

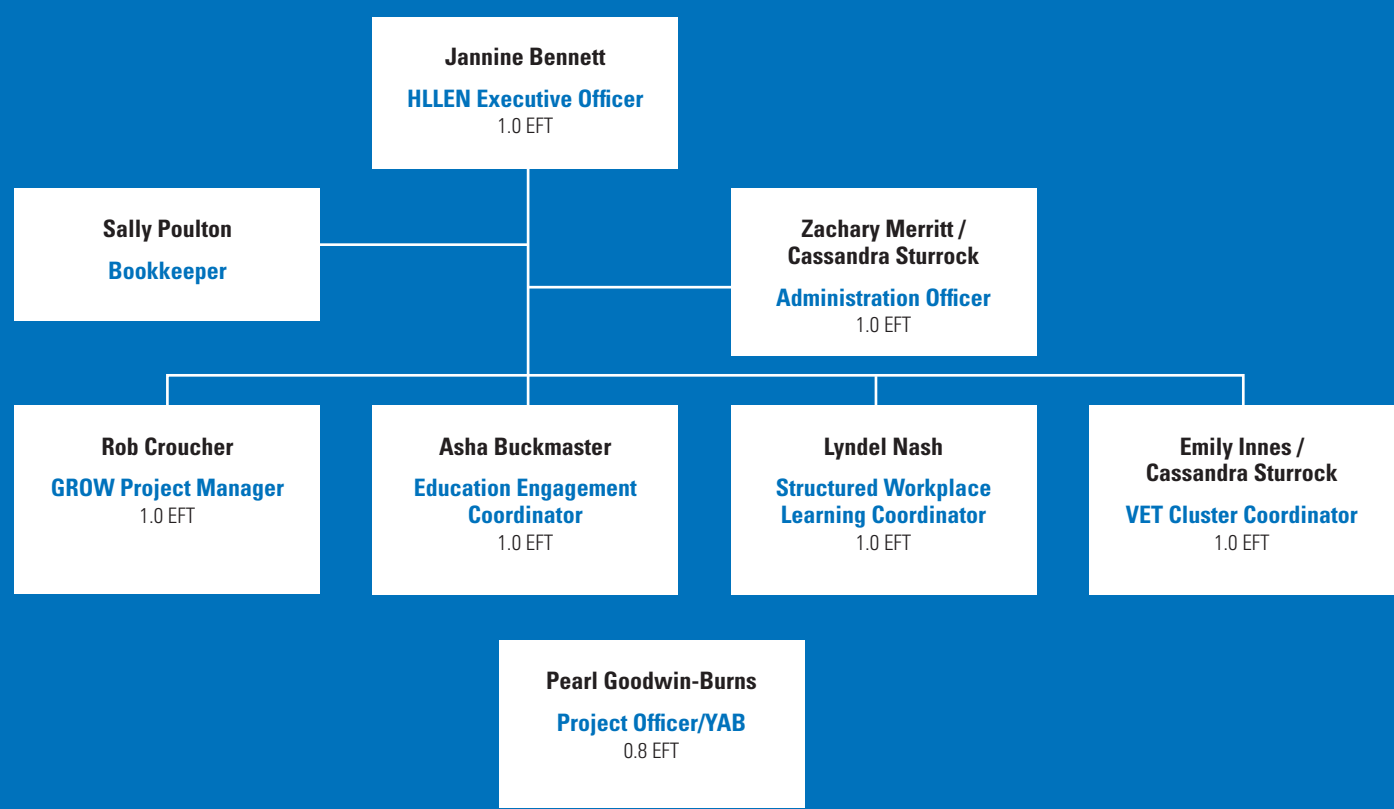
ANNUAL REPORT

2018

CONTENTS

Chairperson’s Report	1	Financial Statements	16
Executive Officer’s Report	2	Statement of Comprehensive Income	17
Education Engagement	4	Balance Sheet	19
Structured Workplace Learning	6	Statement of Changes in Equity	20
VET Cluster	8	Statement of Cash Flows	21
GROW Ballarat	10	Notes to and forming part of the Financial Statements	22
Youth Advisory Board (YAB)	11	Annual Statement	28
Committee Of Management 2018	12	Independent Auditors’ Declaration	29
Treasurer’s Report	13	Independent Auditor’s Report	30
Partnerships and Networks	14	On Track	31
		VET Cluster Data	32

ORGANISATIONAL STRUCTURE



CHAIRPERSON'S REPORT

Lindsay Florence
Chairperson



In preparing the Chairperson's Report for the 2018 year I had cause to reflect on what the Highlands LLEN (HLEN) has achieved over the past few years.

In 2015 we saw a significant change to the way LLEN's were funded, with Federal funding ceasing at the end of 2014. In addition to the standard HLEN contracts a program of note for 2015 was City Kids Experiencing Country Life, an initiative of the Department of Education and Training (DET) in which HLEN provided logistical and educational support for participating schools and camps. This project provided metropolitan students in Years 5 and 6 with an opportunity to develop an understanding of the historical and contemporary role of regional communities in Victoria.

Moving forward to 2016 many new initiatives in both education and employment were identified, including the introduction of the new **Structured Workplace Learning** contract and changes to the **LLEN Disengagement** contract. To assist schools and the broader community to navigate the changing sector, HLEN developed and published resources including the Rat Map and Choose Your Own Path. These publications continue to serve as useful resources.

I do not intend to go through HLEN's achievements year by year but the relevance of these past programs, together with the LLEN's ongoing involvement in coordination of the **VET Cluster** and the implementation of the Structured Workplace Learning contract serves to highlight the importance of HLEN in facilitating a connected and networked educational space within the Highlands Region.

HLEN has been a consistently high performer and as a consequence it has forged a reputation of integrity, commitment and achievement. A much more detailed outline of the achievements of the past year are captured in the various reports following this one.

HLEN continued to implement DET's **On Track Connect** service, in which students were supported to engage with education, training or employment six months after leaving school. The coordination and facilitation of annual events such as the Jobs and Skills Drive, Flexible Learning Forum and Get Into Games, as well as regular publications such as the School Leavers Manual, has enhanced the reputation of HLEN as an organisation that consistently achieves and is focused on creating opportunities for young people.

Based on this reputation HLEN was approached to facilitate and manage the Regional Development Victoria initiative of **GROW** Ballarat in 2018. This initiative is separate to the usual functions of HLEN yet aligns well with the organisation's values; that people in our communities are provided opportunities to successfully engage in education, training or employment. The long-standing success of HLEN and its ability has forged an outstanding reputation in the implementation and management of government funded initiatives, whilst being focused on the specific needs of our local region.

The fact that HLEN is so well regarded is reflective of the way in which all personnel undertake their roles. The cohesion between the Committee of Management and the Executive Officer is very positive and the ongoing involvement and commitment of staff towards achieving annual results of the LLEN cannot be underestimated.

I commenced this Chairperson's Report by reflecting on past achievements. In 2018, and as we move forward into the 2019 year, the relevance of a supportive and functional organisation such as the HLEN and its staff continues to be a significant influence on developing stronger, more inclusive and fair communities, where opportunities for education, training and employment are the norm.

In presenting the Chairperson's Report I acknowledge the past and present work of the Executive Officer, staff and the Committee of Management who have, as a collective, met all reporting requirements of the HLEN contracts successfully, through individual and collective participation. Well done to all on the achievements of the past year. As we move forward, we will strive to continue our positive influence and I am confident that HLEN is well placed to achieve further outstanding results and outcomes.

Lindsay Florence
Chairperson

EXECUTIVE OFFICER'S REPORT

Jannine Bennett
Executive Officer



The 2018 year provided Highlands Local Learning and Employment Network (HLEN) with exciting new opportunities but we also continued the management of a range of 'traditional' contracts. This included Education Engagement, Structured Workplace Learning, On Track Connect — all funded by the Department of Education and Training (DET) — and coordination of the Highlands VET Cluster — funded by Secondary Schools.

HLEN also managed several projects funded by the Central Highlands Children and Youth Area Partnership including the Youth Advisory Board. HLEN was asked to assume the role of backbone organisation for the introduction of a new initiative called GROW Ballarat which is modelled on the successful program operating in Geelong for some years.

The HLEN **Education Engagement** contract for 2018–2019 required HLEN to focus our activity via the preparation of Work Plans in consultation with the local DET Area Team. Three Plans were submitted and approved and were the focus for the remainder of 2018. *Progress with Work Plans is outlined by Asha Buckmaster on pages four and five of the 2018 Annual Report.*

In addition to achievements outlined for the Work Plans, the involvement of HLEN as a Co-industry supervisor for the **Higher Degree by Research** scholarship is a new role for the Executive Officer (EO). Recruitment occurred in 2018 with the successful candidate due to commence in 2019.

Contact by parents seeking assistance from HLEN regarding their child 'dropping out' of school significantly increased in 2018. The range of issues presented to HLEN was concerning and therefore staff developed a log of the issues, advice given and follow up required. This information was shared with DET Area Team staff and a clear referral process was identified with DET. In total, eighteen contacts were made.

I participated as a judge again for the 2018 Federation University Business School Business Excellence Awards. This involved review of applications, site visits and culminated in the Gala Dinner in August. Updates have occurred for the Jump Start resource initially developed in 2016, with two new program additions. The folder of flyers covering Government programs to assist young people into employment has been widely distributed and uploaded to the HLEN website.

The popular 'City Projects and Future Jobs' presentation was updated in 2018 in consultation with the City of Ballarat. This presentation has a goal to increase aspiration and confidence in a bright economic future for Ballarat and is delivered to students, education staff and community members. The revised version was first delivered to Phoenix College teaching staff.

The HLEN contribution to exceeding the state-wide targets for Opportunities posted on the SWL Portal and Placements consumed was a great achievement for 2018. *An outline of Structured Workplace Learning by Lyndel Nash is on pages six and seven of the 2018 Annual Report.*

Development of sound relationships with regional business continues to be a strong focus for HLEN as we build opportunities for young people to participate in the world of work through **Structured Workplace Learning**.

Staff changes to the **Highlands VET Cluster** during 2018 required the HLEN team to provide additional assistance to Cluster operations. Fortunately, a number of staff have experience in this field and could step in to support backfill arrangements. A key focus was promoting VET options for 2019 as the Cluster required greater enrolments in order to maintain viability. As the year ended, application numbers were higher than previous years which was very pleasing. *An outline of the achievements of the VET Cluster by Cassie Sturrock is on pages eight and nine of the 2018 Annual Report.*

In February, HLEN staff met with representatives from Regional Development Victoria and were asked to become the backbone organisation for **Growing Regional Opportunities for Work (GROW) Ballarat**. Preparation for full implementation in 2019 occurred in 2018 and involved the Ministerial launch in May, meetings with government departments, businesses and community organisations. Consultants from ArcBlue and Localised provided support and other GROW contract recipients assisted with the preparation stage. Attendance at the GROW Gippsland stakeholder's networking event gave insight into the level of commitment by local businesses.

Presentations were given in a range of forums as an introduction to GROW Ballarat including the Health Procurement Victoria event and Industry Capabilities Network forum (ICN). Recruitment began towards the end of 2018 for the GROW Ballarat Project Manager role with a successful outcome by year end. *An outline of GROW Ballarat by Rob Croucher is on page ten of the 2018 Annual Report.*

The formation of the **Youth Advisory Board** was an exciting initiative that occurred during 2018. The involvement of young people in presenting their voice to the Central Highlands Children and Youth Area Partnership Leadership Group has been innovative and valuable. HLEN also sponsored and presented the Challenge & Change Award at the 2018 City of Ballarat Youth Awards. This was awarded to Gabriel Gervasoni, a member of the Youth Advisory Board. *An outline of the achievements of YAB by Pearl Goodwin Burns is on page eleven of the 2018 Annual Report.*



HLEN received a total of forty-six referrals for the **On Track Connect** survey in 2018. Staff followed up with Year 12 Completers and Early Leavers who requested referral for further transition support through On Track Connect. Sixty-four percent of the 22 young people contacted (Year 12 completers) were referred to local organisations for further support. Fortunately, many of the young people referred to HLEN had already sourced appropriate employment, education and training options. However, a number of young people (Year 12 Completers & Early Leavers) recorded difficulty in finding employment and had searched for work for more than three months (approx. 18%).

A key function of LLEN is to be informed and inform others of developments in education as it relates to young people. Staff have attended briefings/conferences on initiatives such as Headstart, The Geelong Project (COSS Model), Victorian SRC Youth Presentation, Programs Addressing Disadvantage, Golden Plains Business Network, Business Day Out, Gov Hub briefing, Ararat Think Tank, Ballarat and District Youth Mental Health Forum, Regional Partnership Assemblies, Ballarat Foundation Community Impact Grants allocations, Understanding Autism, World Skills Cocktail Function, Skills First Regional Forum and Ballarat Region VCOSS Consultation.

Contribution and participation to a range of networks/committees is an important function of the EO. Most notably, I am a member of:

- > LLEN Executive group
- > LLEN representative on the Vocational Education Reference Group
- > Ballarat Tech School Committee
- > ACFE Grampians Regional Council
- > Crime Prevention Grant (PAGG & MAST)
- > Central Highlands Children and Youth Area Partnership (Leadership Group & Executive)
- > Ballarat Foundation/United Way.

Communication

During 2018, HLEN introduced The Engagement Express, our new E-newsletter which has replaced the hard copy newsletters that have been produced previously. Feedback has been positive with an average of 29.5% of the 223 recipients interacting with each issue.

HLEN has gained a pleasing amount of media coverage throughout the year with Win TV and the Ballarat Courier providing the greatest coverage. Staff participated in a Team Building/Planning afternoon in October which also involved Media Training.

Staffing

Early in 2018 HLEN farewelled our book keeper Eliza Munro and welcomed Sally Poulton. We farewelled Zac Merritt who had been employed with HLEN for six years. Cassie Sturrock began as the new Administration Assistant and then towards the end of 2018 she was successfully recruited into the VET Cluster Coordinator role as Emily Innes departed from the VET Cluster. Zac returned to Highlands LLEN to backfill for Emily until Cassie formally moves to her new role early 2019.

As 2018 ended, I am approaching my sixth year as the Executive Officer for Highlands LLEN. It is an honour to lead a group of very talented and committed staff who are all undertaking amazing and important work. Having the support and confidence of a capable Committee of Management helps me to undertake my role. I would also like to recognise and thank community members and local businesses for their ongoing support.

Jannine Bennett
Executive Officer

EDUCATION ENGAGEMENT

Asha Buckmaster
Education Engagement Coordinator



The 2018 Local Learning and Employment Network (LLEN) Guidelines focused on the brokering of partnerships that seek to increase the rate of Secondary School aged students who are engaged in education or training.

In line with these new Funding Guidelines, the Highlands LLEN (HLLLEN) submitted three Work Plans that were subsequently approved by the Department of Education and Training (DET):

- > Supporting the implementation of recommendations from the report 'Breaking The Link' in the Central Highlands: a New Approach to School Disengagement and Alternative Education
- > Supporting the Mental Health of Highlands Region students
- > Invigorating Pathways in the Hepburn Shire

Activities undertaken on each of these Work Plans were done in the context of the **Partnering Cycle Framework**.

Partnerships are complex with many stakeholders involved. To ensure success they need to be structured in a way that meets the needs of all stakeholders whilst allowing for innovation and creativity.

The Partnering Initiative's Partnering Cycle Framework provides a dynamic and flexible structure in four phases: Scoping & Building, Managing & Maintaining, Reviewing & Revising and Sustaining Outcomes. Whilst much of the activities within the following Work Plans falls within the Scoping & Building phase, in 2018 the Invigorating Pathways in the Hepburn Shire Work Plan progressed beyond agreeing to partner and moved into the Managing and Maintaining phase.

1. Supporting the implementation of recommendations from the report 'Breaking The Link' in the Central Highlands: a New Approach to School Disengagement and Alternative Education

A scholarship co-funding agreement was signed between Federation University and HLLLEN in April for a **Higher Degree by Research project**. HLLLEN will be an industry partner for this project, which will commence in 2019. This project will use a collective impact and action research approach to tackle the structural and systemic issues that perpetuate high rates of student disengagement. It is expected that this project will make a significant contribution to knowledge of innovative strategies to improve educational outcomes for young people.

Alongside Ballarat Community Health, HLLLEN are co-chair of the **Education State – Reducing Disengagement Network**. This Network brings together key Education State initiatives and DET staff to:

- > Develop a holistic picture of priority cohorts, schools and projects for 2018 across the range of programs and services offered by the network members.
- > Identify opportunities to collaborate and value-add with strategies and resources.
- > Reduce and manage overlap.
- > Advocate when appropriate.

HLLLEN were active members of the **Central Highlands Children and Youth Area Partnership (CHCYAP) Leadership and Executive Group**. The focus is to ensure 'All young people in the Central Highlands exit the education system at the right time for the right reason – to enter work, further training or higher education'. A key activity for 2018 was the State-wide Children and Youth Area Partnership Conference that focused on those with a lived experience as change agents and reform drivers.





2. Supporting the Mental Health of Highlands Region Students

The April **Ballarat Youth Services Network Meeting**, led by HLEN in partnership with headspace Ballarat, BGT Jobs + Training, The Smith Family, Ballarat Community Health and the City of Ballarat Youth Development Team, had a focus on education disengagement. Within this meeting, mental health was highlighted as a significant contributor to education disengagement.

In collaboration with Anne Watson from GET Mental Health & Wellbeing and School Focused Youth Service (SFYS), HLEN supported the delivery of **Youth Mental Health First Aid (YMHFA)** training across four sessions in late May and early June. This evidence-based training was focused on school staff.

HLEN are strong supporters of Ballarat Community Health's **Voices For Change Program** and have promoted this to school staff. The Voices For Change Program engages volunteers with a lived experience of disadvantage and pairs them up with a volunteer community worker to mentor them into becoming public speakers. HLEN and SFYS engaged a representative from the Voices For Change Program to speak at a **Secondary School Wellbeing Network** meeting as a way of promoting their services as a free guest speaker to students, staff and community groups. The speaker spoke about their lived experience of sexual and gender diversity, and mental ill health.

In consortium with the Ballarat Centre Against Sexual Assault (CASA), Victoria Police, City of Ballarat Youth Development Team, headspace Ballarat, Central Highlands Community Legal Centre, DET and Ballarat Community Health, HLEN have been pivotal in bringing **You The Man** to nine Ballarat Schools. You The Man is a thirty-five minute play about unhealthy relationships, dating violence and sexual assault. The performance is followed by a Q&A session with professionals from local organisations and School Wellbeing Staff. Relationship issues among young people can significantly impact on their mental health, and subsequently their capacity to be engaged in education.



3. Invigorating Pathways in the Hepburn Shire

In acknowledgement of staff roles as internal Partnership Brokers within the Hepburn Shire community, HLEN and SFYS partnered to engage Rhonda Chapman, an external Partnership Broker from the Partnership Brokers Association, to facilitate a Partnering Workshop. This occurred on July 30 with a successful outcome – all stakeholders in the room agreed to partner. The result of this partnership led to following structures being implemented to manage activities in the Hepburn Shire.

The **HEY! Network (Hepburn Engaging Youth)** comprises of representatives from HLEN, SFYS, Hepburn Shire Council, Hepburn Health Services, Daylesford College, DET, the Department of Health and Human Services (DHHS), Central Highlands Children and Youth Area Partnership, Shire Neighborhood Centre's, Primary School Principals across the Shire and multiple Community Organisations that offer services to school-aged young people in the Hepburn Shire. HLEN is an active participant in this network.

The **Projects and Initiatives Collaboration** is focused on creating sustainability in existing, effective programs and seeking opportunities to develop new initiatives. This includes a focus on **The Cook, The Chef & Us**; a School-Industry Partnership Program that immerses students at risk of disengagement from education in the Hospitality industry. HLEN has provided planning and operational support for The Cook, The Chef & Us, which is a collaboration between Daylesford College, Hepburn Health Services, SFYS and HLEN, delivered with funding from the Alcohol and Drug Foundation.

The **Strategic Partnership Team** is tasked with having strategic oversight of the activities that occur in relation to education engagement in the Hepburn Shire. The Strategic Partnership Team consists of representatives from HLEN, SFYS, Daylesford College, Hepburn Health Services, the Hospitality Industry, Hepburn Shire Council and Shire Neighborhood Centres.

As Partnership Brokers, the achievements of HLEN are contingent on the professional relationships that we have with a diverse range of stakeholders. I would like to thank our stakeholders and partners for their shared vision and passion for collaboration and change. Together, we are creating opportunities for young people to engage in education as well as strategic responses to systemic issues.

“Change is the end result of all true learning”
Leo Buscaglia

Asha Buckmaster
Education Engagement Coordinator

STRUCTURED WORKPLACE LEARNING

Lyndel Nash
Structured Workplace Learning Coordinator



The Structured Workplace Learning (SWL) State Wide Portal has now been operational for two years. Significant time has been invested in promoting the benefits of the Portal to students, parents/guardians and School staff.

Time is well spent by SWL Coordinators around the State in constantly cultivating and consolidating relationships with employers and industry to gain support for the SWL Program and Portal and promoting the mutual benefits of supporting students in the workplace. The result of this work is evidenced in the vast increase in Opportunities offered by industry and Placements consumed by students in the past twelve months when compared to previous years, both locally and around the State.

SWL is an essential element in creating training and employment opportunities for young people studying VET certificates. Highlands LLEN (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, for all eligible VCAL, VCE and VET students.

In 2018, HLEN exceeded all set SWL targets. Key Performance Indicator Target One concluded the year at 180% while Key Performance Indicator Target Two concluded the year at 134%. Numerous new Host Employers were signed up in 2018, therefore increasing Placement options for both current and future students.

Active participation in a variety of networks continued to provide a platform for engaging with industry groups, 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 and SWL Basecamp continues to enable SWL staff to share strategies, ideas, best practice, exchange resources and tap into State and National employer workplace learning opportunities.

HLEN have developed a series of user guides in 2018 for School staff, parents/guardians and students to support them to access the Portal and continue to model empowering language and a positive approach to SWL. The guides have been well received. Guides specifically developed for parents/guardians and students are also distributed to all VET classes. These guides were shared and have been adopted by LLEN's across the State.

Staff visited VET and VCAL classes across the Highlands Region at regular intervals during 2018 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 individual Placement needs and interests.

In addition to class visits, during Term 3 the SWL and VET Cluster Coordinators attended eighteen VET, VCE and VCAL information sessions (for parents/guardians and students) and presented information about SWL and VET. Portal information and introduction sessions were delivered in ten Schools in the final weeks of Term 4, in preparation for 2019.

The VCAL Network continues to be convened by Highlands LLEN.

HLEN are key members of the newly formed Ballarat SBAT taskforce/network with a view to exploring options and clarifying information and pathways for students and their supports, across the region.

The Structured Workplace Learning model is continuing to gain traction locally with businesses, with use of the Portal by all stakeholders, including students, continually increasing during 2018.

HLEN staff have continued to deliver the **City Projects Future Jobs** presentation as developed and updated in partnership with the City of Ballarat Economic Development Unit. The purpose of the presentation is to build aspirations for young people and provide an understanding of the growth industries and employment opportunities that exist within the region that students live and study.

HLEN staff are also facilitating **Career Voyage** with groups of students and one on one where a student might require more individualised support. Career Voyage is a web-based career education tool. Schools have limited access





to this resource, therefore the HLEN staff have committed to delivering classroom sessions upon request. Highlands LLEN also takes requests from organisations to provide Career Voyage to vulnerable young people and especially those who are identified as being at risk of disengaging from education.

The fifth annual **Jobs & Skills Drive** was held in August. The event was booked out weeks in advance and HLEN continued to field enquiries for more tickets within hours of the event commencing. A total of 170 students from Years 10 to 12, School leavers, job seekers and the public attended the free event.

The Jobs & Skills Drive is managed and facilitated by HLEN as part of Commerce Ballarat's B31 Ballarat Business Festival month. Local VET and VCAL Structured Workplace Learning students were engaged to provide live musical entertainment, catering and event photography. The panel of employers consisted of representatives from the health, business, tourism and start-up/young entrepreneur sectors. The key note speaker was Runway's Director of Stakeholder Relations, Janelle Ryan, who spoke on the topic of personal branding.

The objectives of the 2018 Jobs and Skills Drive were multiple and included:

- > Introducing the concept of developing a personal brand and finding your unique point of difference.
- > How to make a positive impression on an employer.
- > Communication with employers and colleagues.
- > Industry Insights followed by a Q & A panel with employers.
- > An overview of Free TAFE.

Feedback received was positive as was the print and news media coverage.

"Hi Lyndel,

My daughter (Caitlin) and I attended the Jobs and Skills Drive today. I just wanted to thank you for organising the event. Unfortunately, we had to leave before I had the opportunity to thank you in person, but I was really impressed by the event and the calibre of speakers you arranged.

I feel like Caitlin got some really useful information and insight from your presenters and she informs me she felt it was a valuable experience. I'm sure others in her age group who attended would feel the same. It was a great opportunity to listen to the experiences and knowledge of all your guests. Janelle Ryan in particular had some really insightful things to share with the group and provided some excellent food for thought for not only the students attending, but also an old hack like myself!

Thanks again on behalf of Caitlin and myself, to you and the rest of your team at Highlands LLEN. I think it provided Caitlin with some useful tools and tips to add to her experience in moving ahead after completing Year 12.

Kind Regards, Peter Wilkie"



Ballarat GIG (Get into Games) was held in May 2018. The purpose of this annual event was to market careers and study pathways in Information Communication Technology via Gaming. HLEN are active members of the organising committee and provided staff to assist with the running of the event. HLEN managed the promotion of the event to Schools, coordinated ticketing, processed all paperwork relating to students and coordinated bus transport to and from the event for all participating Schools. Approximately 250 Secondary students from throughout Victoria attended on the day and demand for tickets far exceeded availability. Students heard from a range of ICT/Gaming/VR industry speakers, engaged in gaming and were given opportunities to speak one on one to industry experts, game developers, studio owners and employers. The 2018 event had a focus on women in gaming and gaming development. The event traditionally hosts a 'teacher's lunch'. HLEN staff attended the event for networking purposes and to discuss the mutual benefits and processes relevant to a successful SWL placement with School staff and industry representatives.

HLEN would like to acknowledge the many students who have enthusiastically engaged in the SWL program. We would like to express our gratitude to all employers, businesses and organisations from across the State who have embraced the opportunity to guide, support and inspire VET, VCAL and VCE students by providing an SWL Opportunity; the program would not exist if it were not for their belief in the capacity of young people. SWL provides Host Employers with the chance to share their expertise, skill, wisdom and experience with a student and that in turn broadens the young person's knowledge regarding future employment and study pathways. We would also like to thank the many skilled VET trainers, School staff, families and guardians that support young people to learn and explore their future via VET and SWL.

Lyndel Nash
Structured Workplace Learning Coordinator

VET CLUSTER

Cassandra Sturrock
VET Cluster Coordinator



The Highlands LLEN (HLEN) VET Cluster has been operating through the LLEN for twenty-one years.

The success of the Cluster is achieved through the understanding and cooperation of many stakeholders, working towards meaningful outcomes for students across our region. VET in VCE or VCAL offers students the opportunity to gain industry skills and knowledge in a practical classroom setting, potentially leading to careers that students are passionate about. Every year more than 50,000 Victorian Secondary students participate in VET. In 2022 it is projected that 57% of all new jobs will be achievable through a VET qualification (Labour Market Information Portal 2017). Participating in VET also gives students an opportunity to undertake Structured Workplace Learning, strengthening their connection to industry and often leading to employment and further education opportunities.

In 2018 the VET Cluster offered eighteen programs to local School students across the region with overall participation from 488 students and the engagement of eleven Registered Training Organisations (RTO) and twenty-five schools across the Highlands Region and beyond. Half of 1st Year students who commenced in 2017 continued onto 2nd Year in 2018 and 43% of all VET enrolments for 2018 were through Federation University. In 2018 two new programs were added to the VET Cluster: Electrotechnology and Information, Digital Media and Technologies.

The six programs shown on the following page proved to be the most popular with 238 students (48.8%) participating in these six program areas. Animal Studies proved to be the most popular qualification with 54 students across the 1st and 2nd Year enrolments.

Overall, the total participation rate for the VET Cluster programs in 2018 was slightly higher than the previous year from 484 in 2017 to 488 in 2018. Both these years are a decline when compared to the 584 VET Cluster enrolments in 2016. This drop in VET enrolments locally has not followed the relatively stable enrolments across Victoria.

In 2018 we saw the introduction of the **Get VET** campaign that included a booklet which was distributed to all Year 9 students across the State. The material includes a range of printed and digital resources to promote understanding around VET in VCE or VCAL, dispel myths and explore the many varied career pathways that a VET program can lead to.

Throughout 2018 the Cluster advertised and added to its range of programs on offer for 2019. Allied Health Assistance delivered through Australian Catholic University was advertised to students who are looking for a pathway into Allied Health and Para Medicine careers. Mount Clear College also expanded their VET Cluster involvement with the addition of Aviation (Remote Pilot – Visual Line of Sight). This course gives students an opportunity to pilot drones with a possible pathway to a career operating drones in a range of industries such as Agribusiness, Civil Engineering, Construction and Film/Television.

Due to lower numbers over the past few years, the Cluster increased its School visits and information sessions with an aim to engage Year 9 and Year 10 students in conversations around the benefits of adding VET to their subject selection and therefore enhance their pathway options for VCE and VCAL. Over twenty-six visits occurred at various schools and flexible learning programs across the Highlands Region. With the increased expressions of interest and additions to the courses available for 2019, enrolments looked to be promising.

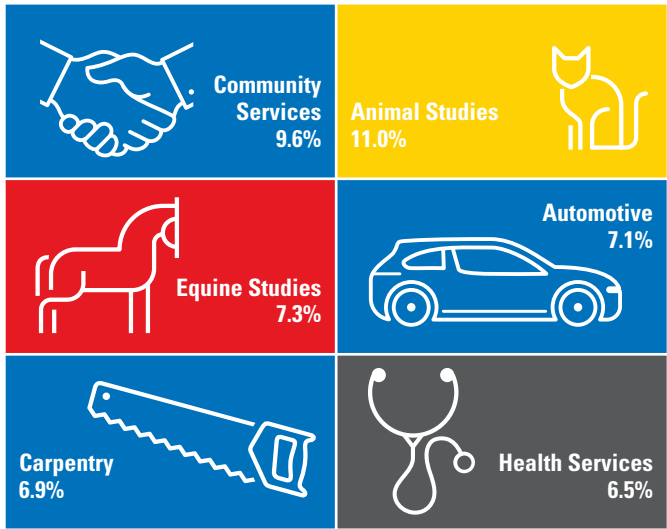
Cassandra Sturrock
VET Cluster Coordinator





VET PROGRAM ENROLMENTS | 2017-2018

VET PROGRAM	2017	2018
Agriculture	27	23
Animal Studies	49	54
Automotive	18	35
Aviation	21	18
Carpentry	25	34
Community Services	39	47
Screen and Media	32	11
Dance	15	16
Electrotechnology	–	14
Engineering	15	15
Equine	40	36
Health Services Assistance	40	32
Information, Digital Media and Technology	7	17
Kitchen Operations	30	25
Music Industry (Sound Production)	15	17
Music Performance	1	3
Plumbing	9	17
Retail Cosmetics	59	31
Salon Assistance	21	17
Sport & Recreation	21	26
TOTAL	484	488



GROW BALLARAT— GROWING REGIONAL OPPORTUNITIES FOR WORK

Rob Croucher
GROW Ballarat Project Manager



GROW Ballarat is a three-year program that focuses on bringing together business, government, community and philanthropic organisations across the Ballarat Region with the goal of creating sustainable employment opportunities for target cohorts of disadvantaged job-seekers.

By the end of the three-year period, GROW Ballarat aims to create local jobs in Ballarat and to develop a number of social procurement and investment projects to support ongoing economic and social prosperity. The GROW philosophy believes that a prosperous community cares for the well-being of all its members.

GROW Ballarat was launched on May 17, 2018 by the Minister for Regional Development Jaala Pulford, with Highlands LLEN (HLEN) leading the implementation for Regional Development Victoria (RDV). The model was developed in Geelong by G21 and Give Where You Live then rolled out in Gippsland, Bendigo, Ballarat and Shepparton.

GROW is based upon evidence that suggests that the most effective way to improve outcomes for persistently disadvantaged communities is to reduce unemployment rates within those areas, and by doing so, strengthening the social and economic fabric of the region.

The aim of GROW Ballarat is to increase employment opportunities for disadvantaged job-seekers by implementing the following principles:

- > **Buy Local:** to support local businesses to thrive and prosper in Ballarat, and in turn, keep money spent in our region.
- > **Buy Social:** to support socially driven purchasers and social enterprise suppliers coming together and building on business relationships that generate benefits to communities across Ballarat.
- > **Offer Employment Pathways:** Traineeships, Apprenticeships, work placements and work experience help train people for real and accessible employment opportunities. This means that job seekers are equipped with the skills they require to meet job needs.
- > **Employ From Target Areas:** Focusing on equitable access to employment and helping to create strong, skilled and inclusive communities.

By adopting the GROW Ballarat principles, buying local and buying social will become second nature, the ongoing prosperity of local Ballarat business will be reinforced, and ongoing employment opportunities will be ensured.

Rob Croucher
GROW Ballarat Project Manager



Program for jobs to GROW in Ballarat

Courtesy 17/5/18

A PROGRAM aimed at finding work for disadvantaged job seekers in Ballarat will be launched today.

The state government is chipping in \$750,000 for the Growing Regional Opportunities for Work (GROW) initiative which will be launched by Regional Development Minister Jaala Pulford.

GROW was piloted in Geelong in 2015 and now has more than 80 local businesses involved. It has created around 80 job pathways.

It works by encouraging businesses to use local products and services and aims to bring business, government, community organisations and individuals together to

address disadvantage in areas of high unemployment.

The success of the Geelong program has led to the creation of the program in Ballarat, which is one of a group that will be announced alongside Latrobe Valley, Bendigo and Shepparton.

GROW Ballarat will be run through Highlands Local

Learning and Employment Network (Highlands LLEN) which will develop and deliver the program with input from businesses who have already expressed interest in the program.

Minister for Regional Development Jaala Pulford said GROW will be designed to encourage businesses

and agencies to develop an appetite for collaboration within the Ballarat business community.

"Ballarat GROW will boost employment through a partnership of organisations and businesses that buy and use local, so more people can find a job."

Highlands LLEN acting

executive officer Asha Buckmaster said the organisation was keen to embrace what was a proven model but also work to adapt it to the region's needs.

"We're quite excited to be part of a program that is all about partnerships and collaboration," she said.

—GREG GLIDDON

YOUTH ADVISORY BOARD (YAB)

Pearl Goodwin-Burns
Youth Advisory Board Coordinator



As part of the Central Highlands Children and Youth Area Partnership (CHCYAP) the Highlands LLEN (HLLLEN) established the Youth Advisory Board (YAB) in mid-2018.

The YAB is an advisory board of fifteen young people who live, work and study in the Central Highlands area who are interested in informing the way our community, support services and Government departments approach issues that impact on young people and their families. The objectives of the YAB is to provide the CHCYAP partner organisations with the perspective and input of young people and to develop their own initiatives to ensure young people’s needs are heard locally.

In 2018, the YAB came together eight times to discuss various issues, including physical and mental health, employment opportunities for young people and experiences within the mainstream and flexible education system. The YAB also held a joint meeting with representatives from the partner organisations involved in the CHCYAP to work on forging stronger relationships with the leaders of our community. The YAB secured funding for a youth focused event planned for late 2019 and have participated in several conferences, forums and events across 2018 that have focused on young people and their outcomes.

Pearl Goodwin-Burns
Youth Advisory Board Coordinator



COMMITTEE OF MANAGEMENT 2018

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 (Mt Rowan Campus)	1	Schools
Barry Wright	Federation University	2	TAFE
Karen Monument	ACFE Regional Board	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 College	5	Trade Unions
Jim Dannock	Australian Industry Group	6	Employers
Susan Honeyman	FMP Group Australia	6	Employers
Cr David Clark	Pyrenees Shire Council	7	Local Government
Cr Jarrod Bingham	Moorabool Shire Council	7	Local Government
Cr Joanne Gilbert	Golden Plains Shire Council	7	Local Government
Cr Belinda Coates	City of Ballarat	7	Local Government
Phonse Crawford	Department of Education and Training (DET)	8	Other Community Organisations
Alice Christie	Business Services Training	8	Other Community Organisations
Lindsay Florence		10	Community Member
Rod Homburg		11	Co-optee



TREASURER'S REPORT

Cr David Clark
Treasurer



Highlands LLEN has had another successful year in 2018, with a focus on its two core contracts of Education Enagement and Structured Workplace Learning plus the VET Cluster.

As well we had smaller grant projects in particular the Youth Advisory Board and the Children and Youth Area Partnership projects. These produced a pleasing, one off, increase in revenue for the 2018 year of \$150,000 to \$595,545 due to these projects, while HLEN's core grants grew by CPI to \$440, 081.

Employee costs fell to around 60% (65.5% in 2017) of HLEN's operating expenditure at \$344,000 due to the broader range of costs associated with the new 2018 projects. Program delivery remains the core emphasis of HLEN as demonstrated through the employment and project costs in the accounts. Other significant costs included rent \$21,692, motor vehicle costs of \$31,647 and our contracted bookkeeper, accounting and audit costs at \$16,800.

The very healthy surplus recorded this year of \$50,675 reflects a number of deliverables for our project grant funds are still to be completed in 2019, with these being completed by the first quarter. Noting the rules that apply to the recognition of revenue, this expenditure will likely result in a small deficit for the 2019 year. The underlying HLEN Balance Sheet continues to be strong and largely unchanged from 2017, with the increase in cash of \$350,000 being matched by a range of payables totaling \$300,000, being expenses already incurred but not paid, and the surplus of \$50,000. Once all commitments carried forward are met in 2019 HLEN will be in a positive equity position in the order of \$75,000.

Our Audit report for 2018 contains no qualifications and I am pleased to recommend to you our financials for the year, noting we expect a significant year in 2019 with the incorporation of the three year GROW project into the normal activities of HLEN.

Cr David Clark
Treasurer



PARTNERSHIPS

Youth Advisory Board (YAB)

- Facilitator
- > Young People
- > Central Highlands Children & Youth Area Partnership: Leadership Group

Jobs & Skills Drive

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

Ballarat Future Jobs Presentation

- > City of Ballarat
- > Education Providers

Industry Taster Programs

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

Tech School

- Tech School Committee
- > Committee for Ballarat
- > DET
- > Trades Hall
- > Industry
- > Secondary

Get Into Games (GIG)

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

Higher Degree by Research Partnership

- Co-Industry Supervisor
- > Central Highlands Children & Youth Area Partnership
- > Federation University Australia
- > HDR Student

Skills First ReConnect

- > BGT
- > Federation College

Central Highlands Children & Youth Area Partnership

- Member of the Leadership Group
- Member of the Executive Group
- > DET > DHHS
- > VCRU > DPC

On Track Connect

- > DET
- > Young People

Careers for Youth Ballarat Area (CYBA)

- > Business & Industry
- > Young People

Education Providers

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

Grampians ACFE Regional Board Council

- Board Member
- > DET
- > Learn Locals
- > Industry
- > LLEN's

Flexible Learning Network

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

Vocational Education Reference Group

- Rep. for Victoria LLEN Network
- > Catholic Education Commission Victoria
- > DET
- > Secondary Colleges
- > VET Program Managers
- > VRQA
- > VCAA
- > TAFE providers
- > LLEN's

LLEN Executive Officer Network

- Member of Executive
- > LLENs [31]

Student Engagement Network

- > Ballarat Community Health
- > School Focused Youth Services
- > Berry Street
- > DET
- > LOOKOUT
- > Re-engagement Officers
- > Navigator

Secondary School Wellbeing Network

- > School Focused Youth Service
- > headspace Ballarat
- > Education

ADDITIONAL RELATIONSHIPS

- > AIME
- > ASAP
- > Big Brothers Big Sisters

- > BGT
- > Duke of Edinburgh
- > Disability Employment Services

- > Employment Agencies
- > Foundation for Young Australians
- > Gforce

- DIRECT
- INDIRECT

- > Lake Bolac
- > Loreto College
- > Marian College
- > Mount Clear College
- > Mount Rowan
- > Maryborough Education Centre
- > Phoenix P-12 Community College
- > SEDA
- > St Patrick's College
- > Woodman's Hill
- > Yuille Park Community College

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

HLEN VET Cluster

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

The Cook, The Chef & Us

- > Hepburn Health Service
- > Alcohol & Drug Foundation
- > Daylesford Secondary College
- > School Focused Youth Service
- > Spade to Blade

Career Voyage

- > Education Providers
- > Community Agencies

SWL Portal

- > Secondary Schools
- > Employers
- > RTO's

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

Good to Go

- > State Secondary Colleges
- > Education Engagement Officers
- > Training Provider

B31 Committee

- Committee Member
- > Commerce Ballarat
 - > Employers

Hepburn Shire Strategic Partnership

- > School Focused Youth Services
- > Daylesford Secondary College
- > Hepburn Health Services
- > Hepburn Shire Council
- > Daylesford Neighbourhood Centre

Hepburn Engaging Youth (HEY!)

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

Golden Plains Youth Network

- > Education Providers
- > headspace Geelong
- > Local Councils
- > Community Groups

Ballarat Youth Services Network (BYSN)

- > Community Organisations
- > Education Providers

Moorabool & Schools Together (MAST)

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

SWL Victorian Network

- > LLENS [31]
- > Basecamp

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

Ballarat Careers Education Network (BCEN)

- > Education Providers
- > Universities [eight]

Youth Mental Health Community of Practice

- > Practitioners
- > Organisations with a focus on prevention & early intervention

VCAL Network

- > VCAL Providers

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

- > Qualify Training
- > Skills & Jobs Centre
- > The Smith Family

- > VECCI
- > Westvic
- > WISA

- > Work & Learning Centre
- > YACVIC
- > VCOSS



FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2018

HIGHLANDS LLEN INC | ABN 46 429 658 543

STATEMENT OF COMPREHENSIVE INCOME

FOR THE YEAR ENDED 31 DECEMBER 2018

	Note	2018 \$	2017 \$
Revenue			
Recurrent Grants		440,081	431,452
Grants – Projects		78,304	–
Conference Sponsorship		41,364	–
Conference Management Fee		2,965	–
Conference Ticket sales		19,003	
Flexible Learning Forum		2,233	795
Sponsorship		–	250
On Track Connect		4,795	4,701
Doing Schools Differently		6,800	–
		595,545	437,198
Other income			
Administration Fees		38,672	5,164
Advertising – School Leavers Manual		1,600	–
Bank Interest		4,662	1,713
Management Fee		–	25,000
Miscellaneous Income		197	634
Rent Received		–	921
		45,131	33,433
		640,676	470,630
Expenditure			
Advertising		7,995	3,195
Annual Leave Expense	2A	3,929	(1,141)
Audit and Accounting Fees		16,800	13,780
Bank Fees & Charges		680	152
Business Phone		3,004	2,973
Catering and Room Hire		36,698	6,002
Consultancy Fees		3,800	7,762
Conference Management Fee		2,965	–
Depreciation	2B	2,974	2,864
Equipment		331	–
Employer Awards		–	–
Flexible Learning Forum		–	330
Fringe Benefits Tax		8,432	7,154
Fuel & maintenance		8,936	9,094
Insurance		3,537	3,737
Internet		1,309	1,527
IT & Computer Expenses		1,912	7,532
Jobs and Skills Drive		–	45
Lease – Motor Vehicles		22,711	23,653
Long Service Leave Expense	2A	3,452	2,379
Meeting Expenses		20,268	377

Continued following page...

STATEMENT OF COMPREHENSIVE INCOME

FOR THE YEAR ENDED 31 DECEMBER 2018

Continued from previous page	Note	2018 \$	2017 \$
Miscellaneous		–	856
Mobile Phone		2,927	3,493
Management and Admin Fees		32,672	25,000
Photocopier		1,620	1,960
Postage & Delivery		737	716
Printing		1,868	1,385
Program Expenses – YAB		3,098	–
Publications		3,705	6,647
Registrations/Memberships		4,758	4,882
Rent		21,692	20,178
Signage & Banner			394
Sponsorship		4,477	455
Staff Amenities		1,407	2,415
Stationery and Office Supplies		6,422	3,670
Superannuation	2A	28,878	25,756
Temporary/Contract Staff		35,122	–
Training/Seminars Transitions & Pathways		13,475	5,331
Travel & Accommodation		4,848	3,871
Travel – Meals			134
Wages & Salaries	2A	271,414	273,508
WorkCover		1,148	4,698
		590,001	476,765
Surplus / (Deficit) before income tax			
Income tax expense		50,675	(6,135)
Net Surplus / (Deficit) for the year		50,675	(6,135)
Other comprehensive income, net of tax		–	–
Total Comprehensive income / (loss) for the year		50,675	(6,135)

The accompanying notes form part of these financial statements.

BALANCE SHEET

FOR THE YEAR ENDED 31 DECEMBER 2018

	Note	2018 \$	2017 \$
ASSETS			
Current Assets			
Cash and Cash Equivalents	3a	637,530	273,252
Trade and Other Receivables		142,412	147,269
Total Current Assets		779,942	420,521
Non-Current Assets			
Property, Plant & Equipment	4	9,486	8,160
Total Non-Current Assets		9,486	8,160
Total Assets		789,428	428,681
LIABILITIES			
Current Liabilities			
Payables	5a	479,525	253,840
Other Payables	5b	162,211	83,164
Provisions	6	12,850	10,900
Total Current Liabilities		654,586	347,904
Non-Current Liabilities			
Provisions	6	10,683	7,293
Total Non-Current Liabilities		10,683	7,293
Total Liabilities		665, 269	355,197
Net Assets		124,159	73,484
Equity			
Retained Surpluses		124,159	73,484
Total Equity		124,159	73,484

STATEMENT OF CHANGES IN EQUITY

FOR THE YEAR ENDED 31 DECEMBER 2018

	Retained Surpluses \$	Total \$
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
2017		
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
2016		
Balance at 1 January 2016	57,666	57,666
Net deficit for the year	21,953	21,953
Balance at 31 December 2016	79,619	79,619

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 DECEMBER 2018

	Note	2018 \$	2017 \$
Cash from Operating Activities:			
Receipts from customers including grants		1,035,075	685,292
Payments to suppliers and employees		(671,158)	(533,011)
Interest received		4,662	4,894
Net cash provided by operating activities		368,579	157,175
Cash Flows From Investing Activities			
Purchase of property, plant and equipment		(4,301)	(13,183)
Net cash provided by investing activities		(4,301)	(13,183)
Cash Flows From Financing Activities			
Net cash provided by financing activities		—	—
Net (decrease) / increase in cash and cash equivalents held		364,278	(68,464)
Cash and cash equivalents at beginning of year		273,252	341,716
Cash and cash equivalents at end of year		637,530	273,252

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2018

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.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES continued

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 the Standards that may be relevant:-

AASB 16: Leases (applicable to annual reporting periods beginning on or after 1 January 2019)

When effective, this Standard will replace the current accounting requirements applicable to leases (including premises leases) in *AASB 117: Leases* and related Interpretations. AASB 16 introduces a single lease accounting model that eliminates the requirement for leases to be classified as operating or finance leases.

The main changes introduced by the new Standard are as follows:

- > recognition of a right-of-use asset and liability for all leases (excluding short-term leases)
- > with less than 12 months of tenure and leases relating to low-value assets;
- > depreciation of right-of-use assets in line with AASB 116: Property, Plant and Equipment
- > in profit or loss and unwinding of the liability in principal and interest components;
- > inclusion of variable lease payments that depend on an index or a rate in the initial measurement of the lease liability using the index or rate at the commencement date;
- > application of a practical expedient to permit a lessee to elect not to separate non-lease components and instead account for all components as a lease; and
- > inclusion of additional disclosure requirements

The transitional provisions of this Standard permit an entity to either retrospectively apply the Standards to comparatives in line with *AASB 108: Accounting Policies, Changes in Accounting Estimates and Errors*; or recognise the cumulative effect of retrospective application as an adjustment to opening equity on the date of initial application.

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

	Note	2018 \$	2017 \$
NOTE 2: OPERATING EXPENSES			
Note 2A: Employee Expenses			
Wages and Salaries		271,414	273,508
Superannuation		28,878	25,756
Annual Leave Expense (Reversal)		3,929	(1,141)
Long Service Leave Expense		3,452	2,379
Total Employee Expenses		307,673	300,502
Note 2B: Depreciation			
Depreciation of Property, Plant & Equipment		2,974	2,864
Total Depreciation		2,974	2,864
NOTE 3: FINANCIAL ASSETS			
Note 3A: Cash and Cash Equivalents			
Cash on hand		630	500
Cash at bank		406,351	145,987
Term deposit		230,549	126,765
Total Cash and Cash Equivalents		637,530	273,252
Note 3B: Trade and Other Receivables			
Trade Debtors		141,579	120,643
Other Debtors		833	26,626
Total Receivable		142,412	147,269
NOTE 4: PROPERTY, PLANT & EQUIPMENT			
Fixtures & Fittings – at cost		20,549	20,549
Less accumulated depreciation		(16,505)	(14,446)
Total Fixtures & Fittings		4,044	6,104
Computer Equipment – at cost		38,035	33,734
Less accumulated depreciation		(32,593)	(31,678)
Total Computer equipment		5,442	2,056
Total Property, Plant & Equipment		9,486	8,160

	Note	2018 \$	2017 \$
--	------	------------	------------

NOTE 5: PAYABLES

Note 5A: Payables

Trade creditors and other creditors		8,330	7,566
Grants received in advance		471,195	246,274
Total Payables		479,525	253,840

Note 5B: Other Payables

Credit cards		512	960
Superannuation payable		11,805	6,889
PAYG payable		6,712	5,784
FBT provisional payments		(4,688)	(4,354)
Net GST payable to the ATO		41,529	20,297
VET liability account	11	39,002	42,947
CHYAP Funds Held		5,560	8,864
HDR Project – Funds Held		60,000	–
RYAN liability account	11	1,779	1,779
Total Other Payables		162,211	83,164

NOTE 6: PROVISIONS

Current:

Annual Leave		12,850	10,900
Total Provisions		12,850	10,900

Non-current:

Long Service Leave		10,683	7,293
Total Provisions		10,683	7,293

NOTE 7: CONTINGENT LIABILITIES

The incorporated association had no contingent liabilities as at 31 December 2018 and 2017.

NOTE 8: OPERATING LEASE COMMITMENTS

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

Not later than 1 year	25,418	29,480
Later than 1 year but not later than 5 years	892	14,444
	26,310	43,924

NOTE 9: RELATED PARTY TRANSACTIONS

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 10: 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.

	Note	2018 \$	2017 \$
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		85,837	76,560
Investment income		528	1,361
Miscellaneous Income		—	—
Total Income		86,365	77,921
Expenses			
Administration Fee		6,000	5,164
Admin Support		4,963	—
Salaries and wages		66,554	66,900
LSL provision		(62)	(51)
Superannuation		6,138	6,676
Workcover		279	1,201
Depreciation		—	119
Communication costs		1,848	2,381
Consumables and admin costs		2,531	5,723
Project expense		710	900
Promo expenses & functions		1,151	2,982
Staff development		168	732
Other expenses		30	22
Total Expenses		90,310	92,976
Net deficit		(3,945)	(15,055)
Retained surpluses brought forward		42,947	58,002
Retained surpluses carried forward		39,002	42,947

NOTE 11: EVENTS AFTER THE REPORTING PERIOD

No matter or circumstance has arisen since 31 December 2018 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 2018 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 27th 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 2018 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 27th 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, 2018.

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, 2018 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:

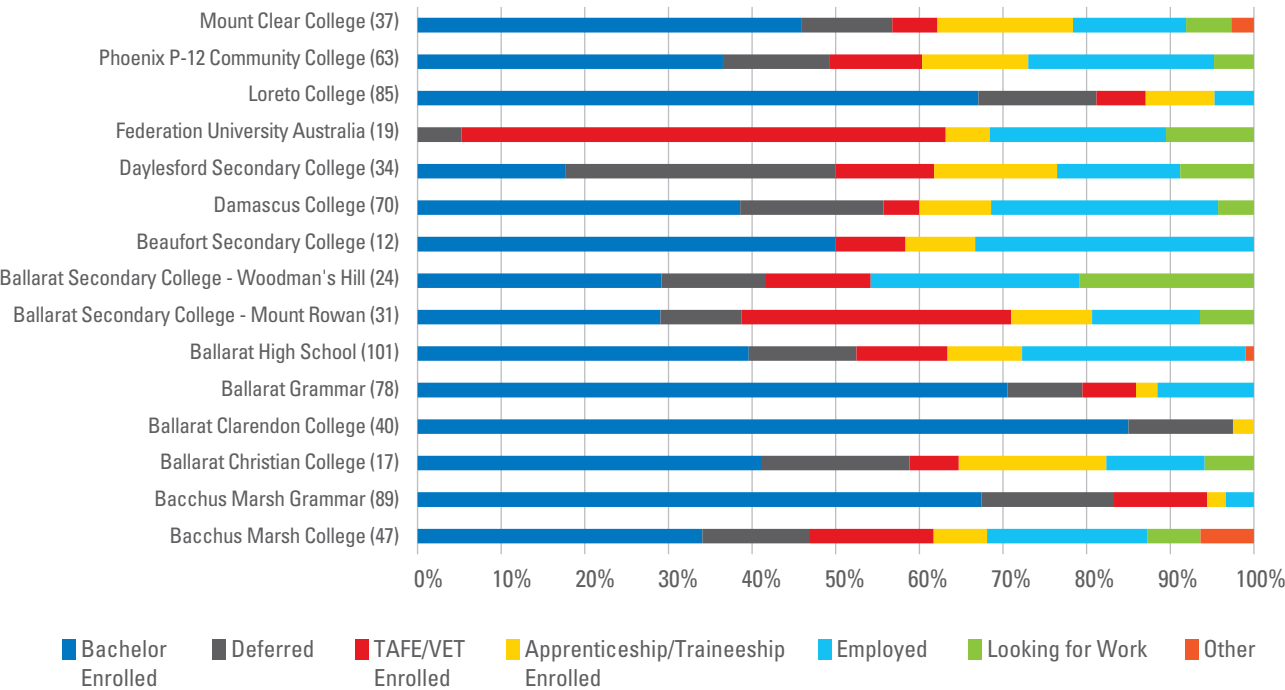
- > Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our [my] opinion. The risk of not detecting 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 27th day of February 2018

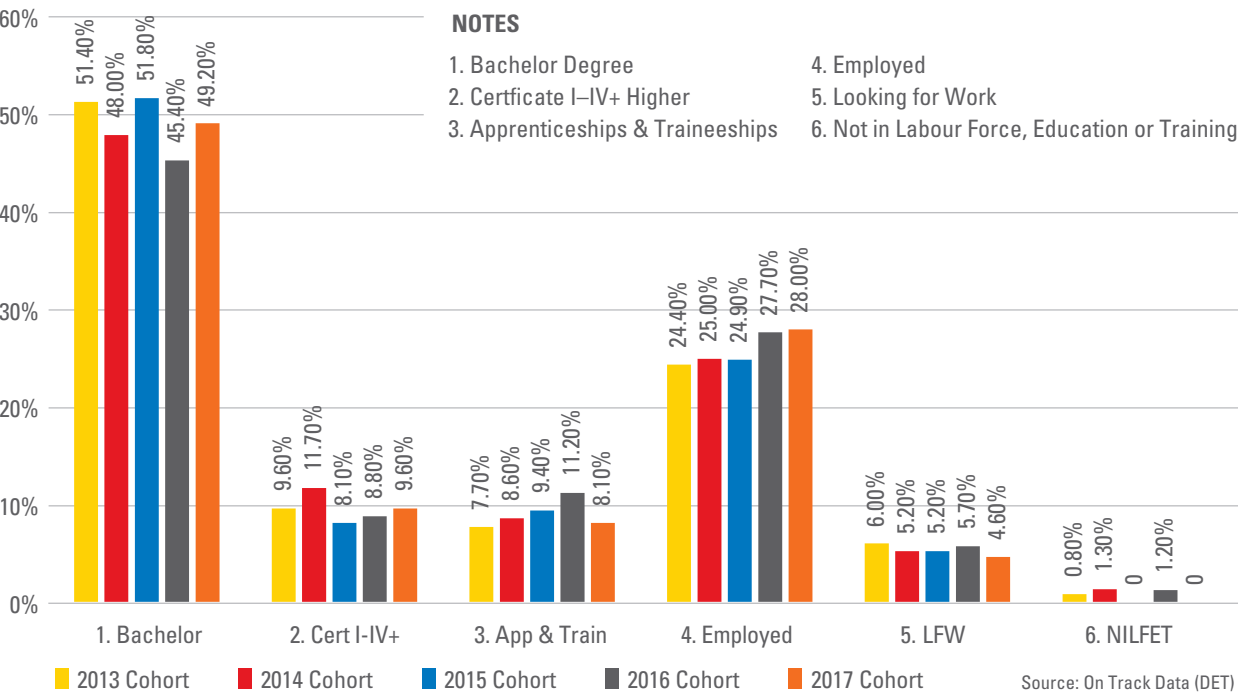
POST SCHOOL DESTINATIONS OF YEAR 12 COMPLETERS FOR 2017 COHORT

SCHOOLS AND NUMBER OF RESPONDENTS



Source: On Track Year 12 Completer Survey — Department Of Education & Training 2018
Schools absent from data: St Patrick's College; and Yuille Park Community College

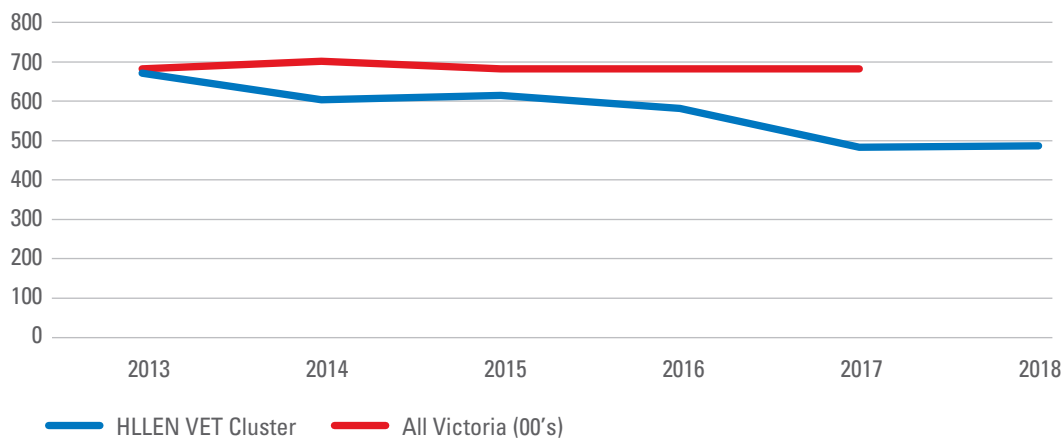
ON TRACK DESTINATION OF YEAR 12 COMPLETERS HIGHLANDS REGION 2013-2017 COHORTS





Zachary Merritt
Administration Officer

VET ENROLMENTS: HLLen CLUSTER VS VIC STUDENTS STATEWIDE 2013-2018



**“Never doubt
that a small group
of thoughtful,
committed citizens
can change the
world. Indeed, it
is the only thing
that ever has.”**

Margaret Mead



ANNUAL REPORT

Suite 21 Ballarat Technology Park Central
106 -110 Lydiard Street South, Ballarat
PO Box 583, Ballarat VIC 3350

p: 4344 4155 | e: info@highlandslenn.org | www.highlandslenn.org

ABN 46 429 658 543

2018