

Compliance with Financial Reporting Direction (FRD) 22

Additional information available on request

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

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

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

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

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

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

Publication	Produced	How obtained
ACFE Board Annual Report 2019–20	December 2020	<ul style="list-style-type: none"> Mr Sam Quinlan, 03 7022 0445 https://www.education.vic.gov.au/Documents/about/department/Adult_Community_and_Further_Education_Board_Annual_Report_2019-20.pdf

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

There were no changes during the 2020–21 financial year in prices, fees, charges, rates and levies charged by the ACFE Board.

E. Major external reviews carried out on the ACFE Board

There were two major external reviews carried out on the ACFE Board during the 2020–21 financial year.

Major review	Conducted by	Purpose	Completed
Audit of the Adult, Community and Further Education Board's 2019–20 Annual Financial Statements	Victorian Auditor-General's Office	To fulfil legislative requirements for publishing the ACFEB annual financial report	October 2020
ACFE Governance Review	Nous Group	<p>Three areas of review:</p> <ol style="list-style-type: none"> The extent to which the current role, scope and structure of ACFE need to be strengthened to align with implementing the ACE Ministerial Statement. The extent to which the current legislation and administrative support arrangements align with the expectations of government for strengthened governance of the ACFE sector. 	October 2020

3. Opportunities to improve ACFE governance to ensure the arrangements best support the delivery of the Government's policy objectives for ACFE and the Ministerial Statement.

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

There were two major research and development activity carried out by the ACFE Board during the 2020–21 financial year.

Major research and development activities	Conducted by	Purpose
<i>Pre-accredited Educator Workforce Mapping</i>	<i>Dandolo Partners</i>	<i>To identify the nature of the pre-accredited educator workforce including job roles, employment status, career trajectories, motivations and intentions</i>
<i>Casey Community Solutions</i>	<i>Foundation Learning Centre</i>	<i>Project to support Learn Local providers in the City of Casey to improve quality and delivery of pre-accredited programs</i>

G. Overseas visits undertaken

No overseas visit was undertaken during the reporting period.

Officer	Destination	Objective	Outcome
<i>Nil</i>			

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

Major promotional, public relations or marketing activity	Purpose	Total cost
<i>Victorian Learn Local Awards</i>	<i>To showcase the achievements of Learn Local learners, practitioners and providers.</i>	<i>\$225,000</i>
<i>Core Skills Campaign</i>	<i>The Core Skills Campaign promoted the role pre-accredited training can play as a pathway to employment and further training for regional and culturally and linguistically disadvantaged Victorians</i>	<i>\$300,000</i>

I. Occupational health and safety

The material included in the 2020–21 Department of Education and Training Annual Report comprehensively covers the *Financial Management Act 1994* reporting requirements in relation to occupational health and safety assessments and measures and safety of employees related to the ACFE Board.

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J. Industrial relations

Material included in the 2020–21 Department of Education and Training Annual Report comprehensively covers the Financial Management Act reporting requirements in relation to industrial relations related to the ACFE Board.

K. Major committees sponsored by the ACFE Board

Major committee	Purpose	Extent of purpose achieved
<i>ACFE Board Audit and Risk Committee</i>	<i>This committee is established as required under section 3.3.12 of the Education and Training Reform Act 2006. Its role is to oversee the financial, risk management and compliance requirements of the Board.</i>	<i>The ACFE Board Audit and Risk Committee met four times during the reporting period.</i>
<i>ACFE Board Finance Committee</i>	<p><i>The Finance Committee:</i></p> <ul style="list-style-type: none"> • <i>advises on funding allocation</i> • <i>monitors financial performance against Board funding allocations</i> • <i>advises the Board regarding treatment of unrecoverable debts</i> • <i>ensures effective oversight of financial resources in alignment with Board objectives</i> • <i>leads improvements to Board financial efficiency and sustainability.</i> 	<i>The ACFE Board Finance Committee met three times during the reporting period.</i>
<i>ACFE Board Planning, Prioritisation and Performance Committee</i>	<p><i>The Planning, Prioritisation and Performance Committee:</i></p> <ul style="list-style-type: none"> • <i>evaluates potential Board projects/work</i> • <i>monitors and receives reports on Board project work</i> • <i>identifies interdependencies and connections across work streams, and advises on opportunities to pursue synergies and collaboration</i> • <i>considers changes in the approach and scope of Board work</i> • <i>ensures lessons learnt from previous projects and other work are captured and used as an evidence-base to help inform the development of future actions</i> • <i>reports to the Board</i> • <i>otherwise supports the ACFE Board's strategic thinking.</i> 	<i>The ACFE Board Planning, Prioritisation and Performance Committee met nine times during the reporting period.</i>

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L. Consultancies and contractors

Two consultancies and six contractors were engaged during the reporting period.

Consultant/contractor engaged	Services provided	Expenditure committed
<i>SenateSHJ</i>	<i>Implementation of Brand and value proposition project</i>	<i>\$57,430</i>
<i>Grosvenor Performance Group Pty Ltd</i>	<i>ACFE–TAFE Partnership Evaluation Project</i>	<i>\$70,875</i>
<i>Adult and Community Education Inc.</i>	<i>Skills for Work and Study information sessions</i>	<i>\$9,580</i>
<i>Adult Learning Australia</i>	<i>Production of Skills for Work and Study flyers</i>	<i>\$1,120</i>
<i>Briarose Pty Ltd</i>	<i>Moderation of Skills for Work and Study</i>	<i>\$15,384</i>
<i>Briarose Pty Ltd</i>	<i>Industry Contextualised Literacy and Numeracy Pre-Accredited Programs project</i>	<i>\$67,569</i>
<i>Dale Pobega</i>	<i>Industry Contextualised Literacy and Numeracy Pre-Accredited Programs program webinar</i>	<i>\$455</i>
<i>Diane Carson Consulting</i>	<i>Instructional design for Employable Me Moving On</i>	<i>\$12,750</i>
<i>Megan-Jane Cotter</i>	<i>ACFE–TAFE pre-accredited product review and development</i>	<i>\$8,408</i>
<i>Shane Patrick Wales</i>	<i>Gaining the Edge and Learn Local Study Support products</i>	<i>\$11,615</i>
<i>The Trustee for The VLG Trust</i>	<i>VELG instructional design</i>	<i>\$17,843</i>
<i>Vanessa May Watson</i>	<i>Instructional design</i>	<i>\$8,640</i>
<i>Wyndham Community and Education Centre Inc</i>	<i>Instructional design presentation</i>	<i>\$450</i>