

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

### Additional information available on request

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

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

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

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

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

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

Publication	Produced	How obtained
ACFE Board Annual Report 2017–18	October 2018	<ul style="list-style-type: none"> <li>Mr Martin Pham, 03 8688 7736</li> <li><a href="https://www.education.vic.gov.au/Documents/about/department/ACFEBoardAnnualReport1718.pdf">https://www.education.vic.gov.au/Documents/about/department/ACFEBoardAnnualReport1718.pdf</a></li> </ul>

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

There were no changes during the 2018–19 financial year in prices, fees, charges, rates and levies charged by the ACFE Board.

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

There was one major external review carried out on the ACFE Board during the 2018–19 financial year.

Major review	Conducted by	Purpose	Completed
Audit of the Adult, Community and Further Education Board's 2017–18 Annual Financial Statements	Victorian Auditor-General's Office	To fulfil legislative requirements for publishing the ACFE Board Annual Financial Report	September 2018

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

There were four major research and development activity carried out by the ACFE Board during the 2018–19 financial year.

Major research and development	Conducted by	Purpose
<i>Professional Development Strategy</i>	<i>Think Impact Pty. Ltd.</i>	<i>To provide a Professional Development Strategy for Learn Local personnel involved in pre-accredited programs subsidised by the ACFE Board. The Strategy provides a well evidenced account of capabilities required for personnel to develop and deliver pre-accredited programs, an understanding of current professional development needs and how best to meet these; and an Evaluation Framework focused on end outcomes for learners as a result of the professional growth of pre-accredited personnel</i>
<i>ACFE web portal project</i>	<i>Oakton Services Pty Ltd</i>	<i>To scope the business needs and recommend practicable business solution options for the development of the ACFE Web Portal. The portal will provide a consolidated standalone source of ACFE Board related information, resources and communication made accessible across the Learn Local sector thereby alleviating the need for distinct online resources with targeted information for specific groups.</i>
<i>CAIF outcomes project</i>	<i>KPMG Australia</i>	<i>To conduct a desktop analysis of the 577 Capacity and Innovation Fund (CAIF) projects funded by eight funding rounds (2011 to 2017) and identify projects that have produced high-quality products and outcomes that demonstrate best practice.</i>
<i>Strengthening pathways for Adult Learners in Gippsland (SPALG) review</i>	<i>PTR Consulting</i>	<i>The aim of the review was to:</i> <ul style="list-style-type: none"> <li>• <i>Determine the impact of the SPALG project.</i></li> <li>• <i>Identify the critical success factors for training organisations achieving stronger more aligned training pathways in Gippsland.</i></li> <li>• <i>Provide advice on the effectiveness of pathway aligned pre-accredited training and timeframes required to achieve measurable outcomes.</i></li> <li>• <i>Inform future ACFEB, Gippsland Regional Council and Learn Local strategic actions.</i></li> </ul>

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### G. Overseas visits undertaken

No overseas visits were undertaken during the reporting period.

### 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 organisations.</i>	<i>\$225,000</i>

### I. Occupational health and safety

The material included in the 2018–19 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 ACFEB.

### J. Industrial relations

Material included in the 2018–19 Department of Education and Training Annual Report comprehensively covers the Financial Management Act reporting requirements in relation to industrial relations related to ACFEB.

### K. Major committees sponsored by ACFEB

Major committee	Purpose	Extent of purpose achieved
<i>ACFE Board Audit and Risk Committee</i>	<i>This committee is established as required under section 3.3.12 of the Education and Training Reform Act 2006. Its role is to oversee the financial, risk management and compliance requirements of the Board. The committee is independently chaired by Ms Lisa Woolmer. The Chairperson of ACFEB and four Board members are appointed to the ACFEB Audit and Risk Committee.</i>	<i>The ACFE Board Audit and Risk Committee met six times during the reporting period.</i>
<i>ACFE Board Finance Committee</i>	<i>The Finance Committee:</i> <ul style="list-style-type: none"> <li>• <i>Advises the Board regarding funding allocation setting.</i></li> <li>• <i>Monitors financial performance against Board funding allocations.</i></li> <li>• <i>Advises the Board regarding the treatment of unrecoverable debts.</i></li> <li>• <i>Ensures effective oversight of financial resources in alignment with Board objectives.</i></li> <li>• <i>Leads improvements to Board financial efficiency and sustainability.</i></li> </ul>	<i>The ACFE Board Finance Committee met once during the reporting period.</i>

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### L. Consultancies and contractors

Seven consultancies/contractors were engaged during the reporting period.

Consultant/contractor engaged	Services provided	Expenditure committed
<i>AMES Australia</i>	<i>Priority Learner Cohort Strategy</i>	<i>\$45,000</i>
<i>KPMG Australia</i>	<i>Capacity and Innovation Fund outcomes project</i>	<i>\$92,000</i>
<i>Management Governance Australia</i>	<i>Priority Learner Cohort Strategy</i>	<i>\$45,000</i>
<i>Oakton Services Pty Ltd</i>	<i>ACFE Web portal project</i>	<i>\$178,000</i>
<i>PTR Consulting</i>	<i>Strengthening Pathways for Adult Learners in Gippsland</i>	<i>\$15,000</i>
<i>Think Impact Pty Ltd</i>	<i>Professional development strategy</i>	<i>\$28,000</i>
<i>University of Melbourne</i>	<i>Priority Learner Cohort Strategy</i>	<i>\$44,000</i>