remaining 28 who delivered pre-accredited programs also delivered accredited training.

In 2014, 54 per cent of enrolments reported by these organisations were in pre-accredited programs.

Table 7. Engagement in government-subsidised training at Learn Local organisations as a percentage of the population by Local Government Area, 2014.

Local Government Area	Learn Local enrolments	Population over 15 years	Percentage
Bass Coast	644	25,148	2.56%
Baw Baw	913	34,770	2.63%
East Gippsland	249	35,428	0.70%
La Trobe	1,226	59,554	2.06%
South Gippsland	266	22,404	1.19%
Wellington (S)	260	34,159	0.76%
Region	3,558	211,463	1.68%

Figure 10. Proportion of Learn Local enrolments by priority group, Gippsland Region (2014)*



*Blue shading indicates that the percentage of enrolments in this priority group is higher than the percentage of that priority group in the region's population

Regional Council members as at June 2015

Catherine Brigg
 Karen Fleischer (joint Deputy Chair)
 Julie Hocking (Chairperson)
 Glenda McPhee (joint Deputy Chair)
 Gail Morley
 Catherine Pickett
 Josie Rose
 Margaret Taylor
 Peter Whitley



The Regional Council identified two specific priority areas to be the focus of its work in 2014.

1. Respond to the findings and recommendations of the *Revitalising Learn Local in Gippsland* project.
2. Implement a stakeholder marketing strategy to increase uptake of the Learn Local brand.

The *Revitalising Learn Local in Gippsland* report was commissioned as a response to the decline in pre-accredited training across the region. Learn Local organisations and other stakeholders were consulted on their views of the issues and opportunities in the sector. The report was presented to the ACFE Board. As a result of the research undertaken all the stakeholders agreed on a set of strategies which included:

- keep small rural Learn Local organisations going and recognise their importance in rural towns
- promote and develop partnerships
- build expertise in Learn Local to meet community needs and engage learners
- market Learn Local in Gippsland
- build technology capacity.

Regional Council recognised the value of the report and used it to help develop a Marketing and Branding project in 2014. This project not only helped a number of Learn Local organisations develop marketing plans but provided small grants to support a range of learner engagement activities throughout the year.

Through encouraging organisations across Gippsland to apply for Capacity and Innovation funding, Regional Council's priorities continued to be met in 2014. Organisations built partnerships, continued to develop their technological capacity and participated in numerous promotion activities.

A close partnership with Federation Training has resulted in the successful trialling of programs using the Technology Enhanced Learning Centre (TELC). Learn Local organisations as remote as Buchan Neighbourhood House and Heyfield Community Resource Centre have connected up with Federation Training to deliver to small numbers of learners in a cost effective way.

Regional Council continued to build its profile among Learn Local organisations across Gippsland. Attendance by council members at forums and visits to Learn Local organisations supported opportunities for improved understanding of the issues impacting organisations.



2014
 LEARN LOCAL
 AWARD
 LEGEND



Noweyung provides a range of quality disability support, learning and community options. It provides integrated and innovative services and programs that respond to individual needs. Noweyung was the leader in the Regional Council's 2013 project to bring a new entity into Bairnsdale. It put together an alliance of Learn Local organisations – Gippsland East Learn Local Alliance (GELLA), and brought partners together to deliver pre-accredited training in Bairnsdale, fulfilling a community need. Noweyung is always willing to participate in regional initiatives and help other Learn Local organisations.

Grampians Region of ACFE

The region covers eleven local government areas and stretches from Bacchus Marsh in the east through to the state border in the west. The region spans a large geographic area with a relatively small population. The population is mainly centred in and around Ballarat with dispersed populations in Bacchus Marsh, Horsham, Ararat and Daylesford. Ballarat has driven much of the economic growth and combined with Hepburn and Pyrenees is one of the fastest growing functional economic areas in regional Victoria.

The economy of the region is diverse including manufacturing, health care, social assistance, construction and agriculture predominantly in the Wimmera. Federation University Australia has campuses in Ballarat, Ararat, Stawell and Horsham providing VET and higher education programs.

Learner profile

During 2014, there were 2,956 enrolments in government subsidised training in Learn Local organisations across the ten local government areas in the region. The 1,430 people in pre-accredited programs accounted for 1,802 of these enrolments

Of these learners in pre-accredited programs:

- 67 per cent were female
- 31 per cent had a highest qualification level at Year 10
- 15 percent were aged under 24 years
- 15 per cent of enrolments were from people who identified as being from culturally and linguistically diverse backgrounds.

Program delivery profile

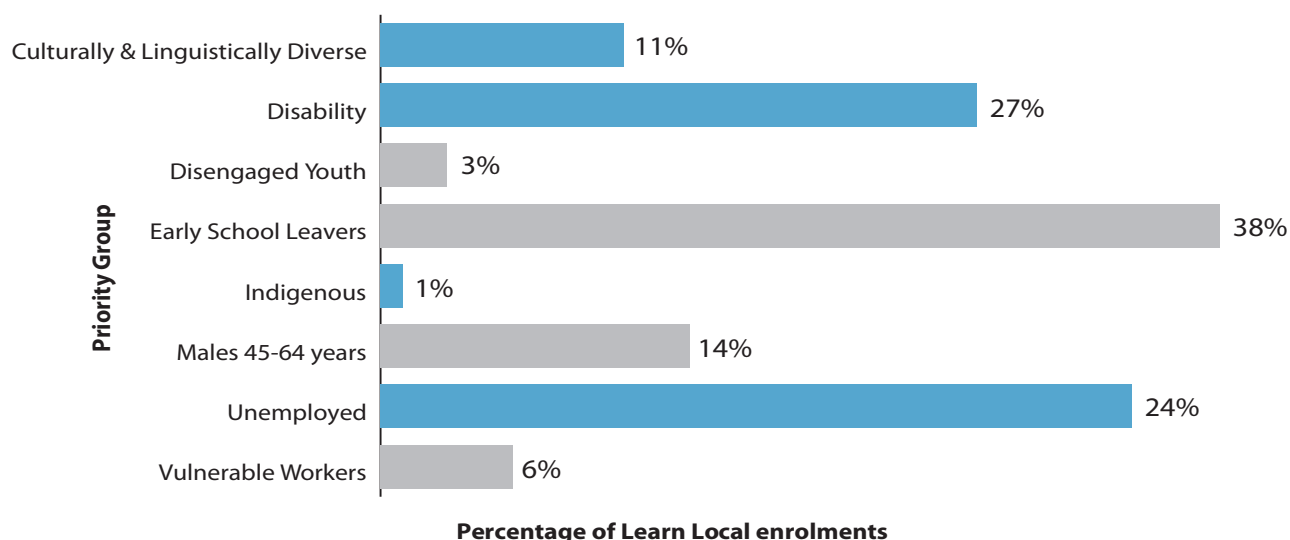
Twenty six Learn Local organisations reported delivery of government-subsidised training in the Grampians region in 2014. Five of these organisations delivered only accredited training; a further 6 of the remaining 21 who delivered pre-accredited programs also delivered accredited training.

In 2014, 61 per cent of enrolments reported by these organisations were in pre-accredited programs.

Table 8. Engagement in government-subsidised training at Learn Local organisations as a percentage of the population by Local Government Area, 2014.

Local Government Area	Learn Local enrolments	Population over 15 years	Percentage
Ararat	126	9,325	1.35%
Ballarat	1,175	76,833	1.53%
Golden Plains	93	14,554	0.64%
Hepburn	229	12,096	1.89%
Hindmarsh	158	4,820	3.28%
Horsham	709	15,714	4.51%
Northern Grampians	112	9,984	1.12%
Pyrenees	63	5,647	1.12%
West Wimmera	54	3,478	1.55%
Yarriambiack	237	5,925	4.00%
Region	2,956	158,376	1.87%

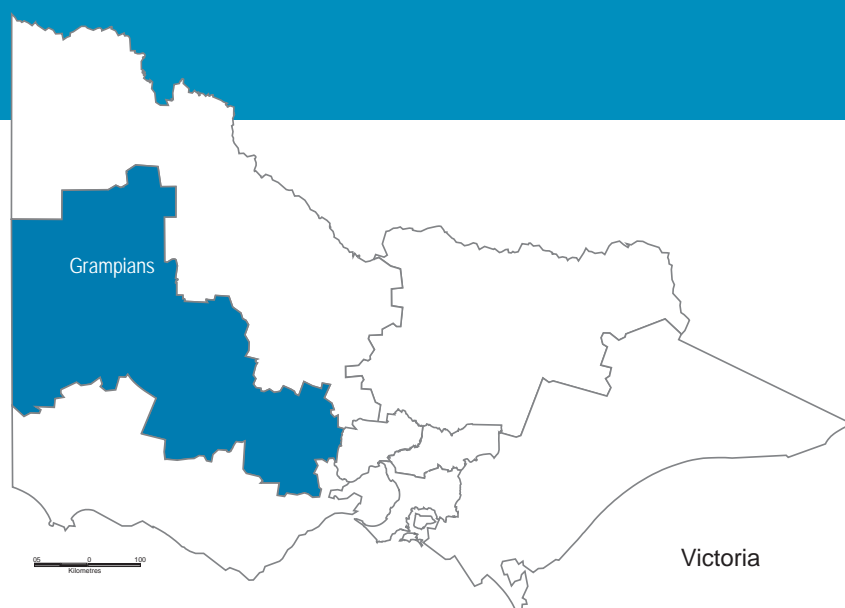
Figure 11. Proportion of Learn Local enrolments by priority group, Grampians Region (2014)*



*Blue shading indicates that the percentage of enrolments in this priority group is higher than the percentage of that priority group in the region's population

Regional Council members as at 30 June 2015

Jannine Bennett
Colin Haldane (Chairperson)
Karen Monument
Roger Permezel
Helen Weadon



In 2014, Regional Council undertook a regional project entitled *Strengthening Employment Outcomes*. The project investigated the issues impacting on achieving strong employment outcomes for the most disadvantaged learners in rural locations. The report on the findings made recommendations for actions to support Learn Local organisations in regional and rural areas to strengthen their connections with industry to ensure that they are able to support the most vulnerable learners in their communities. Findings of the report were included in the ACFE Board's submission to the state government's VET Funding Review.

A major undertaking was the rebuilding of regional council membership, where council undertook a full skills assessment of council membership and implemented a strategy to target new members with specific skills onto council. The strategy has increased council membership and diversified representation across the region.

In 2014, the Wimmera experienced a significant number of issues in relation to provision of delivery to learners. Council responded by undertaking extensive consultation with key stakeholders and providing support to Wimmera Hub to merge

with Volunteering Western Victoria. The merger was further supported through a CAIF grant to undertake a review of delivery in the broader Wimmera area, research gaps and opportunities for further delivery in the future and identify opportunities for collaborative program delivery.

Regional Council took a strategic approach to raising its profile across the region and gain a stronger understanding of the needs and issues for the Learn Local sector. This has included members making formal presentations at Learn Local Provider Forums, consultation with Learn Local organisations and other stakeholders, and conducting council meetings at Learn Local organisations that include tours of their premises, presentations and information sharing.

Regional Council has taken an active role in contributing to responses to the Department's *Strengthening DET Regional relationships and support* consultation paper, the VET Funding Review and the Education State consultation.



Ballarat Neighbourhood Centre (BNC) has a proud history of creating connections in the community and providing an affordable and supportive environment for adult learners. In partnership with the City of Ballarat Careers Development Program, BNC has designed and delivered a pre-accredited, pre-employment program to the CALD community, designed to create an employment pathway with Novotel Forest Resort Creswick. In partnership with Ballarat Community Health, a pre-accredited program was developed for people who have experienced drug and alcohol issues and are looking to develop their pre-employment skills further.

Hume Region of ACFE

The Hume region extends from Wallan and Kinglake in the south to the Murray River. Shepparton is close to the western boundary and Corryong in the north is on the eastern edge. Shepparton, Wangaratta and Wodonga are the major population centres and along with smaller towns service a diversified agricultural economy that is Victoria's major food bowl. Manufacturing enterprises are significant employers in these towns and there is a growing tourism sector.

GOTAFE delivered VET training in the region with campuses in Shepparton and Wangaratta while Wodonga Institute of TAFE delivers in the Wodonga area.

Learner profile

During 2014, there were 4,680 enrolments in government subsidised training in Learn Local organisations across the twelve local government areas in the region. The 1,501 people in pre-accredited programs accounted for 2,273 of these enrolments.

Of these learners in pre-accredited programs:

- 71 per cent were female
- 41 per cent had a highest qualification level at Year 10
- 19 per cent were aged under 24 years
- 8 per cent of enrolments were from people who identified as being from culturally and linguistically diverse backgrounds.

Program delivery profile

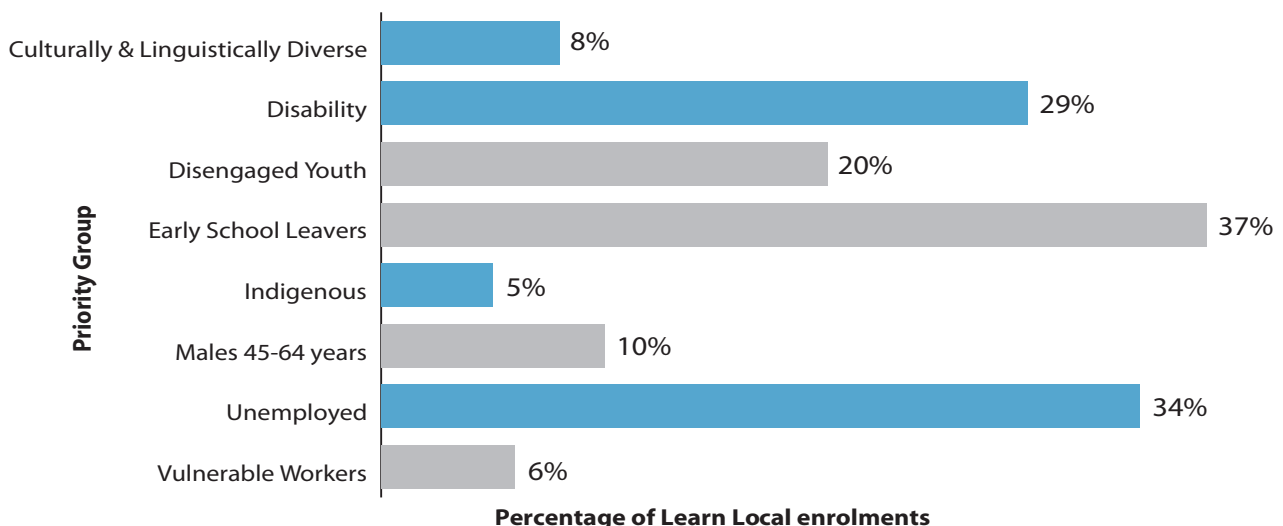
Thirty five Learn Local organisations reported delivery of government-subsidised training in the Hume region in 2014. Six of these organisations delivered only accredited training; a further 10 of the remaining 29 who delivered pre-accredited programs also delivered accredited training.

In 2014, 49 per cent of enrolments reported by these organisations were in pre-accredited programs.

Table 9. Engagement in government-subsidised training at Learn Local organisations as a percentage of the population by Local Government Area, 2014.

Local Government Area	Learn Local enrolments	Population	Proportion
Alpine	173	9,998	1.73%
Benalla	120	11,452	1.05%
Greater Shepparton	909	48,702	1.87%
Indigo	17	12,419	0.14%
Mansfield	236	6,468	3.65%
Mitchell	123	27,242	0.45%
Moira	582	22,954	2.54%
Murrindindi	274	10,998	2.49%
Strathbogie	329	8,097	4.06%
Towong	31	4,858	0.64%
Wangaratta	896	22,111	4.05%
Wodonga	990	28,300	3.50%
Region	4,680	213,599	2.19%

Figure 12. Proportion of Learn Local enrolments by priority group Hume Region (2014)*



*Blue shading indicates that the percentage of enrolments in this priority group is higher than the percentage of that priority group in the region's population

Regional Council members as at 30 June 2015

Jenny Branton (Chairperson)

Andrew Kay

Danny O'Donoghue (Deputy Chairperson)

Felicity Williams



The Hume ACFE Regional Council focused on two priority areas in 2014. These were:

1. better understanding of the financial viability and sustainability of Learn Local organisations in the region, including understanding how they are performing in terms of key indicators such as:
 - organisational capacity – including relationships with other providers
 - governance arrangements and capabilities
 - current/potential levels of funding from alternative sources.
2. better understanding local demand to be able to marshal the capacity needed across providers to meet demand.

Sustainability of Provision in Hume was commissioned to map current provider delivery and learner pathways. Its focus was Shepparton and the outer rural towns in the North East. The project aimed to provide insights in the patterns of provision and participation in all LGAs, including the depth and breadth of provision, successful engagement and business strategies and the challenges for regional and rural Learn Local organisations.

Qualitative and quantitative data was collected from focus groups and a survey on current learner pathways and partnerships factors impacting on organisations, governance and management and how the Regional Council could assist in sharing good practice across the region. The patterns in the data formed the basis of 2015 planning decisions.

Key issues that impacted on youth unemployment and training needs in Shepparton were identified. Business and industry and a youth focus group contributed to the discussion. On the basis of issues identified an A-frame was developed with disengaged youth.

Regional Council promoted examples of innovative partnerships in the region at Provider Forums. The focus was on projects working on shared services model, blended delivery and approaches to addressing thin markets.

Regional Council also continued to actively seek new members and looks forward to more members being appointed shortly.



Shepparton Access offers an innovative and dynamic boutique service. It promotes community inclusion for people with a broad range of disabilities, as well as their families and carers. It is passionate about empowering people to make a difference to their lives, changing community culture and breaking down the barriers to inclusion. It continues to build partnerships with local businesses and schools.

Loddon Mallee Region of ACFE

The region covers 10 local government areas and is bounded by the Murray River to the north, the South Australian border in the west and extends east and south to Kyabram and Maryborough. The region occupies more than a quarter of Victoria. Most of the region's population is located in Bendigo and Mildura with the lowest population density in the broadacre farming communities of the Mallee. As major regional centres, Bendigo with a rapidly expanding population of 107,000 people and (to a lesser extent) Mildura with a population of almost 60,000 people offer diverse employment opportunities and are home to increasingly diverse communities.

Loddon Mallee has a growing economy in tourism, viticulture, equine, horticulture, crops, cattle, manufacturing and wool production. It is a major food producing area and is also home to a vibrant manufacturing and service centre.

Learner profile

During 2014, there were 5,578 enrolments in government subsidised training in Learn Local organisations across the ten local government areas in the region. The 1,985 people in pre-accredited programs accounted for 2,921 of these enrolments

Of these learners in pre-accredited programs:

- 62 per cent were female
- 39 per cent had a highest qualification level at Year 10
- 17 per cent were aged under 24 years
- 14 per cent of enrolments were from people who identified as being from culturally and linguistically diverse backgrounds.

Program delivery profile

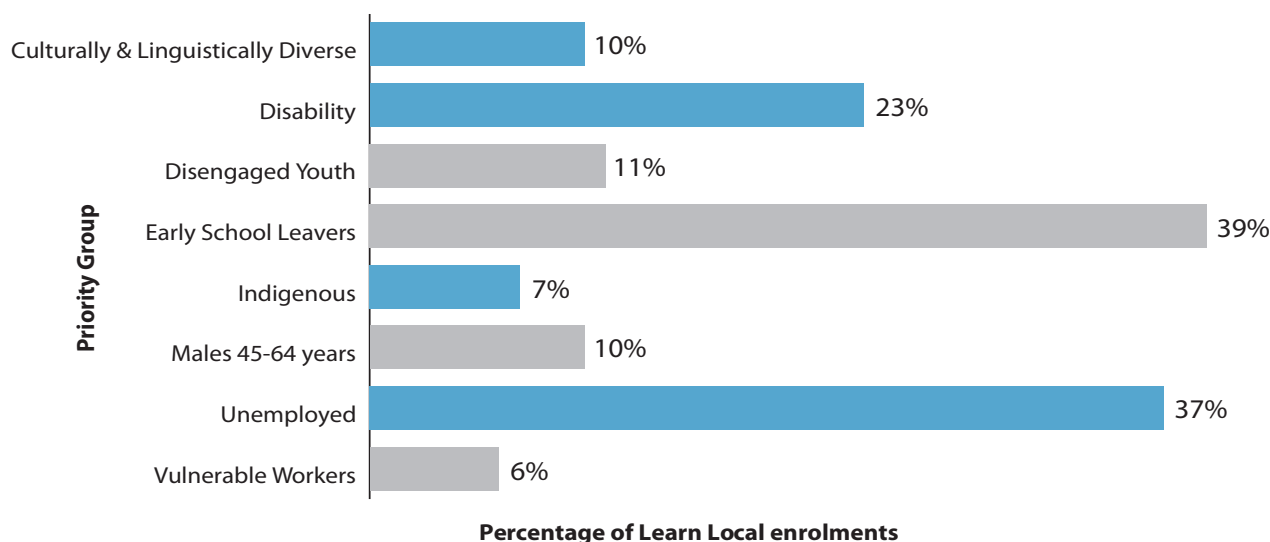
Forty two Learn Local organisations reported delivery of government-subsidised training in the Loddon Mallee region in 2014. Nine of these organisations delivered only accredited training; a further 12 of the remaining 33 who delivered pre-accredited programs also delivered accredited training.

In 2014, 52 per cent of enrolments reported by these organisations were in pre-accredited programs.

Table 10. Engagement in government-subsidised training at Learn Local organisations as a percentage of the population by Local Government Area, 2014.

Local Government Area	Learn Local enrolments	Population over 15 years	Percentage
Buloke	45	5,300	0.85%
Campaspe	1,680	29,693	5.66%
Central Goldfields	182	10,485	1.74%
Gannawarra	242	8,541	2.83%
Greater Bendigo	1,276	82,226	1.55%
Loddon	38	6,256	0.61%
Macedon Ranges	344	33,858	1.02%
Mildura	897	41,030	2.19%
Mount Alexander	419	14,952	2.80%
Swan Hill	455	16,566	2.75%
Region	5,578	248,907	2.24%

Figure 13. Proportion of Learn Local enrolments by priority group, Loddon Mallee Region (2014)*



*Blue shading indicates that the percentage of enrolments in this priority group is higher than the percentage of that priority group in the region's population

Regional Council members as at 30 June 2015

Anne Brosnan (Deputy Chair)

Dawn Ferrier

Mary Keeffe

Glenn Milne

Melissa Neal

Robyn Stepnell

Jacqui Watt

Ellen White (Chairperson)



Regional Council completed a major project in this financial year. The *Communities of Practice* project explored how Communities of Practice (CoPs) could benefit Learn Local networks in two targeted locations - Greater Bendigo and Loddon/Buloke. Further, the project was to develop and pilot one or two CoPs with the aim of improving the ongoing resourcing, compliance management, quality delivery, collaboration, and pathways planning for pre-accredited training. The recommendations from this project include:

- targeted support for the Loddon /Buloke group to undertake specific tasks as determined and prioritised by the group
- support to enable the Greater Bendigo CoP to build and strengthen emerging practices, consolidate relationships and connections
- further funding be sourced through CAIF for external support to ensure both CoPs continue to function and flourish and engage with each other
- digital literacy and capability building continue to be supported to facilitate communication and cooperation
- opportunities for the two networks to engage with each other be provided and supported.

Another project started in 2014 involves building and strengthening the capacity of Learn Local organisations in the region to work with young people using the *Coaching Young People for Success* tools. Fifteen providers attended the two day training program in Swan Hill, which included guest speakers from providers who successfully work with young people. Follow up training and a forum will be delivered during 2015.

The composition of the Loddon Mallee Regional Council changed in 2014, with the departure of Jeff Rigby, who was Chairperson from 2010, and had also chaired Grampians Regional Council. Jeff's guidance during those years was highly regarded by all. New members were also welcomed in 2014, and we now enjoy a full complement of Regional Council members representing the diversity of our region.



2014
LEARN LOCAL
AWARD
LEGEND



CAMPASPE COLLEGE
of Adult Education Echuca

Campaspe College of Adult Education provides fully-funded vocational training for unemployed/underprivileged people in the Campaspe Shire. It addresses skill shortages within the Loddon-Mallee region. CCAE offers a broad range of programs to the community, specialising in youth programs and Health and Community Services training. It offers community VCAL and training for Teacher Aides and has increased its student numbers every year over the past three years.

North Western Metropolitan

Encompassing five of the metropolitan growth corridors, this region is Victoria's most rapidly growing. The region covers 14 local government areas and has the most diverse population in the state with almost 30 per cent of residents born in non-English speaking countries. Unemployment is the highest in the state. Much of Melbourne's heavy and manufacturing industry is located in the region as well as service sectors such as transport and storage. Public and private sector investment in urban renewal as well as the development of new communities on the urban fringe is changing the shape of many of the communities in the region. Economic change is also on the horizon and this will bring further change.

Learner profile

During 2014, there were 28,743 enrolments in government subsidised training in Learn Local organisations across the fourteen local government areas in the region. The 7,680 people in pre-accredited programs accounted for 17,951 of these enrolments

Of these learners in pre-accredited programs:

- 68 per cent were female
- 44 per cent had a highest qualification level at Year 10
- 15 per cent were aged under 24 years
- 61 per cent of enrolments were from people who identified as being from culturally and linguistically diverse backgrounds.

Program delivery profile

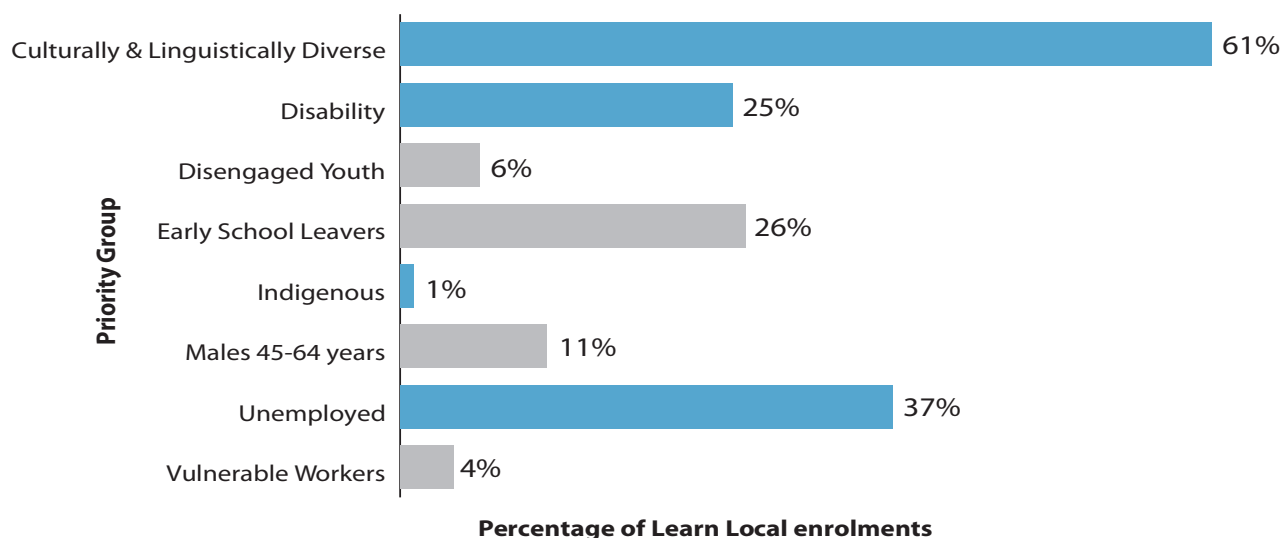
Eighty three Learn Local organisations and the two Adult Education Institutions reported delivery of government-subsidised training in the North Western Metropolitan region in 2014. Fifteen of these organisations delivered only accredited training; a further 39 of the remaining 70 who delivered pre-accredited programs also delivered accredited training.

In 2014, 62 per cent of enrolments reported by these organisations were in pre-accredited programs.

Table 11. Engagement in government-subsidised training at Learn Local organisations as a percentage of the population by Local Government Area, 2014.

Local Government Area	Learn Local enrolments	Population over 15 years	Percentage
Banyule	1,801	101,508	1.77%
Brimbank	3,170	155,806	2.03%
Darebin	1,191	120,194	0.99%
Hobsons Bay	928	71,735	1.29%
Hume	6,270	135,473	4.63%
Maribyrnong	2,275	62,999	3.61%
Melbourne	4,222	93,267	4.53%
Melton	896	85,241	1.05%
Moonee Valley	2,242	93,639	2.39%
Moreland	1,386	129,790	1.07%
Nillumbik	242	49,938	0.48%
Whittlesea	930	127,921	0.73%
Wyndham	1,373	128,028	1.07%
Yarra	1,817	69,864	2.60%
Region	28,743	1,425,403	2.02%

Figure 14. Proportion of Learn Local enrolments by priority group, North Western Metropolitan Region (2014)*



*Blue shading indicates that the percentage of enrolments in this priority group is higher than the percentage of that priority group in the region's population

Region of ACFE

Regional Council members as at 30 June 2015

Jennie Barrera (Deputy Chair)
Catherine Clark
Geoffrey Hanlon
Elizabeth Joldeski
Christine Mountford (Chairperson)
Joanne Smyth
Deepak Vinayak



The North Western Metropolitan Regional Council of ACFE identified some key priorities to focus on in 2014. These included:

- the acknowledgement and enhanced understanding of the diversity that exists across the 14 LGAs (and sub-regions) that make up the Region
- gaining a greater understanding of changes in the economic base in some sub-regions
- developing the capacity and capability of providers to respond to emerging skill needs in the region.

To achieve their objectives, the Council undertook two activities that would enable them to provide more strategic and targeted advice to the ACFE Board.

Council worked with Preston Reservoir Adult Community Education (PRACE) to implement a validation and mentoring project for Learn Local RTOs in the region. Thirteen Learn Local organisations were approached to participate in workshops to share validation methods and resources and were then invited to participate in a mentoring program with other Learn Local organisations in the region.

A total of 10 Learn Local RTOs became mentors to other organisations. The project was a great success, assisting the participating organisations in the region to develop greater skill levels and confidence in their ability to deliver quality programs.

It also enabled strong relationships and partnerships to develop and flourish – many of which continued after the project was completed.

The Council is keen to gain a greater understanding of the unique issues affecting the five growth corridor areas of the region, particularly in relation to ACFE learner groups and stakeholders. To address this issue, Council is commissioning a research project, to be delivered in 2015, that will provide them with a more comprehensive over view of issues impacting on provision. The findings from the project will enable Council to provide more strategic and up to date advice to the ACFE Board on the needs in these growth corridor regions, and also assist them with decisions around future resource allocation to the region in general.

In 2014, the Region's Learn Local organisations were awarded 45 projects across CAIF Rounds 6 and 7 and the Partnerships for Access round. We are looking forward to seeing the final outcomes of these projects.

The Council welcomed a new chairperson in 2014, and several new members that help to represent a cross section of the region. The Chairperson was able to attend Learn Local regional forums and engage directly with many providers giving the Council an opportunity to have some valuable feedback about issues affecting Learn Local provision.



Kensington Neighbourhood House is a meeting place for the community and its various groups. It provides adult education, art and hobby classes, children's activities, childcare and health and well-being programs. The centre has seen a 14 per cent increase in enrolments since 2011 and an eight per cent increase in program delivery. Kensington Neighbourhood House tailors its course development to meet the needs of its students.

Southern Metropolitan Region

The region is predominantly urban and spans 10 local government areas from Port Phillip to the Mornington Peninsula. Rapid population growth occurring in Casey and Cardinia, while Dandenong and Frankston are major activity centres with significant employment and retail hubs. The economy of the region is diverse including manufacturing and significant tourism along the bay. Four TAFE institutes deliver Vocational Education in the region – Kangan, Federation, Chisholm and Holmesglen.

Learner profile

During 2014, there were 17,586 enrolments in government subsidised training in Learn Local organisations across the ten local government areas in the region. The 6,010 people in pre-accredited programs accounted for 12,685 of these enrolments

Of these learners in pre-accredited programs:

- 67 per cent were female
- 38 per cent had a highest qualification level at Year 10
- 16 percent were aged under 24 years
- 36 per cent of enrolments were from people who identified as being from culturally and linguistically diverse backgrounds.

Program delivery profile

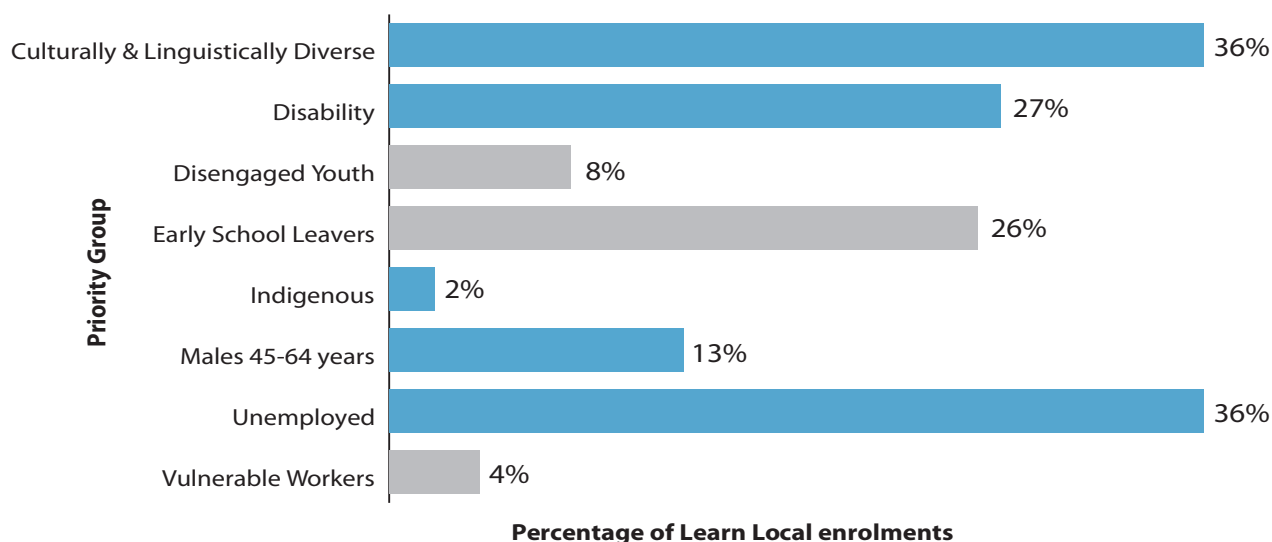
Seventy three Learn Local organisations and Adult Multicultural Education Services reported delivery of government-subsidised training in the Southern Metropolitan region in 2014. Fourteen of these organisations delivered only accredited training; a further 26 of the remaining 60 who delivered pre-accredited programs also delivered accredited training.

In 2014, 72 per cent of enrolments reported by these organisations were in pre-accredited programs.

Table 12. Engagement in government-subsidised training at Learn Local organisations as a percentage of the population by Local Government Area, 2014.

Local Government Area	Learn Local enrolments	Population over 15 years	Percentage
Bayside	797	77,616	1.03%
Cardinia	1,443	58,307	2.47%
Casey	2,124	201,753	1.05%
Frankston	1,904	105,718	1.80%
Glen Eira	599	113,029	0.53%
Greater Dandenong	3,907	116,853	3.34%
Kingston	2,851	122,677	2.32%
Mornington Peninsula	1,590	122,234	1.30%
Port Phillip	1,591	86,971	1.83%
Stonnington	780	86,230	0.90%
Region	17,586	1,091,388	1.61%

Figure 15. Proportion of Learn Local enrolments by priority group, Loddon Mallee Region (2014)*



*Blue shading indicates that the percentage of enrolments in this priority group is higher than the percentage of that priority group in the region's population

of ACFE

Regional Council members as at 30 June 2015

Judith Bissland (Chairperson)
Roger Chao (Deputy Chairperson)
David Eynon
Sandra George
Rhonda Hinds
Andrew Liyanawaduge
Catherine McGrath
Jo Patten



In 2014, Southern Metropolitan Regional Council has worked on the following key priorities:

- better knowledge of regional trends and needs
- better ways to help Learn Local organisations in the region become more viable
- improved consultation with the sector and with influential stakeholders in the region.

The first two of these priorities were addressed through our 2014 Regional Council Project *Data to Delivery*, which was conducted by the Inner Melbourne VET Cluster. This involved the development of sets of reports containing relevant local, sector and region information to help Regional Council provide qualified advice to the ACFE Board on regional training needs, trends and practices. It also involved the development of a best practice kit for providers on data use and the link between data, design and delivery of ACFE programs, to help them understand the sector more deeply and plan relevant programs to meet local needs.

The last priority was addressed through Regional Council members attending quarterly provider forums and by numerous presentations being given at Regional Council meetings from Learn Local organisations to help councillors better understand the complexity of the region as well as giving them the chance to hear about the challenges providers face in remaining viable. The Chairperson of the Council was also the guest speaker at the 2014 Keysborough Learning Centre Annual General Meeting. These stakeholder engagement sessions all helped improve communication and support to the Learn Local organisations in the region.

Regional Council also facilitated good two-way communication with the ACFE Board through close liaison with their allocated Board Champion, attendance at the Regional Council Development Day and representation at ACFE Chairpersons' Forums.



Sandringham's Sandybeach Centre prides itself on offering pathways for students into a number of accredited programs. Sandybeach has developed strong connections with local businesses and service clubs, such as the Lions Club and Rotary, and these connections have resulted in volunteer recruitment and financial support. The contact with local business ensures that the training offered is relevant to local employers, particularly in community support industries such as aged care and childcare. Sandybeach is expanding its scope of delivery in this area even further in 2014. Outcomes have been particularly significant for the youth program. In 2013, 92 per cent of graduates from the youth programs returned to study or gained employment. Given that these students were struggling in a mainstream environment, this is a remarkable outcome.

Financial Report

for the year ended 30 June 2015

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

The Adult, Community and Further Education Board is a Statutory Authority under the *Education and Training Reform Act 2006*.

The Adult, Community and Further Education Board reports separately to Parliament through the Minister for Training and Skills.

Its principal address is:

**Adult, Community and Further Education Board
Level 3, 2 Treasury Place
East Melbourne VIC 3002**

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 2015 of the Adult Community and Further Education Board which comprises comprehensive operating statement, balance sheet, statement of changes in equity, cash flow statement, notes comprising a summary of significant accounting policies and other explanatory information, and the accountable officer's declaration 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, and the financial reporting requirements of the *Financial Management Act 1994*, and for such internal control as the Board Members determine is necessary to enable the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error.

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. Those standards require compliance with relevant ethical requirements relating to audit engagements and that the audit be planned and performed to obtain reasonable assurance about 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 Members, 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.

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.

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 2015 and of its financial performance and its cash flows for the year then ended in accordance with applicable Australian Accounting Standards, and the financial reporting requirements of the *Financial Management Act 1994*.

MELBOURNE
27 August 2015


John Doyle
Auditor-General

Accountable Officers' Declaration

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 including Interpretations, 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 accompanying notes, presents fairly the financial transactions during the year ended 30 June 2015 and financial position of the Board at 30 June 2015.

At the time of signing, we are not aware of any circumstance which would render any particulars included in the financial statements to be misleading or inaccurate.

We authorise the attached financial statements for issue on 26 August 2015.



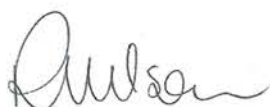
Dr Xavier Csar
Accountable Officer
Adult, Community and Further Education
Board

26 August 2015



Ms Xiaohong Chen
Chief Finance and Accounting Officer
Adult, Community and Further Education
Board

26 August 2015



Mr Ron Wilson
Acting Chair
Adult, Community and Further Education Board

26 August 2015

Comprehensive operating statement

for the financial year ended 30 June 2015

	Notes	2015 \$'000	2014 \$'000
Income from transactions			
Grants and other income transfers	2	25,442	24,500
Services received free of charge		2,317	1,700
Total income from transactions		27,759	26,200
Expenses from transactions			
Depreciation		(547)	(546)
Grants and transfer payments	3	(26,641)	(22,843)
Operating expenses	4	(1,917)	(1,947)
Services provided free of charge	4	(2,317)	(1,700)
Total expenses from transactions		(31,422)	(27,036)
Net result from transactions (net operating balance)		(3,663)	(836)
Other economic flows included in net result			
Net gain/(loss) on financial instruments	5	(595)	29
Total other economic flows included in net result		(595)	29
Net result		(4,258)	(807)
Other economic flows - other comprehensive income			
Items that will not be reclassified to net result			
Changes in physical asset revaluation surplus		-	-
Total other economic flows - other comprehensive income		-	-
Comprehensive result		(4,258)	(807)

The above comprehensive operating statement should be read in conjunction with the accompanying notes.

Balance sheet

as at 30 June 2015

	Notes	2015 \$'000	2014 \$'000
Assets			
Financial assets			
Prepayment		355	351
Receivables	6	12,333	16,781
Total financial assets		12,688	17,132
Non-financial assets			
Property	7	24,854	25,401
Total non-financial assets		24,854	25,401
Total assets		37,542	42,533
Liabilities			
Payables	8	670	1,403
Total liabilities		670	1,403
Net assets		36,872	41,130
Equity			
Contributed capital		1,701	1,701
Physical assets revaluation surplus	12	21,853	21,853
Accumulated surplus/(deficit)		13,318	17,576
Net worth		36,872	41,130

The above balance sheet should be read in conjunction with the accompanying notes.

Statement of changes in equity

for the financial year ended 30 June 2015

	Physical Asset Revaluation Surplus \$'000	Accumulated Surplus \$'000	Contributions by Owner \$'000	Total \$'000
Balance at 1 July 2013	21,853	18,383	1,701	41,937
Net result for the year	-	(807)	-	(807)
Balance at 30 June 2014	21,853	17,576	1,701	41,130
Net result for the year	-	(4,258)	-	(4,258)
Balance at 30 June 2015	21,853	13,318	1,701	36,872

The above statement of changes in equity should be read in conjunction with the accompanying notes.

Cash flow statement

for the financial year ended 30 June 2015

	Notes	2015 \$'000	2014 \$'000
Cash flows from operating activities			
Receipts			
Receipts from Government		32,261	27,114
Total receipts		32,261	27,114
Payments			
Payments of grants and other expenses		(32,261)	(27,114)
Total payments		(32,261)	(27,114)
Net cash flows from/(used in) operating activities	11	-	-
Net increase/(decrease) in cash and cash equivalents			
Cash and cash equivalents at the beginning of the financial year		-	-
Cash and cash equivalents at the end of the financial year		-	-

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

Notes to and forming part of the financial statements

Note 1 Summary of significant accounting policies

The annual financial statements represent the audited general purpose financial statements for the Adult, Community and Further Education Board (ACFE Board) for the period ended 30 June 2015.

The purpose of the financial statements is to provide users with information about the ACFE Board's stewardship of resources entrusted to it.

(A) Statement of compliance

These general purpose financial statements have been prepared in accordance with the *Financial Management Act 1994* (FMA) and applicable Australian Accounting Standards (AAS) which include Interpretations, issued by the Australian Accounting Standards Board (AASB). In particular, they are presented in a manner consistent with the requirements of AASB 1049 *Whole of Government and General Government Sector Financial Reporting*.

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

Accounting policies are selected and applied in a manner which ensures that the resulting financial information satisfies the concepts of relevance and reliability, thereby ensuring that the substance of the underlying transactions or other events is reported.

These annual financial statements were authorised for issue by the Acting Chair of the Adult, Community and Further Education Board in line with the issuance date stated in the Accountable Officers' declaration page.

(B) Basis of preparation and measurement

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.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on professional judgements derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions 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.

These financial statements are presented in Australian dollars, and prepared in accordance with the historical cost convention except for:

- Non-financial 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 sufficient regularity to ensure that the carrying amounts do not materially differ from their fair value.

Consistent with AASB 13 *Fair Value Measurement*, the Board determines the policies and procedures for both recurring fair value measurements such as property, plant and equipment, and financial instruments and for non-recurring fair value measurements such as non-financial physical assets held for sale, in accordance with the requirements of AASB 13, relevant Financial Reporting Directions and the *Financial Management Act 1994*.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within the fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

- Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities
- Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable
- Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, the Board has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

In addition, the Board determines whether transfers have occurred between levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

The Valuer-General Victoria (VGV) is the independent valuation agency. The Board, in conjunction with VGV monitor changes in the fair value of each asset and liability through relevant data sources to determine whether revaluation is required.

(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 separately to Parliament through the Minister for Training and Skills. Its principal address is:

Adult, Community and Further Education Board
Level 3,
2 Treasury Place
East Melbourne,
VICTORIA 3002

A description of the nature of the Board's operations and its principal activities is included in the report of operations, which does not form part of these financial statements.

Objectives and funding

The ACFE Board's overall objective is to support the expansion of adult community education across all learner groups across all qualification levels and industry sectors, and develop a strong Learn Local organisation base which is responsive to the industry and community needs. ACFE is predominantly funded by accrual-based parliamentary appropriations.

(D) Scope and presentation of financial statements

Comprehensive operating statement

The comprehensive operating statement comprises three components, being 'net result from transactions (or termed as 'net operating balance')', 'other economic flows included in net result', as well as 'other economic flows – other comprehensive income'. The sum of the former two, together with the net result from discontinued operations, represents the net result.

The 'Net result from transactions' or 'net operating balance' is a key fiscal aggregate and is derived by income from transactions minus expenses from transactions. It is a summary measure of the ongoing sustainability of operations. It excludes gains and losses resulting from changes in price levels and other changes in the volume of assets. It is the component of the change in net worth that is due to transactions and can be attributed directly to government policies.

'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. Taxation is regarded as mutually agreed interactions between the Government and taxpayers. Transactions can be in kind (e.g. assets provided/given free of charge or for nominal consideration) or where the final consideration is cash.

'Other economic flows included in net result' are changes in the volume or value of an asset or liability that do not result from transactions. It includes:

- gains and losses from disposal, revaluation and impairment of non-financial physical and intangible assets;
- fair value changes of financial instruments; and
- depletion of natural assets (non-produced) from their use or removal.

'Other economic flows – other comprehensive income' comprises items (including reclassification adjustments) that are not recognised in net result as required or permitted by other Australian Accounting Standards.

The components of other economic flows – other comprehensive income include:

- (a) changes in physical asset revaluation surplus; and
- (b) gains and losses on remeasuring available-for-sale financial assets.

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 economic flows – other movements in equity' related to 'transactions with owner in its capacity as owner'.

Cash flow statement

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

Rounding of amounts

Amounts in the financial statements have been rounded to the nearest 1,000 dollars, unless otherwise stated. Figures in the financial statements may not equate due to rounding.

(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

State Government's grants over which the ACFE Board gains control during a reporting period are recognised as income of that reporting period consistent with *Australian Accounting Standard AASB 1004 'Contributions'* and other relevant accounting concepts, pronouncements and views. 'Control' arises on the earlier event of receipt or notification of eligibility for grants by relevant authorities.

Services received free of charge

Contributions of resources received free of charge are recognised at fair value when control is obtained over them, irrespective of whether these contributions are subject to restrictions or conditions over their use. Contributions in the form of services are only recognised when a fair value can be reliably determined and the services would have been purchased if not received as a donation.

The Department of Education and Training provides services of Departmental employees to assist the ACFE Board with operational activities. The ACFE Board recognises the value of employee expenses incurred by the Department in undertaking Board activities, together with administrative overheads, as services received free of charge in the comprehensive operating statement.

(F) Expenses from transactions

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

Depreciation

Buildings that have finite useful lives are depreciated. Depreciation is calculated on a straight line basis, at rates that

allocate the asset's value, less any estimated residual value, over its estimated life.

The estimated average useful lives (excluding heritage assets) are as follows:

Asset Class	Average useful life	
	2015	2014
Buildings	40-70 years	40-70 years

Land, which is considered to have an indefinite life, is not depreciated. Depreciation is not recognised in respect of this asset because their service potential has not, in any material sense, been consumed during the reporting period.

ACFE undertakes management reviews on the residual value and useful life of buildings at the end of each annual reporting period.

Grants and transfer payments

Grants and transfer payments 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 of the ACFE Board. These items are recognised as an expense in the reporting period in which they are incurred.

Services provided free of charge

Contributions of resources provided free of charge are recognised at their fair value once control is obtained over them, irrespective of whether restrictions or conditions are imposed over their use. Contributions in the form of services are only recognised when a fair value can be reliably determined and the services would have been purchased if not donated.

The ACFE Board recognises the following expenses incurred in administering Board activities as services provided free of charge in the comprehensive operating statement. Employee expenses (including on-costs) for Department of Education and Training employees administering the Boards operations and administrative overheads calculated on the number of Departmental employees engaged in Board activities.

(G) Other economic flows included in the net result

Other economic flows measure the change in volume or value of assets or liabilities that do not result from transactions.

Net gain/ (loss) on non-financial assets

Net gain/ (loss) on non-financial assets and liabilities includes realised and unrealised gains and losses as follows:

Revaluation gains/ (losses) of non-financial physical assets

Refer to Note 1 (I) *Revaluations of non-financial physical assets*

Net gain/ (loss) on financial instruments

Net gain/ (loss) on financial instruments includes:

- Realised and unrealised gains and losses from

revaluations of financial instruments at fair value;

- Impairment and reversal of impairment for financial instruments at amortised cost;
- Disposals of financial assets and derecognition of financial liabilities.

Revaluations of financial instruments at fair value

Refer to Note 1 (H) *Impairment of financial assets*

(H) Financial assets

Cash and deposits

The ACFE Board does not hold a bank account with any financial institution. Total approved appropriations for the relevant period, are transferred by the Department of Education and Training to the ACFE Board in a phased manner throughout the financial year via inter entity transactions.

Receivables

Receivables consist of:

- Contractual receivables, such as debtors in relation to goods and services, loans to third parties; and
- Statutory receivables, such as amounts owing from the Victorian Government and Goods and Services Tax (GST).

Contractual receivables are classified as financial instruments. Statutory receivables are not classified as financial instruments because they do not arise from a contract.

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

An allowance for doubtful receivables is recognised when there is objective evidence that the debts may not be collected, and bad debts are written off when identified.

Impairment of financial assets

At the end of each reporting period, the Board assesses whether there is objective evidence that a financial asset or group of financial asset is impaired. Objective evidence includes financial difficulties of the debtor identified and recorded in the ACFE Board provider risk register and default on payments. All financial assets, except for those measured at fair value through profit or loss, are subject to annual review for impairment.

Receivables are assessed for bad and doubtful debts on a regular basis. Those bad debts considered as written off through mutual consent are classified as a transaction expense. Bad debts not written off by mutual consent and the allowance for doubtful receivables are classified as other economic flows in net result.

The amount of the allowance is the difference between the financial asset's carrying amount and the present value of estimated future cash flows, discounted at the effective interest rate.

(I) Non-financial assets

Property

All non-financial physical assets except land are measured initially at cost and subsequently revalued at fair value less accumulated depreciation and impairment. Where an asset is

acquired for no or nominal cost, the cost is its fair value at the date of acquisition. Assets transferred as part of a machinery of government change are transferred at their carrying amount.

Land is measured initially at cost and subsequently revalued at fair value. Land fair value is the property's highest and best use.

Buildings are measured initially at cost and subsequently revalued at fair value less accumulated depreciation and impairment.

Revaluations of non-current physical assets

Under the *Financial Management Act 1994* and Victorian Government Policy FRD 103E – *Non-Current Physical Assets* issued by the Department of Treasury and Finance, the ACFE Board was required to undertake an independent revaluation of its non-current assets for the financial year ending 30 June 2013. All independent valuations of ACFE Properties are managed by the Office of the Valuer-General Victoria and are conducted every five years.

Refer to Note 7 Property for more detail.

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 economic flows – other movements in equity', and accumulated in equity under the asset revaluation surplus. However, the net revaluation increase is recognised in the net result to the extent that it reverses a net revaluation decrease in respect of the same class of property previously recognised as an expense (other economic flows) in the net result.

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

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

(J) Liabilities

Payables

Payables consist of:

- contractual payables, such as accounts payable and unearned income including deferred income from concession arrangements. Accounts payable represent liabilities for goods and services provided to the Board prior to the end of the financial year that are unpaid, and arise when the Board becomes obliged to make future payments in respect of the purchase of those goods and services; and
- statutory payables, such as goods and services tax.

Contractual payables are classified as financial instruments and

categorised as financial liabilities at amortised cost. Statutory payables are recognised and measured similarly to contractual payables, but are not classified as financial instruments and not included in the category of financial liabilities at amortised cost, because they do not arise from a contract.

(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 been designated as contributions by owners.

Transfers of net assets arising from administrative restructures are treated as distributions to or contributions by owners. Transfers of net liabilities arising from administrative restructures are treated as distributions to 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 (Refer Note 9 Contingent Assets and Contingent Liabilities) and, if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable respectively.

(M) Commitments

Commitments for future expenditure include operating and capital commitments arising from contracts. These commitments are not recognised in the balance sheet, but are disclosed by way of a note (Refer to Note 17 Commitments for Expenditure) at their nominal value and inclusive of GST payable. In addition, where it is considered appropriate and provides additional relevant information to users, the net present values of significant individual projects are stated. These future expenditures cease to be disclosed as commitments once the related liabilities are recognised in the balance sheet.

(N) Events after the reporting date

Assets, liabilities, income or expenses arise from past transactions or other past events. Where the transactions result from an agreement between the ACFE Board and other parties, the transactions are only recognised when the agreement is irrevocable at or before the end of the reporting period. Adjustments are made to amounts recognised in the financial statements for the events which occur after the reporting date and before the date the financial statements are authorised for issue, where those events provide information about conditions which existed in the reporting period. Note 16 provides disclosure about events which occur between the end of the reporting period and the date the financial statements are authorised for issue where the events relate to conditions which arose after the end of the reporting period and which may have a material impact on the results of subsequent years.

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

Income, expenses and assets are recognised net of the amount of associated GST, unless the GST 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.

(P) Australian Accounting Standards (AASs) issued that are not yet effective

Certain new accounting standards and interpretations have been published that are not mandatory for the 30 June 2015 reporting period. The ACFE Board assesses the impact of these new standards to determine their applicability and early adoption where applicable.

As at 30 June 2015, the following standards and interpretations that are applicable to the ACFE Board had been issued but not mandatory for the financial year ending 30 June 2015. The Board has not and does not intend to, adopt these standards early.

Standard/ Interpretation	Summary	Applicable for annual reporting periods beginning on	Impact on public sector entity financial statements
AASB 9 <i>Financial Instruments</i>	The key changes include the simplified requirements for the classification and measurement of financial assets, a new hedging accounting model and a revised impairment loss model to recognise impairment losses earlier, as opposed to the current approach that recognises impairment only when incurred.	1 Jan 2018	The assessment has identified that the financial impact of available for sale (AFS) assets will now be reported through other comprehensive income (OCI) and no longer recycled to the profit and loss. While the preliminary assessment has not identified any material impact arising from AASB 9, it will continue to be monitored and assessed.
AASB 2014 4 <i>Amendments to Australian Accounting Standards – Clarification of Acceptable Methods of Depreciation and Amortisation</i> [AASB 116 & AASB 138]	Amends AASB 116 Property, Plant and Equipment and AASB 138 Intangible Assets to: <ul style="list-style-type: none"> establish the principle for the basis of depreciation and amortisation as being the expected pattern of consumption of the future economic benefits of an asset; prohibit the use of revenue based methods to calculate the depreciation or amortisation of an asset, tangible or intangible, because revenue generally reflects the pattern of economic benefits that are generated from operating the business, rather than the consumption through the use of the asset. 	1 Jan 2016	The assessment has indicated that there is no expected impact as the revenue-based method is not used for depreciation and amortisation.
AASB 2015 6 <i>Amendments to Australian Accounting Standards – Extending Related Party Disclosures to Not-for-Profit Public Sector Entities</i> [AASB 10, AASB 124 & AASB 1049]	The Amendments extend the scope of AASB 124 Related Party Disclosures to not-for-profit public sector entities. A guidance has been included to assist the application of the Standard by not-for-profit public sector entities.	1 Jul 2016	The amending standard will result in extended disclosures on the entity's key management personnel (KMP), and the related party transactions.

In addition to the new standards and amendments above, the AASB has issued a list of other amending standards that are not effective for the 2014-15 reporting period (as listed below). In general, these amending standards include editorial and references changes that are expected to have insignificant impacts on public sector reporting.

- AASB 2010-7 Amendments to Australian Accounting Standards arising from AASB 9 (December 2010);
- AASB 2013-9 Amendments to Australian Accounting Standards – Conceptual Framework, Materiality and Financial Instruments;
- AASB 2014-3 Amendments to Australian Accounting Standards – Accounting for Acquisitions of Interests in Joint Operations [AASB 1 & AASB 11];
- AASB 2014-5 Amendments to Australian Accounting Standards arising from AASB 15;
- AASB 2014-6 Amendments to Australian Accounting Standards – Agriculture: Bearer Plants [AASB 101, AASB 116, AASB 117, AASB 123, AASB 136, AASB 140 & AASB 141];
- AASB 2014-7 Amendments to Australian Accounting Standards arising from AASB 9 (December 2014);
- AASB 2014-8 Amendments to Australian Accounting Standards arising from AASB 9 (December 2014) – Application of AASB 9 (December 2009) and AASB 9 (December 2010) [AASB 9 (2009 & 2010)];
- AASB 2015-2 Amendments to Australian Accounting Standards – Disclosure Initiative: Amendments to AASB 101 [AASB 7, AASB 101, AASB 134 & AASB 1049];
- AASB 2015-3 Amendments to Australian Accounting Standards arising from the Withdrawal of AASB 1031 Materiality.

(Q) Correction of prior period records

During the 2013-14 financial year the Board omitted to recognise a prepayment for software licensing it purchased for the 2014 calendar year. This error had the effect of overstating Operating expenses / Net Result and understating Prepayments / Net Assets by \$351,000 for the year ended 30 June 2014.

The error has been corrected by restating each of the affected financial statement lines described above for the year in which the error occurred.

Note 2 Income from transactions	2015 \$'000	2014 \$'000
Grants and other income transfers		
Grants from the Department of Education and Training	25,442	24,500
Administrative and salaries revenue received free of charge	2,317	1,700
Total income from transactions	27,759	26,200

Note 3 Grants and transfer payments	2015 \$'000	2014 \$'000
Grants and transfer payments		
Payments to adult community education organisations	25,011	19,336
Payments to adult education institutions	1,404	2,641
Payments to other education organisations	226	866
Total grants and transfer payments	26,641	22,843

Note 4 Operating and administrative expenses	2015 \$'000	2014 \$'000
Operational expenditure		
Operating expenses	1,917	1,947
Services provided free of charge		
Administrative and salary expenses provided free of charge	2,317	1,700
Total operating and administrative expenses	4,234	3,647

Note 5 Other economic flows included in net result	2015 \$'000	2014 \$'000
Net gain/(loss) on financial instruments		
Movement in contractual receivables (impairment)	(595)	29
Total net gain/(loss) on financial instruments	(595)	29

Note 6 Receivables	2015 \$'000	2014 \$'000
<i>Contractual receivables</i>		
Trade & other receivables	660	644
Allowance for doubtful debts ^(a)	(617)	(22)
Total contractual receivables	43	622
<i>Statutory receivables</i>		
Receivable from Victorian Government	12,263	16,076
GST input tax credit recoverable	27	83
Total statutory receivables	12,290	16,159
Total receivables	12,333	16,781

(a) An allowance has been made for estimated irrecoverable contractual receivables when there is objective evidence that an individual receivable is impaired. The increase/decrease was recognised in the operating result for the relevant financial years.

(A) Movement in the provision for doubtful contractual receivables

	2015 \$'000	2014 \$'000
Balance at beginning of the year	(22)	(51)
(Increase)/decrease in allowance recognised in surplus of deficit	(595)	29
Balance at end of the year ^(a)	(617)	(22)

(a) The significant movement between financial periods recognises the inherent risk associated with the Boards' previous practice of offering financial assistance loans given known changes to the financial health of loan recipients/debtors during 2014-15.

(B) Maturity analysis of contractual receivables

Please refer to Note 10 for the maturity analysis of contractual receivables.

(C) Nature and extent of risk arising from contractual receivables

Please refer to Note 10 for the nature and extent of risks arising from contractual receivables.

Note 7 Property	2015 \$'000	2014 \$'000
Land ⁽ⁱ⁾		
Land at fair value	9,035	9,035
Buildings ⁽ⁱ⁾		
Buildings at fair value	16,992	16,992
Less: Accumulated depreciation	(1,173)	(626)
	15,819	16,366
Net carrying value of property	24,854	25,401

(i) An independent valuation of the ACFE Board's Land and Buildings was performed by the Office of the Valuer- General Victoria (OVGV) to determine the fair value of the land and buildings:

- The effective period of the revaluation was May 2013.
- Fair value for land is determined as its highest and best use, less an allowance for a Community Service Obligation (restriction over use); while building fair values are calculated with reference to depreciated replacement cost less depreciation.

Reconciliations

	Land \$'000	Buildings \$'000	Total \$'000
2015			
Carrying amount at start of year	9,035	16,366	25,401
Depreciation	-	(547)	(547)
Carrying amount at end of financial year	9,035	15,819	24,854

	Land \$'000	Buildings \$'000	Total \$'000
2014			
Carrying amount at start of year	9,035	16,912	25,947
Depreciation	-	(546)	(546)
Carrying amount at end of financial year	9,035	16,366	25,401

Reconciliation - Level 3 fair value ⁽ⁱ⁾

	Specialised land \$'000	Specialised buildings \$'000	Carrying amount as at 30 June 2014 \$'000
2015			
Opening balance	9,035	16,366	25,401
Gains or losses recognised in net result			
Depreciation	-	(547)	(547)
Subtotal ⁽ⁱⁱ⁾	9,035	15,819	24,854
Gains or losses recognised in other economic flows – other comprehensive income			
Revaluation	-	-	-
Subtotal	-	-	-
Closing Balance	9,035	15,819	24,854
Unrealised gains/(losses) on non-financial assets	-	-	-

	Specialised land \$'000	Specialised buildings \$'000	Carrying amount as at 30 June 2014 \$'000
2014			
Opening balance	9,035	16,912	25,947
Gains or losses recognised in net result			
Depreciation	-	(546)	(546)
Subtotal ⁽ⁱⁱ⁾	9,035	16,366	25,401
Gains or losses recognised in other economic flows – other comprehensive income			
Revaluation	-	-	-
Subtotal	-	-	-
Closing Balance	9,035	16,366	25,401
Unrealised gains/(losses) on non-financial assets	-	-	-

Note:

(i) All assets have been classified as level 3 in accordance with the fair value hierarchy, see Note 1(B).

(ii) There have been no transfers between levels during the period.

Specialised land and specialised buildings

The market value approach is used for specialised land, adjusted for the Community Service Obligation (CSO) to reflect the specialised nature of the land being valued. Under this valuation method, land values are determined by reference to recent sales for comparable assets which are considered to have nominal or no added improvement value (less CSO adjustment).

The CSO adjustment is a reflection of the valuer's assessment of the impact of restrictions associated with an asset to the extent that is also equally applicable to market participants. This approach is in light of the highest and best use consideration required for fair value measurement, and takes into account the use of the asset that is physically possible, legally permissible, and financially feasible. As adjustments of CSO are considered as significant unobservable inputs, specialised land would be classified as Level 3 assets.

The depreciated replacement cost method is used for the Board's specialised buildings, adjusting for the associated depreciation. As depreciation adjustments are considered as significant, unobservable inputs in nature, specialised buildings are classified as Level 3 fair value measurements.

An independent valuation of the Board's specialised land and specialised buildings was performed by the Office of the Valuer-General Victoria. The valuation was performed using the market approach adjusted for CSO. The effective date of the valuation is 31 May 2013.

Description of significant unobservable inputs to level 3 valuations

Asset	Valuation technique	Significant Unobservable Inputs	Range (weighted average)	Sensitivity of fair value measurement to changes in significant unobservable inputs
Specialised land	Market approach	Community Service Obligation (CSO) adjustment	0%-40% (17%)	A significant increase or decrease in the CSO adjustment would result in a significantly lower (higher) fair value
Specialised buildings	Depreciated replacement cost	Direct cost per square metre	\$1,250-\$2,750/m ² (\$2,017)	A significant increase or decrease in direct cost per square metre adjustment would result in a significantly higher or lower fair value
		Useful life of specialised buildings	40-115 years (50 years)	A significant increase or decrease in the estimated useful life of the asset would result in a significantly higher or lower valuation.

Note 8 Payables	2015 \$'000	2014 \$'000
<i>Contractual payables</i>		
Trade & other payables	670	1,403
Total contractual payables	670	1,403
Total payables	670	1,403

(A) Maturity analysis of contractual payables

Please refer to Note 10 for the maturity analysis of contractual payables.

(B) Nature and extent of risk arising from contractual payables

Please refer to Note 10 for the nature and extent of risks arising from contractual payables.

Note 9 Contingent assets and contingent liabilities

As at June 30, 2015 the Board had no knowledge of any contingent assets or contingent liabilities (2014 – Nil).

Note 10 Financial Instruments

(A) Financial risk management objectives and policies

The ACFE Board's principal financial instruments comprise of:

- 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 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.

Measurement Basis and Accounting Policy

Financial Instrument Classification	Accounting Policy
Financial assets	
Contractual Receivables	Receivables are recognised at fair value, being the amount receivable, which is reduced for any impairment Outstanding debts are reviewed at regular intervals to assess their collectability
Financial Liabilities	
Contractual Payables	Liabilities are recognised for amounts to be paid in future for services provided by organisations contracted with the Board which as at balance sheet date remain unsettled

The ACFE Board's main financial risks include credit risk and liquidity risk. The ACFE Board has the overall responsibility for the establishment and oversight of the ACFE Board's risk management framework.

Credit Risk

Credit risk arises from the contractual financial assets of the ACFE Board, which comprises of contractual receivables. The ACFE Board's exposure to credit risk arises from potential default of counter party on their contractual obligations resulting in financial loss to the ACFE Board. Credit risk is measured at fair value and measured on a regular basis.

Credit risk associated with the ACFE Board's contractual receivables is minimal because the main debtor is the Victorian Government. For debtors other than the Government, it is the ACFE Board's policy to only deal with organisations that meet the standard financial viability requirements set. 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 contractual receivables is recognised when there is objective evidence that the ACFE Board will not be able to collect a receivable. Objective evidence includes financial difficulties and default on payments

Ageing analysis of contractual financial assets

	Carrying amount \$'000	Not passed due and not impaired \$'000	Past due but not impaired				Impaired amount \$'000
			Less than 1 month \$'000	1 to 3 months \$'000	3 to 12 months \$'000	1 to 5 years \$'000	
2015							
Assets							
Contractual Receivables	43	26	-	5	12	-	617
Total	43	26	-	5	12	-	617

2014	Carrying amount \$'000	Not passed due and not impaired \$'000	Past due but not impaired				Impaired amount \$'000
			Less than 1 month \$'000	1 to 3 months \$'000	3 to 12 months \$'000	1 to 5 years \$'000	
Assets							
Contractual Receivables	622	503	-	60	59	-	22
Total	622	503	-	60	59	-	22

Liquidity Risk

Liquidity risk is the risk that the ACFE Board would be unable to meet its financial obligations as and when they fall due. The ACFE Board's exposure to liquidity risks is deemed as insignificant as no obligation to allocate funding is entered into without appropriate sources to meet the commitments having been secured by the ACFE Board.

Ageing analysis of contractual financial liabilities

2015	Carrying amount \$'000	Nominal amount \$'000	Maturity dates			
			Less than 1 month \$'000	1 to 3 months \$'000	3 to 12 months \$'000	1 to 5 years \$'000
Liabilities						
Contractual Payables	670	670	122	548	-	-
Total	670	670	122	548	-	-

2014	Carrying amount \$'000	Nominal amount \$'000	Maturity dates			
			Less than 1 month \$'000	1 to 3 months \$'000	3 to 12 months \$'000	1 to 5 years \$'000
Liabilities						
Contractual payables	1,403	1,403	1,403	-	-	-
Total	1,403	1,403	1,403	-	-	-

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 instruments 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.

	Carrying amount 2015 \$'000	Fair Value 2015 \$'000	Carrying amount 2014 \$'000	Fair Value 2014 \$'000
Financial assets				
Contractual receivables	43	43	622	622
Total contractual financial assets	43	43	622	622
Financial liabilities				
Contractual payables	670	670	1,403	1,403
Total contractual financial liabilities	670	670	1,403	1,403

The ACFE Board has nil exposure to interest risk as it does not have interest bearing deposits and liabilities.

Note 11 Cash flow information

Reconciliation of net result for the period to net cash flow from operating activities.

	2015 \$'000	2014 \$'000
Net result for the period	(4,258)	(807)
Depreciation	547	546
Other non-cash items affecting results		
(Increase)/decrease in financial assets	4,444	46
Increase/(decrease) in payables	(733)	215
Net cash flows from/(used in) operating activities	-	-

Note 12 Reserves	2015 \$'000	2014 \$'000
Physical asset revaluation surplus		
Balance at beginning of financial year	21,853	21,853
Revaluation Increments	-	-
Balance at end of financial year	21,853	21,853

Note 13 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.

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

Responsible Minister

Hon Nick Wakeling MP	1 July 2014 – 3 December 2014
Hon Steve Herbert MP	4 December 2014 – 30 June 2015

Accountable Officer

Dr Xavier Csar	1 July 2014 – 30 June 2015
----------------	----------------------------

The following officers acted in the absence of Dr Xavier Csar during the year:

Bronwen Heathfield	29 December 2014 – 9 January 2015
Lee-Anne Fisher	6 April 2015 – 12 April 2015
David Baber	27 June 2015 – 30 June 2015

Remuneration of Accountable Officer

Remuneration received or receivable by the accountable officer in connection with the management of the ACFE Board during the reporting period was in the range:

\$240,000 – \$250,000 (\$230,000 – \$240,000 in 2013-14)

ACFE Board Members

Ms Rowena Allen (Chair)	1 July 2014 – 30 June 2015
Mr Ron Wilson (Dep. Chair)	1 July 2014 – 30 June 2015
Dr Ian Anderson	30 September 2014 – 30 June 2015
Ms Robyn Archer	1 July 2014 – 30 June 2015
Ms Sally Brennan	25 March 2015 – 30 June 2015
Dr Madeleine Laming	1 July 2014 – 10 February 2015 25 March 2015 – 30 June 2015
Ms Andrea McCall	1 July 2014 – 30 June 2015
Ms Maree McPherson	1 July 2014 – 30 June 2015
Dr Errol Muir	1 July 2014 – 5 February 2015
Ms Millicent Rees-Jones	1 July 2014 – 10 February 2015
Ms Sally Thompson	1 July 2014 – 30 June 2015
Ms Penny Wilson	1 July 2014 – 30 June 2015
Mr Donald Walkley	1 July 2014 – 25 March 2015
Mr Linc Yow Yeh	1 July 2014 – 8 July 2014

Remuneration of ACFE Board Members

The remuneration/emolument received by members of the ACFE Board as Members of the Board totalled \$87,566 (2013-14 - \$78,503)

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

Band	2015	2014
\$0 - \$9,999	13	11
\$50,000-\$59,999	1	1

Retirement benefits of responsible persons

There were no retirement benefits made 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 was entitled to receive any benefit (other than remuneration disclosed in the financial report) from a contract between ACFE Board and that responsible person or a 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 Direction (FRD) 21B 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 Ron Wilson was a Director of Diosma Consultancy Pty Ltd, which provides executive director services for VISTA Association of VET professionals. VISTA provides services to organisations that the ACFE Board contracts to.

Ms Andrea McCall is an ex-officio member of the U3A Committee in Frankston.

Note 14 Remuneration of executives

There is no remuneration of executive officers (other than the Accountable Officer) to be reported for the accounting period as it was paid by the Department of Education and Training.

Note 15 Remuneration of auditors

	2015 \$'000	2014 \$'000
Victorian Auditor-General's Office		
Audit of the financial statements	31	31

Note 16 Subsequent events

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

Note 17 Commitments for expenditure

	2015 \$'000	2015 \$'000
Commitments payable within 1 year		
Pre-Accredited Training delivery	3,813	3,810
Other Program Delivery Grants	64	-
Total expenditure commitments	3,877	3,810

Appendices

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Appendix 1: Allocation of government funds appropriated to the ACFE Board

The funds listed in Appendix 1 were allocated during the calendar year 2014.

Acacia Indochinese Support Association Inc	\$11,478
Adult Multicultural Education Services	\$443,988
Alamein Neighbourhood & Learning Centre Inc	\$74,436
Albury Wodonga Community College Ltd	\$18,500
Albury Wodonga Volunteer Resource Bureau Inc	\$14,812
Anglesea & District Community House Inc	\$16,945
Angliss Neighbourhood House Inc	\$59,807
Arrabri Community House	\$78,311
Art Resource Collective Inc (ARC)	\$4,947
Arts Project Australia Inc	\$21,033
Australian Croatian Community Services	\$27,182
Australian Multicultural Community Services	\$71,247
Australian Romanian Community Welfare	\$9,770
Australian Trust for Conservation Volunteers	\$18,625
Australian Vietnamese Womens Association	\$67,069
Avenue Neighbourhood House @ Eley Inc	\$30,706
Avocare Ltd	\$60,524
Bacchus Marsh Community College Inc.	\$54,841
Ballan & District Community House & Adult Education Centre	\$9,039
Ballarat Neighbourhood Centre Inc	\$150,676
Banksia Gardens Community Centre	\$221,415
Barwon Youth	\$6,465
Bass Coast Adult Education Centre Inc	\$43,151
Beaufort Community House and Learning Centre Inc	\$9,770
Beechworth Neighbourhood Centre	\$14,243
Belgium Avenue Neighbourhood House Inc.	\$19,848
Belgrave South Community House Inc	\$50,354
Bellarine Living & Learning Centre Inc	\$78,653
Belvedere Community Centre Inc.	\$37,342
Benambra Neighbourhood House Inc	\$130
Berry Street Victoria	\$64,386
Beulah Historical Learning & Progress Association	\$7,295
Birallee Park Neighbourhood House Inc	\$9,955
Bnym Aboriginal Corporation	\$7,540
Boort Resource & Information Centre Inc	\$5,627
BRACE Education Training & Employment Limited	\$207,459
Bright Adult Education Committee	\$20,375
Broadford Community Centre	\$8,310
Brotherhood of St Laurence	\$128,094
Brunswick Neighbourhood House Co-op Ltd	\$116,301
Buchan Neighbourhood House	\$120,277
Campaspe College of Adult Education	\$113,839
Carlton Neighbourhood Learning Centre Inc	\$88,461
Carringbush Adult Education Inc.	\$142,375
Castlemaine & District Continuing Education Inc	\$226,934
Castlemaine Community House Inc	\$28,646
CentaVic (ESL) Educational Services Inc.	\$25,077
Central Ringwood Community Centre Inc	\$56,102
Centre For Adult Education	\$799,623
Centre for Education & Research in Environmental Strategies	\$752
Cheltenham Community Centre Inc	\$106,522
Child and Family Care Network Inc.	\$71,007
Churchill Neighbourhood Centre Inc	\$22,581
City of Wodonga - Felltimber Community Centre	\$8,402
Clota Cottage Neighbourhood House Inc.	\$45,398
Cloverdale Community Centre Inc	\$110,998
Cobram Community House Inc	\$70,981

Community College Gippsland	\$285,077
Community Veracity Limited	\$7,080
Community West Victoria Ltd.	\$221,226
Continuing Education & Arts Centre Alexandra	\$103,154
Continuing Education Bendigo Ltd	\$48,294
Cooinda Hill Inc	\$17,174
Coonara Community House Inc	\$290,711
Corangamite District Adult Education Group Inc	\$51,894
Corinella & District Community Centre Inc	\$15,535
Corryong Neighbourhood House Inc	\$12,059
Craigieburn Education & Community Centre Inc	\$63,312
Cranbourne Community House	\$77,996
Creeds Farm Living and Learning Centre	\$17,668
Creswick Neighbourhood Centre Inc.	\$60,000
Dallas Neighbourhood House Inc	\$32,117
Dandenong Business College	\$8,622
Dandenong Neighbourhood House	\$172,553
Daylesford Neighbourhood Centre Inc.	\$48,685
Diamond Valley Learning Centre Inc	\$188,199
Dingley Village Neighbourhood Centre	\$195,973
Djerriwarrh Employment & Education Services Inc.	\$321,491
Doveton Neighbourhood Learning Centre Inc	\$29,981
Duke Street Community House Association Inc.	\$56,688
Echuca Neighbourhood House Inc	\$9,861
EDAR	\$30,533
Elwood St Kilda Neighbourhood Learning Centre Inc.	\$50,337
Emerald Community House	\$80,279
Encompass Community Services Incorporated	\$19,537
Endeavour Hills Uniting Care Neighbourhood Centre	\$43,412
Euroa Community Education Centre	\$100,554
Farnham Street Neighbourhood Learning Centre Inc.	\$153,850
Fitzroy Learning Network Inc	\$37,278
FKA Childrens Services Inc.	\$21,873
Footscray Community Arts Centre Ltd.	\$118,740
Foster Community House Inc.	\$10,643
Future Employment Opportunities Inc	\$67,496
Gateway BEET	\$8,690
Gateway Social Support Options Inc.	\$5,752
Geelong Ethnic Communities Council Inc	\$122,951
Geelong Regional Vocational Education Council Inc.	\$1,186
Gippsland Employment Skills Training	\$68,418
Glen Eira Adult Learning Centre Inc	\$138,146
Glen Park Community Centre Inc.	\$82,744
Glenroy Neighbourhood Learning Centre Inc	\$156,325
Godfrey Street Community House	\$20,586
Goldfields Employment and Learning Centre Inc	\$48,300
Gormandale Community House & Learning Centre	\$8,217
Haddon & District Community House	\$50,305
Hallam Community Learning Centre Inc	\$38,664
Hampton Community Centre	\$20,170
Hampton Park Care Group Inc	\$40,527
Hawthorn Community Education Project Inc	\$55,537
Healesville Living and Learning Centre	\$131,990
Heidelberg Training & Resources Centre Inc	\$48,802
Heyfield Community Resource Centre	\$41,601
Highlands Support Services Inc	\$637
Holden St Neighbourhood House Inc.	\$56,557
Horsham Community House	\$12,706
Hume City Council - Homestead Community & Learning Centre	\$147,594
Inclusion Melbourne Inc.	\$34,605

Inner Melbourne VET Cluster Inc	\$221,951
Jan Wilson Community Centre - City of Greater Dandenong	\$48,162
Japara Neighbourhood House Inc.	\$32,235
Jesuit Social Services Ltd	\$120,237
Jika Jika Community Centre Inc	\$17,822
JobCo Employment Services Inc	\$7,190
K Y M Victoria Inc	\$226,212
Kangaroo Flat Community Group Inc	\$16,059
Karingal Inc. (Vic) Limited Liability	\$131,993
Karingal Neighbourhood House Inc	\$10,573
Kensington Neighbourhood House	\$128,087
Kerang Learning Centre Inc	\$24,633
Kew Neighbourhood Learning Centre Inc	\$104,328
Keysborough Learning Centre	\$105,889
Kilmore & District Community Group Inc	\$5,124
King Valley Learning Exchange	\$17,832
Kinglake Ranges Neighbourhood House Inc	\$11,469
Knoxbrooke Inc	\$59,590
Kyabram Community and Learning Centre Inc	\$159,590
Kyneton Community & Learning Centre Inc	\$44,831
Lakes Entrance Neighbourhood House Inc.	\$12,203
Lalor Living and Learning Centre Inc	\$83,721
Lancefield Neighbourhood House Inc	\$5,771
Langwarrin Community Centre Inc.	\$48,300
Lara Community Centre Inc	\$39,673
Laverton Community Integrated Services Inc	\$69,209
Learn for Yourself Inc	\$46,003
LINK Neighbourhood House Inc	\$11,125
Living and Learning @ Ajani (previously Bulleen and Templestowe Community House)	\$8,690
Living and Learning Inc (Pakenham & Cardinia)	\$72,175
Loddon Campaspe Multicultural Services Inc	\$56,370
Long Gully Neighbourhood Centre Inc	\$5,124
Longbeach PLACE Inc	\$91,225
Lyrebird Community Centre	\$56,045
MACE Inc	\$75,538
Macedon Ranges Further Education Centre	\$101,941
MADEC LTD	\$32,161
Maldon Neighbourhood Centre Incorporated	\$17,482
Mallacoota District Health & Support Service Inc	\$3,595
Mclvor Neighbourhood House, Heathcote Inc	\$1,775
Meadow Heights Learning Shop Inc	\$130,008
Melbourne City Mission	\$116,697
Melton South Community Centre Inc.	\$56,313
Mental Illness Fellowship Victoria	\$44,500
Meredith Community Centre Inc	\$27,682
Merinda Park Learning & Community Centre	\$51,637
Mildura Aboriginal Corporation	\$5,017
MiLife-Victoria Inc (formerly Peninsula Access Support and Training)	\$123,567
Mill Park Community House	\$172,295
Milpara Community House	\$55,267
Mind Australia	\$22,475
Mirrimbeena Aboriginal Education Group Inc	\$52,156
Mitcham Community House	\$59,022
Moe Life Skills Centre	\$88,151
Moe Neighbourhood House	\$31,123
Moongala Womens Collective Inc	\$31,261
Mooroopna Education & Activity Centre Inc	\$5,196
Mordialloc Neighbourhood House Inc	\$49,166
Moreland Adult Education Association Inc	\$70,660
Mornington Community Contact Inc.	\$33,695

Morrison House	\$29,569
Morwell Neighbourhood House & Learning Centre Inc.	\$12,605
Mount Eliza Village Neighbourhood Centre Inc	\$25,124
Mountain District Womens Co-Op Ltd	\$101,116
Mt Beauty Neighbourhood Centre Inc	\$29,172
Mt Martha Community Learning centre	\$59,216
Mulgrave Neighbourhood House Inc.	\$153,563
Murray Adult Community Education Swan Hill Inc	\$66,123
Murray Human Services Inc	\$24,644
Myrtleford Neighbourhood Centre	\$12,757
Narre Community Learning Centre	\$220,772
Ngwala Willumbong Co-op Ltd	\$66,622
Nhill Neighbourhood House Learning Centre Inc	\$133,030
Nillumbik Shire Council (Living & Learning Centre)	\$162,671
North Carlton Railway Station Neighbourhood House	\$15,004
North Melbourne Language and Learning Inc.	\$128,989
North Ringwood Community House Inc	\$42,368
North Shepparton Community & Learning Centre Inc	\$12,151
Noweyung Limited	\$133,433
Numurkah Community Learning Centre	\$21,317
Ocean Grove Neighbourhood Centre Inc	\$58,812
Old Courthouse Community Centre	\$28,702
Olympic Adult Education	\$192,563
Open Door Neighbourhood House	\$28,905
Orana Neighbourhood House	\$72,855
Orbost Telecentre	\$79,108
Otway Health & Community Services	\$35,947
Outer Eastern Literacy Program Inc.	\$30,788
Outlets Co-operative Ltd	\$16,393
Outlook (VIC) Inc.	\$93,413
Oz Child	\$64,920
Pangerang Community House Inc	\$28,800
Park Orchards Learning Centre Inc.	\$25,355
Pathways Rehabilitation & Support Services Ltd	\$18,876
Paynesville Neighbourhood Centre Inc	\$50,634
Peninsula Adult Education & Literacy	\$61,682
Peninsula Training & Employment Program Inc.	\$133,480
Peter Harcourt Disability Services Limited	\$10,354
Phillip Island Community & Learning Centre	\$41,729
Pines Learning Incorporated	\$161,459
Port Fairy Community Group Inc	\$27,048
Port Melbourne Neighbourhood Centre Inc.	\$107,481
Port Phillip Community Group	\$120,335
Portland Workskills Inc.	\$51,740
Prahran Community Learning Centre Inc.	\$166,560
Prahran Mission	\$33,680
Preston Neighbourhood House Inc	\$67,191
Preston Reservoir Adult Community Education Inc	\$240,857
Quantin Binnah Community Centre Inc.	\$5,095
Queenscliff & District Neighbourhood House Inc	\$11,274
Rainbow Learning Group and Neighbourhood House	\$8,690
Red Cliffs Community Resources Centre	\$59,989
Rejoice Chinese Christian Communication Centre Inc	\$31,760
Richmond Community Learning Centre Inc	\$14,035
Robinson Reserve Neighbourhood House Inc	\$18,025
Robinvale Network House Inc	\$20,220
Rosedale Neighbourhood House	\$14,530
Rosewall Neighbourhood Centre Inc	\$115,392
Rowville Neighbourhood Learning Centre	\$120,428
Rushworth Community House Inc	\$12,508

Rye Community House Inc	\$10,243
Sale Neighbourhood House	\$23,858
Sandybeach Community Co-op Society Ltd	\$207,526
Selby Community House	\$12,096
Seymour & District Community House Inc	\$6,240
Shepparton Access	\$23,500
Shepparton Adult & Community Education Inc	\$100,012
Simpson & District Community Centre	\$43,941
SkillsPlus Ltd	\$101,630
Sorrento Community House Inc.	\$28,254
South Kingsville Community Centre Inc.	\$27,143
South Shepparton Community House	\$4,376
South West Victorian SEAL Inc	\$199,467
Southern Grampians Adult Education	\$133,512
SPAN Community House Inc	\$16,251
Spanish Latin American Welfare Centre (CELAS)	\$15,439
SpringDale Neighbourhood Centre	\$64,588
Springvale Indo-Chinese Mutual Assistance Association	\$56,921
Springvale Learning and Activities Centre Inc	\$97,266
Springvale Neighbourhood House	\$185,705
St Arnaud Community Resource Centre Inc	\$18,472
St Arnaud Neighbourhood House	\$6,123
St Kilda Youth Service Inc.	\$113,506
St Laurence Community Services Inc	\$55,993
St Lukes Anglicare	\$20,738
Stawell Neighbourhood House Inc	\$6,272
Sunraysia Mallee Ethnic Communities Council Inc	\$7,081
Sussex Neighbourhood House Inc	\$33,015
Taskforce Community Agency	\$103,653
Tatura Community House Inc	\$5,401
The Basin Community House	\$82,363
The Centre Connecting Community in North & West Melbourne Inc.	\$76,182
The Centre for Continuing Education	\$454,412
The New Hope Foundation Inc	\$143,024
The Onemda Association Inc.	\$65,829
Thornbury Womens Neighbourhood House Inc	\$56,376
Tongala Community Activities Centre Inc	\$8,690
Tongala Education Centre Inc	\$24,426
Traralgon Neighbourhood Learning House Inc	\$86,400
Trentham Neighbourhood Centre	\$173
Trudewind Road Neighbourhood House Inc	\$29,639
Upper Beaconsfield Community Centre Inc	\$69,732
Upper Yarra Community House Inc	\$236,179
Vermont South Community House Inc.	\$55,358
Victorian Vocational Rehabilitation Association	\$41,792
Vines Road Community Centre Inc	\$14,144
Waminda Community House	\$10,799
Warracknabeal Neighbourhood House & Learning Centre Inc	\$13,930
Warragul Community House	\$28,118
Waverley Adult Literacy Program Inc.	\$21,248
Waverley Community Learning Centre Inc.	\$59,453
Wavlink Inc	\$53,042
Wedderburn Community House Inc	\$7,271
Wellsprings for Women Inc.	\$53,889
Wendouree Neighbourhood Centre Inc	\$71,802
Western Bulldogs Spiritwest Services	\$32,574
Westgate Community Initiatives Group Inc	\$246,618
Williamstown Community and Education Centre Inc.	\$141,423
Wimmera HUB Inc.	\$101,418
Winchelsea Community House Inc	\$6,592

Wingate Avenue Community Centre Inc.	\$161,503
Wycheproof Community Resource Centre	\$9,620
Wyndham Community and Education Centre Inc	\$326,927
Yarraville Community Centre Inc	\$221,861
Yarrowonga Neighbourhood House Inc	\$33,895
Yarrunga Community Centre	\$78,769
Yooralla	\$105,748
Youthnow Inc	\$187,776
YWCA of Victoria Inc.	\$38,025
Grand Total	\$21,424,438

Appendix 2: Publications

The Changing Face of Community Business Report (April 2015)

Appendix 3: Freedom of Information

The *Freedom of Information Act 1982* allows the public a right of access to documents held by the ACFE Board. For the 12 months ending 30 June 2015, 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 that:

- it should be in writing
- it should identify as clearly as possible what document is being requested
- 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 addressed to:

Freedom of Information Manager
Adult, Community and Further Education Board
Department of Education and Training
GPO Box 4367
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: Protected Disclosure Act 2012

The *Protected Disclosure Act 2012* 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, 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 to the extent that it is legally possible.

Reporting procedures

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

Protected Disclosure Coordinator
Adult, Community and Further Education Board
Department of Education and Training
GPO Box 4367
Melbourne VIC 3001
Phone: 03 9637 2072

Alternatively, disclosures of improper conduct or detrimental action by the ACFE Board and its officers may also be made directly to the Independent Broad-based Anti-corruption Commission:

Level 1, North Tower, 459 Collins Street
Melbourne, VIC 3000
Phone: 1300 735 135
Internet: www.ibac.vic.gov.au
Email: [see the website above for secure email disclosure process, which also provides for anonymous disclosure]

Further information

The Protected Disclosure Policy and Procedures, which outline the system for reporting disclosures of improper conduct or detrimental action are available from the Protected Disclosure Officer.

Disclosures under the *Protected Disclosure Act 2012*:

	2014-15 number	2013-14 number
Number of disclosures	0	0

Appendix 5: Other statutory reporting requirements

Risk management compliance attestation

I, Ron Wilson, certify that the Adult, Community and Further Education Board has risk management processes in place consistent with the AS/NZS ISO 31000:2009 and an internal control system is in place 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.



Ron Wilson
Acting Chair
Adult, Community and Further Education Board

Compliance with the Building Act 1993

The 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

- No consultancies valued at over \$10,000 were engaged by the ACFE Board.
- No consultancies where the total fee payable was less than \$10,000 were engaged by the ACFE Board.
- No contracts greater than \$10 million in value were entered into during 2014-15.

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 Education and Training covers occupational health and safety matters and performance indicators concerning staff.

Additional Information

Consistent with the requirements of the *Financial Management Act 1994*, the ACFE Board has prepared material on the topics listed below. Details of this material are held by the Executive Director of the Training Participation and Facilitation Division and are available to the public on request, subject to the *Freedom of Information Act 1982*.

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

- a statement that declarations of pecuniary interests have been duly completed by all relevant officers;
- details of shares held by a senior officer as nominee or held beneficially in a statutory authority or subsidiary;
- details of publications produced by the entity about itself, and how these can be obtained;

- details of changes in prices, fees, charges, rates and levies charged by the entity;
- details of any major external reviews carried out on the entity;
- details of major research and development activities undertaken by the entity;
- details of overseas visits undertaken including a summary of the objectives and outcomes of each visit;
- details of major promotional, public relations and marketing activities undertaken by the entity to develop community awareness of the entity and its services;
- details of assessments and measures undertaken to improve the occupational health and safety of employees;
- a general statement on industrial relations within the entity and details of time lost through industrial accidents and disputes;
- a list of major committees sponsored by the entity, the purposes of each committee and the extent to which the purposes have been achieved; and
- details of all consultancies and contractors including:
 - consultants/contractors engaged;
 - services provided; and
 - expenditure committed to for each engagement.

Enquiries regarding details of this information should be made to:

Executive Director, TAFE and ACFE Governance Division
Higher Education and Skills Group
Department of Education and Training
GPO Box 4367
Melbourne VIC 3001
Telephone: (03) 9637 2072

Attestation for compliance with the Ministerial Standing Direction 4.5.5.1 – Insurance

I, Ron Wilson, certify that the Adult, Community and Further Education Board has complied with Ministerial Direction 4.5.5.1 Insurance.



Ron Wilson
Acting Chair
Adult, Community and Further Education Board

Appendix 6: Disclosure index

The Annual Report of the 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.

Legislation	Requirement	Page
Ministerial Directions		
Report of Operations – FRD guidance		
Charter and purpose		
FRD 22F	Manner of establishment and the relevant Ministers	2, 7
FRD 22F	Purpose, functions, powers and duties	7
FRD 8C	Departmental objectives, indicators and outputs	n/a
FRD 22F	Initiatives and key achievements	12-30
FRD 22F	Nature and range of services provided	2-5
Management and structure		
FRD 22F	Organisational structure	7-9
Financial and other information		
FRD 8B, SD 4.2(k)	Performance against output performance measures	n/a
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Acronyms and abbreviations

ACFE	Adult, Community and Further Education
AEI	Adult Education Institution
AMES	Adult Multicultural Education Services
CAE	Centre for Adult Education
CALD	Culturally and Linguistically Diverse
DET	Department of Education and Training
RTO	Registered Training Organisation
SCH	Student Contact Hour
VET	Vocational Education and Training

Learner group definitions

CALD

Learners for whom English is not the language spoken at home, and country of birth is not Australia and is a specified non-English speaking nation.

Disability

Learners who report one or more specified physical, learning or intellectual disabilities.

Disengaged young people

Learners who are aged 15 to 19 years, have not completed Year 12, are not attending school and are unemployed.

Early school leavers

Learners who are working age, have attained a highest qualification of Year 10 or Year 11 and are not attending school.

Indigenous

Learners who are of Aboriginal or of Torres Strait Islander descent, or both.

Males 45 years and older

Learners who are males and are aged 45 years and over.

Unemployed

Learners who are unemployed and are looking for work, or are unemployed and are not in the labour market.

Vulnerable workers

Learners who completed secondary education to Year 9 or lower and are employed.

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