



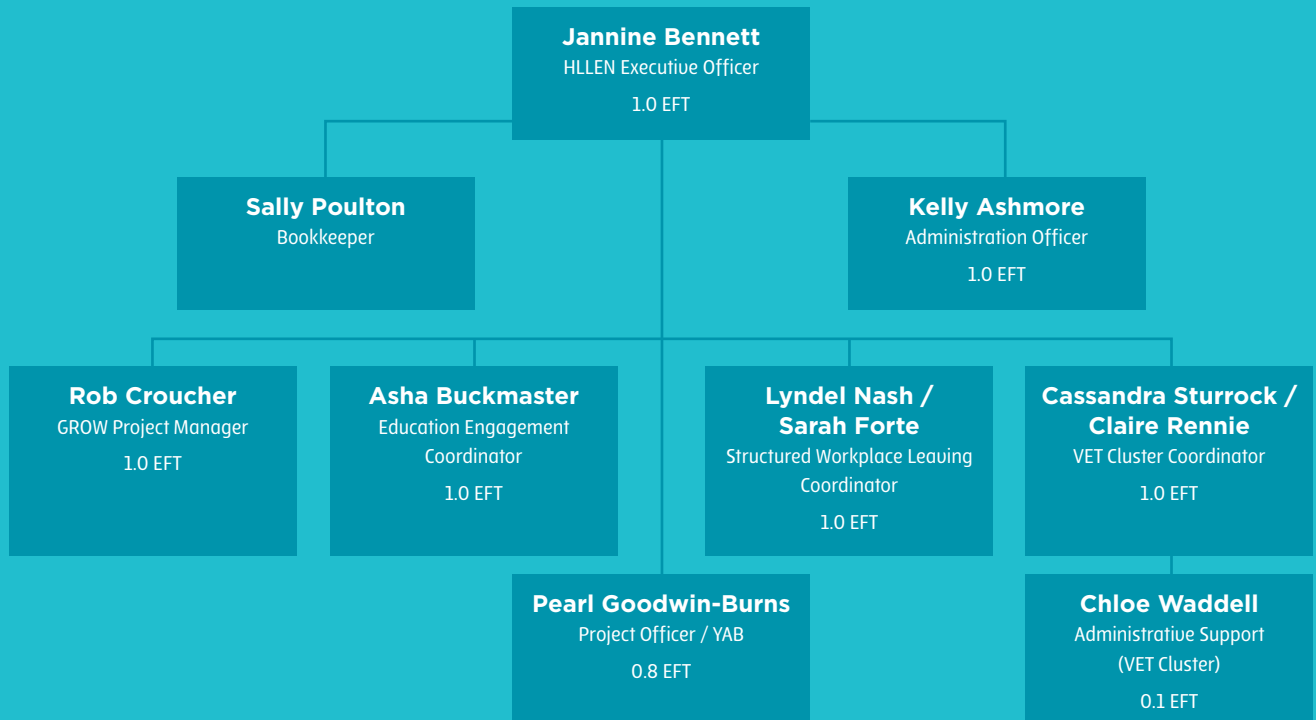
Annual **Report** 2019



Contents

Chairperson’s Report	1	Committee of Management 2019	18
Executive Officer’s Report	2	Treasurer’s Report	19
Structured Workplace Learning	6	Financial Statement	20
Education Engagement	8	Organisational Declaration	22
VET Cluster	10	Independent Auditor’s Report	23
GROW Ballarat	12	Independent Auditor’s Declaration	24
Youth Advisory Board (YAB)	14	On Track	25
Partnerships and Networks	16	HLEEN School Engagement 2019	26–27
		On Track Connect	28

Highlands LLEN Organisational Structure 2019



Chairperson's Report

It is with great pleasure that I present the 2019 Highlands LLEN (HLEN) Chairperson's report. HLEN continues to go from strength to strength and we can all reflect on an eventful and productive year.

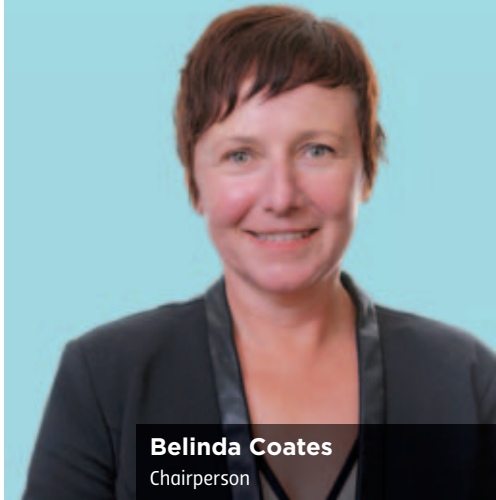
As a society we are confronted more than ever with rapid change and uncertainty. HLEN is a highly regarded organisation and remains responsive and relevant. This is continually demonstrated by the ability to manage existing contracts as well as embrace new opportunities.

Whilst the Executive Officer's report covers work undertaken in greater detail I'd like to broadly acknowledge all staff and some program and project highlights. Education Engagement remains an important aspect of the work undertaken, with activities like the Flexible Learning Forum and the Ballarat Youth Services Network (BYSN) providing vital networking opportunities. Structured Workplace Learning (SWL) continues to promote the objectives of SWL placements, building relationships and securing valuable, relevant SWL and School-based Apprenticeship and Traineeship (SBAT) opportunities. In December HLEN welcomed the new VET Cluster Coordinator. The staff are to be commended on the introduction of new VET programs and particularly for maintaining services during staff vacancies. GROW Ballarat has really taken shape over the past year, with a fabulous launch event and highly successful networking platform. Notable achievements include the GROW Regional Action Plan and the signing of Localised to develop the new B2B platform in partnership with the City of Ballarat.

A broad and varied range of project work has been undertaken throughout the year and is highlighted in this Annual Report. We can all be proud of the impact of this valuable work on our community. This includes the work undertaken with the Youth Advisory Board (YAB) and On Track Connect. YAB has developed as a highly valuable youth led initiative. It's been inspiring to see the positive development of the youth members and their enormous success in organising their inaugural Spring in the Park music event. Another project underway is a partnership with Ballarat Specialist School to co-design resources with and for young people with disabilities, to improve their understanding of the justice system as a result of a successful Department of Justice and Community Safety Community Safety Fund grant.

HLEN, through the work of dedicated staff, continues to be a significant influence on developing stronger, more inclusive and fair communities. Increasing opportunities for education, training and employment are the focus. I thank the Committee of Management for their work in assisting us to undertake governance activities and requirements.

As I write this report we are all keenly aware that we are facing unprecedented and challenging times, globally and locally, as we respond to the impact of COVID-19. In presenting the Chairperson's report I acknowledge the past and present work of the Executive Officer, all staff and the Committee of Management for their ongoing hard work, integrity and professionalism. Well done to all on the achievements of the past year. As we move forward, we strive to continue our positive influence and I am confident that HLEN is well placed to achieve outstanding results.



Belinda Coates
Chairperson

Belinda Coates stepped into the Chair role for the HLEN Committee of Management (CoM) 12 months ago and has been a local government representative on the CoM for 6 years. Belinda has served as a Councillor for the City of Ballarat for almost 8 years and is currently Deputy Mayor. She has a professional background in social work and has worked in public service, health, trauma counselling and as a lecturer in the tertiary education sector.

It has been pleasing to see strides made in communications and marketing this year. We can look forward to hearing more about the high calibre work undertaken by HLEN. The Executive Officer has done a terrific job as a leader, advocate and active participant in the community. On behalf of the Committee of Management I commend her work.

Executive Officer's Report


Program Overview

The **Education Engagement** contract for 2018 and 2019 required HLEN to prepare Work Plans in consultation with the local DET Area Team and other stakeholders. Four Plans were submitted and approved and were the focus of our activities for 2019. *Progression of the Education Engagement Work Plans is outlined by Asha Buckmaster on pages 8 and 9 of the 2019 Annual Report.*

The HLEN local contribution to exceeding the State-wide targets for **SWL** Opportunities posted on the SWL Portal was significant, with the local target of 104 Opportunities being exceeded and 272 Opportunities being posted. A local target of eighty-three placements consumed by students on the SWL Portal was also exceeded, with 124 placements consumed. Both of these were commendable achievements for 2019. *A more detailed outline of Structured Workplace Learning by Sarah Forte is on pages 6 and 7 of the 2019 Annual Report.*

HLEN experienced staff changes in the **VET Cluster** Coordinator role during 2019, requiring HLEN staff to provide additional assistance to Cluster operations. A key focus was the introduction of new VET Programs and maintaining services during staff vacancies. Marketing efforts also resulted in an increase in VET enrolments to 520, up from 488 in 2018. *An outline of the achievements of the VET Cluster by Kylie Barnett is on pages 10 and 11 of the 2019 Annual Report.*

The **GROW Ballarat** Project Manager commenced in early 2019. Support was provided to implement this new initiative through the introduction of a local Steering Committee and collaboration between the five GROW programs across Victoria. The development of the GROW Regional Action Plan and signing of Localised to develop the new B2B platform in partnership with the City of Ballarat were notable achievements during 2019. *Rob Croucher details the development of GROW Ballarat on pages 12 and 13 of the 2019 Annual Report.*



Jannine Bennett
Executive Officer

The 2019 year was an exciting one for the Highlands LLEN (HLEN) with several new opportunities, whilst continuing to manage our traditional contracts. This included Education Engagement, Structured Workplace Learning (SWL) and On Track Connect, which are all funded by the Department of Education and Training (DET), as well as coordination of the Highlands LLEN VET Cluster, which is funded by Secondary Schools.

HLEN managed several projects funded by the Central Highlands Child and Youth Area Partnership (CHCYAP) including the Youth Advisory Board. Functioning as the backbone organisation, HLEN also fully implemented the new initiative GROW Ballarat in 2019.



A range of HLEN projects have been managed by HLEN during 2019 and included the **Youth Advisory Board (YAB)** and On Track Connect. The fifteen YAB members worked collaboratively to stage the Spring in the Park event and during the year they provided advice, advocacy and leadership in matters relating to young people. Support and referrals occurred for the thirty-one young people who were contacted as part of the **On Track Connect** project. *An overview of the activities of YAB and HLEN Projects by Pearl Goodwin-Burns is on pages 14 and 15 of the 2019 Annual Report.*

Governance

In May, HLEN held a Special General Meeting (SGM) in order to transition from the HLEN Rules of Association 2010 to the Model Rules 2019. The Highlands Local Learning and Employment Network Inc. adopted the Model Rules following some amendments as discussed at the SGM, with the new rules coming into effect at the end of the 2019 Annual General Meeting (AGM). The most significant change to the Rules is that the Committee of Management membership is no longer category based. The new Committee of Management consisted of fifteen members following the 2019 AGM, a reduction from twenty-two members previously. *(Refer to page 18 for the Committee of Management composition).*

At the AGM our Chair, Lindsay Florence, notified the Committee of his intention to stand down. A farewell dinner was later held for Lindsay where we were able to thank him for his service to HLEN for eight years, from April 2011 to May 2019. Lindsay is a renowned story teller; a traveller who was often on the road with the 4WD and caravan. A busy man with diverse retirement activities, he was always able to attend to HLEN business when required. Lindsay was a great support to the Executive Officer and Committee of Management and HLEN thank him for his service.

Following the AGM, Cr Belinda Coates was elected to the position of Chair and the composition of the Finance and Administration Sub-committee changed to Cr Belinda Coates, Cr David Clarke, Susan Honeyman, Leanne Parker and Jim Dannock.

Specific Achievements

Pearl Goodwin-Burn's contribution to young people in the region was recognised by her receiving the City of Ballarat Adult Ally award at the Youth Awards event in October. Her nomination by YAB members is testimony to the high regard in which she is held by YAB members.

HLEN continued its role as industry co-supervisor for the **Higher Degree by Research** student, Courtney O'Loughlan. This is an exciting partnership with HLEN supporting Courtney to undertake important research that centres around the extent and impact of education disengagement in this region. This research follows on from the *Breaking the Link* report released the previous year by the CHCYAP. Courtney presented her Confirmation of Candidature in August and continued to undertake a range of interviews.

During 2019 the Executive Officer continued as a member of the **Victorian LLEN Executive**. This involved agenda setting for the quarterly Executive Officer Network Meetings and providing leadership on a range of matters during the year.

The Executive Officer was a member of the Executive and Leadership teams for the **Central Highlands Children and Youth Area Partnership** until its closure in June 2019. HLEN committed to initiate Summit planning for the key stakeholders of the Partnership in the second half of 2019 and to undertake the Learnings Review research project.



Presentations and Advocacy

The National Youth Commission hearing was held in June in Ballarat. HLLen was involved in setting up a focus group with the Ballarat Career Educators Network, co-hosting a Youth Focus Group and giving a presentation that outlined HLLen resources including Straight Up, Jumpstart and The Rat Map, as well as VET Cluster research and data.

HLLen also presented to the public hearing for the Economy and Infrastructure Committee of the Legislative Assembly's Inquiry into Sustainable Employment for Disadvantaged Jobseekers. The inquiry examined the social and economic benefits of seeking to place disadvantaged jobseekers into sustainable employment. The presentation was recorded and the transcript appeared on the Parliament of Victoria website and Hansard.

HLLen was one of three LLENs to present at the DET and Community Service Organisations Governance Group meeting in Melbourne in October. The LLEN presentation covered the breadth of services offered to our communities and promoted the value of the work all LLENs undertake across Victoria.

Communication

The HLLen website upgrade occurred during 2019 with new photographic images being sourced and fresh content created. Staff received positive feedback and were very happy with the new online presence.

The **Engagement Express Newsletter** (TEE) developed a new look for 2019 with seven newsletters distributed during the year. The September edition of TEE was the most successful issue in 2019 with 327 total opens from the 274 recipients. HLLen is happy with the percentage of people engaging with TEE and positive feedback from other LLENs regarding the content has been a bonus.

The **HLLen logo** and imaging experienced a slight colour change in 2019 in order to match the GROW logo. The new look is more contemporary, removing the use of primary colours.

The **School Leavers Manual 2019–2020** was completed by the end of Term 3 with 700 copies delivered to schools and organisations across the Highlands Region.

During 2019 HLLen increased its focus across all **social media** platforms with a steadily increasing follower base and more interactions from the other LLENs across the State. Both the HLLen and GROW Ballarat LinkedIn pages have reached over 100 connections. This growth has been significant and staff are pleased with the engagement they are getting from stakeholders on both pages.



Connecting

A key function of HLEN is to be informed and inform others of developments in education and employment as it relates to young people and GROW stakeholders. The Executive Officer has attended briefings and conferences on initiatives such as Headstart; Business Day Out; Ballarat region VCOSS Consultation; Expert Advisory Panel for Rural and Regional Students; Third Sector Live Conference; VCAA briefings; VET Cluster meetings including with Principals, Business Managers and VET Coordinators; Edmund Rice Education Australia representatives regarding a new school in Ballarat; and the Australian Association for Flexible and Inclusive Learning (AAFIE).

In addition, contribution to and participation in a range of networks and committees is an important function of the Executive Officer. Most notably:

- LLEN Executive Group
- LLEN representative on the Vocational Education Reference Group
- Ballarat Tech School Committee
- Adult, Community and Further Education Grampians Regional Council
- Ballarat Youth Crime Prevention Project's Project Accountability and Governance Group and Multi Agency Support Team
- CHCYAP Leadership Group and Executive
- CHCYAP Research Collaboration Advisory Group
- Ballarat Foundation Board including Chatham House Project Working Group and Governance Committee
- Co-Chair of the Student Engagement Network
- Judge in the Commerce Ballarat Business Excellence Awards
- Committee for Ballarat Jobs and Training Project Team
- Ballarat Engineering and Advanced Manufacturing (BEAM) Skills



THE FOLLOWING STAFFING CHANGES OCCURRED DURING 2019:

- Induction of the new VET Cluster Coordinator, Cassie Sturrock, occurred at the beginning of 2019 when Cassie was appointed to this role.
- Interviews occurred early in 2019 for the Administration Officer role vacated by Cassie and Kelly Ashmore was appointed.
- Chloe Waddell, a member of HLEN's Youth Advisory Board, began her employment as an Administration Assistant to the VET Cluster
- Due to the resignation of Lyndel Nash from the SWL Coordinator role, Sarah Forte was appointed and commenced in July
- Cassie Sturrock resigned from the VET Coordinator role in September. Following a lengthy recruitment process Kylie Barnett was appointed prior to the end of the year.



Structured Workplace Learning

SWL placements assist students with relating theory to a real-world work environment while developing their skills.

Not all learning occurs in the classroom and a workplace learning environment can inform student's pathways direction and build their aspirations. Students learn new skills on the job, and work placements are a great way for businesses to trial their possible future workforce and strengthen their business. SWL is a valuable component of all Vocational Education and Training (VET) qualifications, and where possible, should be spread across the duration of the VET Program.

In the Highlands Region, there are hundreds of enthusiastic students who require local employers to provide them with supportive SWL Opportunities in order to master key competencies and finesse their skills. The SWL State-wide Portal assists students to locate work placements and promotes the Opportunities that organisations and businesses are offering. HLLLEN continues to utilise well-established relationships with relevant stakeholders to facilitate the requirements of the programs and to provide enhanced connections between schools and local business and industries. The result of these relationships is evidenced with the dramatic increase in consumed Opportunities since the State-wide SWL Portal became operational in 2016. A substantial amount of work was put into contacting all stakeholders to confirm their ongoing participation in the SWL Program, enabling HLLLEN to ensure sufficient Opportunities are available for students.

Towards the end of 2019, HLLLEN updated the series of User Guides in preparation for 2020. These User Guides are designed for not only school staff, but also parents/carers and students, to support and promote the use and benefits of the SWL State-wide Portal.

HLLLEN staff visited the majority of SWL participating schools in the Highlands Region throughout Terms 3 and 4, to discuss and promote SWL as being a key feature of VET Programs. Not only are all students encouraged to participate in an SWL placement throughout their VET Program, some students are required to undertake mandatory placement hours which must be completed in order to be deemed competent in their VET Certificates.

Sarah Forte

Structured Workplace Learning Coordinator

An important element of the Structured Workplace Learning (SWL) Coordinator role is to facilitate the initial relationship between the business and the student in a manner that is responsive to the needs of both parties. Once an employer agrees to support a student, the Opportunity is advertised on the SWL State-wide Portal. Students and Careers Practitioners are encouraged to regularly access the Portal when seeking Opportunities which suit the learning requirements of local young person.

Highlands LLEN (HLLLEN) regularly sees positive outcomes for young people and local businesses. We firmly believe that students on placement add value to a workplace and that there are employers throughout this region who are more than willing to create an Opportunity for a young person in their business and the local community, via SWL.

The SWL initiative works for all businesses, from micro to large, and across all disciplines, industries and occupations.



In 2019, HLLLEN exceeded all SWL targets. Key Performance Indicator Target One concluded the year at 261%, while Key Performance Indicator Target Two concluded the year at 149%. A total of forty-nine New Host Employers were added to the Portal in 2019, therefore increasing placement options for current and future students.

Additionally, HLLLEN delivered a range of programs in the Highlands Region, to a variety of audiences.

The **City Projects Future Jobs** presentation was developed and updated in partnership with the City of Ballarat's Economic Development Unit. HLLLEN delivered this presentation to students with the aim of building aspirations for young people, as well as providing an understanding of growth industries and employment opportunities which exist within the City of Ballarat. This presentation has the additional benefit of encouraging young people to reside, study and work locally, contributing to our region's future prosperity.

A number of **Career Voyage** sessions were facilitated by HLLLEN during 2019. Career Voyage is a career planning system and a vocational assessment tool designed for people aged 15 years and older. It is delivered by trained HLLLEN staff to groups of students in school settings, and can also be delivered individually.

Ballarat GIG (Get into Games) was held on 10 May 2019. This annual event displayed career and study pathways in Information Communication Technology via Gaming. HLLLEN were active members of the organising committee, promoted the event through schools, collated registrations, arranged transport and provided staff to assist with the event on the day. Students were able to listen to a range of industry speakers including those working in ICT, Game Development and Interactive Voice Response. They also engaged in gaming, and were given opportunities to speak one on one with industry experts, developers, studio owners and employers. The event included a lunch which focused on engaging teachers in building student aspirations, finding relevant resources for teaching and supporting student involvement in extracurricular activities around game development. The GIG event promotes the use of gaming technology in other industries, such as the Health sector and the Defense Force.

HLLLEN hosted an event as part of the Commerce Ballarat B-31 Ballarat Business Festival on 5 August 2019. The event **"I've Hired a Young Person. What Now ?"** was aimed at bringing employers, human resource managers and business owners together to develop a better understanding of how to effectively work with young employees to create an environment that enables both young people and their businesses to thrive. Guest speakers included Donatello Pietrantuono (Owner and Head Chef at Carboni's Italian Kitchen, The Pub With Two Names and Convivium FX), Janelle Johnson (Manager of headspace Ballarat) and Lauren Kerr (a local Ballarat young person).

HLLLEN would like to take this opportunity to acknowledge the many students who have contributed to the SWL Program in 2019, and the effort they continue to put into managing their studies, SWL and the demands of being a young person. It is also important that HLLLEN expresses gratitude to the dedicated local employers, organisations and businesses who embraced the opportunity to guide, support and inspire local students by providing an SWL Opportunity. The sharing of their time, skills, wisdom and experience is invaluable to a young person and therefore the local community.



49

Hosts added
in 2019



240

Opportunities
advertised on
the portal



124

Opportunities
consumed by
students

SWL.
Structured Workplace Learning



Asha Buckmaster
Education Engagement Coordinator

Education Engagement

Education Disengagement

At the request of Phoenix P-12 Community College, HLEN delivered two **professional development** sessions to staff on the topic of Education Dis|Engagement. These sessions were informed by current research and focused on risk factors as well as evidence-based interventions. In late 2019 HLEN were working with Woodmans Hill to develop a similar, tailored professional development session for their staff.

“That was the best PD we have done all year.”

STAFF MEMBER, PHOENIX P-12 COMMUNITY COLLEGE

HLEN continued to provide organisational and administrative support to the **Flexible Learning Network** in 2019, engaging those who work in flexible learning programs as well as those in community-based education reengagement programs and services. In Term 4 the sixth annual **Flexible Learning Forum** occurred, with thirty Network members attending. Presentations included an overview of education disengagement in Central Highlands, which was delivered by **Higher Degree by Research** student, Courtney O’Loughlan.

Alongside Ballarat Community Health, HLEN continue to co-chair the **Student Engagement Network**, bringing together key local professionals that have a specific focus on contributing to DETs Education State Targets. This Network aims to reduce duplication, improve communication and develop an holistic and region-wide understanding of the work being undertaken to address education priorities.

Mental Health

A key achievement related to HLENs Mental Health Work Plan was a **submission to the Royal Commission into Victoria’s Mental Health System**. Created based on information provided from more than seventy School Wellbeing staff across the State, the submission was a collaboration between HLEN and Bayside Glen Eira Kingston LLEN, on behalf of and with support from the State-wide LLEN Network. Endorsed by headspace National Office, it’s key focus was on the impact of mental ill health on education outcomes and success.

HLEN continued and strengthened its involvement in the **Ballarat Youth Crime Prevention Project**. A partnership with the Project Accountability and Governance Group (PAGG), led to HLEN undertaking a forensic analysis of the educational history of the Project participants.

In the final year of the Education Engagement contract with the Department of Education and Training (DET) there is much to reflect on. The skill of the Highlands LLEN (HLEN) as partnership brokers has led to many positive outcomes for young people at risk of disengagement from education over the past four years. Much of this work takes time and is often the culmination of many smaller activities.

In 2019 we continued to progress with the three Work Plans that had been established the previous year which focused on, Education Dis|Engagement, Mental Health and the Hepburn Shire. 2019 also saw the introduction of a new Work Plan focused on a Review of the Highlands VET Cluster.



The analysis revealed that approximately one quarter of participants had an identified mental health issue. This information was used by PAGG to investigate points of intervention, with a focus on highlighting systems level issues to inform collaborative, strategic direction.

Now in its sixth year, the **Secondary School Wellbeing Network** has been co-organised and co-facilitated by HLLLEN for the past four years. Several of the Network meetings in 2019 focused on Mental Health, including the provision of professional development from headspace National Office. This Network exemplifies the strong and collaborative relationship between HLLLEN and School Focused Youth Services (SFYS) at Ballarat Community Health.

Hepburn Shire

HLLLEN has continued their active engagement in planning and provision of operational support for **The Cook, The Chef & Us**; a School-Industry Partnership program that immerses students at risk of disengagement from education in the Hospitality industry. This hands-on Program takes place outside of the classroom, includes industry specific Certificates, improves resilience and confidence in learning, provides connection to community and post-school pathways, and improves general health and wellbeing. The Cook, The Chef & Us is a partnership between Daylesford College, Hepburn Health Service and the Alcohol and Drug Foundation, with significant support from SFYS and HLLLEN.

The **Hepburn Youth Strategic Partnership Team** focusses on strategic oversight of activities for young people, including education engagement, in the Hepburn Shire. The Team consists of representatives from HLLLEN, SFYS, Daylesford College, Hepburn Health Services, the Hospitality industry, Hepburn Shire Council and Neighbourhood Centres. HLLLEN facilitated a review of the partnership in 2019 to ensure it maintained focus and relevance, whilst ascertaining ongoing commitment from partners. This review was positive with an ongoing commitment from partners, with HLLLEN continuing to provide backbone support. In addition to the partnership, HLLLEN has been providing organisational and administrative support for the **Hepburn Engaging Youth (HEY!) Network**.

Review of the Highlands VET Cluster

The Highlands VET Cluster is a twenty-two year old partnership that involved twenty-six schools in 2019. With backbone support and day to day management provided by HLLLEN since 2004, HLLLEN led a review of the partnership to ensure its sustainability into the future. Whilst there are unique challenges associated with a partnership that involves so many stakeholders, and this complicated a straight forward review, changes to the VET Cluster were collectively made in order to ensure that students within the region continue to have access to a diverse range of VET Programs, via a Cluster model.

Further to the above Work Plans, HLLLEN continued to provide backbone support to the **Ballarat Youth Services Network (BYSN)**. BYSN is for all professionals that work with or for young people, facilitating professional learning and cross-sectoral networking. The 2019 BYSN meeting topics were Centrelink & Un|Employment, Mental Health, Culturally Competent Youth Practice, Alcohol & Other Drugs and Trans and Gender Diverse Young People. BYSN meetings continue to be well attended and elicit positive feedback. The Network now exceeds 250 professionals working in the youth sector across the Highlands Region.



I would like to express my sincere gratitude to the broad range of stakeholders that I have engaged with throughout this contract and during my time as the Education Engagement Coordinator with HLLLEN. As a partnership broker my work is rarely solo and is heavily reliant on the values, determination and expertise of others. Whilst we have achieved much, there is certainly more work to be done to ensure that all young people have opportunities to engage and achieve successful outcomes in their education journey. I look forward to continuing this work with HLLLEN in 2020, in line with the direction of our new contract with DET, as the Senior Project Leader of School-Employer Engagement.

“Education is the kindling of a flame, not the filling of a vessel”
SOCRATES



Kylie Barnett
VET Cluster Coordinator

VET Cluster

Undertaking a VET Program in a job growth industry can improve young people's likelihood of successfully transitioning to employment beyond Secondary School¹

Employment in Australia is projected to increase in sixteen of the nineteen broad industries groups over the five years to May 2024: Health Care and Social Assistance is projected to make the largest contribution to employment growth, increasing by 252,600; Professional, Scientific and Technical Services 172,400; Education and Training 129,300; and Construction 113,700.

Together, these four industries are projected to provide over three-fifths or 62.1 per cent of total employment growth over the five years to May 2024.²

In 2019 the HLEN VET Cluster enrolled 520 students from twenty-six Secondary Schools across twenty VET Programs. There were eleven Registered Training Organisations (RTO) engaged to deliver and assess these Programs. HLEN saw an increase in enrolments from 2018 to 2019, with an extra thirty-two students undertaking VET Cluster Programs. This was a greater increase than was seen from 2017 to 2018, where the enrolments increased by just two students. There was also a 52% retention rate from first year in 2018 to second year in 2019. There are numerous factors that affect the retention of students from first year to second year HLEN VET Cluster Programs; notably students engaging in a School Based Apprenticeship or Traineeship or students securing full time Apprenticeships or Traineeships.

HLEN VET CLUSTER PROGRAMS WITH THE HIGHEST NUMBER OF STUDENT ENROLMENTS FOR 2019

Program	First year enrolments	Second year enrolments	Total enrolments
Certificate II in Animal Studies	42	18	60
Certificate II in Community Services (Certificate III partial completion)	30	16	46
Certificate II in Automotive Vocational Preparation	29	15	44
Certificate II in Equine Studies (partial completion)	21	23	44
Certificate III in Health Services Assistance	20	15	35

The Highlands LLEN (HLEN) Vocational Education and Training (VET) Cluster assists students from the Highlands Region and beyond to access VET Programs that are a meaningful and beneficial addition to both Senior Secondary certificates, the Victorian Certificate of Education (VCE) and the Victorian Certificate of Applied Learning (VCAL).

VET Programs provide students with access to industry specific skills and knowledge as well as practical workplace skills, such as self-reliance, organisation, team work and problem-solving, assisting them to become job ready and equipped with the skills employers are seeking in staff.



School	Total enrolments
Ballarat High School	117
Damascus College	74
Bacchus Marsh College	51
Phoenix P-12 Community College	39
Mount Clear College	36

SCHOOLS WITH THE GREATEST NUMBERS OF STUDENT ENROLMENTS IN HLLN VET CLUSTER PROGRAMS FOR 2019



Several new VET Programs were marketed during 2019 with Certificate III in Early Childhood Education and Care (partial completion) being very popular, with thirty applications by the end of 2019. Australian Catholic University were engaged to deliver this Program in 2020. Certificate III in Sport and Recreation was unable to accept applications by students because a Provider could not be sourced. Certificate III in Health Services Assistance did not receive enough applications to offer first year in 2020 however Certificate III in Allied Health Assistance was very popular with twenty-four applications by the end of 2019. The Certificate III in Aviation (Remote Pilot – Visual Line of Sight) was discontinued and no applications were received during 2019 for study in 2020. VET Programs that were advertised again that did not run in 2019 due to insufficient numbers were Bricklaying, Painting and Decoration and Laboratory Skills.

The HLLN VET Cluster works with three key groups to deliver outcomes for students. The Principals Management Group met four times in 2019 and was chaired by John Crowley or Stephen Hill from St Patricks College. The Business Managers Reference Group met five times in 2019 and was chaired by Simon Edwards from Ballarat Christian College. The VET Coordinators met five times in 2019 with Sharon Hope, from Mount Rowan Secondary College, as chair.

The HLLN VET Cluster experienced staff changes twice throughout the year. During these changes, HLLN staff members stepped in to support the HLLN VET Cluster, ensuring that outcomes for students were achieved and stakeholder relationships maintained.

In 2019 Tiahna Brown of Damascus College achieved a Study Score of 42 in Certificate II in Hospitality (Kitchen Operations). Tiahna undertook her VET Program studies through the HLLN VET Cluster and it is a pleasure to congratulate her on this significant achievement.

1 Victorian Curriculum and Assessment Authority 2020 - <https://www.vcaa.vic.edu.au/studentguides/getvet/Pages/Index.aspx>

2 Labour Market Information Portal 2019 - <http://lmp.gov.au/default.aspx?LMIP/GainInsights/EmploymentProjections>

In 2020, the HLLN VET Cluster aims to focus on marketing of VET Cluster Programs and developing strategies to improve processes, benefitting all stakeholders including young people. The HLLN VET Cluster is committed to promoting the positives of undertaking a VET Program to young people, parents, carers and school staff. VET Programs have the unique capacity to provide students with industry specific knowledge, skills and networks, support students to improve their job readiness and provide an industry recognised qualification; all whilst contributing to VCE or VCAL studies.





Rob Croucher
GROW Ballarat Project Manager

GROW Ballarat

GROW Ballarat is a free program designed to improve the success of local business and create employment opportunities for target groups in the community.

In Ballarat, there are groups of proactive job seekers who require additional support to build a career. GROW Ballarat brings organisations together to create career pathways into local businesses for target groups, particularly in industries with skill shortages.

Following substantial research, the target groups of the GROW Ballarat program were chosen to be: disengaged young people aged 15 to 24, young mums, female job seekers aged over fifty and Aboriginal and Torres Strait Islander peoples.

GROW Ballarat Members are organisations who commit to adding local economic and social value in the region through their procurement and employment activities. GROW Ballarat works with these organisations to develop unique Member Action Plans that detail specific actions designed to increase local procurement, social procurement and employment opportunities for target groups. By the end of 2019, GROW Ballarat had twenty-three Members.

GROW Ballarat Partners are organisations who commit to supporting the delivery of the GROW Ballarat program through the provision of specialist skills, resources and expertise. By the end of 2019, GROW Ballarat had seventeen Partners.

Support provided to Members by GROW Ballarat included:

- Organisational capability assessments, benchmarking and support for the development and delivery of annual GROW Ballarat Action Plans
- Access to a regional toolkit of procurement and employment resources
- Access to social procurement and inclusive employment training
- Development of participant data analysis and access to organisational procurement dashboards

For a full list of GROW Ballarat Members and Partners, please visit the GROW Ballarat webpage: growballarat.org

¹ <https://economy.id.com.au/ballarat/unemployment>



The delivery of new projects and new investment in the Ballarat region presented a significant opportunity for GROW Ballarat. Economic modelling showed that every \$10 million of construction projects supplied locally would create over 60 local jobs and have an economic impact of more than \$23 million on the region.

Government (at all levels) and private industry continued to invest heavily in the region, with a number of major projects underway in 2019.

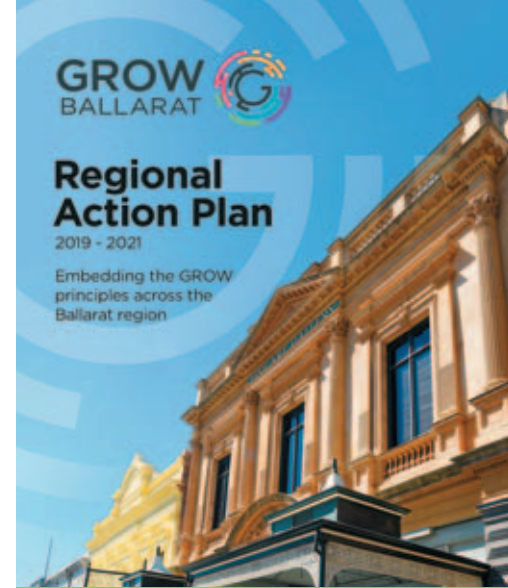
GROW Ballarat supported the delivery of these and other major projects to maximise the local and social impact, including the engagement of local suppliers and supporting local and inclusive employment outcomes.

The launch of GROW Ballarat coincided with the State Government's introduction of the Social Procurement Framework. Social Procurement is when organisations use their buying power to generate social value above and beyond the value of the goods, services, or construction being procured. This policy is represented in tenders in regional and rural Victoria for State Government funded projects over \$1m. By being GROW Ballarat Members, local suppliers to the State Government can ensure they improve their chances of being successful when responding to tenders. Subsequently, in 2019 GROW Ballarat has been working largely with organisations involved in the construction industry.

To promote local procurement, GROW Ballarat has aided the implementation of Localised, a website facilitating increased business-to-business activity. This culminated in the inaugural Localised Meet-up on December 12 at the newly renovated Ballarat Sports Event Centre. Over one hundred individuals attended this networking event.

GROW Ballarat is one of five GROW regions across regional Victoria and 2019 saw an emphasis on ensuring all regions work collaboratively. Whilst each region has unique social economic issues to target, it is important that the GROW program includes a degree of uniformity in language, measurables and experience for the Members.

In 2019, the GROW Ballarat program was supported by a Steering Committee comprising of: Jannine Bennett – Highlands LLEN, Garry Holding – Industry Capability Network, Jeff Pulford – Federation University, Madeleine Jones – Regional Development Victoria, Dannielle Jones – PipePro Directional Drilling, Tony Fitzgerald – Centacare and Samantha Magill – City of Ballarat. GROW Ballarat thanks them for their continued dedication, support and guidance.



23
GROW Ballarat
members



16
GROW Ballarat
partners

GROW
BALLARAT 



Pearl Goodwin-Burns
Project Officer & YAB Facilitator

In August of 2019, the YAB celebrated our first-year anniversary. Looking back on all that we have achieved, I'm immensely proud of the determination and passion that YAB members have continued to demonstrate in everything they do. Some of my proudest moments working with the YAB have happened this year. We had more of a focus on sharing and learning from each other, with several members running YAB meetings about their own lived experiences. We had honest and open conversations about the impact of mental and physical health. We hosted a community screening of the documentary *Backtrack Boys* on the experiences of young men who have been in youth detention. To top it all off, we held our first large-scale event called 'Spring in the Park' which had hundreds of community members attend. It is with great pride that I continue to support the young people engaged in the YAB into 2020.

Youth Advisory Board (YAB)

Highlights of 2019

2019 was a year of growth and development for the Youth Advisory Board (YAB). The team established an ever-growing presence in Ballarat and the surrounding areas and worked hard to source meaningful opportunities to engage with leadership from different organisations and government departments across the community. This work resulted in several collaborative projects and partnerships occurring throughout the year.

Some of the highlights for 2019 included:

- Co-hosting a consultation with the National Youth Commission (NYC) Inquiry into Youth Employment and Transitions, in which a large cross section of young people from the community gave their perspectives on the issues at hand and outlined ideas to support young people living regionally and rurally.
- Participating in the United Nations nation-wide Youth Listening Tour to share views on what needs to change in order for young people to thrive.
- Hosting a community screening of the *Backtrack Boys* documentary, which follows a group of young men in Armidale who are at risk of entering, or have spent time in, youth detention.
- A number of YAB members were nominated for City of Ballarat's 2019 Youth Awards, including for a group project award for work on the YAB's first community event, Spring in the Park.
- Several YAB members were engaged to speak at events and had multiple articles published in newspapers and online, including a letter to the editor of *The Courier*.
- The YAB submitted letters to a number of Ministers about issues the YAB are passionate about, such as the experiences of regional and rural young people who have a disability.
- YAB members also contributed to a State-wide Community Safety Plan for the Department of Justice and Community Safety and have been approached by several government departments and organisations for consultations and advice in 2020.

The YAB continue to grow into a reputable group that our community turns to for advice, advocacy and leadership and this is demonstrated by the amazing work undertaken in 2019.



Spring in the Park Festival #SITP

NOVEMBER 16 2019 – VICTORIA PARK

In late 2019, the YAB held their first large-scale community event, Spring in the Park. The event was entirely planned, organised and run by young people with guidance and support from the YAB Coordinator. Spring in the Park aimed to provide the community with a safe, fun and alcohol-free event for young people and their families.

The YAB carefully selected local acts to play throughout the day, including the talented Roy Darby, Flocc, Gangz, Meraki Minds and Melbourne based Ruby Gill. There was a selection of home-made and eco-friendly market stalls, a number of local food trucks and amusements such as a jumping castle, mini golf and the Victoria Police Youth Bus. The event also had representation from headspace Ballarat and local young women's group Girl Space on the day. The YAB were thrilled to see hundreds of local community members come out to support their event, which was funded by the Department of Justice and Community Safety (DOJ&CS) Community Safety Network, Bendigo Bank and The Push.

WHAT THE YAB HAD TO SAY:

"The event was designed as an opportunity to promote community engagement. It is known that connection and belongingness is important for human health and wellbeing, and by removing some barriers – including cost, travel and age limits – the YAB has created an event which aims to foster community engagement for all members of our community".

CHLOE WADDELL, 22

"After being heavily involved in turning Spring in the Park into a reality, I found a new passion for event planning, which has since led to me helping others with planning their events, as well as enrolling in an Event Management course in the hope of pursuing a career within this field".

CHLOE RAE, 17



15
Members and growing



22
Meetings, including external meetings



6
Grants received:
Central Highlands Children and Youth Area Partnership,
The Push, Community Safety Network,
Bendigo Bank (x2),
Ballarat Foundation



youth advisory board
yab

Highlands LLEN Partnerships

Central Highlands Children & Youth Area Partnership

- DET
- DHHS
- VCRU
- DPC
- LLENs
- CMY
- Centacare
- Women's Health Grampians
- BCH
- DJ&CS
- Councils
- Uniting
- Federation University
- Berry Street

Get Into Games

- City of Ballarat
- Federation University
- Game Developers Association of Australia
- Guf
- Education Providers

Tech School Committee

- City of Ballarat
- DET
- Industry
- Secondary Schools
- Federation University
- DJPR

Career Voyage

- Education Providers

Higher Degree by Research

- CHC&YAP
- Federation University
- HDR Student
- DET

Good to Go

- Government Secondary Schools
- BGT

You The Man

- City of Ballarat
- Ballarat Community Health
- CASA
- White Ribbon Committee
- Ballarat & Grampians Community Legal Service
- Victoria Police
- Education Providers

Pyrenees Community Safety Advisory Board

- GPPCP
- Pyrenees Shire Council
- Victoria Police
- DJ&CS
- Grampians Community Health
- Education Providers
- Barengi Gadjin Land Council
- Beaufort & Skipton Health Service
- Regional Roads Victoria

Youth Advisory Board

- Young People
- CHC&YAP

\$20 Boss

- Federation College
- FYA

Education Providers

- Government Secondary Schools
- Catholic Secondary Schools
- Independent Secondary Schools
- Flexible Learning programs
- RTOs
- TAFEs
- Universities

The Cook, The Chef & Us

- Hepburn Health Service
- Alcohol & Drug Foundation
- Daylesford College
- SFYS
- Hospitality Industry

Highlands LLEN Networks

Central Highlands Mental Health Network

- Community Organisations
- CHPCP
- DJ&CS
- DHHS
- Victoria Police
- Western PHN
- GPIR
- CHC&YAP
- NDIS Providers

Vocational Education Reference Group

- CECV
- DET
- Secondary Schools
- Independent Schools Victoria
- Universities
- VRQA
- VCAA
- TAFEs
- LLENs

Hepburn Engaging Youth

- SFYS
- Daylesford College
- Hepburn Primary Schools
- Hepburn Health Service
- Hepburn Shire Council
- Neighbourhood Centres
- DHHS
- DET
- Community Organisations

GROW Initiatives Networks Group

- GROW Ballarat
- G21 GROW
- GROW Bendigo
- GROW Shepparton
- GROW Gippsland
- RDV

Federation Business School Commerce Ballarat Business Excellence Awards

- Federation University
- Commerce Ballarat
- Businesses
- Community Organisations
- Business Leaders

Golden Plains Youth Network

- Golden Plains Shire
- Education Providers
- Community Organisations

Ballarat Careers Educators Network

- Secondary Schools
- Universities

Secondary School Wellbeing Network

- SFYS
- Secondary Schools
- Flexible Learning programs

GROW Operational Team

- GROW Ballarat
- G21 GROW
- GROW Bendigo
- GROW Shepparton
- GROW Gippsland

Youth Mental Health Community of Practice

- Practitioners
- Community Organisations

GROW Steering Committee

- Federation University
- ICN
- Pipe Pro Directional Drilling
- RDV
- Centacare
- City of Ballarat

GROW Ballarat

- Steering Committee
- Members
- Partners
- RDV
- Localised
- ARC Blue

On Track Connect

- DET
- Community Organisations
- Training Providers
- Young People

HLEN VET Cluster

- Principals
- Business Managers
- VET Coordinators
- VASS Coordinators
- Secondary Schools
- RTOs
- VCAA

Ballarat Future Jobs Presentation

- City of Ballarat
- Education Providers

Careers for Youth Ballarat Area

- Business & Industry
- Young People

Ballarat Engineering & Advanced Manufacturing Skills Taskforce

- AiGroup
- Industry
- RDV
- City of Ballarat
- DJPR

B31 Committee

- Commerce Ballarat
- Employers
- Community Organisations

SWL Portal

- Secondary Schools
- Employers

Hepburn Shire Strategic Partnership

- SFYS
- Daylesford College
- Hepburn Health Service
- Hepburn Shire Council
- Neighbourhood Centres
- Hospitality Industry

Spring In The Park

- DJ&CS
- Bendigo Bank
- The Push
- Victoria Police
- headspace Ballarat
- CMY

Youth Crime Prevention Program: MAST & PAGG

- Ballarat Community Health
- City of Ballarat
- Berry Street
- Centacare
- CHC&YAP
- CAFS
- SalvoConnect Ballarat
- Uniting
- Victoria Police
- DHHS
- DJ&CS
- headspace Ballarat
- YMCA

Date of publication: April 2020, for the 2019 year.

Work & Learning Centre: Local Advisory Panel

- GROW Ballarat
- Commerce Ballarat
- Committee for Ballarat
- DJPR
- RDV
- DHHS
- Employment Agencies
- Community Organisations
- Federation University
- RTOs
- GTOs
- Ballarat Neighbourhood Centre
- Skills & Jobs Centre

Flexible Learning Network

- Flexible Learning Providers
- Community based education reengagement programs

Committee for Ballarat Jobs & Training Project Team

- Committee for Ballarat
- Employment Agencies
- Community Organisations
- Industry
- RDV
- Federation University

Student Engagement Network

- Ballarat Community Health
- SFYS
- Berry Street
- DET
- LOOKOUT
- Government Secondary Schools
- Navigator
- Better Futures

Ballarat Youth Services Network

- Community Organisations
- Education Providers

LLEN Executive

- Elected Executive Officers

LLEN Executive Officer Network

- All LLENs

SWL Victorian Network

- All LLENs

Moorabool Agencies & Schools Together

- Community Organisations
- Education Providers
- Local Government

Grampians ACFE Regional Council

- DET
- Learn Locals
- Industry
- LLENs
- Community Organisations

Youth Action Network

- CMY
- Ballarat Community Health
- City of Ballarat
- Education Providers
- Victoria Police
- headspace Ballarat
- Berry Street
- Community Organisations

Committee of Management

HLLLEN Committee of Management 2019 (At year end)

Cr Belinda Coates

CHAIRPERSON

SUB-COMMITTEE: FASC

ORGANISATION: City of Ballarat

Leanne Parker

DEPUTY CHAIRPERSON

SUB-COMMITTEE: FASC

ORGANISATION: Westvic Staffing Solutions

Cr David Clark

TREASURER

SUB-COMMITTEE: FASC

ORGANISATION: Pyrenees Shire

Susan Honeyman

SECRETARY

SUB-COMMITTEE: FASC

ORGANISATION: ESTA, Regional Partnership

Jim Dannock

SUB-COMMITTEE: FASC

ORGANISATION: AiGroup

Alice Christie

ORGANISATION: Business Services Training

Phonse Crawford

ORGANISATION: DET - Regional Office

Stephen Fields

ORGANISATION: Woodmans Hill Secondary College

Cr Joanne Gilbert

ORGANISATION: Golden Plains Shire,
Department of Justice and
Community Safety

Janelle Johnson

ORGANISATION: headspace Ballarat

Robert Lewers

ORGANISATION: Phoenix P-12 College

Barry Wright

ORGANISATION: Federation University

Treasurer's Report

2019 has been another successful year for Highlands LLEN (HLEN), with a focus on its two core programs of Education Engagement and Structured Workplace Learning continuing as normal. The inclusion of the GROW Ballarat program has significantly boosted the performance and financial turnover of HLEN, increasing income in the order of 40% to \$911,278 in total.

Employee costs have remained steady at 61% of HLEN's operating expenditure at \$502,400. Program delivery remains the core emphasis of HLEN as demonstrated through the employment and project costs in the accounts; the GROW project also works on this methodology. Other significant costs included consultancy fees associated with the GROW project of \$70,959, rent \$20,228, motor vehicle costs of \$42,052 and the activities of our Youth Advisory Board of \$24,436.

The very healthy surplus recorded this year of \$88,805 reflects a number of deliverables for our project grant funds are still to be completed in 2020, with these being well underway as we meet for our Annual General Meeting.

The HLEN balance sheet remains sound, with the 2019 surplus contributing to an increase in net assets to \$212,964. As with 2018 HLEN has a significant amount of current liabilities of \$700,754 at balance date, reflecting the ongoing level of activity into 2020. HLEN currently has \$860,471 in cash or term deposits, more than providing for the liabilities as listed.

Our Audit report for 2019 contains no qualifications and I am pleased to recommend to you our financials for the year and look forward to another successful year in 2020.



Cr David Clark
Treasurer

David Clark is a small business owner and Councillor in the Pyrenees Shire. He was first elected to Council in 1992 and re-elected in 2008, 2012 and 2016. David has extensive experience in the NFP sector, particularly in agriculture and natural resource management. He joined Conservation Volunteers, based in Ballarat, in the 1980s, has been extensively involved in Landcare, has been in the Army Reserve for 20 years and spent six years working for the state government's Catchment Management Authority.

David operates a mixed farming property at Glenbrae and has lived in Glenbrae his entire life. His three children are currently studying at primary and secondary schools in the region.

David joined the Highlands LLEN Committee of Management in 2009 and has served as Treasurer since 2010.



Financial Statement

The following Financial Statement is an extract from the full financial report for the year ended 31st December, 2019.

A copy of the full financial report and auditor's report is available on our website.

Statement of Comprehensive Income

FOR THE YEAR ENDED 31ST DECEMBER, 2019

	2019	2018
Revenue		
	911,278	640,676
Expenditure		
Employee benefits expense	(502,386)	(351,227)
Depreciation expense	(6,767)	(2,974)
Audit, accounting and consultancy expense	(87,759)	(20,600)
Computer and IT expense	(3,928)	(3,221)
Telephone and utilities expense	(10,087)	(6,456)
Rent expense	(20,228)	(21,692)
Training and welfare expense	(10,841)	(14,882)
Motor vehicles expense	(42,052)	(31,647)
Other expenses	(138,425)	(137,302)
SURPLUS FOR THE YEAR	88,805	50,675

Balance Sheet

AS AT 31ST DECEMBER, 2019

	2019	2018
Assets		
CURRENT ASSETS		
Cash and Cash Equivalents	860,471	637,530
Trade and other receivables	52,343	142,412
TOTAL CURRENT ASSETS	912,814	779,942
NON-CURRENT ASSETS		
Property, Plant & Equipment	18,184	9,486
TOTAL NON-CURRENT ASSETS	18,184	9,486
TOTAL ASSETS	930,998	789,428
Liabilities		
CURRENT LIABILITIES		
Trade Payables	533,761	479,525
Other Payables	145,770	162,211
Provisions	21,223	12,850
TOTAL CURRENT LIABILITIES	700,754	654,586
NON-CURRENT LIABILITIES		
Provisions	17,280	10,683
TOTAL NON-CURRENT LIABILITIES	17,280	10,683
TOTAL LIABILITIES	718,034	665,269
NET ASSETS	212,964	124,159
Equity		
Retained Surpluses	212,694	124,159
TOTAL EQUITY	212,964	124,159

Statement of Changes in Equity

FOR THE YEAR ENDED 31ST DECEMBER, 2019

	RETAINED SURPLUSES	TOTAL
2019		
Balance at 1 January 2019	124,159	124,159
Net Surplus for the year	88,805	88,805
BALANCE AT 31 DECEMBER 2019	212,964	212,964
2018		
Balance at 1 January 2018	73,484	73,484
Net Surplus for the year	50,675	50,675
BALANCE AT 31 DECEMBER 2018	124,159	124,159

Statement of Cash Flows

FOR THE YEAR ENDED 31ST DECEMBER, 2019

	2019	2018
Cash from Operating Activities		
Receipts from customers including grants	1,181,966	1,035,075
Payments to suppliers and employees	(951,603)	(671,158)
Interest Received	8,581	4,662
NET CASH PROVIDED BY OPERATING ACTIVITIES	238,944	368,579
Cash Flows from Investing Activities		
Purchase of property, plant and equipment	(16,003)	(4,301)
Net cash provided by investing activities	(16,003)	(4,301)
Net (decrease)/increase in cash and cash equivalents	222,941	364,278
Cash and cash equivalents as beginning of year	637,530	273,252
CASH AND CASH EQUIVALENTS AT END OF YEAR	860,471	637,530

Organisational declaration

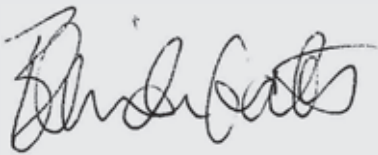
Statement by Members of the Committee of Management

The Committee of Management has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the Financial Statements.

In the opinion of the Board the financial report:

1. Presents a true and fair view of the financial position of Highlands Local Learning and Employment Network Inc. as at 31 December 2019 and its performance for the year ended on that date, and
2. At the date of this statement, there are reasonable grounds to believe that Highlands Local Learning and Employment Network Inc. will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Committee of Management and is signed for and on behalf of the Committee by:



Belinda Coates

Committee Member



David Clark

Committee Member

Date: 2 April, 2020

Independent Auditor's Report

Independent Auditor's Report to the Members of Highlands Local Learning & Employment Network Inc.

OPINION

I have audited the accompanying financial report, being a special purpose financial report of the Highlands Local Learning & Employment Network Inc., which comprises the Statement of Comprehensive Income, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Notes to the Financial Statements and Statement by Members of the Committee of Management for the financial year ended 31st December, 2019.

In my opinion, the financial report of the Highlands Local Learning & Employment Network Inc gives a true and fair view of the financial position of the Highlands Local Learning & Employment Network Inc as at 31st December, 2019 and of its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements.

BASIS FOR OPINION

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of my report. I am independent of the entity in accordance with the Associations Incorporation Reform Act 2012 (Vic) and the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

EMPHASIS OF MATTER – BASIS OF ACCOUNTING

Without modifying my opinion, I draw attention to Note 1 of the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the Committee's financial reporting responsibilities under the *Associations Incorporation Reform Act 2012 (Vic)*. As a result, the financial report may not be suitable for another purpose.

RESPONSIBILITY OF THE COMMITTEE OF MANAGEMENT FOR THE FINANCIAL REPORT

The Committee of Management responsible for the preparation and fair presentation of the financial report in accordance with the requirements of the *Associations Incorporation Reform Act 2012 (Vic)* and for such internal control as the Committee members determine 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. In preparing the financial report, the directors are responsible for assessing the Network's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the Committee members either intend to liquidate the Network or to cease operations, or have no realistic alternative but to do so.

The Committee of Management is responsible for overseeing the Network's financial reporting process.

AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL REPORT

My objective is 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 audits 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 the financial report.

As part of an audit in accordance with Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- 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 our [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.
- 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 registered entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by responsible entities.
- Conclude on the appropriateness of the entities' 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 registered entity'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 entity to cease to continue as a going concern.
- 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.

I communicate with the Committee 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.



Rob Florence, FCPA

Florence Audit & Assurance

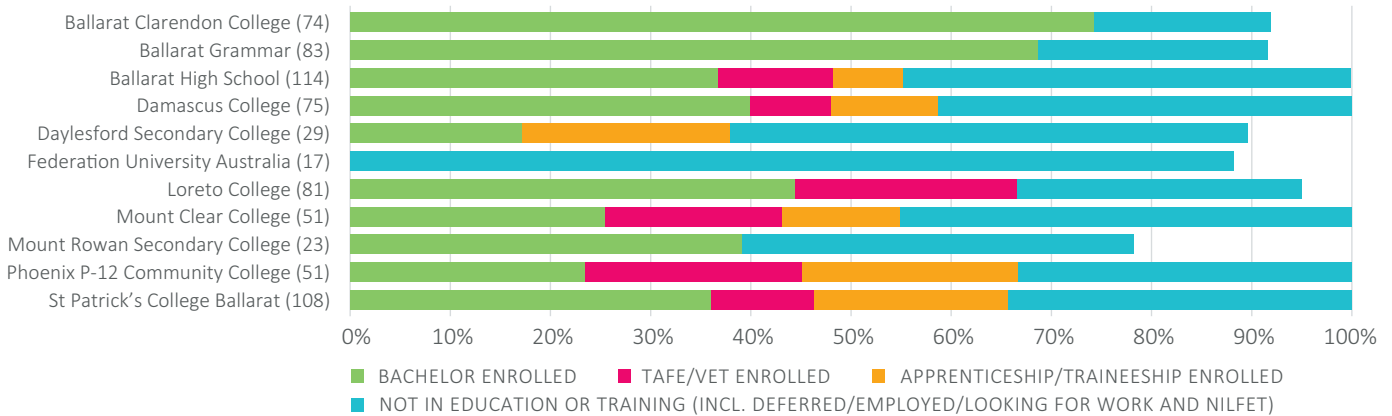
513 Grant Street, BALLARAT VIC 3350

Dated this 2nd day of April, 2020

On Track

Post School Destinations of Year 12 Completers for 2018 Cohort

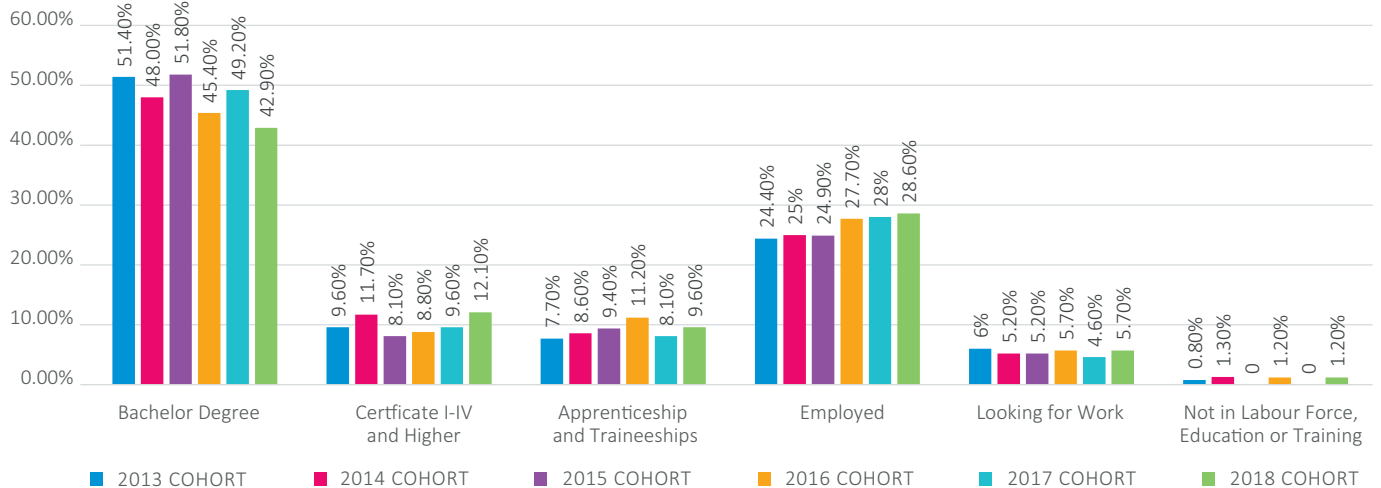
SCHOOLS AND NUMBER OF RESPONDENTS



Source: On Track Year 12 Completer Survey - Department of Education & Training 2018

Schools with less than ten Year 12 or equivalent completers or less than ten survey respondents were not published (np) in the graph above.

On Track Destination of Year 12 Completers Ballarat Region 2013-2018 Cohorts



Source: On Track Data (DET)

HLLen School Engagement 2019

www.highlandslen.org/about-us/school-engagement-statistics



141

Logins to SWL Portal



127

Students who consumed placements from Portal



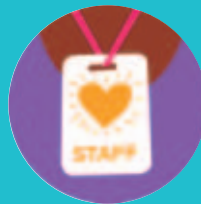
114

Students who attended 'Get into Games'



1417

Number of 'School Leavers Manuals' distributed



41

Staff attendance at 'School Wellbeing Network'



10

Staff attendance at 'Flexible Learning Network'



12

Staff attendance at 'Flexible Learning Forum'



505

Students who attended 'You the Man'



12

Staff attendance at 'BYSN'



86

Staff opens of 'The Engagement Express' Newsletter



7

Staff following social media



2

Career Voyage survey participation



9

Presentations to schools staff by HLEN



5

Participation by HLEN staff in school events



11

Attendance at school VET expos



514

Number students participating in the VET cluster



7

Past and present students on YAB



28

School students supported by MAST/PAGG



On Track Connect 2019

Highlands LLEN (HLLLEN) received a total of thirty-one referrals for On Track Connect in 2019.

The young people had indicated they would like further assistance with pathway planning when they were contacted in May as part of the Department of Education & Training state-wide On Track survey.

Out of these thirty-one Ballarat region young people, twenty-nine were Year 12 Completers and two were Early Leavers. HLLLEN referred 45% onto local organisations for further support with pursuing post-school education and/or employment. A high proportion of referrals were focused on education and training pathways this year, with many young people asking for advice about pathways into courses for TAFE and University. There were also a number of young people requesting advice about how to seek out Apprenticeship opportunities.



“

DO NOT GO WHERE
THE PATH MAY LEAD,
GO INSTEAD WHERE
THERE IS NO PATH
AND LEAVE A TRAIL.

RALPH WALDO EMERSON

”



Kelly Ashmore
Administration Officer



Chloe Waddell
Administrative Support (VET Cluster)



Sally Poulton
Finance Officer



Annual Report 2019

106 – 110 Lydiard Street South, Ballarat Central, 3350
PO BOX 583

Call (03) 4344 4155
Email admin@highlandslen.org
Visit www.highlandslen.org

Social Media

HIGHLANDS LLEN

 www.facebook.com/Highlandsleninc/
 www.linkedin.com/in/highlands-lLEN

VET CLUSTER

 www.facebook.com/VETCluster/
 [@highlandslenvet](https://www.instagram.com/highlandslenvet)

GROW BALLARAT

 www.facebook.com/growballarat/
 www.linkedin.com/in/grow-ballarat

ABN: 46 429 658 543



Cover photograph courtesy Brendan McCarthy, 'The Courier', 2019.
Several images located on pages 4, 5 & 13 courtesy of Commerce Ballarat