

# Adult, Community and Further Education Board

Annual Report 2020–21



Published by the Adult, Community and Further Education Board  
Melbourne, October 2021

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ISSN: 1835-2243

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ISSN: 1835-2251

Authorised by the Adult, Community and Further Education Board  
2 Treasury Place, East Melbourne, Victoria, 3002.

The Hon Gayle Tierney MP  
Minister for Training and Skills  
Minister for Higher Education  
Level 1, 2 Treasury Place  
East Melbourne VIC 3002

Dear Minister,

In accordance with the *Financial Management Act 1994*, I am pleased to submit the Adult, Community and Further Education Board's Annual Report for the year ending 30 June 2021.

A handwritten signature in black ink, appearing to read 'Ms Peters', with a horizontal line drawn underneath it.

Ms Maria Peters  
Chairperson  
Adult, Community and Further Education Board

8 September 2021

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# ***Report of operations***

## **Year in review**

### **Our vision**

The vision of the Adult, Community and Further Education Board is that the adult, community and further education sector develops the core skills Victorian adults need for study, work and life.

### **Our mission**

The mission of the Board is to lead literacy, numeracy, English language, employability and digital skills education and training for adult learners in Victoria.

### **Our values**

In accordance with the *Public Administration Act 2004*, the Board upholds the seven core Victorian public sector values of:

- responsiveness
- integrity
- impartiality
- accountability
- respect
- leadership
- human rights.

### **Chairperson's report**

The challenges of the past 12 months have been unparalleled, but the strength, dedication and innovation demonstrated in the Learn Local sector have been exceptional. Throughout 2020–21, the Board remained focused on supporting Learn Local providers and their learners through the COVID-19 response and recovery, and implemented many initiatives. The Board's work remains underpinned by the following principles: being learner focused; supporting Learn Local providers to provide quality and relevant delivery as part of a lifelong learning journey for individuals to develop the skills needed for study, work and life; and ensuring we are meeting the needs of our communities now and into the future.

During 2020–21, the Board maintained its responsiveness to the impact of COVID-19 restrictions by continuing its funding support for providers as this was important for learners, providers and communities. The Board also implemented staff wellbeing, networking and targeted professional development activities, including a successful online professional development webinar series delivered by Adult Community Education Victoria (ACEVic).

The Board continued its consultation and engagement with stakeholders and the sector. This dialogue helped shaped our plan for provision to better meet the needs of learners, communities and industry across

the state, how to do that innovatively, and how to foster and support different models between providers to cater for thin markets and support small providers to meet place-based needs.

The Board continued a series of virtual visits with Learn Local providers to see their work firsthand and to thank them for their work, commitment, resilience and adaptability. During the visits, Board members saw learners in classes, heard about stories, achievements and challenges, and saw the incredible efforts of Learn Local trainers and practitioners. It was a privilege to meet and talk openly with providers, and to hear about how they were working through COVID-19. Their experiences and insights have been invaluable for the Board's strategic planning and decision-making.

A major milestone in stakeholder engagement was the Board's approval of the new multi-year Adult, Community and Further Education (ACFE) Learn Local Communications and Engagement Plan. It aims to increase the impact of the Learn Local sector by strengthening awareness of the brand value proposition and promoting the sector to the Victorian community and economy.

### *Key funding*

There were some exciting announcements and events during 2020–21 when COVID-related impacts on jobs and the study landscape highlighted the additional need for a stronger focus on digital literacy and further training to assist with employability and gaining work.

Included in the 2021–22 Victorian Government budget announcement was an additional \$6.2 million investment to benefit pre-accredited learners. This includes an investment of \$2.8 million over two years to create 2,400 additional pre-accredited places each in digital literacy programs and in employability skills programs. Additionally, there will be an investment of over \$3.3 million in an online core skills assessment tool that will assist in tailoring training for those in need of core skills support including Learn Local learners. Funding announcements such as these recognise the value and impact of the Learn Local sector and reiterate that adult, community and further education is a priority area for the Victorian Government.

As part of the \$1.25 million investment fund for Learn Local providers announced in 2019 by the Minister for Training and Skills and Minister for Higher Education, Learn Local providers in regional and rural Victoria received a digital adjustment grant to improve digital access, develop practitioners' digital skills and support lead practitioners in literacy and numeracy to work with and engage Koorie learners across the state. The welcomed funding enabled Learn Local providers to further support adult learners during COVID-19, a time when the availability of online learning has become paramount.

The Minister's previous approval of \$5 million for the Learn Local sector to improve literacy and numeracy opportunities through an additional 3,000 student places resulted in four programs to support learner needs: Skills for Work and Study, Pathways to TAFE, Learn Local TAFE Support and Digital Literacy Skills. These programs have enabled providers to build their skills in delivering innovative literacy and numeracy training solutions and to leverage the strengths of Learn Local courses to support learners to access opportunities in their communities, succeed in accredited training and work, as well as having a positive impact on their lives.

### *Key work*

Current times have highlighted an even greater role for our sector and a critical need for our learners across all communities to build their core skills, including digital skills, for their lives and futures. As a result, a major focus has been on commissioning work in Digital Literacy Skills modules needed for everyday life, study and work as well as developing high-quality online programs designed by Learn Local providers during COVID-19. By sharing these programs, the Board aims to support all Learn Local providers to build their

skills in education and training delivery so the sector can offer a range of delivery modes to meet learner needs.

During 2020–21, the Board also received a one-off state budget commitment of \$1.2 million for 1,000 additional pre-accredited delivery hours. These hours were intended for training places with an employment and industry focus including existing industry partnerships and digital skills development related to these outcomes.

For many years the Learn Local sector has produced Board-funded projects that have made a real difference to learners. To ensure all Learn Local providers benefit from these projects, the Board established the ACFE 2025 Strategy Fund. The new fund followed a review of the Board's major projects and resources, including the Capacity and Innovation Fund, to ensure the Board's investment aligns with the Ministerial Statement on the Future of Adult Community Education in Victoria 2020–25 (Ministerial Statement) and the Board's six-year strategy (Strategy 2020–25). In its initial phase, the fund will focus on having a whole-of-sector impact through collaborative projects that are scalable and can be shared across the sector to improve learner outcomes and engagement.

### *Sector recognition and achievements*

Due to the challenges of holding in-person events during COVID-19, the Board held the 2020 Learn Local Awards Virtual Gala Series in November 2020. A series of pre-recorded videos highlighting each of the finalists, their stories and an announcement of the award category winner were shared on social media channels over two weeks.

The awards are an opportunity to celebrate the immense efforts of the learners, trainers, volunteers and organisations that are a part of the Learn Local sector. It is now more important than ever to acknowledge the success and diversity of our great sector and the environment it creates for all Victorians to access lifelong learning. To formally acknowledge the efforts and innovation undertaken by our Learn Local providers during such changing and unprecedented times the Board added a one-off category to the 2020 awards: the Innovation in a Time of COVID Acknowledgement Award. The self-nominated category recognised innovative programs and the providers, practitioners and other individuals from our sector who have gone above and beyond to deliver innovative solutions to ensure ongoing delivery and ongoing connections with our learners during COVID-19. Congratulations to all the finalists and winners and thank you also to everyone who nominated. I was not surprised by the large number of high-quality nominations that were received, a testament to the impressive and innovative work our providers deliver each and every year to support our learners.

### *Board matters*

In late 2020, the Minister received the final report on a review of ACFE governance arrangements. The review was focused on strengthening the Board's governance to ensure it could deliver the Ministerial Statement and its goals by 2025. The Minister asked the Board and the Department of Education and Training (the Department) to work collaboratively to implement key findings of the review. One key focus was the appropriate resourcing and structure needed to support the Board. In response to this, a new dedicated Executive Director role to lead the work in adult, community and further education was created. Ms Jeanette Nagorcka has been appointed to this position. The Board is looking forward to working closely with Jeanette and her team to successfully implement the Board's five-year plan and its annual priorities to achieve the Ministerial Statement.



Members of the Board remain committed to ensuring the Learn Local sector is supported to be well placed and recognised for its important role and impact across communities in Victoria. I thank all Board members for their expertise, leadership and work. I would like to acknowledge the contribution of both Dr Menon Parameswaran and Dr Ron Wilson, whose terms ended during 2020–21. Dr Parameswaran brought many attributes and skills to the Board including educational experience from his teaching and research work in agriculture and resource management, a passion and commitment to championing diversity and the importance of community, and addressing the needs of adult learners in regional Victoria. Dr Wilson made a significant contribution to the Board over the past 11 years. He has a strong understanding of and vast experience in adult community education and vocational education and training, and a passion and commitment to the Learn Local sector and its learners. Together with his strategic insights, he made a significant contribution to the Board's work, ensuring it fulfilled its role and responsibilities and made a difference to the education access and opportunities for many Victorians. On behalf of the Board, I wish to thank them for their positive contribution on the Board and their commitment to adult community education, and I wish them well in their future endeavours and achievements.

During 2020–21, the Board welcomed two new members: Ms Claudia Fatone and Mr James Atkinson. Ms Fatone brings a wealth of experience to the Board, including her Community Legal Centre background. She has a commitment to social justice, gender equity, and ensuring access and opportunities for all, and she is aware of the importance of the role of our sector in these areas. Mr Atkinson has 30 years' experience across a range of Aboriginal Services and government departments, and he has a lifelong commitment to the preservation of Indigenous culture, language and customs, and to the regeneration and continued advancement of his community. They will be valued contributors to the Board and our work.

In 2020–21, we welcomed 25 new members of eight Regional Councils of ACFE and re-appointed 16 existing members. I look forward to the Board's continued work with Regional Councils to ensure that all adult Victorians have access to the educational opportunities and training they need to achieve their potential and aspirations.

On behalf of the Board, I would like to thank the previous General Manager of the Board, Ms Lee-Anne Fisher, and the staff involved in delivering our priorities and work within the Engagement, Participation and Inclusion Division.

Looking ahead, we will continue to work with the sector to provide the best outcomes for adult learners across all communities in Victoria. Building on what has already been achieved, we will continue our focus on core skills development for our learners, ensuring the Learn Local sector goes from strength to strength and is recognised for its impact on so many through its critical role in education and training in our state.

Thank you once again to Learn Local providers and valued stakeholders for your continued dedication to our learners and our sector.



**Ms Maria Peters**  
Chairperson

## Purpose and functions

The ACFE Board was established as an authority under Victorian legislation in 1991. It now performs important statutory functions under the *Education and Training Reform Act 2006*. Its key role is to support the development of adult, community and further education in Victoria.

The Board has five broad functions:

**Developmental:** We evaluate and report on the development of place-based adult, community and further education policies, programs, resources and services.

**Advisory:** We advise the Minister for Training and Skills and, through the Minister, the Victorian Government, on adult, community and further education matters.

**Strategic:** We strategically plan and evaluate policies, programs, resources and services. We consider and prioritise the needs of adult learners seeking to attain education and core skills necessary for further study and employment, and establish objectives and targets to meet them.

**Profiling:** We foster and support research and development in the adult community education sector, as well as the impact and benefit of adult, community and further education.

**Operational funding:** We provide and fund policies, programs, resources and services to deliver accessible, inclusive and quality adult, community and further education programs, resources and services based on learner needs.

In performing these functions, the Board pays close attention to ensuring that Victorians who previously have not benefited from education have equitable access to adult community learning opportunities. The Board monitors the quality of education and ensures that it remains relevant to specific community needs.

### *Adult community education in Victoria*

Through the Board, the Victorian Government funds adult community education providers to deliver courses to a broad range of Victorians above compulsory school age who are seeking to enhance the educational capacity and core skills they need to fully participate in further study, work and life. These core skills delivered through pre-accredited training include literacy, numeracy, English language, employability skills and digital skills.

Adult, community and further education courses contribute to the wellbeing of learners in a range of important ways, such as by building self-confidence and social engagement, and through positive learning experiences that lead to study pathways or employment. They provide other benefits including greater opportunities through economic participation, and strengthening Victorian communities and economies through greater workforce participation, increasing socio-economic resilience and improved mental health. By strengthening the ability of all Victorians to participate fully as members of the Victorian community, such courses deliver the social and societal benefits of true citizen participation.

Adult community education providers delivering Board-funded courses are part of the Learn Local sector. Board-registered Learn Local providers are community-based organisations and managed not-for-profit organisations. These community organisations range from large, sophisticated organisations staffed by experts in many fields to smaller organisations with simple structures staffed by people with expertise primarily in adult community and further education. In 2021, more than 270 such organisations are registered Learn Local providers, including one adult education institution, AMES Australia.

All Learn Local providers are place-based community organisations with some providers focusing solely on delivering Board-funded courses. For the majority of Learn Local providers, educational and service delivery responsibilities are much broader.

Learn Local providers adopt an informal, welcoming, flexible approach to learning and are often the best means of accessing suitable education and training in the community.

The Learn Local sector supports adult learners with diverse needs. Adults who are still developing core skills may not have completed secondary school or may not have been engaged in education for a significant period. Some face other challenges in their lives, such as adverse physical or mental health, disability, cultural differences, homelessness or housing instability, violence or discrimination, or have long-term or generational unemployment. The sector also supports people who are in the workforce but have a level of vocational or employment skills that makes them vulnerable to job loss, particularly if their industry changes or is disrupted, such as when new technologies are introduced.

#### *The Board's strategic focus 2020–25*

The Ministerial Statement, *The Future of Adult Community Education in Victoria 2020–25*, was launched by the Minister for Training and Skills and Minister for Higher Education on 14 November 2019. It establishes a reform agenda for the Board and the adult community education sector that focuses on adults who do not have the skills they need for work, further study, and full participation in the Victorian community. It sets ambitious aspirations and goals with qualitative and quantitative measures. The Board has been tasked to lead implementation of the Victorian Government's new direction for adult community education.

The Ministerial Statement builds on the *Future Opportunities for Adult Learners in Victoria* project and the August 2019 Adult Community Education (ACE) Summit. The Ministerial Statement emphasises training in adult literacy, numeracy, employability and digital skills as a priority across all post-compulsory education sectors, including TAFE. It identifies a stronger role for the sector in supporting students to enter and successfully complete TAFE and university courses, and in upskilling and reskilling low-skilled workers who may be vulnerable to becoming unemployed as the nature of work changes.

The Ministerial Statement sets ambitious aspirations and goals for the Board and the adult community education sector during 2020–25:

- building the capability of the adult community education sector to provide literacy, numeracy, digital and employability skills training, enhancing professional development support for the sector and its teaching resources, and building Board capacity to deliver on statement priorities
- developing partnerships with employers across the post-secondary education system and across the Victorian Government to support learners to work, study and fully participate in society
- enhancing learner access, inclusion and engagement across all local government areas, ensuring all Board funding is directed to learners on the basis of need, and promoting the role and value of the adult community education sector.

The Ministerial Statement gives the adult community education sector the recognition and strategic direction it deserves. It will guide sectoral collaboration for the purpose of improving the lives of Victorian learners through education.

The Board released *Strategy 2020–25* on 11 February 2020. It is a blueprint for the Board and the Learn Local sector for the six years from 2020 to 2025 and is the primary means of delivering on the Ministerial Statement, and positioning and strengthening the sector's role in Victoria. This strategy is closely aligned with the Ministerial Statement.

Strategy 2020–25 focuses on adult Victorians who are seeking to develop the core skills they need for study, work and life, and it places the learner at the centre. It acknowledges the sector’s strengths in terms of its level of engagement and participation of adult learners.

Strategy 2020–25 focuses on the four strategic directions of:

- engaging **learners** and developing their confidence and skills
- building greater collaboration between the Learn Local sector and **partners**, especially employers and TAFEs
- investing in **people** across the sector, and in high-quality products and tools to support them
- maintaining high standards of **Board** stewardship and governance, and championing and communicating the sector’s value and impact.

In 2020 and 2021, the Minister for Training and Skills provided the Board with annual Ministerial Statements of Expectations. The Ministerial Statements of Expectations contribute to the delivery of the Ministerial Statement on the Future of Adult Community Education in Victoria 2020–25 and the Board’s Strategy 2020–25. The Board reports on achievements against the Ministerial Statements of Expectations to the Minister for Training and Skills on a biannual basis.

# Non-financial performance reporting

## Performance against output performance measures

| Performance measure                                                                            | Unit of measure | 2021–22 target | 2020–21 expected outcome | 2020–21 target |
|------------------------------------------------------------------------------------------------|-----------------|----------------|--------------------------|----------------|
| Number of government-subsidised pre-accredited module enrolments funded through the ACFE Board | number          | 48,400         | 35,774                   | 45,000         |

This performance measure relates to the 2020 calendar year.

The 2020–21 expected outcome is lower than the 2020–21 target due to travel restrictions, business constraints and training limitations in light of COVID-19 restrictions.

The higher 2021–22 target reflects the additional 1,000 places funded in the 2020–21 budget and another 2,400 places in the 2021–22 budget.

## Participation in Board-funded training

In 2020, the Board funded the training of 19,126 Victorians through 250 contracted Learn Local providers, including through adult education institutions.

This funding provided the following learner groups with access to learning opportunities:

- 4,500 early school leavers
- 415 low-skilled and vulnerable workers
- 384 Indigenous Australians
- 6,652 unemployed learners
- 4,856 people with a disability
- 630 disengaged young learners
- 9,135 culturally and linguistically diverse learners.

Note: Learners can be counted in more than one learner group.

## Key initiatives and projects

The 2020–21 Annual Report covers key initiatives and projects related to the Board's Strategy 2020–25. Key Board initiatives and projects can be categorised according to the four main strategic priorities of Strategy 2020–25.

### **Strategic priority: Our learners**

#### **Engagement and confidence building**

- Maintaining—and building on—the core strengths of Learn Local education and training
- Continuing to successfully engage and re-engage adult learners
- Providing supportive, inclusive, flexible learning environments

#### **Skills for further education, training, work, volunteering and life**

- Providing access to developing core skills for learners in every local government area
- Offering equitable access for learners regardless of their location, background or circumstances

### *Pre-accredited Learner Survey*

In 2021, learners in pre-accredited education and training were again included in the vocational education and training Student Satisfaction Survey for a fourth year.

The 2021 Pre-accredited Learner Survey of 2020 learners in pre-accredited programs had a response rate of 39.3 per cent (5,709 learners), an improvement on the rate of 36.7 per cent for the 2020 survey.

The 2021 survey results were very positive and indicated that learners were highly satisfied with the teaching and learning experience:

- 88 per cent of respondents indicated they were satisfied with their training.
- 91 per cent would recommend their Learn Local provider.
- 85 per cent reported positive perceptions of teaching.
- 80 per cent indicated they achieved their main reason for training.
- 90 per cent were satisfied their provider had identified and addressed their learning needs.
- 85 per cent were satisfied that their pre-accredited course addressed their learning needs.

Employment outcomes for the 2020 cohort of pre-accredited learners include an aggregate six percentage point increase in employment following pre-accredited training, and a corresponding decrease in unemployment and increase in labour force participation.

The 30 per cent of learners who undertook pre-accredited training for work-related reasons contributed most to the overall improvements in employment outcomes for learners, accounting for two-thirds of the increase in employment, all of the decline in unemployment and half of the increase in labour force participation.

The 2021 survey results indicate that pre-accredited programs undertaken for employment purposes were yielding the desired results with an approximate eight percentage point increase in reported employment for learners and a six percentage point decrease in the percentage of learners who were unemployed after training when compared with the 2020 survey. However, care should be exercised as the 2021 and 2020 surveys are not directly comparable because of minor improvements in methodology.

### *Review of pre-accredited product and Pre-accredited Quality Framework*

During 2020–21, the Board continued its review and development of pre-accredited program structures in order to determine how to ensure delivery meets learner needs, improve learner core skills needed for life, re-engage learners in vocational education and training, and support them to obtain a vocational education and training qualification or secure a job.

In September 2020, the Board received a research report and discussion paper from the Centre for Vocational Educational Policy (Melbourne Graduate School of Education, University of Melbourne) following their independent review of Victoria's pre-accredited programs. The commissioned research found that the pre-accredited model is fundamentally sound and provides a strong basis for improvements to the focus on the learner and the measurement of learner gain. The improvements will also focus on how pathways, linkages and partnerships involving pre-accredited programs are put in place to the advantage of learners. A stronger, better connected pre-accredited product can assist in elevating adult community education as one of three post-secondary education sectors in Victoria.

The Department has continued work on the design of the pre-accredited provision model for presentation to the Board. Work is also progressing on a project to refresh the Pre-accredited Quality Framework (PQF). Currently in the establishment phase, the project will comprise a review of the existing PQF and recommendations for any changes to ensure alignment with the new model, the strategic goals of the Board and the goals and aspirations in the Ministerial Statement.

### *Meeting learner needs during COVID-19*

The continuing impacts of the COVID-19 pandemic were felt right across the Learn Local sector through 2020–21. In 2020–21, the Board continued to provide additional support by streamlining payments and administrative processes, and enabling additional flexibility in training delivery by Learn Local providers. The Board released the third and fourth quarterly payments in July and October 2020 to all contracted Learn Local providers, regardless of whether providers were able to deliver training at that stage to the levels agreed in their funding contracts.

Assurance was given to Learn Local providers that the continuing impacts of COVID-19 would be considered in the assessment of delivery against targets for pre-accredited education and training in their funding contract for the remainder of 2020. The Board acknowledges the disproportionate impact of COVID-19 on women, culturally and linguistically diverse communities and social housing residents.

The Board provided other support to ensure that learner needs continued to be met:

- approval and support for the increased use of 'take-home packs', online and other non-face-to-face delivery methods to support continuity of provision of pre-accredited training
- ongoing outreach and support for Learn Local providers by regional office staff
- a six-month extension of Business Governance Status assessment submissions
- fact sheets on funding and delivery arrangements for pre-accredited training for Term 3 and Term 4 2020 to guide providers
- one-off funding of \$5,000 by the Digital Adjustment Fund as part of the 2020 announcement to boost skills, create jobs and drive the state's economic recovery in response to COVID-19, to eligible Learn Local providers in regional Victoria to address immediate shortfalls in digital access and capacity faced in regional and remote locations. The funding was for the purchase of internet

access and online resources to support online and blended delivery of quality courses and services to adult learners.

Throughout 2020–21, training provision and impacts on Learn Local business continuity were closely monitored by the Board to ensure continued provision to learners in Victoria. The sector's innovation, commitment and unwavering focus on learners and their communities were outstanding.

#### *Literacy, Numeracy and Employability Initiative: Skills for Work and Study*

Skills for Work and Study courses have been developed as part of the \$5.4 million Learn Local Literacy, Numeracy and Employability Initiative announced in 2018. The Learn Local Literacy, Numeracy and Employability Initiative represents the Board's first steps into sponsoring standardised pre-accredited programs designed for both quality and consistency.

The Skills for Work and Study project comprises:

- development of industry-contextualised curriculum and piloting of new programs
- delivery of new programs by Learn Local providers.

In 2020, five Learn Local providers received funding to develop new high-quality pre-accredited curriculum contextualised to specific industry areas. The programs are aimed at supporting learners with low language, literacy and numeracy to develop these skills, contextualised to seven different growth industry areas.

In 2021, seven new Skills for Work and Study pre-accredited literacy and numeracy programs are being piloted. More than 90 providers have been contracted to pilot one or more of the programs. A professional development project, including individual mentoring and new moderation practices, is being offered to support delivery.

#### *Priority setting for pre-accredited training delivery in 2021*

The primary purpose of Learn Local courses is to provide opportunities for adult learners in Victoria to gain the educational capacity and core skills they need for study, work and life.

In 2020, the Board endorsed a provision plan for the delivery of Learn Local courses in 2021. A set of provision guidelines was developed outlining Board priorities for delivery in 2021, to assist providers in the preparation of their delivery plans aligned to these Board priorities.

The Board's distribution and allocation of Learn Local course funds are based on demographic data and the Board's strategic objectives as outlined in the Ministerial Statement and its Strategy 2020–25.

#### *Introduction of Koorie loading for pre-accredited training*

In February 2021, a 1.5 Koorie loading for Learn Local courses was introduced. The Koorie loading supports Learn Local providers to increase engagement of Koorie learners in Learn Local courses.

Payments are based upon reported pre-accredited Koorie learner enrolments.

The 1.5 loading is calculated by adding a \$4.55 loading to the \$9.10 base rate for each eligible learner. Learn Local providers will be subsidised for each learner who identifies as Koorie at the rate of \$13.65 per student contact hour.

In addition, a regional loading is applied with the Koorie loading for reported Learn Local training delivery in identified postcodes.



### *Digital Literacy Skills for Adults*

In December 2020, the Board approved the Digital Literacy Skills for Adults program. The program aims to establish a suite of Digital Literacy Skills for Adults modules and programs using the expertise of our providers across the Learn Local sector. The suite will improve learner access to high-quality programs to enhance their digital literacy skills, and support their ability to engage, participate and achieve success in their lives, further education and training and work.

### *Learn Local financial literacy for women affected by family violence*

In 2019, a pre-accredited financial literacy course called SARA (Skilled, Aware, Resourced, Active), developed and pilot tested in response to Recommendation 121 of the Royal Commission into Family Violence ('...support the expansion of initiatives that deliver financial literacy training for victims of family violence'), was a great success. In February 2020, the Board approved a 12-month continuation of the program.

In response to an evaluation of the pilot, the 2020–21 program included upgrades to the course teacher and learner manuals and promotions materials. In November 2020, the Women's Information and Referral Exchange Inc (WIRE) completed the upgrade to a high standard.

WIRE also upgraded SARA train-the-trainer courses and delivered the upgraded program in January 2021 to trainers from 19 Learn Local providers.

In spite of a range of challenges, Learn Local providers have continued delivery of the SARA program, with outcomes to be evaluated in early 2022.

### *Family Learning Partnerships*

The Family Learning Partnerships program (FLP) supports families experiencing education disadvantage to access adult education through:

- collaborative relationships between Learn Local providers and other service providers such as schools, early learning centres and other community services to address barriers to learning
- communities of practice that bring together program providers to share knowledge, skills, and experience
- flexible program funds that cover childcare costs of participating parents.

The FLP program delivers on the Ministerial Statement's priority focus on inclusion and universal access to core education and training, and is aligned with the Strategy 2020–25 by continuing to successfully engage adult learners and striving to offer them equitable access regardless of their location, background or circumstances.

Despite the difficulties of operating in a COVID-19 environment, delivery of the FLP program continued in 2020–21. Adjustments were made to enable providers to continue delivery of the programs throughout COVID-19 restrictions.

### *Learner Engagement A-frame*

To engage hard-to-reach learners who may find participation in shorter programs easier, the Board allocated \$450,000 in 2020–21 to the Learner Engagement A-frame program.

The program targets the following adults experiencing barriers to training:

- disadvantaged or hard-to-reach learners
- learners with complex or multiple needs
- learners in thin markets or remote locations
- unemployed and vulnerable workers.

The program assists Learn Local providers to deliver programs of 5–20 student contact hours. The program's objectives are to:

- offer Learn Local providers the flexibility to improve the participation of adults who experience barriers to training in pre-accredited programs
- provide engagement activities that are linked to pathways to further training or employment
- improve pathway outcomes for learners experiencing barriers to training by building the skills they need to participate in further pre-accredited training programs, accredited education or employment.

### *Certificates in General Education for Adults*

The Board's accredited curricula for the Certificates in General Education for Adults (CGEAs) continue to help vulnerable adult learners improve their literacy, basic numeracy, and general education skills towards further study, qualifications and work outcomes in other states as well as in Victoria.

During 2020–21, Victoria University, the Board's appointed curriculum maintenance manager, continued to provide core services for the CGEAs. All CGEA certificates are accredited to 30 June 2023.

Victoria University was engaged by the Board to provide professional development sessions in relation to the CGEA to share with practitioners some examples of quality practice in the design, delivery and assessment for these certificates.

### *Certificate IV in Tertiary Preparation*

The Board sponsors and funds another accredited curriculum focused on supporting educationally disadvantaged Victorians in tertiary preparation.

In 2020–21, Victoria University managed the re-accreditation of the Certificate IV in Tertiary Preparation.

The Board approved its re-accreditation based on enrolment data indicating a stable, steady trend in provision and students reporting positive outcomes. The Certificate IV in Tertiary Preparation with additional electives covering liberal arts subjects was re-accredited at the end of April 2021.

The re-accredited Certificate IV in Tertiary Preparation allows learners to produce appropriate outcomes for the purposes of further study and it is sufficiently broad to support transition to a range of subject disciplines.

## **Strategic priority: Our partners**

### **Partnering and collaboration**

- Developing partnerships between Learn Local providers, TAFEs, universities and other parts of the post-compulsory education system
- Developing partnerships between Learn Local providers and employers
- Developing arrangements for non-educational supports for learners from health and community services partners

### **A priority provider of solutions**

- Delivering practical solutions aligned with employers' needs and Victorian Government priorities

### *ACFE–TAFE Relationships*

The ACFE–TAFE Relationships initiative aims to identify, strengthen and sustain relationships between TAFEs and Learn Local providers that build a seamless post-secondary education system for adult learners.

In 2020–21, the Department undertook a review to identify the key features and activities that contribute to a successful relationship between Learn Local providers and TAFEs. It involved online facilitated workshops of key stakeholders from regional and metropolitan areas across the state.

The final research report has informed delivery of the ACFE–TAFE Partnerships project and is guiding the development of new ACFE–TAFE partnership strategies.

### *ACFE–TAFE Partnerships*

As part of the ACFE–TAFE Relationships initiative, the ACFE–TAFE (Free TAFE) Partnerships project explored Learn Local and TAFE partnership models and developed pre-accredited programs and resources to support students at risk of non-completion to succeed in their Free TAFE–accredited course.

The Chisholm consortia (Chisholm Institute, Foundation Learning Centre and Bass Coast Adult Learning) and the Mildura consortia (Sunraysia Institute of TAFE, Zoe Support Australia and Sunraysia Mallee Ethnic Communities Council) co-designed and developed eight pre-accredited training products to support Free TAFE students enrolled in selected courses.

The project established curriculum, learning and teaching materials, and resources and partnership models that can be replicated across Victoria to support Free TAFE and other students. These resources were collected and used as inputs into programs Gaining the Edge and Learn Local Study Support, each containing four modules that focus on foundation and core skills such as resilience and digital literacy.

An evaluation of the project found that there was strong sector support and buy-in for the partnership model and that the pre-accredited programs supported critical learning relevant to the TAFE course.

Gaining the Edge resources became available on the Learn Local website in 2021. Learn Local Study Support resources will become available in 2021–22. The modules can be used to support all at-risk learners undertaking accredited training to ensure better completions and to aid success.

### *Learn Local TAFE Support and Pathways to TAFE pilot programs*

In October 2020, the Department conducted an 'Invitation to Pilot' to identify Pathways to TAFE teaching resources and materials already available in the Learn Local sector, in order to develop those teaching materials against Board quality standards and publish them for wider use.

The Department identified two programs: Ready for Hospitality and Employable Me/Moving On.

These teaching resources have been developed with the support of expert instructional designers and will be available to the Learn Local sector in Semester 2, 2021.

Initial work has commenced, with a group of regional and metropolitan TAFE institutes to co-design Learn Local pathways programs in two skills shortage areas.

#### **Strategic priority: Our people**

##### **Investing in the Learn Local workforce**

- Investing in the professional development of Learn Local leaders and educators

##### **Investing in improved products and tools**

- Investing in high-quality learning resources

### *Professional development*

During 2020–21, the Board supported Learn Local providers by funding a range of activities that included the following programs:

- A course on literacy and numeracy teaching and learning (the Adult Literacy and Numeracy Practitioners Program) was delivered by 19 lead-trained pre-accredited educators to a further 150 pre-accredited educators of other Learn Local providers.
- ACEVic ran a series of short sessions to develop online and other delivery skills of educators, showcase some of the great innovative work by the sector and provide wellbeing activities to support people during COVID-19 disruptions.
- A series of three interlinked sessions on taking a project-based approach to foundation skills development was delivered, enabling the participants to draw on these approaches to better engage their learners.
- A series of three webinars involved Learn Local providers showcasing their innovative use of technology in pre-accredited program delivery and other innovations during COVID-19. Areas covered included learner outreach and engagement, marketing pre-accredited programs and supporting learner mental wellbeing.
- A program on pre-accredited business planning for post-COVID-19 and another on pre-accredited marketing to clients was delivered by the Small Business Mentoring Service to around 100 pre-accredited program managers in each program. The series of workshops also involved one-on-one mentoring.
- A number of programs to increase capabilities in use of online or blended methods of delivery was delivered by the VET Development Centre with 63 participants. A more advanced program delivered by ACEVic to 34 participants focused on enhancing Learn Local online training capabilities.

### *Learn Local Literacy, Numeracy and Employability: Adult Literacy and Numeracy Practitioners Program*

The Adult Literacy and Numeracy Practitioners Program (ALNPP) was developed and piloted in 2020. The program's objective is to build on the strengths and capabilities of pre-accredited trainers in the Learn Local sector by enhancing their skills and practices in delivering literacy and numeracy training in a vocational context.

An additional intake of the program was offered in 2021 to support the goals of the Ministerial Statement to build the capability of the pre-accredited workforce to deliver literacy, numeracy and employability and digital skills training in Victoria. The program has been taken up by 58 per cent of Learn Local providers.

An additional module aimed at supporting Learn Local pre-accredited trainers to engage and support Koorie learners has been developed and is being piloted with the ALNPP alumni. The program is currently being formally evaluated by the Australian Council for Educational Research with recommendations to inform future needs in professional development.

### *Pre-accredited Educator Workforce Profile*

The Pre-accredited Educator Workforce Profile project commenced mapping the pre-accredited educator workforce operating in Learn Local providers across Victoria through interviews, forums, case studies and surveys. The purpose of this work is to:

- establish a baseline of the size and composition of the pre-accredited workforce
- identify the skills, experience and practices associated with high-quality, pre-accredited provision that leads to successful learner outcomes, based on provider insights and feedback
- identify priority areas for future professional learning initiatives, based on up-to-date advice from pre-accredited educators.

Once finalised, the work will enable improvements in workforce professional practice to be tracked over time against the skills, experience and practices associated with quality pre-accredited delivery for ongoing professional learning and recognition among individual pre-accredited educators.

### **Strategic priority: Our Board**

#### **Stewardship and governance**

- Meeting the expectations and relevant outcomes set out in the Ministerial Statement on the Future of Adult Community Education in Victoria 2020–25
- Modelling ethical, values-based stewardship and governance

#### **Communicating value and impact**

- Championing and communicating the value that the Learn Local sector creates

### *Brand and Value Proposition*

The purpose of the Brand and Value Proposition project is to create a meaningful brand and value proposition that champions and promotes the value of the Learn Local sector (and of pre-accredited training) to the Victorian community and economy, including learners, industry and TAFE institutes.

As the brand and value proposition underpins all of the Board's work, this project is closely aligned with and informs all of the Board's major projects and initiatives.

In 2020–21, a new two-year ACFE Learn Local Communications and Engagement Plan was developed. The plan aims to increase the impact of the Learn Local sector by strengthening awareness of the brand value proposition and promoting the sector's value (including the value of core skills training and other programs funded by the Board) to the Victorian community and economy. The plan includes a wide range of communication and engagement activities, and was developed based on extensive stakeholder consultation as well as the literature review that was undertaken in 2019–20. The plan is aligned with the Ministerial Statement and the Strategy 2020–25, and will be implemented from July 2021 to June 2023.

#### *Capacity and Innovation Fund and ACFE 2025 Strategy Fund*

Delivery of the final remaining Capacity and Innovation Fund projects that were funded in the 2018–19 financial year continued in 2020–21.

A review and revision of the Capacity and Innovation Fund program was undertaken in early 2020 to ensure alignment with the strategic imperatives of the Ministerial Statement and the Strategy 2020–25.

On 5 November 2020, a new project investment fund, the ACFE 2025 Strategy Fund, was announced by the Board. It will support the design and implementation of projects and key work that assist adult Victorians who are still developing the core skills they need to be able to fully participate in further study, work and in their daily lives. It will also support our Learn Local providers to meet learner and community needs. The new fund combines all the Board's project investment resources and will be used for innovative projects and other initiatives that support the achievement of the Ministerial Statement and the Strategy 2020–25. The Board's annual priorities guide areas of investment with a focus on our learners, our partners and our people.

There will be a focus on collaborative, statewide projects that are scalable and can be shared across the sector to improve learner outcomes and engagement.

#### *2020 Learn Local Awards*

The Victorian Learn Local Awards promote adult, community and further education by recognising the outstanding achievements of learners, practitioners and Learn Local providers. They reward best practice and innovation, and encourage high standards.

Presentations were made to the 2020 award winners through a Virtual Gala Series hosted by MC Sara James. The pre-recorded video series features interviews with the finalists, and the winner of each award category is announced at the end of each video. Prize money totalling \$71,000 as well as products valued at \$7,500 were awarded as follows:

- The Ro Allen Award in recognising pre-accredited learner excellence:  
Colleen Forbes, Community College Gippsland
- Victorian Learn Local Young Pre-accredited Learner Award:  
Bryanna Paynter-Harvie, Noweyung
- Victorian Learn Local Pre-accredited Pathway Program Award:  
The Centre for Continuing Education, Getting There
- Victorian Learn Local Practitioner Award:  
Vivian Della Valle, Centre for Adult Education (CAE)

- Victorian Learn Local Creating Local Solutions Award:  
Heyfield Community Resource Centre, Kick Start Your Career in the Health Industry
- Victorian Learn Local Collaboration Award:  
Cloverdale Community Centre, The Gordon TAFE Collaboration
- Victorian Learn Local Volunteer Team Award:  
Rosewall Neighbourhood Centre
- People's Choice
  - Victorian Learn Local Pre-accredited Pathway Program: Getting There, The Centre for Continuing Education
  - Victorian Learn Local Creating Local Solutions: Cultural Cuisines, Wellsprings for Women
  - Victorian Learn Local Collaboration: Kew Neighbourhood Learning Centre and Burke and Beyond
- Innovation in a Time of COVID Acknowledgement Award:
  - Learn Local Practitioner/Individual: Leslie Snart, Laverton Community Education Centre
  - Learn Local Program: Digital Matters Program, Phillip Island Community and Learning Centre (PICAL)
  - Learn Local providers: Wellsprings for Women and Glen Eira Adult Learning Centre.

#### *2020 Victorian Training Awards—Victorian Community Training Provider of the Year*

For the sixth time, the Board sponsored the Victorian Community Training Provider of the Year Award at the annual Victorian Training Awards. The award was open to Learn Local providers and awarded to an organisation demonstrating innovation and excellence in local community education. The winner was judged on its:

- design and implementation of quality training programs that are highly valued by the local community and responsive to learner needs
- understanding of the local community and how to attract learners facing barriers to participation and attainment in vocational training
- partnerships and participation in broader service delivery within the local community.

The Centre for Continuing Education was announced as Community Training Provider of the Year at the 2020 Victorian Training Awards. The Centre for Continuing Education recovered from complete governance and financial failure. From 2015, it was restored to a thriving not-for-profit training provider employing more than 70 people. As a Learn Local community education college, it largely services those who experience barriers to social and economic participation in the Hume region.

Program effectiveness is measured through outcomes and the Centre for Continuing Education's employment rates are extraordinary, at 95–100 per cent for community services and health programs. Among other services, it is empowering women to safely take control of their financial affairs, administering family therapy and supporting offenders with their training needs.

# Financial performance reporting

## Summary of financial results

### Financial performance

The table below summarises information from the Board's financial reports for the 2020–21 financial year. It includes comparative results for the previous four years.

#### Five-year financial summary

| Result                                      | 30 June<br>2021<br>\$'000 | 30 June<br>2020<br>\$'000 | 30 June<br>2019<br>\$'000 | 30 June<br>2018<br>\$'000 | 30 June<br>2017<br>\$'000 |
|---------------------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Total income from transactions              | 36,869                    | 37,294                    | 41,592                    | 32,095                    | 31,800                    |
| Total expenses from transactions            | (33,314)                  | (34,853)                  | (35,411)                  | (35,712)                  | (33,437)                  |
| Net result from transactions                | 3,555                     | 2,441                     | 6,181                     | (3,617)                   | (1,637)                   |
| Other economic flows included in net result | 122                       | 80                        | 6                         | 68                        | 173                       |
| Net result for the period                   | 3,677                     | 2,521                     | 6,187                     | (3,549)                   | (1,464)                   |
| Net cash flow from operating activities     | 0                         | 136                       | 0                         | 0                         | 0                         |
| Total assets                                | 26,179                    | 19,981                    | 51,128                    | 45,423                    | 36,789                    |
| Total liabilities                           | (2,923)                   | (402)                     | (1,673)                   | (2,155)                   | (1,044)                   |

### Revenue

Total income in 2020–21 remained comparable with 2019–20, decreasing by \$0.4 million reflecting annual alterations to one-off grant funding for program delivery in 2020–21.

### Expenses

Expenses in 2020–21 decreased by \$1.5 million compared with 2019–20 reflective of additional grant expenditure to provide ongoing support for training delivery and offset the unforeseen impacts of COVID-19 during 2019–20.

## Governance and organisational structure

### Organisational structure and corporate governance

#### Board membership matters

The Board has 12 members including a chairperson and a deputy chairperson. Members are appointed by the Governor in Council on the recommendation of the Minister for Training and Skills.



Members of the Board reflect the breadth and diversity of adult education in the community, and provide links to government, industry and community sector activity.

On 21 July 2020 and on 9 September 2020, Ms Fatone and Mr Atkinson, respectively, were appointed to the Board for a three-year term each.

On 31 August 2020 and 30 April 2021, the terms on the Board of Dr Parameswaran and Dr Wilson, respectively, ended.

On 25 June 2021, the terms on the Board of Ms Brennan, Mr Grogan and Mr Wainwright ended. Ms Brennan and Mr Grogan were appointed to the Board for short-term appointments from 26 June 2021 to 31 July 2021. Mr Wainwright was appointed to the Board for a short-term appointment from 26 June 2021 to 25 September 2021. These short-term appointments were made while recruitment to the Board was finalised.

#### *ACFE Board members 2020–21*

**Ms Maria Peters** (Chairperson) has been involved in the adult education and vocational sectors for more than 30 years and is a respected leader in vocational education and training at state, national and international levels. Ms Peters has held a wide range of management, leadership and governance roles including at Chisholm TAFE, where she had management roles in adult community education and foundation areas before becoming Chief Executive Officer in 2011. Ms Peters has a strong track record of service to communities with a focus on improved participation, and strong student and industry outcomes. As a recipient of the Lynne Kosky Memorial Award for Lifetime Achievement at the 2017 Victorian Training Awards, Ms Peters was recognised for leading significant educational innovation in the vocational education and training sector. In 2018, Ms Peters was awarded an Honorary Doctor of Education from Swinburne University of Technology for her outstanding leadership and commitment to vocational education. Ms Peters was the Independent Chairperson of the Future Opportunities for Adult Learners in Victoria Reference Group and is a member of the Victorian Registration and Qualifications Authority Board and the RMIT University Council.

**Mr Raoul Wainwright** (Deputy Chairperson to 25 June 2021) has a background in public policy, industrial relations and community services. He is a legal officer for the Australian Manufacturing Workers' Union. Mr Wainwright holds a Bachelor of Laws and Bachelor of Arts, has had ministerial advisory roles and has been a member of local government. Mr Wainwright has longstanding experience in working with government at all levels and is committed to improving access to educational opportunities for all Victorians.

**Mr James Atkinson** has a lifelong commitment to the preservation of Indigenous culture, language and customs, and to the regeneration and continued advancement of his community. He has 35 years' experience across a range of Aboriginal Services and government departments. Mr Atkinson is Chief Executive Officer with the Aboriginal Community Elders Services. Previously, he was Director, Strategy and Development, Victorian Aboriginal Health Service, Chief Executive Officer of Rumbalara Aboriginal Co-operative and held senior positions in the Department of Education. He has a strong academic background in public policy and management; extensive experience in leadership and management focusing on the strategic planning, staffing and complex stakeholder management for Aboriginal organisations; and in Indigenous education in early childhood, TAFE and the school sectors. He also has significant involvement in state and federal government and community advisory groups, and extensive connection and engagement with organisations focused on certainty of access to services for Indigenous Australians. Mr Atkinson was appointed to the Board on 9 September 2020.

**Ms Sally Brennan** is an experienced education consultant with a particular focus on community development and adult community education. She has extensive experience in the Learn Local sector, including 22 years as Chief Executive Officer of Upper Yarra Community House (now Cire Services), and in representing peak bodies at state and national levels. Ms Brennan has worked with all levels of government creating and maintaining local and regional services, engaging with communities, and working with industry and education providers to improve learning outcomes for disadvantaged and vulnerable learners. Ms Brennan has postgraduate qualifications in adult learning and development, including a Master of Education, and is a graduate of the Australian Institute of Company Directors.

**Ms Claudia Fatone** is the Head of Operations for Man Cave Global, a mental health and emotional intelligence charity whose mission is to empower boys to become great men by providing them and their communities with impactful programs, role models and resources. Prior to this role, Ms Fatone was Chief Executive Officer of the Fitzroy Legal Service, one of Australia's oldest community legal centres. Her prior work experience has included roles as Sector Development Manager of the Federation of Community Legal Centres, Associate Director of Sport Employment Australia and Women's Cricket Operations Manager with Cricket Victoria. A graduate member of the Australian Institute of Company Directors, Ms Fatone is also a Board member of the Federation of Community Legal Centres and an external member of the Victoria University Compliance Audit and Risk Committee. She is a former director of Cricket Victoria, Melbourne Stars and Melbourne Renegades, and a former board member of the Victoria Law Foundation. Ms Fatone was appointed to the Board on 21 July 2020.

**Mr Michael Grogan** is the State Director of Victorian, South Australian and Tasmanian branches of the Advanced Manufacturing Growth Centre. Previously Chief Executive Officer of Sutton Tools Pty Ltd, Mr Grogan sits on the Board of Manufacturing Skills Australia and is Director of DMTC (formerly known as the Defence Materials Technology Centre). He chairs the William Ruthven Secondary College School Council and is Director of Evolve in Focus.

**Dr Maylyn Lam** has held senior executive positions in several non-government organisations focused primarily on research, policy and strategy. Her longest serving role was for Jobs Australia, a peak body that provides policy, strategy, financial and business planning advice to its community-based members. She served there as Manager of the policy team, and then as Deputy Chief Executive Officer. Her most recent role was as Adviser on Governance and Social Impact at Jesuit Social Services. In 2019, Dr Lam served as a Commissioner in the National Youth Commission into Youth Unemployment and Transitions. She holds a Doctor of Philosophy and Master of Education from the University of Melbourne.

**Ms Margaret Lewis** has wide-ranging experience on community boards and committees, including Goldfields Local Learning Employment Network, Bendigo Trades Hall Council and the Victorian Branch Council of the Australian Education Union. She is currently a member of the boards of Castlemaine Health, Remembrance Parks Central Victoria, Planning for Sustainable Animal Industries Implementation Reference Group and Joyces Creek Cemetery Trust, in addition to other non-government bodies and committees. Ms Lewis has extensive experience in education, having been a teacher for 25 years and a principal for 18 years.

**Mr John Maddock AM** has extensive governance and senior executive leadership experience in the tertiary and adult education sectors, including as Chief Executive Officer of Box Hill Institute, the Gordon Institute of TAFE and the CAE. His governance experience as a non-executive director in the education sector includes the Victorian Curriculum and Assessment Authority Board, Victorian Tertiary Admissions Centre Board of Trustees, Deakin University Council, Monash University Faculty of Education Board, Innovation and Business Skills Australia, Australian Training Products and eCoach boards. Mr Maddock is a Fellow of the Australian Institute of Company Directors and a member of the Victoria Polytechnic Vice

Chancellor's Advisory Committee at Victoria University. He was awarded the Australian Sports Medal for volunteer services at the Sydney 2000 Olympics. In 2013, Mr Maddock was made a Member of the General Division of the Order of Australia for significant service to vocational education and training, and to the sport of basketball.

**Dr Menon Parameswaran OAM** has a background in natural resource management, agriculture, teaching and research, business studies, and community liaison and engagement with culturally and linguistically diverse communities and disadvantaged learners in the VET sector. He was awarded a Medal of the Order of Australia in January 2019 for service to primary industry. For 14 years, he was a board director of the Primary Care Connect community health service in Shepparton and has chaired and worked as a member of both peak industry and government committees. Dr Parameswaran is a retired senior lecturer of the University of Melbourne, a former adviser and consultant at the Goulburn Broken Catchment Management Authority, and a former senior lecturer and research manager at the Victorian College of Agriculture and Horticulture. Dr Parameswaran was a member of the Victorian Multicultural Business Advisory Council from 2004–09. He has more than 30 years' experience in education and community forums and has received awards and commendations for work in environmental and community issues. His term on the Board concluded on 31 August 2020.

**Dr Winifred Scott** is a consultant with extensive experience in the vocational education and training sector. She was Chief Executive Officer of Sunraysia Institute of TAFE until her retirement in June 2016. She was awarded an Honorary Doctorate of Education in 2016 by La Trobe University and holds a Master of Educational Management. Dr Scott is the Chair of the Mallee Regional Partnership and Deputy Chair of the Regional Development Advisory Committee. She is also a member of other regional and local boards. Before joining the TAFE sector, she was a restaurateur in Bendigo.

**Ms Penny Wilson** has extensive government, community and private sector experience. As a senior partner at SHK Asia Pacific, she leads the executive search practice for government and public policy, including not-for-profit and private sector highly regulated settings. Ms Wilson has held senior roles in the public service and is former Chief Executive Officer of both the Responsible Gambling Advocacy Centre and the Victorian Council of Social Service. A longstanding volunteer in adult learning programs, Ms Wilson was Chair of Learn for Yourself, a Learn Local provider. She has qualifications in social sciences, communications and business management, and is an experienced non-executive board director.

**Dr Ronald Wilson PSM** is an education and training consultant with more than 20 years' experience in the Victorian VET sector, with roles in senior management, Indigenous education and corrections education in TAFE. He has worked as a consultant with Learn Local providers and supported their development of sustainable business models and operational systems. Dr Wilson was awarded the Public Service Medal in 1996 for introducing vocational training into Victoria's adult and juvenile corrections systems. He is President of the Australasian Corrections Education Association and a Board member of Adult Learning Australia. His term on the Board concluded on 30 April 2021.

#### *Audit and Risk Committee membership and roles*

In accordance with legislative requirements, the Board has an Audit and Risk Committee to oversee:

- risk management
- financial management, performance and sustainability reporting
- compliance with legislation, regulations and standards
- external audit

- internal audit.

In 2020–21, the independent members on this committee were:

- Lisa Woolmer (Chairperson)
- Michael Grogan (Deputy Chairperson)
- John Maddock
- Menon Parameswaran (to 31 August 2020)
- Maria Peters
- Raoul Wainwright.

#### *Representation on Board committees, panels, steering groups and working groups*

Members of the Board also represent the Board on working groups and committees such as:

- Victorian Learn Local Awards judging panels
- Victorian Training Awards judging panels
- Our Board Steering Group
- Our People Steering Group
- Our Partners Steering Group
- Our Learners Steering Group
- TAFE Network Leadership Forum–ACFE Partnership Working Group.

In addition, eight members of the Board took on liaison and communication support roles in Regional Councils as Regional Champions.

#### *Representation on other bodies*

Members of the Board also represent the Board on external bodies such as the Wirralung Ganai Steering Committee.

#### *Regional Councils of ACFE*

Eight Regional Councils of ACFE have been established under the *Education and Training Reform Act 2006*.

The Regional Councils cover the following regional areas:

- Barwon South-Western
- Gippsland
- Grampians
- Hume
- Loddon Mallee.

The Regional Councils also cover the following metropolitan areas:

- Eastern Metropolitan

- North-Western Metropolitan
- Southern Metropolitan.

The work of each Regional Council is supported by Department staff.

### *Role of Regional Councils*

The Board and Regional Councils work together to fulfil the Board's mission.

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

Regional Councils assist the Board to meet its objectives by:

- developing processes that enable learners and providers to advise them and the Board of adult community education needs in their region
- providing advice and preparing reports for the Board
- providing information and contributing to planning by the Board
- advising the Board on the effectiveness of activities in their region, including those activities funded by the Board
- supporting and promoting pre-accredited training provision, networks between providers, and diversity and flexibility of provision
- recommending statewide priorities and policies to the Board.

### *Composition*

Each Regional Council has a minimum of five members, who are appointed by the Minister for Training and Skills, including an elected Chairperson and elected Deputy. Regional Councils may also co-opt two additional people for up to 12 months. Members are appointed to ensure that Regional Councils reflect:

- community diversity
- the regional interests and views of individuals and groups that will benefit from adult education in the region
- the regional interests and views of adult education providers
- the importance of community-based adult education.

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

### *Membership of Regional Councils 2020–21*

#### **Barwon South-Western**

- Jan Golden, Chairperson
- Anne Marie Ryan, Deputy Chairperson
- Dianne Baxter (co-optee, appointed 17 November 2020)

- Denise Burrell (term ended 14 April 2021)
- David Cotsell (term ended 30 September 2020)
- Louisa-Jane Cunningham
- Alan Davis
- Allison Fleming (term ended 2 February 2021)
- Deryck Gall
- Peter MacDonald
- Richelle Yow

#### **Gippsland**

- Desmond Williams, Chairperson
- Shae McGregor, Deputy Chairperson
- Catherine Brigg (term ended 30 September 2020)
- Diane Carson
- Karen Fleischer
- Bruno Mascitelli
- Glenda McPhee
- Josie Rose
- Julie Rowley

#### **Grampians**

- Tim Shaw, Chairperson
- Jannine Bennett, Deputy Chairperson
- Bryan Crebbin
- Annette Creek
- Angela Dunn
- Tim Harrison
- Andrew Henwood
- Jessica Paterson (term ended 20 October 2020)
- Michael Poulton
- Nicola Rodger

#### **Hume**

- Andrew Kay, Chairperson (term ended 10 February 2021)
- Danny O'Donoghue, Deputy Chairperson

- Trish Curtis
- Linda Kelly
- Renee Leary
- Jennifer Peers (term ended 4 December 2020)
- Bradley Quilliam
- Melva Tyson

#### **Loddon Mallee**

- Brian Gould, Chairperson
- Craig Leary, Deputy Chairperson
- Neale Chandler
- Lisa Goettler
- Sarah Graham
- Natalie Green
- Angela Hughes
- Madeleine Laming (co-optee, term ended 13 November 2020)
- Michael Langdon (co-optee, term ended 13 November 2020)
- Deborah Quin

#### **Eastern Metropolitan**

- Beverley Knowles, Chairperson
- Joseph Cullen, Deputy Chairperson
- Yvonne Ho (term ended 30 September 2020)
- Alexander Law
- Delys Leslie
- Angela Hoare-Lippman
- Grant Meyer
- Wendy Morris
- Fiona Purcell
- Helen Ruddell

#### **North-Western Metropolitan**

- Gregory Ferrington, Chairperson
- Maria Floudiotis, Deputy Chairperson
- Anthony Broad

- Elizabeth Joldeski (term ended 30 September 2020)
- Christine McCall
- Peter Russo (term ended 18 February 2021)
- John Sheen
- Hadi Shehab
- Joanne Smyth (term ended 30 September 2020)
- James Wesson (term ended 4 December 2020)

#### **Southern Metropolitan**

- Martin Corman, Chairperson
- Judith Bissland, Deputy Chairperson
- Ali Aziz
- Louisa Ellum, Chairperson (term ended 31 December 2020)
- Sandra George
- Gillian Latchford
- Catherine McGrath
- Suriakumarie Naidoo

#### *Administrative and project support*

Under the Education and Training Reform Act, the General Manager of the Board is responsible for implementing the Board's policies and decisions. During 2020–21 until 23 May 2021, this role was filled by Ms Lee-Anne Fisher, Executive Director of the Engagement, Participation and Inclusion Division of the Department. More broadly, the Board's planning, policy and resource allocation roles were supported in the Department by the General Manager and the Participation, Inclusion and Regional Engagement Branch of the Engagement, Participation and Inclusion Division. From 24 May 2021, this role was filled by Ms Jeanette Nagorcka, Executive Director of Adult, Community and Further Education.

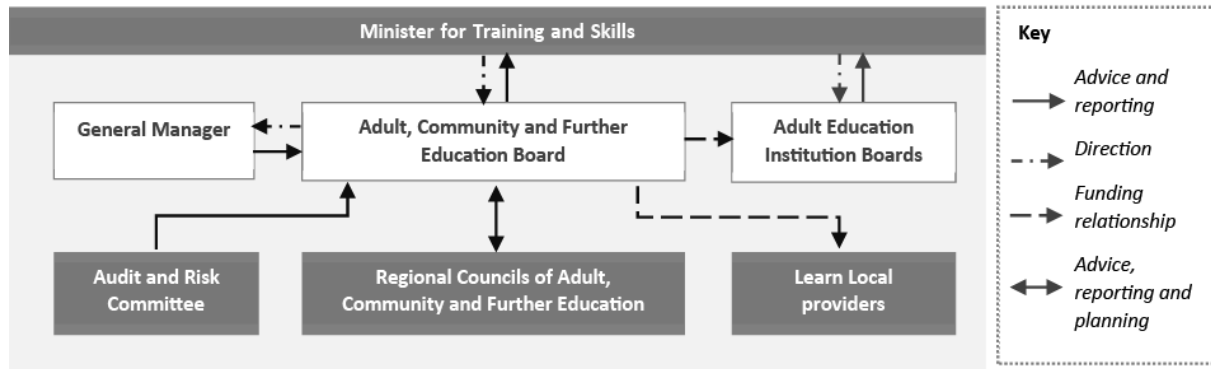
The Department also helped the eight Regional Councils of adult, community and further education, and the Learn Local providers, to meet the Victorian Government's goals and targets for adult learning and community building. It provides advice about the Learn Local sector, supports the Board to build organisational capacity and administers the Board's grant programs.



## Organisational structure

Figure 1 schematically describes the legislative relationships and accountabilities of the Board as at 30 June 2021.

**Figure 1 Organisational chart**



## Occupational health and safety, incident management and employment and conduct principles

The Department manages matters related to staffing, workforce data, the application of merit and equity principles, incident management and occupational health and safety (see the Department's 2020–21 Annual Report).

## Workforce data

### Public sector and employment principles, workforce data, workforce inclusion policies and executive officer data

The Board employs no staff. The Department manages matters relating to staffing, workforce data, workforce inclusion policies and executive officer data (see the Department's 2020–21 Annual Report).

## Other disclosures

### Government advertising expenditure

Nil reports.

### Disclosure of major contracts

Nil reports.

## Consultancy expenditure

### *Details of consultancies of \$10,000 or greater*

In 2020–21, there were two consultancies with total fees payable of \$10,000 or greater. Total expenditure in relation to this was \$128,305 (excluding goods and services tax (GST)). Details of individual consultancies are outlined below.

| Consultant                          | Purpose of consultancy                                | Total approved project fee (excl. GST) \$'000 | Expenditure 2020–21 (excl. GST) \$'000 | Future expenditure (excl. GST) \$'000 |
|-------------------------------------|-------------------------------------------------------|-----------------------------------------------|----------------------------------------|---------------------------------------|
| SenateSHJ                           | Implementation of Brand and Value Proposition project | 57                                            | 57                                     | -                                     |
| Grosvenor Performance Group Pty Ltd | ACFE–TAFE Partnership Evaluation Project              | 71                                            | 71                                     | -                                     |

### *Details of consultancies under \$10,000*

In 2020–21, there were no consultancies for which the total fees payable to an individual consultant were less than \$10,000. The total expenditure incurred during 2020–21 was nil.

## Information and communications technology expenditure

For 2020–21, the Board expended a total of \$914,000 on information and communications technology (ICT) expenditure, as detailed below.

| All operational ICT expenditure                | ICT expenditure related to projects to create or enhance ICT capabilities                                      |                                |                            |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------|--------------------------------|----------------------------|
| Business as usual (BAU) ICT expenditure \$'000 | Non-business as usual (non-BAU) ICT expenditure (Total = Operational expenditure + Capital expenditure) \$'000 | Operational expenditure \$'000 | Capital expenditure \$'000 |
| 914                                            | 5                                                                                                              | 5                              | -                          |

## Freedom of information

The *Freedom of Information Act 1982* (the FOI Act) allows the public a right of access to documents held by the Board, including documents created during work done for the Board and documents supplied to the Board by an external organisation or individual.

The FOI Act gives members of the public the right to access information held by government departments, local councils, ministers, and other bodies subject to the FOI Act.

The FOI Act allows the Board to refuse access, either fully or partially, to certain documents or information, such as:

- Cabinet documents
- some internal working documents

- law enforcement documents
- documents covered by legal professional privilege (e.g. legal advice)
- personal information about other people
- information provided to the Board in confidence.

### *Making a request*

Freedom of Information requests may be submitted to the Board via the freedom of information form on the [Office of the Victorian Information Commissioner website](#). Search and access charges may apply.

A Freedom of Information request must be in writing and clearly identify the types of material sought.

### **Freedom of Information Manager**

Adult, Community and Further Education Board  
Department of Education and Training  
GPO Box 4367  
Melbourne VIC 3001

Processing time for Freedom of Information requests is 30 days. In certain circumstances, this can be extended.

Applicants dissatisfied by a Board decision under the FOI Act may seek a review by the Office of the Victorian Information Commissioner within 28 days of receiving the decision letter.

### *Freedom of Information statistics*

For the 12 months ending 30 June 2021, the Board received no new Freedom of Information applications.

### *Further information*

Further information regarding freedom of information can be found in the FOI Act, its associated regulations, or online at the [Office of the Victorian Information Commissioner website](#).

### **Compliance with the *Building Act 1993***

The Board does not own or control any government buildings and consequently is exempt from notifying its compliance with the building and maintenance provisions of the *Building Act 1993*.

### **Competitive neutrality policy**

Competitive neutrality requires that, where services of government business compete or potentially compete with those of the private sector, any advantage arising solely from government ownership be removed if it is not in the public interest. Government businesses are required to cost and price these services as if they were privately owned. Competitive neutrality policy supports fair competition between public and private businesses and provides government businesses with a tool to enhance decisions on resource allocation. This policy does not override other policy objectives of government and focuses on efficiency in the provision of service.

The Board does not operate as a business whose services compete, or potentially compete, with the private sector, therefore the National Competition policy is not applicable to the Board.

## **Compliance with the *Protected Disclosures Act 2012***

The Protected Disclosures Act encourages and assists people with making disclosures of improper conduct by public officers and public bodies. The Act protects people who make disclosures in accordance with the Act and establishes a system to investigate and take rectifying action on the matters that have been disclosed.

The Board does not tolerate improper conduct nor reprisals against those who have come forward to disclose such conduct. The Board 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 substantial mismanagement of public resources, or conduct involving a substantial risk to public health, safety or the environment.

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

### *Reporting procedures*

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

#### **Independent Broad-based Anti-corruption Commission**

Level 1, North Tower

459 Collins Street

Melbourne VIC 3000

Telephone: 1300 735 135

Internet: [Independent Broad-based Anti-corruption Commission website](#)

Email: See the website for a secure email disclosure process that also ensures anonymity.

### *Further information*

Information on the protected disclosures procedures, which outlines the system for reporting disclosures of improper conduct or detrimental action, is available from the Protected Disclosures Officer:

#### **Protected Disclosures Officer**

Adult, Community and Further Education Board

Department of Education and Training

GPO Box 4367

Melbourne VIC 3001

Email: [acfe@education.vic.gov.au](mailto:acfe@education.vic.gov.au)

## **Compliance with the *Disability Act 2006***

The Disability Act reaffirms and strengthens the rights and responsibilities of persons with disability and recognises that doing so requires support across the government sector and in the community. The Department manages the implementation of a disability plan related to the employment of staff (see the Department's 2020–21 Annual Report).

Through the Board, the Victorian Government funds Learn Local providers to provide pre-accredited training to people whose current or past life circumstances present barriers to educational achievement. The Board specifically targets funding towards vulnerable learners, including people with disability.

## **Compliance with the Social Procurement Framework**

The Victorian Government's Social Procurement Framework (the framework) clearly defines social and sustainable procurement as a key value-for-money component, and outlines how it can make a difference to Victorian communities. For buyers, the Framework is guidance for embedding social and sustainable procurement into existing processes. For suppliers, the framework points to methods to deliver government objectives while continuing to participate in government procurement and grow their business.

The framework applies to all Victorian Government procurement relating to goods, services and construction.

In 2019, the Board received an exemption from developing its own Social Procurement Strategy. Instead, it has adopted the Department's Social Procurement Strategy and has agreed to comply with all associated policies and procedures related to implementing the framework.

The following Social Procurement Framework objectives were prioritised during 2020–21:

- opportunities for Victorian Aboriginal people
- women's equality and safety
- opportunities for disadvantaged Victorians
- supporting safe and fair workplaces
- environmentally sustainable outputs.

The Department has provided advice to its Departmental staff undertaking procurement activity on behalf of the Board on how to implement the Social Procurement Framework.

In 2020–21, the Board directly engaged five verified social benefit suppliers.

## **Office-based environmental impacts**

The Department manages initiatives to improve office-based environmental performance and requirements of the Board (see the Department's 2020–21 Annual Report).

## **Additional information available upon request**

Consistent with the requirements of the *Financial Management Act 1994*, the Board has prepared material on the topics listed below. Details of this material are held by the Executive Director of the Department's Engagement, Inclusion and Participation Division and are available to the public on request, subject to the FOI Act.

The information retained by the Board includes details (where applicable) of any:

- statement that declarations of pecuniary interests have been duly completed by all relevant officers
- shares held by a senior officer as nominee or held beneficially in a statutory authority or subsidiary
- publications produced by the Board about itself, and details on how these can be obtained
- changes in prices, fees, charges, rates and levies charged by the Board
- major external reviews carried out on the Board
- major research and development activities undertaken by the Board
- overseas visits undertaken, including a summary of the objectives and outcomes of each visit

- major promotional, public relations and marketing activities undertaken by the Board to develop community awareness of the entity and its services
- assessments and measures undertaken to improve the occupational health and safety of employees
- general statement about industrial relations within the Board and details of time lost through industrial accidents and disputes
- list of major committees sponsored by the Board, the purposes of each committee, and the extent to which the purposes have been achieved
- consultancies and contractors, including:
  - the consultants or contractors engaged
  - the services provided
  - expenditure committed for each engagement.

Enquiries regarding details of this information should be made to:

**Executive Director, Adult, Community and Further Education**

Higher Education and Skills

Department of Education and Training

GPO Box 4367

Melbourne VIC 3001

Telephone: (03) 8468 9223

**Attestation for financial management compliance with Standing Direction 5.1.4**

I, Ms Maria Peters, on behalf of the Responsible Body, certify that the Adult, Community and Further Education Board has no Material Deficiency with respect to the applicable Standing Directions under the *Financial Management Act 1994* and Instructions.

**Asset Management Accountability Framework (AMAF) maturity assessment**

The Adult, Community and Further Education Board does not have any assets for the purposes of the Asset Management Accountability Framework.

## ***Financial statements***

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# Declaration in the financial statements



## Declaration in the financial statements

The attached financial statements for the Adult, Community and Further Education Board have been prepared in accordance with Direction 5.2 of the Standing Directions of the Assistant Treasurer under 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 2021 and financial position of the Board at 30 June 2021.

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 08 September 2021.

Ms Jeanette Nagorcka  
Accountable Officer  
Adult, Community and Further Education  
Board

08 September 2021

Ms Tonella Costa  
Acting Chief Finance Officer  
Adult, Community and Further Education  
Board

08 September 2021

Ms Maria Peters  
Chairperson  
Adult, Community and Further Education  
Board

08 September 2021



# VAGO independent auditor's report



## Independent Auditor's Report

### *To the Board of the Adult, Community and Further Education Board*

|                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Opinion</b>                                           | <p>I have audited the financial report of the Adult, Community and Further Education Board (the board) which comprises the:</p> <ul style="list-style-type: none"><li>• balance sheet as at as at 30 June 2021</li><li>• comprehensive operating statement for the financial year then ended</li><li>• statement of changes in equity for the financial year then ended</li><li>• cash flow statement for the financial year ended then ended</li><li>• notes to the financial statements, including significant accounting policies</li><li>• declaration in the financial statements.</li></ul> <p>In my opinion the financial report presents fairly, in all material respects, the financial position of the board as at 30 June 2021 and its financial performance and cash flows for the year then ended in accordance with the financial reporting requirements of Part 7 of the <i>Financial Management Act 1994</i> and applicable Australian Accounting Standards.</p> |
| <b>Basis for Opinion</b>                                 | <p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Auditing Standards. I further describe my responsibilities under that Act and those standards in the <i>Auditor's Responsibilities for the Audit of the Financial Report</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. My staff and I are independent of the board in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 <i>Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the financial report in Victoria. My staff and I have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>                                                        |
| <b>Board's responsibilities for the financial report</b> | <p>The Board is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the <i>Financial Management Act 1994</i>, and for such internal control as the Board determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.</p> <p>In preparing the financial report, the Board is responsible for assessing the ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless it is inappropriate to do so.</p>                                                                                                                                                                                                                                                                                |

|                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Auditor's responsibilities for the audit of the financial report</b> | <p>As required by the <i>Audit Act 1994</i>, my responsibility is to express an opinion on the financial report based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.</p> <p>As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:</p> <ul style="list-style-type: none"> <li>• identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.</li> <li>• obtain an understanding of internal control relevant to the audit 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 board's internal control</li> <li>• evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Board</li> <li>• conclude on the appropriateness of the Board's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the board's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the board to cease to continue as a going concern.</li> <li>• evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.</li> </ul> <p>I communicate with the Board regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.</p> |
|-------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

MELBOURNE  
17 September 2021

  
Charlotte Jeffries  
as delegate for the Auditor-General of Victoria

# Comprehensive operating statement

For the financial year ended 30 June 2021

|                                                              | Notes | 30 June<br>2021<br>\$'000 | 30 June<br>2020<br>\$'000 |
|--------------------------------------------------------------|-------|---------------------------|---------------------------|
| <b>Income from transactions</b>                              |       |                           |                           |
| Grants                                                       | 2     | 31,228                    | 32,373                    |
| Services received free of charge                             | 2     | 5,641                     | 4,921                     |
| <b>Total income from transactions</b>                        |       | <b>36,869</b>             | <b>37,294</b>             |
| <b>Expenses from transactions</b>                            |       |                           |                           |
| Depreciation                                                 |       | -                         | (546)                     |
| Grants and transfer payments                                 | 3     | (25,753)                  | (27,712)                  |
| Operating expenses                                           | 4     | (1,920)                   | (1,674)                   |
| Services provided free of charge                             | 4     | (5,641)                   | (4,921)                   |
| <b>Total expenses from transactions</b>                      |       | <b>(33,314)</b>           | <b>(34,853)</b>           |
| <b>Net result from transactions (net operating balance)</b>  |       | <b>3,555</b>              | <b>2,441</b>              |
| <b>Other economic flows included in net result</b>           |       |                           |                           |
| Net gain/(loss) on financial instruments                     | 5     | 122                       | 80                        |
| <b>Total other economic flows included in net result</b>     |       | <b>122</b>                | <b>80</b>                 |
| <b>Net result</b>                                            |       | <b>3,677</b>              | <b>2,521</b>              |
| <b>Other economic flows—other comprehensive income</b>       |       |                           |                           |
| <i>Items that will not be reclassified to net result</i>     |       |                           |                           |
| Net distribution on return of capital                        |       | -                         | 1,343                     |
| Changes in physical asset revaluation surplus <sup>(i)</sup> | 12    | -                         | (32,039)                  |
| <b>Total other economic flows—other comprehensive income</b> |       | <b>-</b>                  | <b>(30,696)</b>           |
| <b>Comprehensive result</b>                                  |       | <b>3,677</b>              | <b>(28,175)</b>           |

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

Note:

- (i) As at 31 May 2020, the Board transferred land and buildings to the Department of Education and Training in accordance with Financial Reporting Directive (FRD) 119A 'Transfers Through Contributed Capital'.

## Balance sheet

As at 30 June 2021

|                                   | Notes  | 30 June<br>2021<br>\$'000 | 30 June<br>2020<br>\$'000 |
|-----------------------------------|--------|---------------------------|---------------------------|
| <b>Assets</b>                     |        |                           |                           |
| <b>Financial assets</b>           |        |                           |                           |
| Receivables                       | 6,9,10 | 25,870                    | 19,674                    |
| <b>Total financial assets</b>     |        | <b>25,870</b>             | <b>19,674</b>             |
| <b>Non-financial assets</b>       |        |                           |                           |
| Prepayment                        |        | 309                       | 307                       |
| <b>Total non-financial assets</b> |        | <b>309</b>                | <b>307</b>                |
| <b>Total assets</b>               |        | <b>26,179</b>             | <b>19,981</b>             |
| <b>Liabilities</b>                |        |                           |                           |
| Payables                          | 7,9,10 | 2,923                     | 402                       |
| <b>Total liabilities</b>          |        | <b>2,923</b>              | <b>402</b>                |
| <b>Net assets</b>                 |        | <b>23,256</b>             | <b>19,579</b>             |
| <b>Equity</b>                     |        |                           |                           |
|                                   | 12     |                           |                           |
| Accumulated surplus/(deficit)     |        | 23,256                    | 19,579                    |
| <b>Net worth</b>                  |        | <b>23,256</b>             | <b>19,579</b>             |

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 2021

|                                           | Physical asset<br>revaluation<br>surplus<br>\$'000 | Accumulated<br>surplus<br>\$'000 | Contributions<br>by owner<br>\$'000 | Total<br>\$'000 |
|-------------------------------------------|----------------------------------------------------|----------------------------------|-------------------------------------|-----------------|
| <b>Balance at 30 June 2019</b>            | <b>32,039</b>                                      | <b>15,715</b>                    | <b>1,701</b>                        | <b>49,455</b>   |
| Net result for the year                   | -                                                  | 2,521                            | -                                   | 2,521           |
| Other comprehensive income <sup>(i)</sup> | (32,039)                                           | 1,343                            | 30,696                              | -               |
| Return of capital funding <sup>(ii)</sup> | -                                                  | -                                | (136)                               | (136)           |
| Return of capital assets                  | -                                                  | -                                | (32,261)                            | (32,261)        |
| <b>Balance at 30 June 2020</b>            | <b>-</b>                                           | <b>19,579</b>                    | <b>-</b>                            | <b>19,579</b>   |
| Net result for the year                   | -                                                  | 3,677                            | -                                   | 3,677           |
| <b>Balance at 30 June 2021</b>            | <b>-</b>                                           | <b>23,256</b>                    | <b>-</b>                            | <b>23,256</b>   |

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

Note:

- (i) As at 31 May 2020, the Board transferred land and buildings to the Department of Education and Training in accordance with Financial Reporting Directive (FRD) 119A 'Transfers Through Contributed Capital'.
- (ii) Repayment of capital associated with the transfer of land and buildings to the Department of Education and Training.

## Cash flow statement

For the financial year ended 30 June 2021

|                                                                   | Notes     | 30 June<br>2021<br>\$'000 | 30 June<br>2020<br>\$'000 |
|-------------------------------------------------------------------|-----------|---------------------------|---------------------------|
| <b>Cash flows from operating activities</b>                       |           |                           |                           |
| <b>Receipts</b>                                                   |           |                           |                           |
| Receipts from Government                                          |           | 25,007                    | 30,572                    |
| GST recovered from ATO                                            |           | 2,446                     | 2,915                     |
| <b>Total receipts</b>                                             |           | <b>27,453</b>             | <b>33,487</b>             |
| <b>Payments</b>                                                   |           |                           |                           |
| Payments of grants and other expenses                             |           | (27,453)                  | (33,351)                  |
| <b>Total payments</b>                                             |           | <b>(27,453)</b>           | <b>(33,351)</b>           |
| <b>Net cash flows from/(used in) operating activities</b>         | <b>11</b> | <b>-</b>                  | <b>136</b>                |
| <b>Cash flows from financing activities</b>                       |           |                           |                           |
| Repayment of capital to Government <sup>(i)</sup>                 | <b>11</b> | -                         | (136)                     |
| <b>Net cash flows from/(used in) financing activities</b>         |           | <b>-</b>                  | <b>(136)</b>              |
| <b>Net increase/(decrease) in cash and cash equivalents</b>       |           |                           | <b>-</b>                  |
| Cash and cash equivalents at the beginning of the financial year  |           | -                         | -                         |
| <b>Cash and cash equivalents at the end of the financial year</b> |           | <b>-</b>                  | <b>-</b>                  |

The above cash flow statement should be read in conjunction with the accompanying notes.

Note:

- (i) Repayment of capital associated with the transfer of land and buildings to the Department of Education and Training.

# Notes to and forming part of the financial statements

## **Note 1 About this report**

The financial statements cover the Adult, Community and Further Education Board as an individual reporting entity under the *Education and Training Reform Act 2006*. The Board is a statutory authority under the *Education and Training Reform Act 2006*. It reports separately to Parliament through the Minister for Higher Education and Minister for Training and Skills.

The Board's principal address is:

### **Adult, Community and Further Education Board**

Level 3

2 Treasury Place

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

### **Basis of preparation**

These financial statements are presented in Australian dollars and prepared in accordance with the historical cost convention except for non-financial physical assets which are disclosed in the associated note.

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.

Income, expenses and assets are recognised net of 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.

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 affected by the revision. Judgements and assumptions made by management in the application of Australian Accounting Standards (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.

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.

## Compliance information

These general-purpose financial statements have been prepared in accordance with the *Financial Management Act 1994* (FMA), applicable Financial Reporting Directions (FRDs) and applicable Australian Accounting Standards (AASs) which include Interpretations, issued by the Australian Accounting Standards Board (AASB). In particular, they are presented in a manner consistent with the requirements of the 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 that ensures 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.

## COVID-19

The Board has continued to consider the impacts of the global coronavirus pandemic, known as COVID-19, on the Board's operations, financial position and cash flows during the year. COVID-19 has presented significant challenges for the sector to continue delivery of services for the Board. To support training providers to navigate the economic impacts of COVID-19, in line with advice from the Department, the Board continued to release contracted grant payments as training providers have satisfied 2020 contract requirements through Board-approved alternative activities where necessary.

Management have considered the impacts of COVID-19 on the judgements and assumptions applied to accounting policies, and the estimates that may result in a decline of the carrying amounts for assets and liabilities. The impacts and assessments have been considered on assets and liabilities which are detailed in Note 6 'Receivables' and Note 9 'Financial Instruments'.

## Note 2 Income from transactions

|                                                             | 30 June 2021<br>\$'000 | 30 June 2020<br>\$'000 |
|-------------------------------------------------------------|------------------------|------------------------|
| <b>Income from transactions</b>                             |                        |                        |
| Grants from the Department of Education and Training        | 31,228                 | 32,373                 |
| Administrative and salaries revenue received free of charge | 5,641                  | 4,921                  |
| <b>Total income from transactions</b>                       | <b>36,869</b>          | <b>37,294</b>          |

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

State government grants, received by the Board during a reporting period, are recognised as income of that reporting period consistent with AASB 1058 'Income of Not-for-Profit Entities'. Income from grants without sufficiently specific performance obligations, or that are not enforceable, is recognised when the Board has an unconditional right to receive cash which coincides with the receipt of grant funding from the Department.

### 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. In accordance with AASB 1058 'Income of Not-for-Profit Entities' income in the form of services is only



recognised when a fair value can be reliably determined, and the services would have been purchased if they had not been received as a donation.

The fair value of services received free of charge is measured based on an allocation of estimated time incurred by Department staff in supporting the Board and includes relevant employee benefits (including oncosts), contractors support and overheads.

### Note 3 Grants and transfer payments

| Grants and transfer payments                        | 30 June 2021<br>\$'000 | 30 June 2020<br>\$'000 |
|-----------------------------------------------------|------------------------|------------------------|
| Payments to adult community education organisations | 23,323                 | 24,348                 |
| Payments to adult education institutions            | 1,431                  | 1,945                  |
| Payments to other education organisations           | 999                    | 1,419                  |
| <b>Total grants and transfer payments</b>           | <b>25,753</b>          | <b>27,712</b>          |

#### *Grants and transfer payments*

Grants and other transfers to third parties (other than contributions 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.

### Note 4 Operating and administrative expenses

| Operating and administrative expenses                      | 30 June 2021<br>\$'000 | 30 June 2020<br>\$'000 |
|------------------------------------------------------------|------------------------|------------------------|
| <b>Operational expenditure</b>                             |                        |                        |
| Operating expenses                                         | 1,920                  | 1,674                  |
| <b>Services provided free of charge</b>                    |                        |                        |
| Administrative and salary expenses provided free of charge | 5,641                  | 4,921                  |
| <b>Total operating and administrative expenses</b>         | <b>7,561</b>           | <b>6,595</b>           |

#### *Operating expenses*

Operating expenses generally represent the day-to-day running costs incurred in the normal operations of the 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 they had not been donated.

The fair value of services provided free of charge is measured based on an allocation of estimated time incurred by Department staff in supporting the Board and includes relevant employee benefits (including oncosts), contractors support and overheads.

## Note 5 Other economic flows included in net result

| Net gain/(loss) on financial instruments              | 30 June 2021<br>\$'000 | 30 June 2020<br>\$'000 |
|-------------------------------------------------------|------------------------|------------------------|
| Movement in contractual receivables (impairment)      | 122                    | 80                     |
| <b>Total net gain/(loss) on financial instruments</b> | <b>122</b>             | <b>80</b>              |

'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. They include:

- gains and losses from disposals and impairments of non-financial physical and intangible assets
- fair value changes of financial instruments
- gains and losses on remeasuring available-for-sale financial 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*

At the end of each reporting period, the Board assesses whether there is objective evidence that a financial asset or group of financial assets is impaired. Objective evidence includes financial difficulties of the debtor identified and recorded in the Board's provider risk register and default 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 impairment and bad 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 impairment of receivables are classified as other economic flows in net result.

## Note 6 Receivables

| Receivables                           | 30 June 2021<br>\$'000 | 30 June 2020<br>\$'000 |
|---------------------------------------|------------------------|------------------------|
| <b>Contractual receivables</b>        |                        |                        |
| Trade and other receivables           | 31                     | 323                    |
| Expected credit loss                  | (10)                   | (132)                  |
| <b>Total contractual receivables</b>  | <b>21</b>              | <b>191</b>             |
| <b>Statutory receivables</b>          |                        |                        |
| Receivables from Victorian Government | 25,584                 | 19,449                 |
| GST input tax credit recoverable      | 265                    | 34                     |
| <b>Total statutory receivables</b>    | <b>25,849</b>          | <b>19,483</b>          |
| <b>Total receivables</b>              | <b>25,870</b>          | <b>19,674</b>          |

Receivables consist of:

- contractual receivables, such as debtors in relation to goods and services and loans to third parties
- statutory receivables, such as amounts owing from the Victorian 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 expected credit losses. Expected credit loss is classified as other economic flows in the net result. Contractual receivables are written off when there is no reasonable expectation of recovery and impairment losses are classified as a transaction expense. Subsequent recoveries of amounts previously written off are credited against the same line item.

Details on the Board's impairment policies, exposure to credit risk, and the calculation of the loss allowance are set out in Note 9 'Financial instruments'.

| <b>Movement in the provision for expected credit loss</b>         | <b>30 June 2021<br/>\$'000</b> | <b>30 June 2020<br/>\$'000</b> |
|-------------------------------------------------------------------|--------------------------------|--------------------------------|
| Balance at beginning of the year                                  | (132)                          | (212)                          |
| Adjustment on adoption of AASB 9 'Financial Instruments'          | -                              | -                              |
| <b>Opening loss allowance</b>                                     | <b>(132)</b>                   | <b>(212)</b>                   |
| (Increase)/decrease in allowance recognised in surplus or deficit | 122                            | 80                             |
| <b>Balance at end of the year</b>                                 | <b>(10)</b>                    | <b>(132)</b>                   |

## Note 7 Payables

| <b>Contractual payables</b>       | <b>30 June 2021<br/>\$'000</b> | <b>30 June 2020<br/>\$'000</b> |
|-----------------------------------|--------------------------------|--------------------------------|
| Trade and other payables          | 2,923                          | 402                            |
| <b>Total contractual payables</b> | <b>2,923</b>                   | <b>402</b>                     |
| <b>Total payables</b>             | <b>2,923</b>                   | <b>402</b>                     |

Payables consist of:

- contractual payables, such as accounts payable and expenditure accruals. Contractual payables represent liabilities for goods and services provided to the Board before 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.
- 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.

## **Note 8 Contingent assets and contingent liabilities**

Contingent assets and contingent liabilities are not recognised in the balance sheet, but are disclosed by way of a note and, if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable respectively. As at 30 June 2021, the Board had no knowledge of any contingent assets or contingent liabilities (2020—Nil).

## **Note 9 Financial instruments**

### *Financial risk management objectives and policies*

The Board's principal financial instruments comprise:

- 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 financial asset and financial liability above are disclosed in Note 10 Fair value determinations.

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

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

### **Credit risk**

Credit risk arises from the contractual financial assets of the Board, which comprise contractual receivables. The Board's exposure to credit risk arises from potential default of a counterparty on its contractual obligations, resulting in financial loss to the Board.

Credit risk associated with the Board's contractual receivables is minimal because the main debtor is the Victorian Government. For debtors other than the Government, it is the Board's policy to deal only with organisations that meet the standard financial viability requirements.

There are no financial assets that have had their terms renegotiated to prevent them from being past due or impaired, and they are stated at the carrying amounts as indicated.

### Contractual financial assets

The Board applies the AASB 9 'Financial Instruments' simplified approach for all contractual receivables to measure expected credit losses using a lifetime expected loss allowance based on assumptions about the risk of default and expected loss rates. The Board has grouped contractual receivables on shared credit risk characteristics and days past due and selected the expected credit loss rate based on past history, existing market conditions, as well as forward-looking estimates at the end of the financial year.

| 2021 contractual receivables       | Current <sup>(i)</sup><br>\$'000 | Less than<br>1 month<br>\$'000 | 1 to 3<br>months<br>\$'000 | 3 to 12<br>months<br>\$'000 | 1 to 5 years<br>\$'000 | Total<br>\$'000 |
|------------------------------------|----------------------------------|--------------------------------|----------------------------|-----------------------------|------------------------|-----------------|
| Expected loss rate <sup>(ii)</sup> | 0%                               | 0%                             | 0%                         | 0%                          | 33%                    | 33%             |
| Gross carrying amount              | -                                | -                              | -                          | -                           | 31                     | 31              |
| Less loss allowance                | -                                | -                              | -                          | -                           | (10)                   | (10)            |
| <b>Net carrying value</b>          | <b>-</b>                         | <b>-</b>                       | <b>-</b>                   | <b>-</b>                    | <b>21</b>              | <b>21</b>       |

| 2020 contractual receivables       | Current <sup>(i)</sup><br>\$'000 | Less than<br>1 month<br>\$'000 | 1 to 3<br>months<br>\$'000 | 3 to 12<br>months<br>\$'000 | 1 to 5 years<br>\$'000 | Total<br>\$'000 |
|------------------------------------|----------------------------------|--------------------------------|----------------------------|-----------------------------|------------------------|-----------------|
| Expected loss rate <sup>(ii)</sup> | 0%                               | 30%                            | 100%                       | 0%                          | 46%                    |                 |
| Gross carrying amount              | 31                               | 94                             | 20                         | -                           | 178                    | 323             |
| Less loss allowance                | -                                | (29)                           | (20)                       | -                           | (83)                   | (132)           |
| <b>Net carrying value</b>          | <b>31</b>                        | <b>65</b>                      | <b>-</b>                   | <b>-</b>                    | <b>95</b>              | <b>191</b>      |

(i) The current receivables expected credit loss reflects debts from organisations deemed to be in financial difficulty or entering administration / liquidation as at 30 June, in accordance with disclosure requirements in AASB 9 'Financial Instruments'.

(ii) The expected credit loss takes into account the continuing impact that COVID-19 has on our debtors trading conditions.

### Liquidity risk

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

### Ageing analysis of contractual financial liabilities

| 2021 liabilities     | Carrying<br>amount<br>\$'000 | Nominal<br>amount<br>\$'000 | Maturity dates                 |                            |                             |                           |
|----------------------|------------------------------|-----------------------------|--------------------------------|----------------------------|-----------------------------|---------------------------|
|                      |                              |                             | Less than<br>1 month<br>\$'000 | 1 to 3<br>months<br>\$'000 | 3 to 12<br>months<br>\$'000 | 1 to 5<br>years<br>\$'000 |
| Contractual payables | 2,923                        | 2,923                       | 2,882                          | 41                         | -                           | -                         |
| <b>Total</b>         | <b>2,923</b>                 | <b>2,923</b>                | <b>2,882</b>                   | <b>41</b>                  | <b>-</b>                    | <b>-</b>                  |

| 2020 liabilities     | Carrying<br>amount<br>\$'000 | Nominal<br>amount<br>\$'000 | Maturity dates                 |                            |                             |                           |
|----------------------|------------------------------|-----------------------------|--------------------------------|----------------------------|-----------------------------|---------------------------|
|                      |                              |                             | Less than<br>1 month<br>\$'000 | 1 to 3<br>months<br>\$'000 | 3 to 12<br>months<br>\$'000 | 1 to 5<br>years<br>\$'000 |
| Contractual payables | 402                          | 402                         | 50                             | 352                        | -                           | -                         |
| <b>Total</b>         | <b>402</b>                   | <b>402</b>                  | <b>50</b>                      | <b>352</b>                 | <b>-</b>                    | <b>-</b>                  |

## Note 10 Fair value determinations

Consistent with AASB 13 'Fair Value Measurement', the Board determines the policies and procedures for recurring fair value measurements on financial instruments, in accordance with 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 in the fair value hierarchy, 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 the 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.

### *Fair value—financial assets and financial liabilities*

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.
- 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.

## Measurement basis and accounting policy

| Financial instrument classification | Accounting policy                                                                                                                                                                                      |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Financial assets</b>             |                                                                                                                                                                                                        |
| Contractual receivables             | Receivables are recognised at fair value, being the amount receivable, which is reduced for any impairment.<br><br>Outstanding debts are reviewed at regular intervals to assess their collectability. |
| <b>Financial liabilities</b>        |                                                                                                                                                                                                        |
| Contractual payables                | Liabilities are recognised for amounts to be paid in future for services provided by organisations contracted with the Board which, at balance sheet date, remain unsettled.                           |

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

## Note 11 Cash flow information

| Reconciliation of net result for the period to net cash flow from operating activities | 30 June 2021<br>\$'000 | 30 June 2020<br>\$'000 |
|----------------------------------------------------------------------------------------|------------------------|------------------------|
| Net result for the period                                                              | 3,677                  | 2,521                  |
| Depreciation                                                                           | -                      | 546                    |
| <b>Other non-cash items affecting results</b>                                          |                        |                        |
| (Increase)/decrease in receivables                                                     | (6,196)                | (1,700)                |
| (Increase)/decrease in prepayments                                                     | (2)                    | 40                     |
| Increase/(decrease) in payables                                                        | 2,521                  | (1,271)                |
| <b>Net cash flows from/(used in) operating activities <sup>(i)</sup></b>               | <b>-</b>               | <b>136</b>             |

Note:

- (i) Reclassification of capital funding by the Department of Education and Training associated with the Board transferring land and buildings as at 31 May 2020.

## Note 12 Reserves

| Reserves                                                 | 30 June 2021<br>\$'000 | 30 June 2020<br>\$'000 |
|----------------------------------------------------------|------------------------|------------------------|
| <b>Physical asset revaluation surplus <sup>(i)</sup></b> |                        |                        |
| Balance at beginning of financial year                   | -                      | 32,039                 |
| Revaluation increments                                   | -                      | (32,039)               |
| <b>Balance at end of financial year</b>                  | <b>-</b>               | <b>-</b>               |

Note:

- (i) As at 31 May 2020, the Board transferred land and buildings to the Department of Education and Training in accordance with Financial Reporting Directive (FRD) 119A 'Transfers Through Contributed Capital'.

### **Note 13 Responsible persons**

In accordance with the Ministerial Directions issued by the Assistant Treasurer 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 Officer on the Board are as follows:

#### *Responsible Minister*

- The Hon Gayle Tierney, MP (1 July 2020 – 30 June 2021)

#### *Accountable Officer*

- Ms Lee-Anne Fisher (1 July 2020 – 30 June 2021)

The following officers acted in the absence of Ms Lee-Anne Fisher during the year:

- Mr Warren Hill (9 December 2020 – 12 March 2021)

#### *Significant transactions with government-related entities*

During the year, the Board had the following significant government-related entity transactions:

- receipt of grant funding from the Department of Education and Training (\$31.2 million), together with resources received free of charge (\$5.6 million), to undertake legislative responsibilities
- payments to the Department of Health and Human Services (\$0.2 million) for the support of a grants management system
- payments to the Centre for Adult Education (\$0.6 million) and AMES Australia (\$0.8 million) for the delivery of educational services.

#### *Key management personnel and related parties*

Related parties of the Board include all key management personnel and their close family members and personal business interests (controlled entities, joint ventures and entities they may have significant influence over). Other related parties include Victorian Cabinet ministers (including their close family members) and public sector entities that are controlled and consolidated into the whole of government consolidated financial statements.



Key management personnel of the Board include:

- Board members
- Minister for Higher Education and Minister for Training and Skills in the Parliament of Victoria
- Accountable Officer.

| Entity                 | Key management personnel | Position title                                                     | Period                          |
|------------------------|--------------------------|--------------------------------------------------------------------|---------------------------------|
| Parliament of Victoria | The Hon Gayle Tierney MP | Minister for Higher Education and Minister for Training and Skills | 1 July 2020 – 30 June 2021      |
| Board                  | Ms Lee-Anne Fisher       | Accountable Officer                                                | 1 July 2020 – 30 June 2021      |
| Board                  | Mr Warren Hill           | Acting Accountable Officer                                         | 9 December 2020 – 12 March 2021 |
| Board                  | Ms Maria Peters          | Chairperson                                                        | 1 July 2020 – 30 June 2021      |
| Board                  | Mr Raoul Wainwright      | Deputy Chairperson                                                 | 1 July 2020 – 30 June 2021      |
| Board                  | Mr James Atkinson        | Board member                                                       | 9 September 2020 – 30 June 2021 |
| Board                  | Ms Sally Brennan         | Board member                                                       | 1 July 2020 – 30 June 2021      |
| Board                  | Ms Claudia Fatone        | Board member                                                       | 21 July 2020 – 30 June 2021     |
| Board                  | Mr Michael Grogan        | Board member                                                       | 1 July 2020 – 30 June 2021      |
| Board                  | Dr Maylyn Lam            | Board member                                                       | 1 July 2020 – 30 June 2021      |
| Board                  | Ms Margaret Lewis        | Board member                                                       | 1 July 2020 – 30 June 2021      |
| Board                  | Mr John Maddock          | Board member                                                       | 1 July 2020 – 30 June 2021      |
| Board                  | Dr Menon Parameswaran    | Board member                                                       | 1 July 2020 – 31 August 2020    |
| Board                  | Dr Winifred Scott        | Board member                                                       | 1 July 2020 – 30 June 2021      |
| Board                  | Ms Penny Wilson          | Board member                                                       | 1 July 2020 – 30 June 2021      |
| Board                  | Dr Ronald Wilson         | Board member                                                       | 1 July 2020 – 30 April 2021     |

The compensation detailed below excludes salaries and benefits that the portfolio Minister received. The Minister's remuneration and allowances are set by the *Parliamentary Salaries and Superannuation Act 1968* and are reported in the Department of Parliamentary Services' Financial Report.

#### *Remuneration of key management personnel*

Other than ministers and accountable officers, the number of key management personnel and their total remuneration during the reporting period are shown in the table below. Remuneration comprises employee benefits in all forms of consideration paid, payable or provided by the entity, or on behalf of the entity, in exchange for services rendered, and is disclosed in the following categories:

- **short-term employee benefits** include amounts such as wages, salaries, annual leave or sick leave that are usually paid or payable on a regular basis, as well as non-monetary benefits such as allowances and free or subsidised goods or services.
- **post-employment benefits** include pensions and other retirement benefits paid or payable on a discrete basis when employment has ceased.

- **other long-term benefits** include long service leave, other long service benefits or deferred compensation.
- **termination benefits** include termination of employment payments, such as severance packages.

| Remuneration of key management personnel<br>(excluding responsible ministers) | 30 June 2021     | 30 June 2020     |
|-------------------------------------------------------------------------------|------------------|------------------|
| Short-term benefits                                                           | \$182,924        | \$103,388        |
| Post-employment benefits                                                      | \$5,752          | \$4,283          |
| Other long-term benefits                                                      | -                | \$1,143          |
| Termination benefits                                                          | N/A              | N/A              |
| Share-based payments                                                          | N/A              | N/A              |
| <b>Total remuneration</b>                                                     | <b>\$188,676</b> | <b>\$108,814</b> |
| <b>Total number of key management personnel</b>                               | <b>13</b>        | <b>16</b>        |
| <b>Total annualised employee equivalents <sup>(i)</sup></b>                   | <b>N/A</b>       | <b>N/A</b>       |

(i) Board members do not fall within employee definitions.

#### *Remuneration of Accountable Officer*

The Accountable Officer is an executive officer employed by the Department of Education and Training, with information on remuneration disclosed in the Department's financial statements. The Board recognises the indirect cost associated with the Accountable Officer's time within the resources free of charge recognised in the operating statement.

#### *Retirement benefits of responsible persons*

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

#### *Transactions and balances with key management personnel and other related parties*

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 the Board and that responsible person or a firm or company of which that responsible person is a member or has a substantial interest.

During the reporting period, Adult Learning Australia undertook maintenance of Learn Local digital assets. During the 2020–21 financial year, a one-year extension was authorised by the Department. While Ms Sally Brennan and Dr Ronald Wilson were Board members of both the Adult, Community and Further Education Board and Adult Learning Australia, there was no consultation with, or involvement from, Board members in the contract amendment or extension.

Outside normal citizen-type transactions, there were no other related party transactions that involved key management personnel, their close family members or their personal business interests. No provision has been required, nor any expense recognised, for impairment of receivables from related parties. Other related transactions and loans requiring disclosure under the Directions of the Assistant Treasurer have been considered and there are no matters to report.

## 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

| Victorian Auditor-General's Office | 30 June 2021<br>\$'000 | 30 June 2020<br>\$'000 |
|------------------------------------|------------------------|------------------------|
| Audit of the financial statements  | 35                     | 35                     |

## Note 16 Subsequent events

The State of Victoria reinstated lockdown restrictions on Thursday 15th July 2021, and again on Thursday 5th August 2021, in an effort to contain and control the spread of the coronavirus pandemic. These restrictions have impacted the manner in which entities operate, including the Board. Due to uncertainty as responses by government continue to evolve, it is difficult to reliably estimate with any degree of certainty the potential impact of the pandemic after the reporting date on the Board, its operations, its future results and financial position. This being the case, the Board does not consider it practicable to provide a quantitative or qualitative estimate of the potential impact of this outbreak on the Board at this time.

No other matters or circumstances have arisen since the end of the financial year which significantly affected or may affect the operations, the results of operations or the state of affairs of the Board in future financial years.

## Note 17 Commitments for expenditure across payment timeframe

| Operating commitments 30 June 2021   | Payment timeframe |                  |                     |                           |
|--------------------------------------|-------------------|------------------|---------------------|---------------------------|
|                                      | Total<br>\$'000   | 1 year<br>\$'000 | 1–5 years<br>\$'000 | 5 years or more<br>\$'000 |
| Pre-accredited training delivery     | 11,655            | 11,655           | -                   | -                         |
| Other program delivery               | 2,125             | 2,125            | -                   | -                         |
| <b>Total expenditure commitments</b> | <b>13,780</b>     | <b>13,780</b>    | <b>-</b>            | <b>-</b>                  |

| Operating commitments 30 June 2020   | Payment timeframe |                  |                     |                           |
|--------------------------------------|-------------------|------------------|---------------------|---------------------------|
|                                      | Total<br>\$'000   | 1 year<br>\$'000 | 1–5 years<br>\$'000 | 5 years or more<br>\$'000 |
| Pre-accredited training delivery     | 9,005             | 9,005            | -                   | -                         |
| Other program delivery               | 2,101             | 1,839            | 262                 | -                         |
| <b>Total expenditure commitments</b> | <b>11,106</b>     | <b>10,844</b>    | <b>262</b>          | <b>-</b>                  |

Commitments for future expenditure include operating and capital commitments arising from contracts. These commitments are not recognised in the balance sheet but are disclosed 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.

## **Note 18 Other accounting items**

### *Cash and deposits*

The 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 Board, in a phased manner throughout the financial year via inter-entity transactions.

### *Contributions by owners*

Additions to net assets that 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 restructuring are treated as distributions to, or contributions by, owners. Transfers of net liabilities arising from administrative restructurings are treated as distributions to owners.

### *Comprehensive operating statement*

The comprehensive operating statement comprises three components: 'net result from transactions' (or 'net operating balance'), 'other economic flows included in net result' and 'other economic flows—other comprehensive income'. The sum of the first 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 result from 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 (for example, assets provided or given free of charge or for nominal consideration) or where the final consideration is cash.

### *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 separately shows the 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 they arise from operating activities, investing activities, or financial activities. This classification is consistent with requirements in AASB 107 'Statement of Cash Flows'.

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 on the balance sheet.

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

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

Certain new accounting standards and interpretations have been published but are not mandatory for the 30 June 2021 reporting period. The Board assesses the impact of these new standards to determine their applicability and early adoption where applicable.

As at 30 June 2021, the following standards and interpretations that are applicable to the Board had been issued but were not made mandatory for the financial year ending 30 June 2021. The Board has not and does not intend to adopt these standards early.

| Topic                                                                                                                         | Key requirements                                                                                                                                                                                                                                                                                                                                                                                                       | Effective date |
|-------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| AASB 2020–1<br>'Amendments to Australian Accounting Standards—<br>Classification of Liabilities<br>as Current or Non-Current' | This Standard amends AASB 101 to clarify requirements for the presentation of liabilities in the statement of financial position as current or non-current. A liability is classified as non-current if an entity has the right at the end of the reporting period to defer settlement of the liability for at least 12 months after the reporting period. The meaning of settlement of a liability is also clarified. | 1 January 2023 |

In addition to the new standards and amendments outlined in the table above, the AASB has issued a list of other amending standards that are not effective for the 2020–21 reporting period (as listed below). In general, these amending standards include editorial and reference changes that are expected to have insignificant impacts on public sector reporting:

AASB 1060 General Purpose Financial Statements—Simplified Disclosures for For-Profit and Not-for-Profit Tier 2 Entities (Appendix C).

AASB 2020–3 Amendments to Australian Accounting Standards—Annual Improvements 2018–20 and Other Amendments.

AASB 2020–8 Amendments to Australian Accounting Standards—Interest Rate Benchmark Reform—Phase 2.

AASB 2020–9 Amendments to Australian Accounting Standards—Tier 2 Disclosures: Interest Rate Benchmark Reform (Phase 2) and Other Amendments.

AASB 2021–1 Amendments to Australian Accounting Standards—Transition to Tier 2: Simplified Disclosures for Not-for-Profit Entities.

AASB 2021–2 Amendments to Australian Accounting Standards—Disclosure of Accounting Policies and Definitions of Accounting Estimates.

# Appendices

## Appendix 1 Disclosure index

The Annual Report of the 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  |
|---------------------------------------------------------------|-------------------------------------------------------------------------------------|-------|
| <b>Standing Directions and Financial Reporting Directions</b> |                                                                                     |       |
| <b>Report of operations</b>                                   |                                                                                     |       |
| <b>Charter and purpose</b>                                    |                                                                                     |       |
| FRD 22I                                                       | Manner of establishment and the relevant ministers                                  | 8     |
| FRD 22I                                                       | Purpose, functions, powers and duties                                               | 8–10  |
| FRD 22I                                                       | Initiatives and key achievements                                                    | 11–21 |
| FRD 22I                                                       | Nature and range of services provided                                               | 8–21  |
| <b>Management and structure</b>                               |                                                                                     |       |
| FRD 22I                                                       | Organisational structure                                                            | 31    |
| <b>Financial and other information</b>                        |                                                                                     |       |
| FRD 8D                                                        | Performance against output performance measures                                     | 11    |
| FRD 10A                                                       | Disclosure index                                                                    | 61–2  |
| FRD 12B                                                       | Disclosure of major contracts                                                       | 31    |
| FRD 15E                                                       | Executive officer disclosures                                                       | 31    |
| FRD 22I                                                       | Employment and conduct principles                                                   | 31    |
| FRD 22I                                                       | Occupational health and safety policy                                               | 31    |
| FRD 22I                                                       | Summary of financial results for the year                                           | 22    |
| FRD 22I                                                       | Significant changes in financial position during the year                           | 22    |
| FRD 22I                                                       | Major changes or factors affecting performance                                      | 22    |
| FRD 22I                                                       | Subsequent events                                                                   | 57    |
| FRD 22I                                                       | Application and operation of the <i>Freedom of Information Act 1982</i>             | 32–3  |
| FRD 22I                                                       | Compliance with building and maintenance provisions of the <i>Building Act 1993</i> | 33    |
| FRD 22I                                                       | Statement on National Competition policy                                            | 33    |
| FRD 22I                                                       | Application and operation of the <i>Protected Disclosure Act 2012</i>               | 34    |
| FRD 22I                                                       | Details of consultancies over \$10,000                                              | 32    |
| FRD 22I                                                       | Details of consultancies under \$10,000                                             | 32    |
| FRD 22I                                                       | Disclosure of government advertising expenditure                                    | 31    |
| FRD 22I                                                       | Disclosure of ICT expenditure                                                       | 32    |
| FRD 22I                                                       | Statement of availability of other information                                      | 35–6  |
| FRD 22I                                                       | Asset Management Accountability Framework                                           | 36    |
| FRD 24D                                                       | Reporting on office-based environmental impacts                                     | 35    |
| FRD 29C                                                       | Workforce data disclosures                                                          | 31    |
| SD 5.2                                                        | Specific requirements under Standing Direction 5.2                                  | 1, 38 |

| Legislation                                                                                                                                                      | Requirement                                                                                                                                                   | Page  |
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| <b>Compliance attestation and declaration</b>                                                                                                                    |                                                                                                                                                               |       |
| SD 5.1.4                                                                                                                                                         | Attestation for compliance with Ministerial Standing Direction                                                                                                | 36    |
| SD 5.2.3                                                                                                                                                         | Declaration in report of operations                                                                                                                           | 1     |
| <b>Financial statements</b>                                                                                                                                      |                                                                                                                                                               |       |
| <b>Declaration</b>                                                                                                                                               |                                                                                                                                                               |       |
| SD 5.2.2                                                                                                                                                         | Declaration in financial statements                                                                                                                           | 38    |
| <b>Other requirements under Standing Directions 5.2</b>                                                                                                          |                                                                                                                                                               |       |
| SD 5.2.1(a)                                                                                                                                                      | Compliance with Australian Accounting Standards and other authoritative pronouncements                                                                        | 46    |
| SD 5.2.1(a)                                                                                                                                                      | Compliance with Standing Directions                                                                                                                           | 38    |
| SD 5.2.1(b)                                                                                                                                                      | Compliance with Model Financial Report                                                                                                                        | 41–60 |
| <b>Other disclosures as required by FRDs in notes to the financial statements*</b>                                                                               |                                                                                                                                                               |       |
| FRD 21C                                                                                                                                                          | Disclosures of responsible persons, executive officers and other personnel (contractors with significant management responsibilities) in the Financial Report | 55–7  |
| FRD 110A                                                                                                                                                         | Cash flow statements                                                                                                                                          | 44    |
| FRD 114C                                                                                                                                                         | Financial instruments—general government entities and public non-financial corporations                                                                       | 48–53 |
| FRD 119A                                                                                                                                                         | Transfers through contributed capital                                                                                                                         | 41–4  |
| FRD 120O                                                                                                                                                         | Australian Accounting Standards applicable for for-profit and not-for-profit entities                                                                         | 59–60 |
| FRD 122                                                                                                                                                          | Transitional requirements on the application of AASB 1058 'Income of Not-For-Profit Entities'                                                                 | 46–7  |
| *Note: References to FRDs have been removed from the disclosure index if the specific FRDs do not contain requirements that are of the nature of the disclosure. |                                                                                                                                                               |       |
| <b>Legislation</b>                                                                                                                                               |                                                                                                                                                               |       |
| <i>Freedom of Information Act 1982</i>                                                                                                                           |                                                                                                                                                               | 32–3  |
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| <i>Financial Management Act 1994</i>                                                                                                                             |                                                                                                                                                               | 1, 46 |
| <i>Disability Act 2006</i>                                                                                                                                       |                                                                                                                                                               | 34    |
| <i>Protected Disclosure Act 2012</i>                                                                                                                             |                                                                                                                                                               | 34    |



## Appendix 2 Grants and transfer payments (other than contributions by owners)

The following grant payments were made to certain companies and organisations during 2020–21:

| Name of company or organisation                                                           | Pre-<br>accredited<br>and<br>associated<br>grants<br>\$'000<br>(excl. GST) | Sector<br>support<br>grants<br>\$'000<br>(excl. GST) | Total<br>\$'000<br>(excl. GST) |
|-------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|------------------------------------------------------|--------------------------------|
| Access Australia Group Limited                                                            | 68                                                                         | 82                                                   | 150                            |
| Adult and Community Education (Victoria) Inc.                                             | 45                                                                         | 60                                                   | 105                            |
| Adult Learning Australia Ltd                                                              | -                                                                          | 297                                                  | 297                            |
| Alamein Neighbourhood & Learning Centre Inc.                                              | 102                                                                        | 15                                                   | 117                            |
| Albury Wodonga Community College Limited                                                  | 20                                                                         | 5                                                    | 25                             |
| Albury-Wodonga Volunteer Resource Bureau Inc.                                             | 14                                                                         | 6                                                    | 20                             |
| AMES Australia                                                                            | 766                                                                        | 20                                                   | 786                            |
| Anglesea Community House Inc                                                              | 10                                                                         | 6                                                    | 16                             |
| Angliss Neighbourhood House Inc                                                           | 80                                                                         | -                                                    | 80                             |
| Ararat Neighbourhood House                                                                | 9                                                                          | -                                                    | 9                              |
| Arrabri Community House Inc                                                               | 75                                                                         | -                                                    | 75                             |
| Art Resource Collective Inc                                                               | 10                                                                         | 5                                                    | 15                             |
| Australian-Multicultural Community Services Inc.                                          | 36                                                                         | -                                                    | 36                             |
| Australian Croatian Community Services Inc.                                               | 21                                                                         | -                                                    | 21                             |
| Australian Romanian Community Welfare, Health and<br>Services Association of Victoria Inc | 16                                                                         | -                                                    | 16                             |
| Australian Vietnamese Women's Association Inc.                                            | 116                                                                        | -                                                    | 116                            |
| Avenue Neighbourhood House At Eley Inc.                                                   | 89                                                                         | -                                                    | 89                             |
| Balance Training Services Pty Ltd                                                         | 13                                                                         | -                                                    | 13                             |
| Ballan & District Community House & Adult Education Centre<br>Inc                         | 10                                                                         | 6                                                    | 16                             |
| Ballarat Neighbourhood Centre Inc.                                                        | 127                                                                        | 23                                                   | 150                            |
| Banksia Gardens Association Inc.                                                          | 481                                                                        | 33                                                   | 514                            |
| Bass Coast Adult Learning Inc.                                                            | 139                                                                        | 22                                                   | 161                            |
| Beaufort Community House and Learning Centre Inc                                          | 11                                                                         | 6                                                    | 17                             |
| Belgium Avenue Neighbourhood House Inc.                                                   | 29                                                                         | -                                                    | 29                             |
| Bellarine Living and Learning Centre Inc.                                                 | 23                                                                         | 5                                                    | 28                             |
| Bellarine Training and Community Hub Incorporated                                         | 17                                                                         | 6                                                    | 23                             |
| Belvedere Community Centre Inc.                                                           | 36                                                                         | 5                                                    | 41                             |
| Bendigo Neighbourhood Hub Inc.                                                            | 51                                                                         | 5                                                    | 56                             |
| Berry Street Victoria Incorporated                                                        | 36                                                                         | 6                                                    | 42                             |
| Beulah Historical, Learning and Progress Association Inc                                  | 16                                                                         | 6                                                    | 22                             |
| Birallee Park Neighbourhood House Inc.                                                    | 25                                                                         | 5                                                    | 30                             |

| Name of company or organisation                                       | Pre-<br>accredited<br>and<br>associated<br>grants<br>\$'000<br>(excl. GST) | Sector<br>support<br>grants<br>\$'000<br>(excl. GST) | Total<br>\$'000<br>(excl. GST) |
|-----------------------------------------------------------------------|----------------------------------------------------------------------------|------------------------------------------------------|--------------------------------|
| Bnym Aboriginal Corporation                                           | 37                                                                         | 5                                                    | 42                             |
| Box Hill Institute                                                    | 645                                                                        | -                                                    | 645                            |
| BRACE Education Training & Employment Limited                         | 53                                                                         | 6                                                    | 59                             |
| Brunswick Neighbourhood House Co-operative Limited                    | 188                                                                        | -                                                    | 188                            |
| Bubup Wilam Aboriginal Child and Family Centre<br>Incorporated        | 15                                                                         | -                                                    | 15                             |
| Buchan District Outreach Inc.                                         | 13                                                                         | 41                                                   | 54                             |
| Carlton Neighbourhood Learning Centre Inc.                            | 86                                                                         | -                                                    | 86                             |
| Carringbush Adult Education Inc.                                      | 187                                                                        | 47                                                   | 234                            |
| Castlemaine Community House Inc.                                      | 133                                                                        | 16                                                   | 149                            |
| Central Highlands Group Training Inc.                                 | 24                                                                         | 6                                                    | 30                             |
| Central Ringwood Community Centre Inc.                                | 78                                                                         | -                                                    | 78                             |
| Centre for Participation Inc.                                         | 119                                                                        | 6                                                    | 125                            |
| CERES Inc.                                                            | 33                                                                         | -                                                    | 33                             |
| Cheltenham Community Centre Inc.                                      | 176                                                                        | -                                                    | 176                            |
| Child and Family Care Network Inc.                                    | 186                                                                        | -                                                    | 186                            |
| Chisholm Institute                                                    | -                                                                          | 314                                                  | 314                            |
| Christie Centre Inc.                                                  | 18                                                                         | -                                                    | 18                             |
| Churchill Neighbourhood Centre Inc.                                   | 19                                                                         | 6                                                    | 25                             |
| Cire Services Incorporated                                            | 269                                                                        | 27                                                   | 296                            |
| Clota Cottage Neighbourhood House Inc.                                | 15                                                                         | -                                                    | 15                             |
| Cloverdale Community Centre Inc.                                      | 146                                                                        | 35                                                   | 181                            |
| Cobram Community House Inc.                                           | 24                                                                         | 5                                                    | 29                             |
| Comm Unity Plus Services Ltd                                          | 273                                                                        | 22                                                   | 295                            |
| Community College Gippsland Ltd                                       | 197                                                                        | 5                                                    | 202                            |
| Community Hub Inc.                                                    | 25                                                                         | 5                                                    | 30                             |
| Concern Australia Welfare Inc.                                        | 68                                                                         | -                                                    | 68                             |
| Continuing Education and Arts Centre of Alexandra Inc                 | 35                                                                         | 5                                                    | 40                             |
| Coonara Community House Inc.                                          | 139                                                                        | -                                                    | 139                            |
| Corryong Neighbourhood House Inc.                                     | 18                                                                         | 37                                                   | 55                             |
| Craigieburn Education and Community Centre Inc.                       | 72                                                                         | -                                                    | 72                             |
| Cranbourne Community House Inc.                                       | 80                                                                         | -                                                    | 80                             |
| Dallas Neighbourhood House Inc.                                       | 147                                                                        | -                                                    | 147                            |
| Dandenong Neighbourhood Community and Learning Centre<br>Incorporated | 299                                                                        | 5                                                    | 304                            |
| Daylesford Neighbourhood Centre Inc.                                  | 28                                                                         | 6                                                    | 34                             |
| Diamond Valley Learning Centre Inc.                                   | 112                                                                        | -                                                    | 112                            |

| Name of company or organisation                    | Pre-<br>accredited<br>and<br>associated<br>grants<br>\$'000<br>(excl. GST) | Sector<br>support<br>grants<br>\$'000<br>(excl. GST) | Total<br>\$'000<br>(excl. GST) |
|----------------------------------------------------|----------------------------------------------------------------------------|------------------------------------------------------|--------------------------------|
| Djerriwarrh Employment & Education Services Inc.   | 232                                                                        | 159                                                  | 391                            |
| Donald Learning Group Inc.                         | 10                                                                         | 5                                                    | 15                             |
| Doveton Neighbourhood Learning Centre Inc.         | 103                                                                        | 30                                                   | 133                            |
| Duke Street Community House Association Inc.       | 166                                                                        | -                                                    | 166                            |
| East End Community House Inc.                      | 130                                                                        | 6                                                    | 136                            |
| Echuca Neighbourhood House Inc.                    | 44                                                                         | 5                                                    | 49                             |
| Elwood-St Kilda Neighbourhood Learning Centre Inc. | 127                                                                        | -                                                    | 127                            |
| Emerald Community House Inc.                       | 68                                                                         | -                                                    | 68                             |
| Encompass Community Services Incorporated          | 27                                                                         | 6                                                    | 33                             |
| Endeavour Hills Neighbourhood Centre Inc.          | 64                                                                         | -                                                    | 64                             |
| Euroa Health Inc.                                  | 18                                                                         | 6                                                    | 24                             |
| Farnham Street Neighbourhood Learning Centre Inc.  | 258                                                                        | -                                                    | 258                            |
| Fitzroy Learning Network Inc.                      | 57                                                                         | -                                                    | 57                             |
| Footscray Community Arts Centre Limited            | 20                                                                         | -                                                    | 20                             |
| Foundation 61 Inc.                                 | 32                                                                         | 6                                                    | 38                             |
| Foundation Learning Centre Inc.                    | 337                                                                        | 16                                                   | 353                            |
| Frankston City Council                             | 54                                                                         | -                                                    | 54                             |
| Geelong Ethnic Communities Council Incorporated    | 269                                                                        | 7                                                    | 276                            |
| Gippsland Employment Skills Training Inc.          | 150                                                                        | 6                                                    | 156                            |
| Glen Eira Adult Learning Centre Inc.               | 224                                                                        | -                                                    | 224                            |
| Glen Park Community Centre Inc.                    | 184                                                                        | 30                                                   | 214                            |
| Glenroy Neighbourhood Learning Centre Inc.         | 156                                                                        | -                                                    | 156                            |
| Godfrey Street Community House Association Inc.    | 14                                                                         | -                                                    | 14                             |
| Goldfields Employment and Learning Centre Inc.     | 33                                                                         | 5                                                    | 38                             |
| Grampians Community Health                         | 3                                                                          | 5                                                    | 8                              |
| Great Ocean Road Health                            | 14                                                                         | 5                                                    | 19                             |
| Haddon Community Learning Centre Inc.              | 22                                                                         | 5                                                    | 27                             |
| Hallam Community Learning Centre Inc.              | 101                                                                        | -                                                    | 101                            |
| Hampton Park Care Group Inc.                       | 66                                                                         | -                                                    | 66                             |
| Healesville Living & Learning Centre Inc.          | 97                                                                         | -                                                    | 97                             |
| Heyfield Community Resource Centre Inc.            | 35                                                                         | 11                                                   | 46                             |
| Holden Street Neighbourhood House Inc.             | 45                                                                         | -                                                    | 45                             |
| Horsham Community House Inc.                       | 11                                                                         | 6                                                    | 17                             |
| Hume City Council                                  | 71                                                                         | -                                                    | 71                             |
| Inclusion Melbourne Inc.                           | 53                                                                         | -                                                    | 53                             |
| Inner Melbourne VET Cluster Inc.                   | 107                                                                        | 23                                                   | 130                            |
| Japara Neighbourhood House Inc.                    | 10                                                                         | -                                                    | 10                             |

| Name of company or organisation                   | Pre-<br>accredited<br>and<br>associated<br>grants<br>\$'000<br>(excl. GST) | Sector<br>support<br>grants<br>\$'000<br>(excl. GST) | Total<br>\$'000<br>(excl. GST) |
|---------------------------------------------------|----------------------------------------------------------------------------|------------------------------------------------------|--------------------------------|
| Jesuit Social Services Limited                    | 229                                                                        | 1                                                    | 230                            |
| Jewish Care (Victoria) Inc.                       | 16                                                                         | -                                                    | 16                             |
| Jika Jika Community Centre Inc.                   | 17                                                                         | -                                                    | 17                             |
| JobCo Employment Services Association Inc.        | 28                                                                         | -                                                    | 28                             |
| K.Y.M. (Victoria) Incorporated                    | 266                                                                        | -                                                    | 266                            |
| Kangaroo Flat Community Group Inc.                | 10                                                                         | 6                                                    | 16                             |
| Karingal St Laurence Limited                      | 103                                                                        | 6                                                    | 109                            |
| Kensington Neighbourhood House Inc.               | 107                                                                        | 10                                                   | 117                            |
| Kerrie Neighbourhood House Inc.                   | 26                                                                         | -                                                    | 26                             |
| Kew Neighbourhood Learning Centre Inc.            | 174                                                                        | 17                                                   | 191                            |
| King Valley Learning Exchange Inc.                | 17                                                                         | 33                                                   | 50                             |
| Kinglake Ranges Neighbourhood House Inc.          | 30                                                                         | 5                                                    | 35                             |
| Kyneton Community & Learning Centre Inc.          | 75                                                                         | 40                                                   | 115                            |
| Lalor Living and Learning Centre Inc.             | 101                                                                        | -                                                    | 101                            |
| Langwarrin Community Centre Inc.                  | 53                                                                         | -                                                    | 53                             |
| Lara Community Centre Inc.                        | 26                                                                         | 5                                                    | 31                             |
| Laurels Education and Training Incorporated       | 63                                                                         | 22                                                   | 85                             |
| Laverton Community Integrated Services Inc.       | 136                                                                        | 17                                                   | 153                            |
| LINK Neighbourhood House Inc.                     | 11                                                                         | 6                                                    | 17                             |
| Living and Learning at Ajani Inc.                 | 24                                                                         | -                                                    | 24                             |
| Living Learning Pakenham Inc.                     | 203                                                                        | -                                                    | 203                            |
| Loddon Campaspe Multicultural Services Inc.       | 91                                                                         | 35                                                   | 126                            |
| Longbeach Place Inc.                              | 52                                                                         | -                                                    | 52                             |
| Lyrebird Community Centre Inc.                    | 94                                                                         | -                                                    | 94                             |
| MACE Inc.                                         | 47                                                                         | 5                                                    | 52                             |
| Macedon Ranges Further Education Centre Inc.      | 106                                                                        | 6                                                    | 112                            |
| MADEC Australia                                   | 52                                                                         | 6                                                    | 58                             |
| Maldon Neighbourhood Centre Inc.                  | 20                                                                         | 6                                                    | 26                             |
| Mallacoota District Health & Support Service Inc. | 10                                                                         | 33                                                   | 43                             |
| Manna Gum Community House Inc.                    | 24                                                                         | 40                                                   | 64                             |
| Meadow Heights Learning Shop Inc.                 | 171                                                                        | -                                                    | 171                            |
| Melton South Community Centre Inc.                | 79                                                                         | -                                                    | 79                             |
| Merinda Park Learning and Community Centre Inc.   | 121                                                                        | 33                                                   | 154                            |
| Micare Ltd                                        | 121                                                                        | -                                                    | 121                            |
| Migrant Resource Centre North West Region Inc.    | 38                                                                         | -                                                    | 38                             |
| MiLife-Victoria Inc.                              | 181                                                                        | -                                                    | 181                            |
| Mill Park Community Services Group Inc.           | 172                                                                        | -                                                    | 172                            |

| Name of company or organisation                        | Pre-<br>accredited<br>and<br>associated<br>grants<br>\$'000<br>(excl. GST) | Sector<br>support<br>grants<br>\$'000<br>(excl. GST) | Total<br>\$'000<br>(excl. GST) |
|--------------------------------------------------------|----------------------------------------------------------------------------|------------------------------------------------------|--------------------------------|
| Milpara Community House Inc.                           | 43                                                                         | 16                                                   | 59                             |
| Mitcham Community House Incorporated                   | 53                                                                         | -                                                    | 53                             |
| Moe Life-Skills Community Centre Inc.                  | 46                                                                         | 6                                                    | 52                             |
| Moe Neighbourhood House Inc.                           | 14                                                                         | 5                                                    | 19                             |
| Moongala Women's Collective Inc.                       | 22                                                                         | -                                                    | 22                             |
| Mordialloc Neighbourhood House Inc.                    | 42                                                                         | -                                                    | 42                             |
| Mount Beauty Neighbourhood Centre Inc.                 | 42                                                                         | 33                                                   | 75                             |
| Mountain District Women's Co-Operative Limited         | 213                                                                        | 26                                                   | 239                            |
| Murray Adult Community Education-Swan Hill Inc.        | 59                                                                         | 5                                                    | 64                             |
| Murray Human Services Inc.                             | 32                                                                         | 6                                                    | 38                             |
| Myrtleford Neighbourhood Centre Inc.                   | 23                                                                         | 33                                                   | 56                             |
| Ngwala Willumbong Limited                              | 82                                                                         | -                                                    | 82                             |
| Nhill Neighbourhood House Learning Centre Inc.         | 156                                                                        | 5                                                    | 161                            |
| Nillumbik Shire Council                                | 40                                                                         | -                                                    | 40                             |
| Noble Park Community Centre Inc.                       | 39                                                                         | -                                                    | 39                             |
| North Carlton Railway Station Neighbourhood House Inc. | 11                                                                         | -                                                    | 11                             |
| North Melbourne Language & Learning Inc.               | 176                                                                        | 5                                                    | 181                            |
| North Ringwood Community House Incorporated            | 53                                                                         | -                                                    | 53                             |
| North Shepparton Community & Learning Centre Inc.      | 16                                                                         | 7                                                    | 23                             |
| Noweyung Ltd                                           | 22                                                                         | 6                                                    | 28                             |
| Numurkah Community Learning Centre Inc.                | 25                                                                         | 5                                                    | 30                             |
| Olympic Adult Education Inc.                           | 252                                                                        | 17                                                   | 269                            |
| Open Door Neighbourhood House Inc.                     | 91                                                                         | 22                                                   | 113                            |
| Orana Neighbourhood House Inc.                         | 110                                                                        | -                                                    | 110                            |
| Orbost Education Centre Incorporated                   | 57                                                                         | 33                                                   | 90                             |
| Outlets Co-operative Neighbourhood House Limited       | 15                                                                         | -                                                    | 15                             |
| Outlook (Vic.) Inc.                                    | 110                                                                        | -                                                    | 110                            |
| Pangerang Community House Inc.                         | 31                                                                         | 6                                                    | 37                             |
| Park Orchards Community House & Learning Centre Inc.   | 37                                                                         | -                                                    | 37                             |
| Paynesville Neighbourhood Centre Inc.                  | 85                                                                         | 8                                                    | 93                             |
| Peninsula Training and Employment Program Inc.         | 160                                                                        | 10                                                   | 170                            |
| Phillip Island Community and Learning Centre Inc.      | 23                                                                         | 5                                                    | 28                             |
| Pines Learning Inc.                                    | 147                                                                        | -                                                    | 147                            |
| Port Phillip Community Group Limited                   | 84                                                                         | 11                                                   | 95                             |
| Portland Workskills Inc                                | 66                                                                         | 6                                                    | 72                             |
| Prahran Community Learning Centre Inc.                 | 202                                                                        | 10                                                   | 212                            |
| Preston Neighbourhood House Inc.                       | 191                                                                        | 29                                                   | 220                            |

| Name of company or organisation                            | Pre-<br>accredited<br>and<br>associated<br>grants<br>\$'000<br>(excl. GST) | Sector<br>support<br>grants<br>\$'000<br>(excl. GST) | Total<br>\$'000<br>(excl. GST) |
|------------------------------------------------------------|----------------------------------------------------------------------------|------------------------------------------------------|--------------------------------|
| Preston Reservoir Adult Community Education Inc.           | 355                                                                        | 46                                                   | 401                            |
| Pyramid Hill Neighbourhood House Inc.                      | 10                                                                         | 6                                                    | 16                             |
| Quantin Binnah Community Centre Inc.                       | 10                                                                         | -                                                    | 10                             |
| Red Cliffs Community Resource Centre Inc.                  | 14                                                                         | 6                                                    | 20                             |
| Rejoice Chinese Christian Communication Centre Inc.        | 20                                                                         | -                                                    | 20                             |
| Resurrection Catholic Church Keysborough                   | 266                                                                        | 26                                                   | 292                            |
| Reynard Street Neighbourhood House Incorporated            | 40                                                                         | -                                                    | 40                             |
| Richmond Community Learning Centre Inc.                    | 24                                                                         | -                                                    | 24                             |
| Robinvale Network House Inc.                               | 13                                                                         | -                                                    | 13                             |
| Rosewall Neighbourhood Centre Inc.                         | 61                                                                         | 5                                                    | 66                             |
| Rowville Neighbourhood Learning Centre Inc.                | 118                                                                        | -                                                    | 118                            |
| Rural Industries Skill Training Centre Inc.                | 49                                                                         | 6                                                    | 55                             |
| Rushworth Community House Inc.                             | 21                                                                         | 5                                                    | 26                             |
| Sale Neighbourhood House Inc.                              | 19                                                                         | 5                                                    | 24                             |
| Sandybeach Community Co-operative Society Limited          | 285                                                                        | 5                                                    | 290                            |
| SCAA Shearer Woolhandler Training Inc.                     | 12                                                                         | 6                                                    | 18                             |
| Selby Community House Inc.                                 | 21                                                                         | -                                                    | 21                             |
| Shepparton Access                                          | 64                                                                         | 5                                                    | 69                             |
| Shepparton Adult and Community Education College Inc.      | 23                                                                         | 6                                                    | 29                             |
| SkillsPlus Ltd                                             | 33                                                                         | 16                                                   | 49                             |
| Small Business Mentoring Service Inc.                      | -                                                                          | 103                                                  | 103                            |
| South Shepparton Community Centre Inc.                     | 11                                                                         | 6                                                    | 17                             |
| Southern Grampians Adult Education Inc.                    | 100                                                                        | 45                                                   | 145                            |
| Southern Migrant and Refugee Centre Inc.                   | 41                                                                         | -                                                    | 41                             |
| Southport Community Centre Incorporated                    | 100                                                                        | -                                                    | 100                            |
| SPAN Community House Inc.                                  | 23                                                                         | -                                                    | 23                             |
| Springdale Neighbourhood Centre Inc.                       | 67                                                                         | 6                                                    | 73                             |
| Springvale Indo-Chinese Mutual Assistance Association Inc. | 71                                                                         | -                                                    | 71                             |
| Springvale Learning and Activities Centre Incorporated     | 222                                                                        | 30                                                   | 252                            |
| Springvale Neighbourhood House Inc.                        | 244                                                                        | -                                                    | 244                            |
| St. Arnaud Neighbourhood House Inc.                        | 10                                                                         | 6                                                    | 16                             |
| Stawell Neighbourhood House Inc.                           | 15                                                                         | 6                                                    | 21                             |
| Sunraysia Institute of TAFE                                | -                                                                          | 48                                                   | 48                             |
| Sunraysia Mallee Ethnic Communities Council Inc.           | 42                                                                         | 5                                                    | 47                             |
| Sunraysia Regional Consulting Limited                      | 51                                                                         | 6                                                    | 57                             |
| Sussex Neighbourhood House Inc.                            | 83                                                                         | -                                                    | 83                             |
| Task Force Community Agency Inc.                           | 110                                                                        | 17                                                   | 127                            |

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|-----------------------------------------------------------------|----------------------------------------------------------------------------|------------------------------------------------------|--------------------------------|
| Tatura Community House Inc.                                     | 12                                                                         | 5                                                    | 17                             |
| The Basin Community House Inc.                                  | 200                                                                        | -                                                    | 200                            |
| The Centre for Continuing Education Inc.                        | 251                                                                        | 6                                                    | 257                            |
| The Centre: Connecting Community in North & West Melbourne Inc. | 38                                                                         | -                                                    | 38                             |
| The Kevin Heinze Garden Centre Incorporated                     | 13                                                                         | -                                                    | 13                             |
| The Old Courthouse Committee of Management Inc.                 | 22                                                                         | 11                                                   | 33                             |
| The Onemda Association Inc.                                     | 97                                                                         | -                                                    | 97                             |
| The Social Studio Inc.                                          | 21                                                                         | -                                                    | 21                             |
| The South Kingsville Community Centre Inc.                      | 40                                                                         | -                                                    | 40                             |
| Traralgon Neighbourhood Learning House Inc.                     | 123                                                                        | 5                                                    | 128                            |
| U3A Network Victoria Inc.                                       | -                                                                          | 138                                                  | 138                            |
| United-Spanish Latin American Welfare Centre Inc.               | 13                                                                         | -                                                    | 13                             |
| Uniting (Victoria and Tasmania) Limited                         | 44                                                                         | -                                                    | 44                             |
| Upper Beaconsfield Community Centre Inc.                        | 36                                                                         | -                                                    | 36                             |
| Vermont South Community House Incorporated                      | 109                                                                        | -                                                    | 109                            |
| VET Development Centre Ltd                                      | 85                                                                         | -                                                    | 85                             |
| VICSEG New Futures                                              | 45                                                                         | 1                                                    | 46                             |
| Victoria University                                             | -                                                                          | 169                                                  | 169                            |
| Victorian Aboriginal Community Services Association Limited     | 44                                                                         | -                                                    | 44                             |
| Victorian Adult Literacy and Basic Education Council Inc.       | -                                                                          | 39                                                   | 39                             |
| Victorian Deaf Society                                          | 29                                                                         | -                                                    | 29                             |
| Victorian Vocational Rehabilitation Association                 | 73                                                                         | -                                                    | 73                             |
| Waminda Inc.                                                    | 20                                                                         | 6                                                    | 26                             |
| Warracknabeal Neighbourhood House and Learning Centre Inc.      | 25                                                                         | 35                                                   | 60                             |
| Warragul Community House Inc.                                   | 35                                                                         | 5                                                    | 40                             |
| Warrandyte Neighbourhood House Inc.                             | 10                                                                         | -                                                    | 10                             |
| Waverley Adult Literacy Program Inc.                            | 7                                                                          | -                                                    | 7                              |
| Waverley Community Learning Centre Inc.                         | 77                                                                         | -                                                    | 77                             |
| Wedderburn Community House Inc.                                 | 10                                                                         | 5                                                    | 15                             |
| Wellsprings For Women Incorporated                              | 163                                                                        | 109                                                  | 272                            |
| Wendouree Neighbourhood Centre Inc.                             | 102                                                                        | 18                                                   | 120                            |
| Westgate Community Initiatives Group Ltd.                       | 335                                                                        | -                                                    | 335                            |
| Whittlesea Community Connections Inc.                           | 21                                                                         | -                                                    | 21                             |
| Whittlesea Community House Inc.                                 | 25                                                                         | -                                                    | 25                             |
| Williamstown Community and Education Centre Inc.                | 198                                                                        | -                                                    | 198                            |

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|-----------------------------------------------|----------------------------------------------------------------------------|------------------------------------------------------|--------------------------------|
| Winchelsea Community House Incorporated       | 2                                                                          | 6                                                    | 8                              |
| Wingate Avenue Community Centre Inc.          | 169                                                                        | -                                                    | 169                            |
| Women's Information and Referral Exchange Inc | -                                                                          | 99                                                   | 99                             |
| Wonga Park Community Cottage Inc.             | 16                                                                         | -                                                    | 16                             |
| Workforce Plus Inc.                           | 54                                                                         | 6                                                    | 60                             |
| Wycheproof Community Resource Centre Inc.     | 14                                                                         | 5                                                    | 19                             |
| Wyndham Community and Education Centre Inc.   | 429                                                                        | 237                                                  | 666                            |
| Yarraville Community Centre Inc.              | 273                                                                        | 9                                                    | 282                            |
| Yarrawonga Neighbourhood House Inc.           | 37                                                                         | 5                                                    | 42                             |
| Yarrunga Community Centre Inc.                | 94                                                                         | -                                                    | 94                             |
| Yooralla                                      | 2                                                                          | -                                                    | 2                              |
| Youth Projects Limited                        | 19                                                                         | -                                                    | 19                             |
| YouthNow Inc.                                 | 196                                                                        | 10                                                   | 206                            |
| Zoe Support Australia                         | 46                                                                         | 6                                                    | 52                             |
| <b>Grand Total</b>                            | <b>22,146</b>                                                              | <b>3,568</b>                                         | <b>25,714</b>                  |



## **Contact**

### *Central office*

GPO Box 4367

Melbourne VIC 3001

Telephone: 03 7022 1526

Email: [acfe@education.vic.gov.au](mailto:acfe@education.vic.gov.au)

### *North-Eastern Victoria region*

Level 2

295 Springvale Road,

Glen Waverley VIC 3150

Telephone: 03 7022 1802

Email: [training.participation@education.vic.gov.au](mailto:training.participation@education.vic.gov.au)

### *North-Western Victoria region*

7–15 McLaren Street

Bendigo VIC 3550

Telephone: 03 4433 7582

Email: [training.participation@education.vic.gov.au](mailto:training.participation@education.vic.gov.au)

### *South-Eastern Victoria region*

6th Floor

165–169 Thomas Street

Dandenong VIC 3175

Telephone: 03 8904 2580

Email: [training.participation@education.vic.gov.au](mailto:training.participation@education.vic.gov.au)

### *South-Western Victoria region*

75 High Street

Belmont VIC 3216

Telephone: 03 5215 5204

Email: [training.participation@education.vic.gov.au](mailto:training.participation@education.vic.gov.au)