



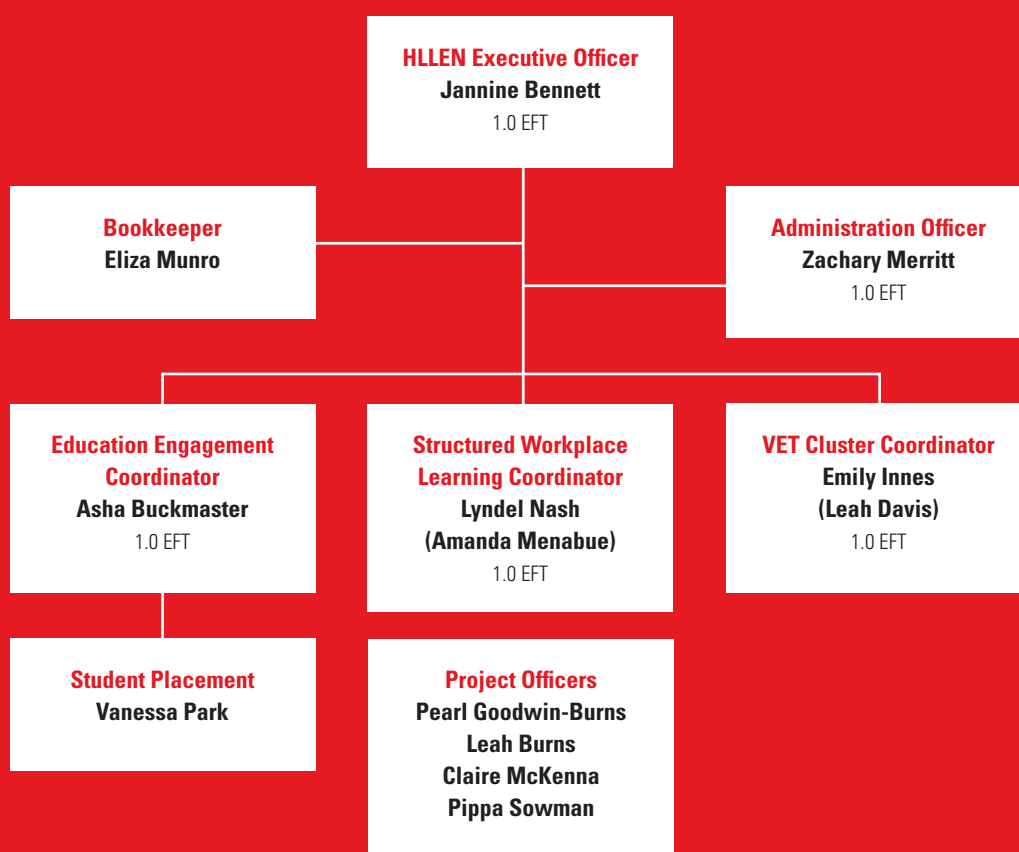
annual report

2017

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organisational structure 2017



chairperson's report



Lindsay Florence
Chairperson

The 2017 Highlands LLEN operating year has concluded, and it is now time to reflect and to present the Chairperson's Report for the past year.

As with past reports I am full of praise for the work undertaken by the HLEN staff during the 2017 year and the contribution they have collectively made towards brokering partnerships within the Highlands area that increase the rate of school age students who are engaged in education or training.

The LLEN network across the state has proven to be a positive contributor in the overall aim to increase the proportion of young people who remain in education to complete Year 12 or move to sustainable employment and training. The LLEN's have provided the nexus between traditional education and sustainable pathways to employment for a wide range of young people with specific needs. This has been achieved by developing opportunities to work with business, the education sector and community groups to improve the prospects of young people to remain connected in education and/or to provide initiatives that meet their needs through training and employment.

During this past year the Highlands LLEN continued to develop sustainable relationships with local employers and organisations which has helped to build on the already extensive list of local employers available to the HLEN to provide ongoing opportunities in this area. The HLEN holds a unique and respected position in the community to develop pathways and transitions to employment for young people because of the many years of providing the link between formal education, school retention and the transition into meaningful employment. The Highlands LLEN has been able to contribute significantly to this cohort through participation with Structured Workplace Learning, Vocational Education and Training programs (20 years), conducting the fourth Jobs and Skills Drive and by delivering the fourth Flexible Learning Forum. These are the more traditional methods of providing opportunities for young people at risk of disengaging whilst other initiatives such as the Passport to Employment (P2E) provided similar opportunities for students from local Schools. The Jump Start resource, outlining the nine State and Federal employment support services, was launched in May and targeted students, parents/carers, education staff and community members. This program is designed to simplify the often complex and difficult to navigate range of initiatives available to support young people.

For the Highlands LLEN 2017 was a year of significant achievements. It has maintained and improved on existing and ongoing partnerships and the production of several individual publications to support the young people of the Highlands area. Our experienced staff have utilised both traditional and individual initiatives and methods to design publications that provide young people with a more meaningful insight into the world of sustainable work

and effective employment. In writing this report I acknowledge the work of Jannine Bennett and all the staff at the Highlands LLEN who have worked tirelessly to improve the opportunities for those at risk of disengaging.

2017 also saw the introduction of some certainty to the LLEN's fiscal position with the introduction of a Common Funding Agreement between the HLEN and the State Government for the next two years. Although I might argue that the level of funding restricts the scope of the various LLEN's to be fully efficient and effective, the longer term funding commitment provides for increased program development, sustainability and the retention of skilled, committed and respected staff; and for that the extended funding agreement is both appreciated and welcomed.

As mentioned above the collective LLEN networks across the State hold a unique position in providing opportunities for young people, ongoing partnership building and the production of specific target-based publications that can act as referral points for young people transitioning from education to employment. This is a strong focus of the LLEN at the local level and the Highlands LLEN is no exception, but the LLEN's have another structured role through the formation of a more formal Chair's Forum. This has a State-wide structured format and it provides an opportunity for the respective Chairs of the individual LLENs to share experiences, discuss broader implementation of successful programs and to inform Government, where appropriate, on matters of policy and direction. It also provides for a common voice to encourage greater consultation and funding commitments.

The Highlands LLEN along with its counterparts in other Victorian locations, are responsible for brokering sustainable partnerships that increase the rate of Secondary School age students who are engaged in education or training. In my view the Highlands LLEN, through the total and overall commitment of the staff and the fabulous contributions of each member of the Committee of Management, has achieved our purpose for the past year and it has laid the foundation for further success in 2018 and beyond. My personal thanks go to the members of the staff led by Jannine Bennett, members of the Finance and Administration Sub-Committee and the broader Committee of Management. The success of the Highlands LLEN is underpinned by your actions and your contributions cannot be underestimated. Thank you.

Lindsay Florence
Chairperson

executive officer's report



Jannine Bennett
Executive Officer

The 2017 year has been one of significant achievements, ongoing partnership building and production of a number of publications by Highlands LLEN (HLEN).

SOME OF OUR KEY HIGHLIGHTS FOR 2017 WERE:

- > **Work Inspirations** was run for the third year with two groups: City of Ballarat Parks and Gardens (eight students from five Schools) and Central Highlands Water (12 students from five Schools). Work Inspirations is an innovative way of undertaking work experience that gives young people a more meaningful insight into the world of work.
- > HLEN again assisted with **Get into Games (GIG)**. The purpose of this event is to market careers in Information Communication Technology through gaming. Participation was high with 230 students attending from 12 schools.
- > The **On Track Connect** project occurred for the second year with 40 students requiring pathways assistance. The key referral points for young people were the Skills and Jobs Centre at Federation University and Centacare's Ballarat Youth Power program.
- > The fourth **Jobs & Skills Drive** was offered this year with 107 attendees from Years 9 to 12, as well as school leavers. A range of topics was covered and evaluation of the event was very positive.
- > The **School Leaver's Manual** was extensively revised in 2017, with 1,900 copies printed and distributed to all Secondary Schools in the Highlands Region.
- > The fourth **Flexible Learning Forum** was offered with 70 participants and a strong focus on the future. Speakers outlined a range of flexible learning options including AltSchool in San Francisco via Skype. Dr. Tim Harrison also discussed the review into flexible learning options in the region.
- > The **VET Cluster** continued to provide local Secondary School students access to quality Vocational Education and Training during 2017. A total of 484 students participated in VET programs and many students attended the **VET & Industry Celebration** evening in November. One notable graduate was Sam Rizzo from Damascus College who completed the Certificate II in Automotive Studies through Federation University. Sam was able to balance his VET program and other schooling with training as a para-athlete for the World Junior Championships that were held in Switzerland during August.





IN ADDITION, MANY NEW INITIATIVES WERE INTRODUCED DURING 2017:

- > The **Jump Start** resource, outlining nine State and Federal employment support services, was launched in May and targeted students, parents/carers, education staff and community members. With the increased number of programs and initiatives being introduced to support young people into employment, services had become complex to navigate. This resource clarifies what the services are, who they are aimed at, their funding source, criteria for access, who the providers are and how can they be contacted.
- > The HLEN **VET Cluster 20 Year Celebration** event occurred with approximately 60 in attendance. A booklet capturing the history of the Cluster and past student stories was produced for the occasion.
- > HLEN, in partnership with the National Disability Coordination Officer (NDCO) for Western Victoria offered the **Passport to Employment (P2E)** program for the first time. A total of 19 students had the opportunity to participate in this pre-employment program that offered transition support for young people with a disability.
- > The **Engagement Express** is a new email newsletter that was introduced in 2017 with an initial distribution of 229. The focus of the newsletter is to share information about engaging young people with topics such as latest resources, program showcases, professional development opportunities and event updates.
- > The **Ballarat Youth Services Network (BYSN)** was established after a long scoping exercise. The aim of the network is to increase participants' knowledge of community supports available to young people and build relationships with professionals within the youth community services sector. There were 65 attendees at the launch and HLEN will continue as the Coordinator of this network.
- > The **Multi-Industry Taster** program involved HLEN providing support to Federation TAFE and WestVic. The program ran for 10 weeks at Federation TAFE and targeted 30 Year 10 and 11 students, providing hands-on experience and exposure to a variety of career pathways.
- > The new **Ballarat Youth Crime Prevention** initiative has three lead partners – Berry Street, Child & Family Services and Ballarat Community Health with HLEN participating as a project partner. The project aims to reduce offending behaviour and recidivism for 40 young people in our region.



- > HLEN actively participated in a community consortium to bring performances of **You The Man** and follow up Panel Sessions with local experts to Year 10 students at schools.
- > **Bite-Size PD** was developed in partnership with Federation College. Teachers chose topics relevant to their work with young people. These sessions gave Teachers a brief overview of best practice, addressed myths, offered strategies and provided information on resources and further training available. This service will be offered more broadly in 2018.
- > HLEN provided support to the pilot program **The Cook, The Chef & Us**, delivered to 17 Daylesford Secondary College students. The program was offered for one-day per week over two terms with a purpose of encouraging young people who are at risk of disengaging from education to build their career aspirations in the hospitality industry.
- > HLEN responded to queries from VCAL teaching staff regarding information for students about their rights in the workplace, by facilitating a regional tour with staff from the **Young Workers Centre**, Melbourne. Topics covered were workplace standards, award rates, OH&S, ensuring rights are upheld by employers as well as recognising and responding to workplace harassment and discrimination, including legal protections. Approximately 400 VCAL students across 11 mainstream Secondary Schools and another 150 across six flexible learning programs participated.
- > In response to the need for school staff to be more informed about the impact of trauma on development and engagement at school, HLEN trialled **Trauma Training** at Mount Clear Secondary College for a leadership group of 20 participants. It is hoped this training will be extended and offered broadly in 2018.



The HLEN staff have representation on many committees and are well connected with our community. In particular, in 2017 I was a member of the Ballarat Tech School Committee; Philanthropy Ballarat; B31 Committee; ACFE Regional Board; LLEN representative on the Victorian Vocational Education Reference Group (VERG); the Central Highlands Children & Youth Area Partnership Leadership Group and a member of two groups for the Youth Crime Prevention Initiative. I also contributed to the Ballarat Business Excellence Awards as a judge.

During 2017 we experienced staffing changes with Leah Davis and Amanda Menabue departing from HLEN and we welcomed Emily Innes (VET Cluster Coordinator) and Lyndel Nash (SWL Coordinator) to our team. Emily has a background in Education, Community Services and the VET sector. Lyndel brings experience in Community Services, Training and small business management.

Our Committee of Management experienced changes as well during 2017 with the departure of Andrew Wallace, Janine Lamb, Garry Doyle, Nic Jarvis and Geraldine Frantz and the welcoming of Sharon Hope, Karen Monument, Leanne Parker, Jenny Asplin, Darrin Carroll, Jarrod Bingham, Joanne Gilbert and Alice Christie. I would like to thank departing members for their contribution whilst on the Committee of Management.

Our achievements would not have been possible this year without support from the community and all our partners. Thank you to everyone for your support in 2017; your involvement with HLEN helps us to achieve our goals and meet contract requirements. I am very grateful to the Committee of Management and Finance and Administration Sub-Committee for their support and guidance, as well as the HLEN staff for their exceptional contribution to achieving targets. We are very pleased that we now have funding contracts for HLEN and Structured Workplace Learning to the end of 2019. We aim to improve education outcomes for young people in our region – and this goal drives everything we do.

Jannine Bennett
Executive Officer

structured workplace learning



Lyndel Nash
Structured Workplace Learning
Coordinator

The Structured Workplace Learning (SWL) Portal was officially launched on May 6, 2016 and training with relevant personnel in all Highlands Region Secondary Schools was undertaken. Time was spent cultivating and consolidating relationships with employers to gain support for the SWL Portal and promote the mutual benefits of supporting students in the work place.

In 2017, Highlands LLEN (HLEN) prioritised sourcing a broad range of appropriate SWL and School-based Apprenticeship and Traineeship (SBAT) placements to cater to varying student needs and interests, while emphasising the importance of placements as an essential element in creating training and employment opportunities for young people studying VET certificates. HLEN staff are committed to securing meaningful and relevant SWL opportunities with a view to promoting an unimpaired transition from formal education to the world of work and employment.

Staff visited VET and VCAL classes across the Highlands Region at regular intervals with the aim of improving student awareness of the SWL Portal and increasing the use of this innovative resource. These visits also allowed HLEN staff to engage with students and listen to their placement needs and interests.

In addition to SWL Portal activity, HLEN staff have delivered the **City Projects Future Jobs** presentation, developed and updated in partnership with the City of Ballarat Economic Development Unit, to more than 200 VET, VCAL and VCE students. The purpose of the presentation is to build aspirations for young people and provide an understanding of the growth industries and employment opportunities within the region.

Two HLEN staff completed **Career Voyage** training resulting in three HLEN staff being trained to deliver this vocational assessment tool. Career Voyage is a web-based career education tool that HLEN have been delivering for many years. Schools have limited access to this resource, therefore the HLEN staff have committed to delivering classroom sessions upon request. HLEN also takes requests from organisations to provide Career Voyage to vulnerable young people, including those living in Out-of-Home Care (OoHC) and those from Culturally and Linguistically Diverse backgrounds (CALD).

Ballarat GIG (Get into Games) was held in May 2017. The purpose of this event was to market careers in Information Communication Technology through Gaming and build aspirations for students interested in pathways into the industry. HLEN were active members of the organising committee and provided staff to assist with the running of the event. Approximately 230 students attended the day and students came from schools both within and beyond the Highlands Region. Students listened to a range of ICT/ Gaming industry speakers, utilised gaming consoles provided and had opportunities to speak one on one to industry representatives. This also enabled HLEN staff to connect with local businesses over the industry lunch to discuss the mutual benefits and processes relevant to a successful SWL placement. HLEN will remain actively involved with GIG via the organising committee in 2018 as Information Communication Technology is a growth industry area in Ballarat, particularly as a result of the NBN connection. Outside of metropolitan regions, Ballarat is recognised as a premier location to set up a new, technologically savvy business. A high technology incubator, established Technology Park, and a functioning ICT cluster help to ensure that Ballarat is regional Australia's entrepreneurial high technology capital. As such, the rate of new business start-ups is the highest amongst comparable Victorian regions (*IP Australia*).

HLEN, in partnership with the National Disability Coordination Officer (NDCO) for Western Victoria, identified that transition support for young people with a disability is a key priority in our region. In response to this, HLEN and NDCO piloted a program in Term 3 for students enrolled in local Secondary Schools, aged 15 to 19 years old, with a disability or multiple barriers to success in employment. A total of 19 students participated in this pre-employment program called **Passport 2 Employment (P2E)**. The program has been successfully delivered in Western Victoria





and Gippsland over the past two years and it is with acknowledgment to the Glenelg Transition Action Network that HLEN was able to deliver the program in Ballarat. The P2E program was one of five state finalists in the Victorian Disability Sector Awards in 2015. Students participated from three local schools: Mount Clear College, Ballarat Specialist School and Federation College. The students were encouraged and supported to undertake SWL following program completion and SWL staff assisted P2E students to find SWL placements and engage with potential employers.

A new resource, **Jump Start into Employment For Highlands Young People** was launched on May 16 and was targeted at students, parents/carers, education staff and community members. With an increasing number of programs and initiatives being introduced to support young people into employment, the landscape had become complex and somewhat unclear. This resource clarifies what the services are, who they are aimed at, their funding source, criteria for access, who the providers are and how can they be contacted. The resource consists of individual program flyers including; service location; eligibility requirements; services offered; commitment required and a map of services. The following State and Federal employment support services are covered:

- > Transition to Work
- > Skills and Job Centre
- > Jobs Victoria Employment Network (JVEN)
- > Reconnect: Engagement & Learning Support Program
- > Work and Learning Centre – “Next Steps”
- > Empowering YOUTH
- > jobactive
- > Youth Jobs PaTH
- > Empower Youth Initiative

HLEN staff have distributed the Jump Start resource in network meetings, to community organisations and to Careers Teachers in schools. It can also be accessed via the HLEN website.

Towards the end of Term 2, planning began for the **Jobs and Skills Drive** which was part of the Ballarat Business Month (B31), an event that has been running successfully for the past 12 years. B31 provides development, events and networking opportunities for Ballarat’s industry sectors throughout the month of August. The Jobs and Skills Drive one-day event occurred on August 21 with involvement from local industries. The target audience was VCAL and transitioning students, with most participants attending from local secondary schools. The purpose of the Drive was to assist young people in preparing for finding and securing employment.

The following topics were covered:

- > Jumpstart resource overview
- > Industry overview for the Ballarat region – Future Jobs and City Projects
- > Creating a Best Seller Resume and Dress to Impress
- > Industry Insights followed by a Q & A panel with the employers
- > Individual job seeker follow-up with employers

Students from eight Secondary Schools and participants from jobactive and the Youth Jobs PaTH Program attended the Jobs and Skills Drive. With a total of 107 young people across Years 9 to 12, as well as school leavers attending, in all respects the event was a great success.

Quotes from Teachers that attended the Jobs and Skills Drive 2017:

“The students were given invaluable insight into the varied support networks available to them in their pursuit for employment/apprenticeship opportunities”

“The showbag has been a great resource for some of the students once we got back to school”

Active participation in a variety of **networks** has continued to provide a platform for engaging with business owners and employers. Such networking opportunities are effective vehicles for further building the communities capacity to support the concept of SWL and securing a broad range of placement opportunities for students. Participation in the Victorian SWL Network was valuable and enabled SWL staff across the state to share best practice, exchange resources and tap into State and National employer workplace learning opportunities.

HLEN would like to acknowledge the many students who have contributed to the SWL program and the hard work they put into managing their studies, SWL and the demands of being a young person. It is important that we express our gratitude to the dedicated local employers and businesses who embraced the opportunity to guide, support and inspire local students via providing an SWL opportunity. The sharing of their time, skills, wisdom and experience is invaluable to a young person and therefore our local community.

Lyndel Nash

Structured Workplace Learning Coordinator

education engagement



Asha Buckmaster
Education Engagement
Coordinator

In 2017 the Highlands LLEN (HLLLEN) continued to focus on Year 12 or equivalent attainment for young people.

Key objectives included the early identification of disengagement and strategies to re-engage or find suitable flexible learning or training settings for young people. HLLLEN also concentrated on brokering effective and sustainable partnerships to support all those working directly with young people, both in the education and the community services sector.

NETWORKS

HLLLEN organised and facilitated several Networks in 2017, as well as actively participating in many others.

The establishment of the **Ballarat Youth Services Network (BYSN)** in early 2017 was a significant achievement. HLLLEN collaborated with headspace Ballarat and Ballarat Group Training to ascertain whether there was a need for and interest in a cross-sectoral, youth work focussed network in Ballarat and surrounding region. After receiving anecdotal evidence that frontline workers wanted to broaden their professional relationships, a survey seeking feedback was created and distributed. The 71 responses to the survey covered 14 youth service sectors including education and employment. All responses were positive.

A group of seven youth work professionals discussed the structure and design of the network. The launch of BYSN, as it is affectionately known, occurred in August with 65 attendees. Andy Bell, Manager of YACVic Rural and City of Ballarat Councillor, Belinda Coates, launched the network which included an activity to rank youth related issues that would become themes for future meetings.

BYSN produces minutes in the form of a stylised and branded e-newsletter, with a circulation of more than 200 professionals. These newsletters have received positive feedback and are a great mechanism for school-based staff to improve their knowledge of local resources and services that can support them to re-engage and retain students. BYSN has been a year-long, collaborative partnership, including significant stakeholder consultation. HLLLEN is the key organiser for this network and has a significant focus on engaging school and education provider staff, to increase their knowledge of community supports for young people and build relationships with the professionals within the youth community services sector.

PROGRAM SUPPORT

HLLLEN were proud to be involved in several innovative and creative programs addressing a range of education related youth issues in 2017.

HLLLEN actively participated in a community consortium to bring a performance of **You The Man** and a follow up Panel Session with local experts to City of Ballarat Year 10 students. The consortium consisted of: City of Ballarat Youth Services (lead organisation), headspace Ballarat, Ballarat Community Health, the Centre Against Sexual Assault, Ballarat Health Services, Central Highlands Community Legal Centre, School Focused Youth Services, the Ballarat White Ribbon Committee and Victoria Police. HLLLENs contribution to this consortium project was both financial and in-kind, including resource production for students and school staff, as well as pre-performance briefings. HLLLEN utilised established relationships with school staff in scheduling and coordinating You The Man and were present in a supportive role at many of the performances. You The Man links directly to the Respectful Relationships Framework, as well as disengagement risk factors. The evaluation of the Ballarat tour of You The Man was positive and highlighted schools' appreciation for the consortium's role in bringing such an engaging program to Ballarat. Approximately 935 young people across nine Secondary Schools and flexible learning programs participated in the 2017 Ballarat season of You The Man.



A partnership between Hepburn Health Services, Daylesford Secondary College, School Focussed Youth Services and HLEN supported and facilitated the pilot program **The Cook, The Chef & Us**, which was highly successful and well regarded in the Hepburn community. The Cook, The Chef & Us ran one day per week for six months and was evaluated by Victoria University. The program relied on significant community and business contributions and aimed to encourage young people at risk of disengaging from education to build career aspirations, with a focus on the Hospitality industry; one of the largest industries in the Hepburn Shire. Sixteen young people completed the program with one young person stating:

“This course has helped me in class a lot because I was able to get out of the classroom and be involved in doing more hands-on things and also be outside. It meant that in class on Wednesday I was able to concentrate more. To whoever reads this please keep The Cook, The Chef & Us program alive so other kids can still be part of it. It has been one of the best things I have been involved in since being at DSC (Daylesford Secondary College).”

The following individuals, businesses and organisations contributed to the success of The Cook, The Chef & Us in 2017: Convent Gallery, Dr Jo van Son (Victoria University), Christian Reuther, Andrew Dennis, Jose Baena, Tina Banitska, Rachael Jackson, Elizabeth Armstrong, Red Beard Bakery Trentham, Grill'd Ballarat, Federation University, The Forge Pizzeria Ballarat, RACV Resort Creswick, Sovereign Hill, Delaware North Catering, Ballarat Community Health SKIT team, Anthony Ransome (Il Piccolo Ballarat), Queen Victoria Market Foodies Tour, Bullarto Primary School, Daylesford Primary School, The Rocklyn Ashram, Red Nonna's, William Angliss Institute, Hospitality Training Australia, Mt Franklin Organic Farm, Daylesford Neighbourhood House and Stormboy Australia. The Cook, The Chef & Us will run again in 2018.

CAPACITY BUILDING

HLEN are committed to increasing the knowledge of education staff regarding issues relating to education disengagement, as well as strategies to engage or re-engage young people in education.

In 2017 HLEN partnered with Federation College to create and facilitate professional development sessions for their teaching staff. Topics were chosen by staff, the sessions were voluntary and were 45 minutes in length.

The Bite Size PD sessions were aimed at improving knowledge, understanding and confidence in managing student well-being issues. The sessions focussed on increasing the ability of Teachers to respond to

student well-being issues by unpacking information, terms and explanations. Teachers were also provided with information on evidence of and appropriate responses to well-being concerns. In 2018 HLEN will continue to work with Federation College on Bite Size PD, as well as investigate interest from other schools.

HLEN engaged Gabrielle Evans, who has previously provided trauma informed practice training to school staff in Melbourne, to create a program that was facilitated with Mount Clear College's Leadership Team. This pilot, titled **Trauma Informed Highlands Schools**, was based on the philosophy that when educators understand the brain science behind the behavior of their most challenging students, they can then work towards improved educational outcomes across the school. The program consisted of four key themes: brain evolution, child development and brain structure; the stress response, self-regulation and the window of tolerance; integrating trauma-informed practice into the classroom; and a six-month check-in, review of learning and offer of support. HLEN received positive feedback on the Trauma Informed Highlands Schools pilot and will scope further delivery with other schools in 2018.

ANNUAL EVENT

The fourth annual **Flexible Learning Forum** took place in December, with a focus on the future. The event included presentations from the Berry Street School's Ballarat Campus and Maryborough Education Centre's Flexible Learning program. The Australian Centre for Rural Entrepreneurship promoted social enterprise and entrepreneurial skills and Dr Tim Harrison gave an outline of the review into flexible learning in Ballarat. We also presented our first guest to be interviewed via Skype, David Dobson-Smith, the Head of Student Support at Alt School in San Francisco. With approximately 70 attendees from mainstream education, flexible learning programs, Department of Education and Training initiatives and a variety of community organisations, the 2017 Flexible Learning Forum was a successful and thought provoking event, with overwhelmingly positive feedback.

In 2018 the HLEN will implement another Department of Education and Training contract, with a specific focus on partnerships that aim to improve the number of young people completing Year 12 or a vocational equivalent. We are excited to forge new and foster existing relationships with a diverse range of stakeholders, as we work collaboratively to improve the educational experiences and outcomes of young people in the Highlands Region.

Asha Buckmaster

Education Engagement Coordinator

VET cluster



Emily Innes
VET Cluster Coordinator

2017 was a year of celebration for the Highlands LLEN (HLLN) VET Cluster as the local community came together to acknowledge the VET Cluster's 20-year Anniversary.

The VET Cluster began in 1997 with 62 students from 10 schools in three programs. The peak year for participation in the VET Cluster was 2012 with 770 students participating in 21 different programs. In 2001 there were 14 VET programs for students to choose from.

HLLN produced and distributed a booklet commemorating the Anniversary. The publication included a detailed history of the VET Cluster with data, stories from current and past VET students, photographs and historical newspaper articles. This booklet will be used in the future to promote VET Cluster programs and the benefits of students undertaking VET programs as part of their senior studies.

The VET Cluster Coordinator position has been managed by HLLN for the past 13 years. The HLLN celebratory event was highly successful and included media coverage, past VET students Ethan Stewart (Mechanical Engineer, Albins), Kayla Ringin (Youth Worker) and Jesse Zahra (Sales Representative, The Courier) telling their stories. The evening also included presentations from the original VET Cluster Coordinator, Claire McKenna and Peter Deveraux, Department of Education and Training Area Director, Central Highlands. Data analysis highlighted that the VET Cluster has facilitated more than **10,000** young people through VET programs since its inception.

In 2017 the VET Cluster offered 18 programs to local School students across the region with overall participation from 484 students.

The total participation rate for VET Cluster programs in 2017 were down significantly from the previous year; 584 to 484 students. This drop in VET enrolments did not follow the State trend of staying relatively stable, however early indications show that 2018 VET Cluster numbers will increase.

The VET sector nationally has been through some robust government regulation to improve on overall quality provision by Registered Training Providers and while this may contribute somewhat to the decline in numbers locally, VET engagement by young people is essential for the future development and continuation of many local industries.

Across Victoria in 2017, **63,783** students enrolled in VET programs, highlighting the necessity for the region to remain invested in providing a comprehensive range of VET programs to enable students to explore potential career pathways and remain engaged in education during their Senior Secondary years.

Students who participate in VET programs have the opportunity to develop an amazing range of skills and 2017 proved to be no exception. Gaining industry specific skills allowed many students to seek out Apprenticeships at the conclusion of their VET program and showed the true value of pathways education and options for Senior School students.

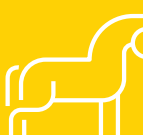







VET PROGRAM ENROLMENTS 2016-2017

COURSE	2016	2017
Agriculture	14	27
Animal Studies	46	49
Automotive	26	18
Aviation	21	21
Carpentry	29	25
Community Services	57	39
Creative Industries (Multimedia)	34	32
Dance	12	15
Electrotechnology	23	0
Engineering	13	15
Equine	42	40
Hair and Beauty Taster	10	0
Health Services Assistance	47	40
Hospitality (Kitchen Operations)	29	30
Information, Digital Media and Technology	15	7
Music Industry (Sound Production)	20	15
Music Performance	12	1
Plumbing	13	9
Retail Cosmetics	63	59
Salon Assistance	26	21
Sport & Recreation	32	21
TOTAL	584	484

Note: For details on enrolments, refer to page 32.

<p>These programs proved to be the most popular with 227 students (47%) participating in five program areas.</p>		 <p>Equine Studies</p>
 <p>Community Services</p>	 <p>Animal Studies</p>	
 <p>Retail Cosmetics</p>	 <p>Health Services Assistance</p>	

The inaugural VET Cluster and Industry Celebration Evening was held in late November to acknowledge and celebrate all 2nd year students who participated in VET programs during 2017. The evening was an opportunity for family members, students, program teachers and school staff to recognise the efforts of VET students to balance Senior Secondary studies while also committing to VET. The audience were fortunate to hear from past and present VET students, as well as industry leaders.

Thank you to the entire VET Cluster for welcoming me into the fold since taking up the VET Cluster Coordinator position in August 2017. There are over 130 stakeholders that make up the VET Cluster including Principals, Business Managers, VET Coordinators, VASS Administrators, RTO Managers and Program Teachers.

The VET Cluster operates very successfully because of a clear understanding and commitment by all stakeholders to work together for the benefit of each and every student involved in a VET program with the VET Cluster. While it can be challenging work at times to navigate the many systems involved, it is a true testament to the local schools and training providers that for 20 years the VET Cluster has been assisting young people to create positive steps towards their future careers.

Emily Innes
VET Cluster Coordinator



committee of management 2017

NAME	COMPANY	CATEGORY	CATEGORY NAME
Carmel Russell	Catholic Education Office Ballarat	1	Schools
Jessica Sargeant	Ballarat High School	1	Schools
Sharon Hope	Ballarat Secondary College – Mount Rowan	1	Schools
Barry Wright	Federation University	2	TAFE
Karen Monument	Central Highlands Children and Youth Area Partnership	3	ACE
Mandy Macdonald	Ballarat Group Training (BGT)	4	Other Training & Education
Leanne Parker	Westvic Staffing Solutions	4	Other Training & Education
Robert Lewers	Phoenix P-12 Community College	5	Trade Unions
Darrin Carroll	Gforce	6	Employers
Jim Dannock	Australian Industry Group	6	Employers
Susan Honeyman	FMP Group Australia	6	Employers
Belinda Coates	City of Ballarat	7	Local Government
David Clark	Pyrenees Shire Council	7	Local Government
Jarrold Bingham	Moorabool Shire Council	7	Local Government
Joanne Gilbert	Golden Plains Shire Council	7	Local Government
Alice Christie	Business Services Training	8	Other Community Organisations
Phonse Crawford	Department of Education & Training (DET)	8	Other Community Organisations
Lindsay Florence		10	Community Member
Rod Homburg		11	Co – optee

treasurer's report



Cr David Clark
Treasurer

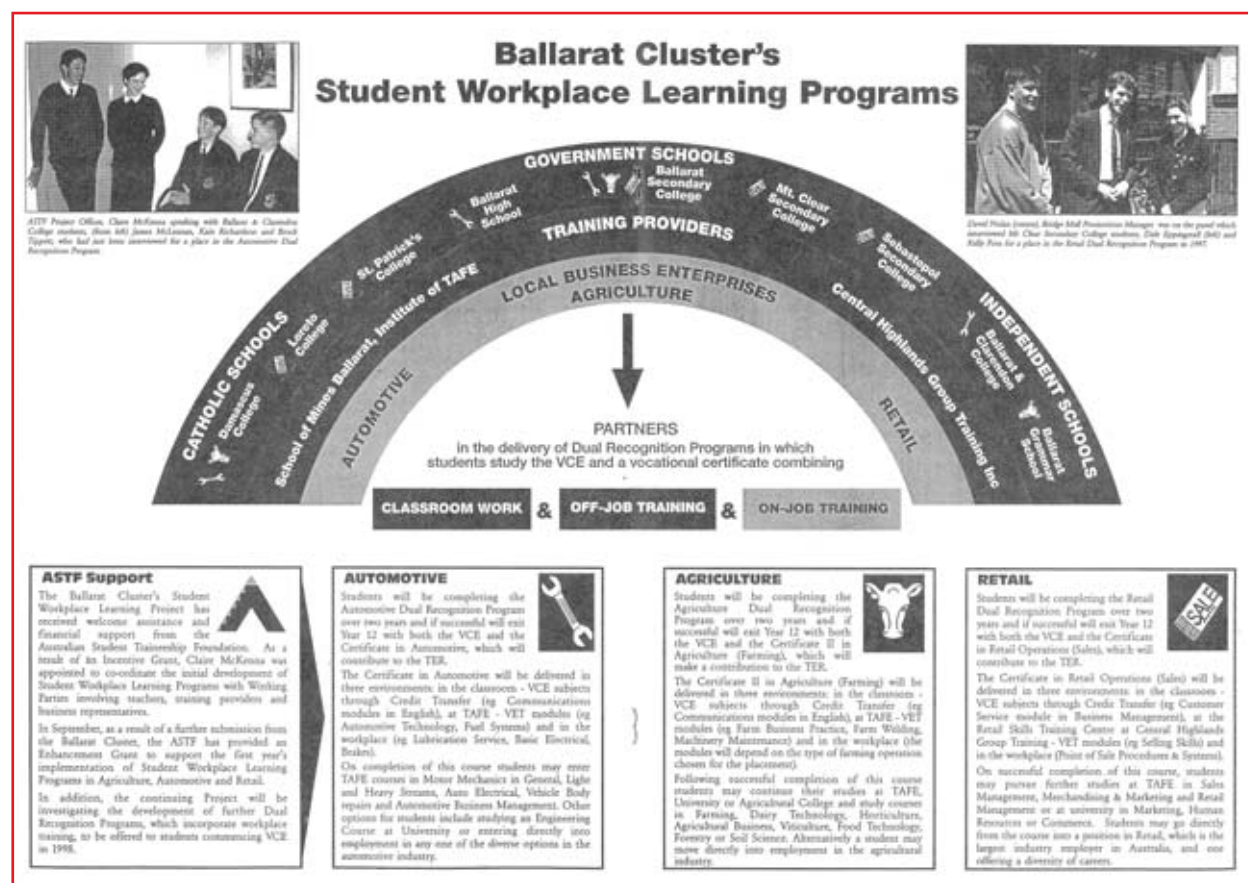
2017 has been another successful year for the Highlands LLEN, with a focus on its two core programs of Education Engagement and Structured Workplace Learning. In revenue terms the LLEN's core grants have remained consistent with 2016 at \$431,452, but with only limited other program grants this year.

Employee costs were again two thirds of the LLEN's operating expenditure at \$312,354, reflecting our high emphasis on program delivery. Other significant costs included rent \$20,178, motor vehicle costs of \$32,747 and our contracted bookkeeper, accounting and audit costs at \$13,780.

This year we recorded a small deficit of \$6,135, in effect utilizing some of the surplus of \$21,953 from the 2016 year. The LLEN Balance Sheet continues to be strong with increases in both assets of \$30,500 and liabilities of \$36,800. At year end the LLEN retains a positive equity of \$73,484 which is represented by a range of cash and payables.

Our Audit report for 2017 contains no qualifications and I am pleased to recommend to you our financials for the year, noting we remain well positioned with quality staff and good finances to continue delivering great work in 2018.

Cr David Clark
Treasurer



1997: The beginning of the VET cluster

partnerships

ACRE (Australian Centre for Rural Entrepreneurship)

- > City of Ballarat
- > Golden Plains Shire
- > Education Providers
- > Community Organisations

Central Highlands Children & Youth Area Partnership

- > Member of the Leadership Group

Careers for Youth Ballarat Area (CYBA)

- > Business & Industry
- > Young People

Work Inspiration

- > Central Highlands Water
- > City of Ballarat (Parks & Gardens)
- > Education Providers

Passport 2 Employment

- > Education Providers
- > National Disability Coordination Officer
- > Employers
- > Disability Employment Service
- > Glenelg & Southern Grampians LLEN

Jobs & Skills Drive

- > Education Providers
- > Community Agencies
- > Employers
- > Community

Workforce Training Innovation Fund

- > DET
- > Ballarat Trades & Labour Council
- > CGLLEN
- > Employers

B31 Committee Member

- > Australian Industry Group
- > Department of Business Innovation
- > Commerce Ballarat
- > Employers
- > Education Providers
- > City of Ballarat

Ballarat Future Jobs Presentation

- > City of Ballarat
- > Education Providers

Your Rights at Work

- > Young Workers Centre
- > Education Providers (VCAL)

Education Providers

- > Bacchus Marsh College
- > Bacchus Marsh Grammar
- > Ballarat Clarendon College
- > Ballarat Christian College
- > Ballarat Grammar
- > Ballarat High School
- > Ballarat Secondary College
- > Beaufort Secondary College
- > Berry Street School
- > Damascus College
- > Daylesford Secondary College

You The Man

- > BYou (City of Ballarat)
- > Ballarat Community Health
- > headspace Ballarat
- > CASA (Centre Against Sexual Assault)
- > Ballarat Health Services
- > White Ribbon Committee

networks

Central Highlands Mental Health Network

- > Community Organisations [20+]
- > Central Highlands Primary Care Partnership
- > Department of Justice
- > DHHS
- > Victoria Police
- > Western Primary Health Network
- > Central Highlands Children & Youth Area Partnership
- > NDIS
- > Catholic Education Office

Secondary School Wellbeing Network

- > School Focussed Youth Service
- > headspace Ballarat
- > Education Providers

LLEN Executive Officer Network

- Member of Executive
- > LLENs [31]

Golden Plains Youth Network

- > Flexible Learning Providers
- > Navigator
- > Berry Street
- > Reconnect

Ballarat Careers Education Network (BCEN)

- > Education Providers
- > Universities [eight]

VCAL Network

- > VCAL Providers [16]

Vocational Education Reference Group

- > Rep. for Victoria LLEN Network

additional relationships

- > AIME
- > Beacon
- > Big Brothers Big Sisters
- > Duke of Edinburgh

- > Dusseldorp Skills Forum
- > Foundation for Young Australians
- > Gforce



- > Federation College
- > Highview College
- > Lake Bolac
- > Loreto College
- > Mount Clear College
- > Phoenix P-12 Community College
- > SEDA
- > St Patrick's College
- > Yuille Park Community College

- > Central Highlands Community Legal Centre
- > School Focussed Youth Services
- > Victoria Police
- > Education Providers

- Trauma Informed Highlands Schools**
- > Mount Clear College
 - > Gabrielle Evansa

- On Track Connect**
- > DET
 - > Young People

- ReConnect**
- > BGT
 - > Federation College

- SWL Portal**
- > Secondary Schools
 - > Employers
 - > RTO's

- Career Voyage**
- > Education Providers
 - > Community Agencies

- Industry Taster Programs**
- > RTOs
 - > Education Providers
 - > Employers
 - > Australian Brick & Blocklaying Training Foundation
 - > Industry Peak Bodies
 - > Work Inspiration
 - > WestVic Staffing Solutions

- Get Into Games (GIG)**
- > City of Ballarat
 - > Federation University
 - > Education Providers
 - > Game Developers Association of Australia
 - > Guf

- Youth Crime Prevention Grant**
- Member of MAST and PAGG
- > Ballarat Community Health
 - > City of Ballarat
 - > Berry Street
 - > Centacare
 - > Central Highlands Children & Youth Area Partnership
 - > Child & Family Services
 - > SalvoConnect Ballarat
 - > Uniting
 - > Victoria Police
 - > DHHS (Youth Justice)
 - > Department of Justice

- Tech School**
- > Tech School Committee

- Bite Size PD**
- > Federation College

- HLEN VET Cluster**
- > Principals Management Group
 - > Business Managers (schools)
 - > VET Coordinators (schools)
 - > HLEN Management role
 - > 17 Schools
 - > RTO's
 - > Employers

Grampians ACFE Regional Board Council

- > School Focussed Youth Service
- > Daylesford Secondary College
- > Hepburn Primary Schools
- > Hepburn Health Services
- > Hepburn Shire Council
- > Daylesford Neighbourhood Centre
- > DHHS

Flexible Learning Network

- > Flexible Learning Providers
- > Navigator
- > Berry Street
- > Reconnect

SWL Victorian Network

- > LLENS [31]
- > Basecamp

Hepburn Engaging Youth (HEY!)

- > School Focussed Youth Service
- > Daylesford Secondary College
- > Hepburn Primary Schools
- > Hepburn Health Services
- > Hepburn Shire Council
- > Daylesford Neighbourhood Centre
- > DHHS

Ballarat Youth Services Network (BYSN)

- > Community Organisations
- > Education Providers

Moorabool & Schools Together (MAST)

- > Youth and Community Agencies
- > Education Providers
- > Church Groups
- > Local Government

Ballarat Regional Settlement & Advocacy Committee: Youth Action Network

- > Centre for Multicultural Youth
- > Ballarat Community Health
- > City of Ballarat
- > United Way
- > Education Providers
- > Victoria Police
- > headspace Ballarat

- > Hands on Learning
- > jobactives
- > LOOKOUT Education Support Centre

- > Qualify Training
- > Resilient Youth Australia
- > Sarina Russo
- > Skills & Jobs Centre

- > The Smith Family
- > VECCI
- > Westvic
- > WISA

- > Work & Learning Centre
- > YACVIC
- > Youth Research Centre



financial statements

FOR THE YEAR ENDED 31 DECEMBER 2017

HIGHLANDS LLEN INC | ABN 46 429 658 543

statement of comprehensive income

FOR THE YEAR ENDED 31 DECEMBER 2017

	Note	2017 \$	2016 \$
Revenue			
Recurrent Grants		431,452	422,993
City Kids – Country Life		-	58,221
Flexible Learning Forum		795	2,664
Sponsorship		250	-
On Track Connect		4,701	4,701
Central Highlands and Youth		-	830
		437,198	489,409
Other income			
Administration Fee		5,164	17,164
Bank Interest		1,713	4,893
Management Fee		25,000	20,000
Miscellaneous Income		634	11,268
Rent Received		921	691
		33,433	54,106
		470,630	543,425
Expenditure			
Advertising		3,195	3,698
Annual Leave Expense	2A	(1,141)	7,905
Audit and Accounting Fees		13,780	19,275
Bank Fees & Charges		152	236
Business Phone		2,973	2,423
Catering and Room Hire		6,002	5,989
City Kids – Country Life		-	58,221
Cleaning		-	713
Consultancy Fees		7,762	15,860
Depreciation	2B	2,864	5,824
Electricity		-	560
Employer Awards		-	396
Flexible Learning Forum 2014		330	-
Fringe Benefits Tax		7,154	8,322
Fuel & maintenance		9,094	7,083
Insurance		3,737	5,741
Internet		1,527	325
IT & Computer Expenses		7,532	8,815
Jobs and Skills Drive		45	-
Lease		23,653	21,910
Long Service Leave Expense	2A	2,379	2,216
Meeting Expenses		377	109

Continued following page...

The accompanying notes form part of these financial statements

statement of comprehensive income

FOR THE YEAR ENDED 31 DECEMBER 2017

Continued from previous page	Note	2017 \$	2016 \$
Miscellaneous		856	2,327
Mobile Phone		3,493	3,174
Management Fee		25,000	20,000
Photocopier		1,960	2,272
Postage & Delivery		716	1,095
Printing		1,385	1,624
Publications		6,647	11,115
Rates		-	38
Registrations/Memberships		4,882	7,113
Rent		20,178	15,960
Signage & Banner		394	1,190
Sponsorship		455	815
Staff Amenities		2,415	2,668
Stationery and Office Supplies		3,670	4,217
Superannuation	2A	25,756	23,058
Training/Seminars Transitions & Pathways		5,331	8,526
Travel & Accommodation		3,871	4,200
Travel – Meals		134	28
Wages & Salaries	2A	273,508	232,057
Water/Excess		-	37
WorkCover		4,698	5,376
		<hr/> 476,765	<hr/> 521,472
Surplus / (Deficit) before income tax		(6,135)	21,953
Income tax expense			
Net Surplus / (Deficit) for the year		<hr/> (6,135)	<hr/> 21,953
Other comprehensive income, net of tax		-	-
Total Comprehensive income / (loss) for the year		<hr/> (6,135)	<hr/> 21,953

The accompanying notes form part of these financial statements

balance sheet

FOR THE YEAR ENDED 31 DECEMBER 2017

	Note	2017 \$	2016 \$
ASSETS			
Current Assets			
Cash and cash equivalents	3A	273,252	342,716
Trade and other receivables		147,269	45,081
Total Current Assets		420,521	387,797
Non-Current Assets			
Property, plant & equipment	4	8,160	10,239
Total Non-Current Assets		8,160	10,239
Total Assets		428,681	398,036
LIABILITIES			
Current Liabilities			
Payables	5A	253,840	216,953
Other Payables	5B	83,164	83,251
Provisions	6	10,900	13,248
Total Current Liabilities		347,904	313,452
Non-Current Liabilities			
Provisions	6	7,293	4,965
Total Non-Current Liabilities		7,293	4,965
Total Liabilities		355,197	318,417
Net Assets		73,484	79,619
Equity			
Retained Surpluses		73,484	79,619
Total Equity		73,484	79,619

statement of changes in equity

FOR THE YEAR ENDED 31 DECEMBER 2017

	Retained Surpluses \$	Total \$
2016		
Balance at 1 January 2017	79,619	79,619
Net surplus for the year	(6,135)	(6,135)
Balance at 31 December 2017	73,484	73,484
2015		
Balance at 1 January 2016	57,666	57,666
Net surplus for the year	21,953	21,953
Balance at 31 December 2016	79,619	79,619
2014		
Balance at 1 January 2015	17,650	17,650
Net deficit for the year	40,016	40,106
Balance at 31 December 2015	57,666	57,666

statement of cash flows

FOR THE YEAR ENDED 31 DECEMBER 2017

	Note	2017 \$	2016 \$
Cash from Operating Activities:			
Receipts from customers including grants		685,292	685,292
Payments to suppliers and employees		(533,011)	(533,011)
Interest received		4,894	4,894
Net cash provided by operating activities		157,175	157,175
Cash flows From Investing Activities			
Purchase of property, plant and equipment		(13,183)	(13,183)
Net cash provided by investing activities		(13,183)	(13,183)
Cash Flows from Financing Activities			
Net cash provided by financing activities		-	-
Net (decrease) / increase in cash and cash equivalents held		(68,464)	143,992
Cash and cash equivalents at beginning of year		341,716	198,724
Cash and cash equivalents at end of year		273,252	341,716

notes to and forming part of the financial statements

FOR THE YEAR ENDED 31 DECEMBER 2017

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The principal accounting policies adopted in the preparation of the financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

New, revised or amending Accounting Standards and Interpretations adopted

The incorporated association has adopted all of the new, revised or amending Accounting Standards and Interpretations issued by the Australian Accounting Standards Board ('AASB') that are mandatory for the current reporting period.

The adoption of these Accounting Standards and Interpretations did not have any significant impact on the financial performance or position of the Association.

Any new, revised or amending Accounting Standards or Interpretations that are not yet mandatory have not been early adopted.

a. Basis of preparation

These financial statements are general purpose financial statements that have been prepared in accordance with Australian Accounting Standards – *Reduced Disclosure Requirements* of the Australian Accounting Standards Board (AASB), the *Associations Incorporation Reform Act (Victoria) 2012* and the *Australian Charities and Not-for-profits Commission Act 2012 (ACNC Act)*. The committee has determined that the Association is a reporting entity. The Association is a not-for-profit entity for financial reporting purposes under Australian Accounting Standards.

The financial statements have been prepared on an accruals basis and are based on historic costs and do not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The preparation of the financial statements requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the incorporated association's accounting policies. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements, are disclosed in note 1q.

b. Income tax

The Association is exempt from income tax under Division 50 of the *Income Tax Assessment Act 1997*.

c. Current and non-current classification

Assets and liabilities are presented in the statement of financial position based on current and non-current classification.

An asset is current when: it is expected to be realised or intended to be sold or consumed in normal operating cycle; it is held primarily for the purpose of trading; it is expected to be realised within twelve months after the reporting period; or the asset is cash or cash equivalent unless restricted from being exchanged or used to settle a liability for at least twelve months after the reporting period. All other assets are classified as non-current.

A liability is current when: it is expected to be settled in normal operating cycle; it is held primarily for the purpose of trading; it is due to be settled within twelve months after the reporting period; or there is no unconditional right to defer the settlement of the liability for at least twelve months after the reporting period. All other liabilities are classified as non-current.

d. Cash and Cash equivalents

Cash and cash equivalents include cash on hand and any deposits held at call with a bank / financial institution.

Cash and cash equivalent is recognised at its nominal amount. Interest is credited to revenue as it accrues.

e. Property, Plant and Equipment

Each class of property, plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation.

The carrying amount of property, plant and equipment is reviewed annually by the Association to ensure it is not in excess of the recoverable amount from those assets. The recoverable amount is assessed on the basis of the expected net cash flows which will be received from the assets' employment and subsequent disposal. The expected net cash flows have not been discounted to present values in determining recoverable amounts.

Depreciation

The depreciable amount of all fixed assets are depreciated on a straight line basis over the useful lives of the assets to the Association commencing from the time the assets are held ready for use.

Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

The depreciation rates used for each class of depreciable asset are:

Class of Fixed Asset	Depreciation Rate
Furniture and fixtures	25%
Computer equipment	25%

f. Employee Benefits

Short-term employee benefits

Liabilities for wages and salaries, including non-monetary benefits, annual leave and long service leave expected to be settled within 12 months of the reporting date are recognised in current liabilities in respect of employees' services up to the reporting date and are measured at the amounts expected to be paid when the liabilities are settled.

Other long-term employee benefits

The liability for annual leave and long service leave not expected to be settled within 12 months of the reporting date are recognised in non-current liabilities, provided there is an unconditional right to defer settlement of the liability. The liability is measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the projected unit credit method.

Consideration is given to expect future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

Defined contribution superannuation expense

Contributions to defined contribution superannuation plans are expensed in the period in which they are incurred.

g. Provisions

Provisions are recognised when the Association has a legal or constructive obligation as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured at the present value of management's best estimate of the outflow required to settle the obligation at the end of the reporting period.

h. Leases

Lease payments for operating leases, where substantially all of the risks and benefits remain with the lessor, are charged as expenses on a straight-line basis over the life of the lease term.

i. Revenue

Revenue is recognised when it is probable that the economic benefit will flow to the incorporated association and the revenue can be reliably measured. Revenue is measured at the fair value of the consideration received or receivable.

The revenues described in this note are revenues relating to the core operating activities of the Association.

Grant revenue is recognised when the Association obtains control of the grant and it is probable that the economic benefits gained from the grant will flow to the Association and the amount of the grant can be measured reliably.

Interest revenue is recognised on a time proportionate basis that takes into account the effective yield on the relevant asset.

Revenue from the rendering of a service is recognised by references to the stage of completion of the contract to provide the service. The stage of completion is determined according to the proportion that costs incurred to date bear to the estimated total costs of the transaction.

Receivables for goods and services are recognised at the nominal amounts due less any provision for bad and doubtful debts. Collectability of debts is reviewed at balance date.

Provision is made when collectability of the debt is judged to be less rather than more likely.

j. Grants

Most grant agreements require the grantee to perform services, provide facilities or meet eligibility criteria. In these cases, the Association recognises grant revenues only to the degree that the services required have been performed or the eligibility criteria have been satisfied by the grantee.

In cases where grant agreements exist with conditions to be met and such conditions have not been discharged at balance date, liabilities are recognised on signing the agreement.

k. Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense.

Receivables and payables in the Balance Sheet are shown inclusive of GST.

Cash flows are included in the statement of cash flows on a gross basis and the GST component of cash flows arising from investing and financing activities, which is recoverable from, or payable to, the taxation authority is classified as part of operating cash flows.

l. Borrowing Costs

All borrowing costs are expensed as incurred except to the extent that they are directly attributable to qualifying assets, in which case they are capitalised. The amount capitalised in a reporting period does not exceed the amount of costs incurred in that period.

m. Other Financial Liabilities

Trade creditors and accruals are recognised at their nominal amounts, being the amounts at which the liabilities will be settled within 12 months from the reporting period. Liabilities are recognised to the extent that the goods or services have been received (irrespective of having been invoiced).

n. Trade and Other Receivables

Other receivables are recognised at amortised cost, less any provision for impairment.

o. Economic Dependency

A significant portion of Highlands LLEN Inc. revenue is derived from Federal and State government grants.

Highlands LLEN Inc. is dependent on continued revenue support from these sources for its continued ability to carry on normal activities in its current structure.

p. Critical accounting judgements, estimates and assumptions

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the reported amounts in the financial statements. Management continually evaluates its judgements and estimates in relation to assets, liabilities, contingent liabilities, revenue and expenses.

Management bases its judgements, estimates and assumptions on historical experience and on other various factors, including expectations of future events, management believes to be reasonable under the circumstances.

The resulting accounting judgements and estimates will seldom equal the related actual results. The judgements, estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities (refer to the respective notes) within the next financial year are discussed below.

Estimation of useful lives of assets

The Association determines the estimated useful lives and related depreciation and amortisation charges for its property, plant and equipment. The useful lives could change significantly as a result of technical innovations or some other event. The depreciation and amortisation charge will increase where the useful lives are less than previously estimated lives, or technically obsolete or non-strategic assets that have been abandoned or sold will be written off or written down.

Employee benefits provision

As discussed in note 1f, the liability for employee benefits expected to be settled more than 12 months from the reporting date are recognised and measured at the present value of the estimated future cash flows to be made in respect of all employees at the reporting date. In determining the present value of the liability, estimates of attrition rates and pay increases through promotion and inflation have been taken into account.

q. Comparative figures

Certain comparative figures have been reclassified to conform to the current financial year's presentation.

r. New Accounting Standards for Application in Future Periods

Accounting Standards issued by the AASB that are not yet mandatorily applicable to the entity, together with an assessment of the potential impact of such pronouncements on the entity when adopted, are discussed below for those Standards that may be relevant:-

AASB 15: Revenue from Contracts with Customers (applicable to annual reporting periods beginning on or after 1 January 2018)

When effective, this Standard will replace the current accounting requirements applicable to revenue with a single, principles-based model. Apart from a limited number of exceptions, including leases, the new revenue model in AASB 15 will apply to all contracts with customers (customers will include the City of Ballarat in terms of the revenue it provides to Ballarat Regional Tourism Inc).

The core principle of the Standard is that an entity will recognise revenue to depict the transfer of promised goods or services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for the good or services. To achieve this objective, AASB provides the following 5 step process:

- > identify the contract(s) with a customer;
- > identify the performance obligations in the contract(s);
- > determine the transaction price;
- > allocate the transaction price to the performance obligations in the contract(s); and
- > recognise revenue when (or as) the performance obligations are satisfied

The transitional provisions of this Standard permit an entity to either: restate the contracts that existed in each prior period presented per *AASB 108: Accounting Policies, Changes in Accounting Estimates and Errors*; or recognise the cumulative effect of retrospective application to incomplete contracts on the date of initial application. There are also enhanced disclosure requirements regarding revenue.

Although the Board anticipates that the adoption of AASB 15 may have an impact on the entity's financial statements, it is impracticable at this stage to provide a reasonable estimate of such impact, if any.

	Note	2017 \$	2016 \$
NOTE 2: OPERATING EXPENSES			
Note 2A: Employee Expenses			
Wages and Salaries		273,508	232,057
Superannuation		25,756	23,058
Annual Leave (Reversal)		(1,141)	7,905
Long Service Leave Expense		2,379	2,216
Total Employee Expenses		300,502	265,236
Note 2B: Depreciation			
Depreciation of Property, Plant & Equipment		2,864	5,824
Total Depreciation		2,864	5,824
NOTE 3: FINANCIAL ASSETS			
Note 3A: Cash and Cash Equivalents			
Cash on hand		500	192
Cash at bank		145,987	238,402
Term deposit		126,765	104,122
Total Cash and Cash Equivalents		273,252	342,716
Note 3B: Trade and Other Receivables			
Trade Debtors		120,643	2,567
Other Debtors		26,626	42,514
Total Receivable		147,269	45,081
NOTE 4: PROPERTY, PLANT & EQUIPMENT			
Fixtures & Fittings – at cost		20,549	20,549
Less accumulated depreciation		(14,446)	(13,274)
Total Fixtures & Fittings		6,104	7,276
Computer Equipment – at cost		33,734	32,830
Less accumulated depreciation		(31,678)	(29,867)
Total Computer equipment		2,056	2,963
Total Property, Plant & Equipment		8,160	10,239

	Note	2017 \$	2016 \$
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NOTE 5: PAYABLES**Note 5A: Payables**

Trade creditors and other creditors		7,566	21,908
Grants received in advance		246,274	195,045
Total Payables		253,840	219,953

Note 5B: Other Payables

Credit cards		960	1,303
Superannuation payable		6,889	7,854
PAYG payable		5,784	5,588
FBT provisional payments		(4,354)	(2,715)
Net GST payable to the ATO		20,297	11,439
VET liability account	11	42,947	58,002
CHYAP Funds Held		8,864	-
RYAN liability account	11	1,779	1,779
Total Other payables		83,164	83,251

NOTE 6: PROVISIONS**Current:**

Annual Leave		10,900	13,248
Total Provisions		10,900	13,248

Non-current:

Long Service Leave		7,293	4,965
Total Provisions		7,293	4,965

NOTE 7: KEY MANAGEMENT PERSONNEL DISCLOSURE**Compensation**

The aggregate compensation made to officers and other members of key management personnel of the incorporated association is set out below:

Aggregate compensation	111,979	108,349
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NOTE 8: CONTINGENT LIABILITIES

The incorporated association had no contingent liabilities as at 31 December 2017 and 2016.

NOTE 9: OPERATING LEASE COMMITMENTS

Minimum lease payments under non-cancellable operating leases of motor vehicles and photocopier:

> Not later than 1 year	29,480	15,295
> Later than 1 year but not later than 5 years	14,444	26,208
	43,924	41,503

NOTE 10: RELATED PARTY TRANSACTIONS**Key management personnel**

Disclosures relating to key management personnel are set out in note 7.

Transactions with related parties

There were no transactions with related parties during the current and previous financial year.

Receivable from and payable to related parties

There were no trade receivables from or trade payables to related parties at the current and previous reporting date.

Loans to/from related parties

There were no loans to or from related parties at the current and previous reporting date.

Note	2017 \$	2016 \$
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NOTE 11: VET AND RYAN OPERATIONS

The VET (Vocational Education and Training) operations and RYAN (Regional Youth Affairs Network) operations are separate from that of the Association and therefore are separately accounted for in a liability account in the records of the Association. The value of the liability accounts reflects the retained surpluses of the VET operations and RYAN operations being carried by the Association. A summary of the results of the operations are summarised below.

RYAN operations

Retained surpluses brought forward	1,779	1,779
Net deficit	-	-
Retained surpluses carried forward	1,779	1,779

VET operations**Income**

VET fees	76,560	93,070
Investment income	1,361	-
Miscellaneous Income	-	100
Total Income	77,921	93,170

Expenses

Administration Fee	5,164	5,164
Salaries and wages	66,900	74,022
LSL provision	(51)	(1,537)
Superannuation	6,676	7,296
Workcover	1,201	1,179
Depreciation	119	408
Communication costs	2,381	1,591
Consumables and admin costs	5,723	4,301
Project expense	900	1,780
Promo expenses & functions	2,982	2,935
Staff development	732	2,057
Other expenses	22	301
Total Expenses	92,976	99,340
Net deficit	(15,055)	(6,170)
Retained surpluses brought forward	58,002	64,172
Retained surpluses carried forward	42,947	58,002

NOTE 12: EVENTS AFTER THE REPORTING PERIOD

No matter or circumstance has arisen since 31 December 2016 that has significantly affected, or may significantly affect the Association's operations, the results of those operations, or the Association's state of affairs in future financial years.

annual statement

GIVE FAIR AND TRUE VIEW OF FINANCIAL POSITION AND PERFORMANCE OF INCORPORATED ASSOCIATION

These financial statements are special purpose financial statements that have been prepared in order to satisfy the financial reporting requirements of the *Associations Incorporation Reform Act (Victoria) 2012* and the ACNC Act.

In accordance with a resolution of the committee of Highlands LLEN Inc., the members of the committee declare that the financial statements as set out:

- 1 comply with the Australian Accounting Standards – Reduced Disclosure Requirements;
- 2 present a true and fair view of the financial position of Highlands LLEN Inc. as at 31 December 2017 and its performance for the year ended on that date; and
- 3 at the date of this statement, there are reasonable grounds to believe that Highlands LLEN Inc. will be able to pay its debts as and when they fall due.



L.C. Florence
Committee Member



David Clark
Committee Member

Dated this 12th day of February 2018

independent auditors' declaration-

AUDITOR INDEPENDENCE DECLARATION UNDER DIVISION 60 OF THE *AUSTRALIAN CHARITIES AND NOT-FOR-PROFITS COMMISSION ACT 2012* TO THE MEMBERS OF HIGHLANDS LOCAL LEARNING & EMPLOYMENT NETWORK INC.

I declare that, to the best of my knowledge and belief, during the year ended 31 December 2017 there have been no contraventions of:

- (a) the auditor independence requirements as set out in Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012* in relation to the audit; and
- (b) any applicable code of professional conduct in relation to the audit.

Florence Audit & Assurance



Rob Florence

Principal

Ballarat Victoria

Dated this 14th day of February 2018

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, 2017.

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, 2017 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 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.

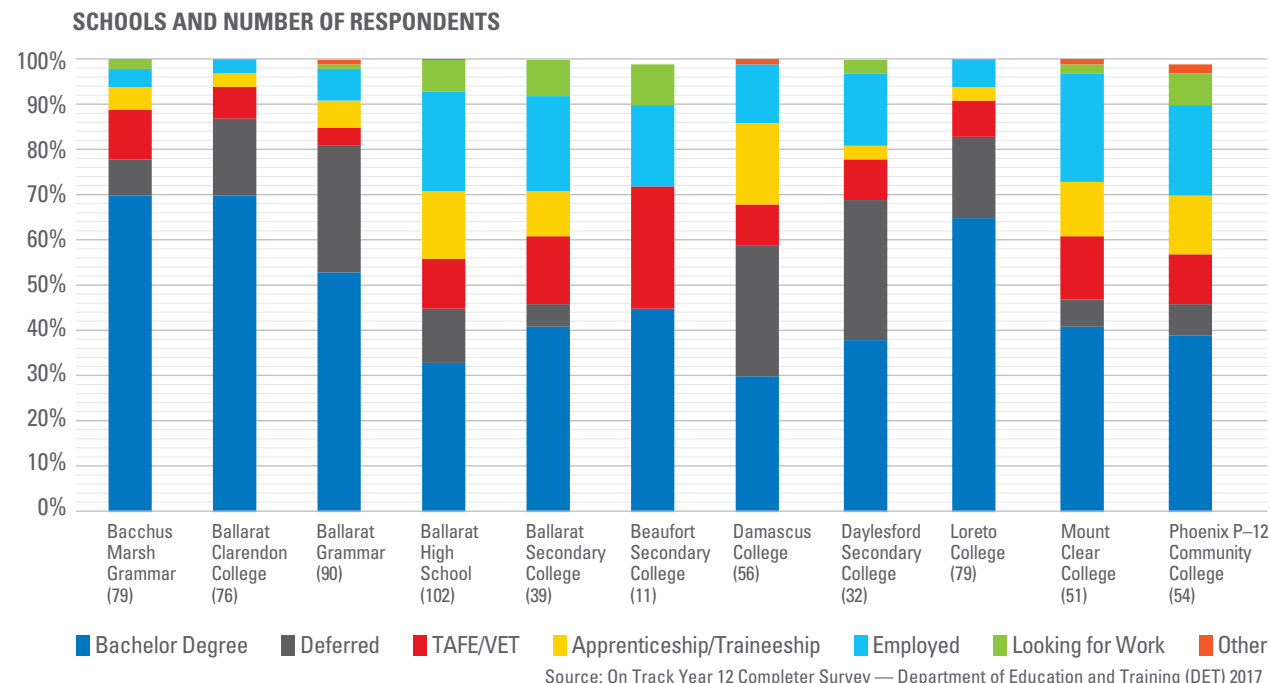
Rob Florence,

FCPA Florence Audit & Assurance

513 Grant Street, BALLARAT VIC 3350

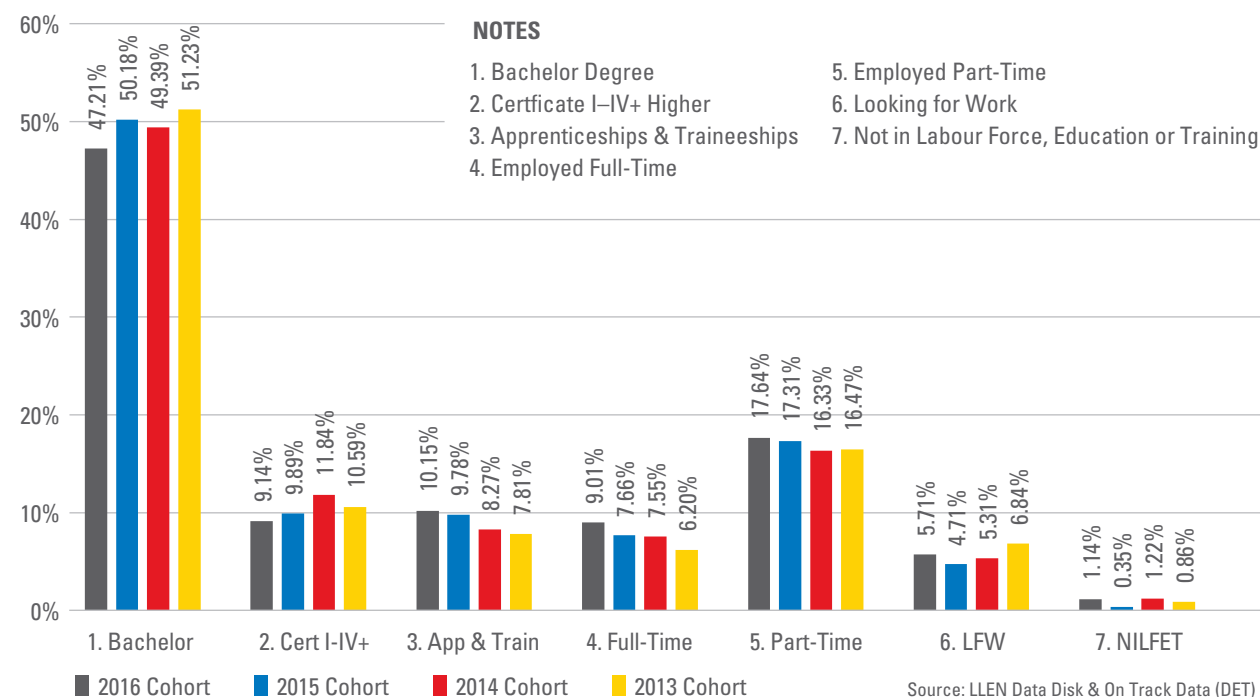
Dated this 14th day of February, 2018

POST SCHOOL DESTINATIONS OF YEAR 12 COMPLETERS FOR 2016 COHORT

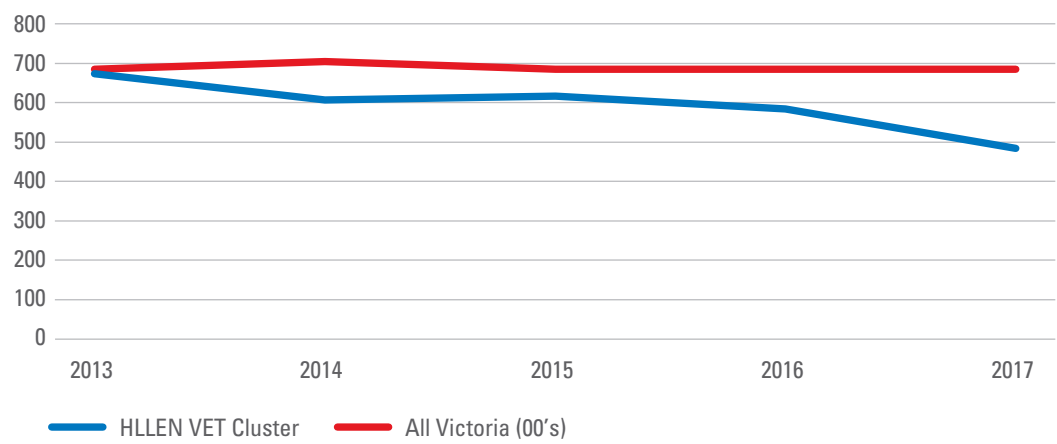


Schools absent from data: Bacchus Marsh College; Ballarat Christian College; Federation College; St Patrick's College; and Yuille Park Community College

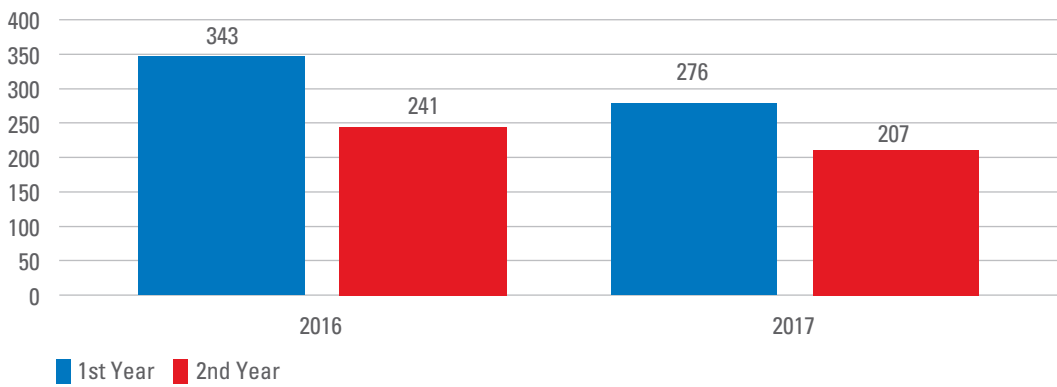
ON TRACK DESTINATION OF YEAR 12 COMPLETERS HIGHLANDS REGION 2013-2016 COHORTS



VET ENROLMENTS: HLEN CLUSTER VS VIC STUDENTS STATEWIDE 2013-2017



TOTAL FIRST AND SECOND YEAR VET CLUSTER ENROLMENTS 2016-2017



Zachary Merritt
Administration Officer



Tell me
and I forget

Teach me
and I remember

Involve me
and I will **learn**



annual report

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