

## Compliance with Financial Reporting Direction (FRD) 22H

### Additional information available on request

Financial Reporting Direction 22H requires that additional information, as specified in the Direction, must be retained by the Accountable Officer and made available on request to the relevant Ministers, Members of Parliament and the public, subject to the provisions of the *Freedom of Information Act 1982*.

#### A. Statement that declarations of pecuniary interests have been duly completed by all relevant officers

All declarations of pecuniary interests have been duly completed by all relevant officers.

#### B. Shares held by a senior officer as nominee or held beneficially in a statutory authority or subsidiary

No shares are held by a senior officer as nominee or held beneficially in a statutory authority or subsidiary.

#### C. Publications produced by the Adult, Community and Further Education (ACFE) Board about itself

Publication	Produced	How obtained
ACFE Board Annual Report 2018–19	October 2019	<ul style="list-style-type: none"> <li>Mr Nick Condratoff, 03 7022 0170</li> <li><a href="https://www.education.vic.gov.au/Documents/about/department/acfe-board-annual-report-2018-19.pdf">https://www.education.vic.gov.au/Documents/about/department/acfe-board-annual-report-2018-19.pdf</a></li> </ul>
ACFE Board Strategy 2020–25	February 2020	<ul style="list-style-type: none"> <li>Mr Nick Condratoff, 03 7022 0170</li> <li><a href="https://www.education.vic.gov.au/Documents/about/research/acfe-publications/ACFE_Board_Strategy_2020-25.pdf">https://www.education.vic.gov.au/Documents/about/research/acfe-publications/ACFE_Board_Strategy_2020-25.pdf</a></li> </ul>

#### D. Changes in prices, fees, charges, rates and levies charged by the ACFE Board

There were no changes during the 2019–20 financial year in prices, fees, charges, rates and levies charged by the ACFE Board.

#### E. Major external reviews carried out on the ACFE Board

There was one major external review carried out on the ACFE Board during the 2019–20 financial year.

Major review	Conducted by	Purpose	Completed
Audit of the Adult, Community and Further Education Board's 2018–19 Annual Financial Statements	Victorian Auditor-General's Office	To fulfil legislative requirements for publishing the ACFEB annual financial report	September 2019

#### F. Major research and development activities undertaken by the ACFE Board

There were no major research and development activity carried out by the ACFE Board during the 2019–20 financial year.

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### G. Overseas visits undertaken

One overseas visit was undertaken during the reporting period.

Officer	Destination	Objective	Outcome
Maria Peters	Finland, UK (England and Scotland)	<p>Travel with Minister for Training and Skills and other Department of Education and Training representative and external representatives to examine best-practice post-secondary education and training systems, for the purpose of informing the development of similar approaches and policies in Victoria.</p> <p>The study tour focused on three objectives:</p> <ol style="list-style-type: none"> <li>1. Aligning skills and jobs to support government priorities and ensuring vocational education and training (VET) responds to the demands of employers and industry.</li> <li>2. Creating a more joined-up post-secondary education and training system with clear and flexible pathways between higher education and VET.</li> <li>3. Providing pathways for disadvantaged groups into training and jobs and ensuring students are adequately supported through education and training.</li> </ol>	<p>Learnings used to inform several reviews, including the Macklin Review, the Review into Vocational and Applied Learning (VCAL), TAFE reform and input into the Council of Australian Governments VET Reform Roadmap. Outcomes will also helped determine what broader role the adult, community and further education sector can play within this policy context and guide the ACFE Board in advising the Minister for Training and Skills and building the sector's work and partnerships within a broader post-secondary system in Victoria.</p>

### H. Major promotional, public relations and marketing activities undertaken by the entity to develop community awareness of the entity and its services

Major promotional, public relations or marketing activity	Purpose	Total cost
Victorian Learn Local Awards	To showcase the achievements of Learn Local learners, practitioners and providers.	\$225,000

### I. Occupational health and safety

The material included in the 2019–20 Department of Education and Training Annual Report comprehensively covers the *Financial Management Act 1994* reporting requirements in relation to occupational health and safety assessments and measures and safety of employees related to the ACFE Board.

### J. Industrial relations

Material included in the 2019–20 Department of Education and Training Annual Report comprehensively covers the *Financial Management Act* reporting requirements in relation to industrial relations related to the ACFE Board.

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### K. Major committees sponsored by the ACFE Board

Major committee	Purpose	Extent of purpose achieved
<i>ACFE Board Audit and Risk Committee</i>	<i>This committee is established as required under section 3.3.12 of the Education and Training Reform Act 2006. Its role is to oversee the financial, risk management and compliance requirements of the Board. The committee is independently chaired by Ms Lisa Woolmer. The Chairperson of ACFEB and four Board members are appointed to the ACFEB Audit and Risk Committee.</i>	<i>The ACFE Board Audit and Risk Committee met five times during the reporting period.</i>

### L. Consultancies and contractors

Five consultancies/contractors were engaged during the reporting period.

Consultant/contractor engaged	Services provided	Expenditure committed
<i>Fenton Strategic Communications Pty Ltd</i>	<i>Brand and Value Proposition Flagship Initiative</i>	<i>\$24,000</i>
<i>Synergistic Pty Ltd</i>	<i>Community Solutions Casey Evaluation</i>	<i>\$15,000</i>
<i>Between The Lines Adult Literacy Education</i>	<i>Presentation 29 April 2020 in DET about ICPAP project</i>	<i>\$600</i>
<i>Australian Council for Educational Research (ACER)</i>	<i>Dave Tout ICPAP project 27 May 2020—numeracy</i>	<i>\$930</i>
<i>Australian Council for Educational Research (ACER)</i>	<i>Louise Wignall presentation ICPAP project 22 April 2020—ACSF L1</i>	<i>\$850</i>