

Annual **Report** 2022



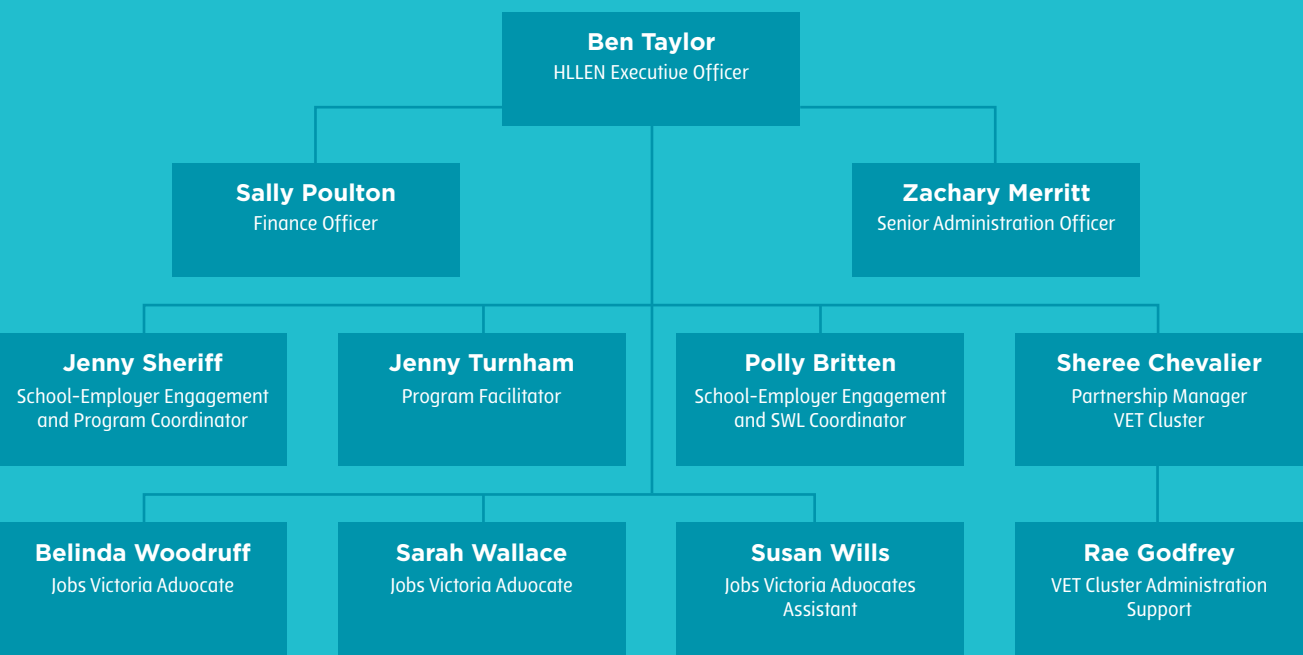
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Highlands LLEN respectfully acknowledges the traditional custodians of the lands in which we work and live, the Wadawurrung, Dja Dja Wurrung and Wurundjeri people and recognise their continuing connection to land, waters and community.



Highlands LLEN Organisational Structure 2022 (At year end)



Chairperson's Report

It is with great pleasure that I present the 2022 Highlands LLEN (HLEN) Chairperson's report.

2022 was another successful year for the Highlands LLEN continuing to grow from strength to strength in a year of successes against its contracts.

In a continuing challenging environment of staff and student availability, the Highlands LLEN team members adapted and adjusted programs to deliver successful outcomes to our local school students.

Pleasingly, the Department of Education (DE) contract was extended for 12 months through 2022, and with the collaborative canvassing from all Victorian LLENs, these efforts were rewarded with a 3 year contract providing stability to all LLEN staff and stakeholders.

The Executive Officer's report will cover program works for the year in detail, however I would like to broadly acknowledge all team members and provide some program and project highlights.

With the implementation of the Firth Review by DE introducing reforms in Senior Secondary Pathways, the Highland LLEN's attention was focused on programs and tasters for students to identify their pathways through VET and employment. This was the catalyst for delivery of 111 events to local schools through the provision of guest speakers, industry tours and taster days. These events were held at school premises and local industry sites. It has been a great achievement as the KPI set by DE was only 9 for the year. With these events aligned to industry needs and reform, core pathways were showcased providing students with information and segways into VET programs delivered through the VET Cluster.

Another highlight was the receipt of Federal Government grants to deliver a Women in Trades program. This was a huge success providing students with the skills and understanding of the construction industry while dealing with the stigmas and barriers for participation.

VET Cluster enrolments increased by 100 students to 642 students and the Program Guide was updated to provide students and parents with information of all programs available within the Cluster.

The Highlands LLEN Structured Workplace Learning (SWL) continued to promote the objectives of SWL placements, building relationships and securing valuable, relevant SWL and School based Apprenticeship and Traineeship (SBAT) opportunities. In a period of economic challenge, achievement of all key performance indicators during this period were exceeded.

The Jobs Victoria Advocates continued to engage with the community throughout 2022 and the relationships fostered through this year has provided a successful program, with team members meeting and exceeding contractual targets.

The Highland LLEN continued their success working with a diverse range of stakeholders and agreements, and I must acknowledge and thank the Executive Officer, Ben Taylor, supported by an extremely dedicated and qualified team. Thank you for the achievements of the past year.



Leanne Parker
Chairperson

I would also like to acknowledge outgoing members Liam Sloan, Karen Monument and Joanne Gilbert for their contribution for the many years on the Committee of Management and welcome new members Cr Peter Eddy, Trent Loader and Darren Gray.



Ben Taylor
Executive Officer

2022 provided so many opportunities, with most staff new to the HLEN and excited to be in their roles. As we returned to the new normal, we were optimistic to deliver programs to assist young people with their pathways and career options. Our focus was on the building and strengthening relationships and providing programs that were connecting industry to schools and meet the requirements of our contracts throughout the year.

Executive Officer's Report

Program Overview

The **School Employer Engagement** contract was extended for 12 months for 2022 and with the State Government Firth Review into VET Delivery in Secondary Schools, this provided the HLEN with the opportunity to support schools by connecting students to industry and delivering programs that help them understand their career opportunities and pathways. HLEN staff put their attention to building relationships and creating partnerships to deliver events, tastings and SWL opportunities. Through these relationships, 111 events were run with schools and this demonstrated that the HLEN were able to meet the requirements of these reforms.

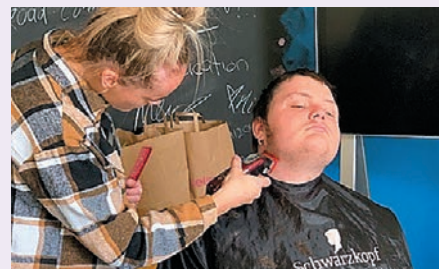
With the National Careers Institute Partnership Grant, we have been able to engage with industry and schools to provide pathways into the construction industry for women. This event was building a cubby house and partners involved, provided students with skills and details of expectations in the industry. The grant was for 90 students to participate and with in-kind support, we have been able to extend to over 130 female participants over 12 schools. We have seen great outcomes from this program with 15% of females either changed VET subjects, or continued into SBAT or Apprenticeship/Traineeship.

We partnered with Commerce Ballarat and Department Education (DE) to deliver the first School to Industry Tour that allowed key school staff to visit Federation Uni and Ballarat businesses to hear from Transport and hospitality industry on workforce challenges and opportunities in the region.

The **Structured Workplace Learning (SWL)** targets were exceeded, and assistance was provided to schools for work experience, school community work, school-based apprenticeships and traineeships (SBATs). Relationships were developed with larger employers in the city and this provided opportunities for work experience placements.

Guest speakers and presenters from industry, provided online sessions and Ballarat Get into Games (GiG) was fully online, with the support of the Tech School.

The HLEN local contribution to exceeding the Statewide targets for SWL Opportunities posted on the SWL Portal was significant. The local target of 83 opportunities consumed, was exceeded with 97 actually consumed and another 53 placements facilitated through Work Experience and SBAT's. *An overview of the activities of the SWL is on page four of the 2022 Annual Report.*



The addition of the new Partnership Manager with the VET Cluster in 2022, provided stability for the cluster and the work with schools, RTO's and students, was invaluable. A new Program Guide was created and big improvements were made to the **VET Cluster** database to create automation of enrolments and better management of students by schools and RTO's.

Enrolments for 2022 were 642, 100 student increase from 2021, in 21 programs delivered through TAFE and schools. *An outline of the achievements of the VET Cluster is on pages eight and nine of the 2022 Annual Report.*

The introduction of **School Programs** with Certificate II in Active Volunteering (partnership with Central Ranges LLEN) and Ready Set Work, provided students that were at risk of disengaging, an opportunity to reengage or have the skills to transition to the workforce.

The **Jobs Victoria Advocates** were able to provide face to face service for job seekers in the community and the advocates travelled across our area providing this service in Shopping Centres, Universities, Neighbourhood Houses, Libraries and other areas to provide support. The team have done a great job in providing this important service, as well as meeting the contract requirement of over 2,340 engagements through 2022. *Details of the development of Job Advocates are on page ten and eleven of the 2022 Annual Report.*

I thank the Chair and Committee of Management for their ongoing leadership during 2022 and acknowledge the hard work of all the staff for a successful year.



OUR VISION

Building great futures by partnering with educators, business and community.

OUR VALUES

Advocacy – We champion great futures within our communities

Collaboration – We build and maintain strong partnerships

Innovation – We pursue creative solutions

Diversity & Equity – We believe in representation, equity and fairness for all

Excellence – We are informed by evidence, good practice and continuous improvement

Leadership – We make a difference through guiding others





Polly Britten
School-Employer Engagement
and SWL Coordinator



111
Total School Employer
Engagement Activities
(Events) (Target = 9)



2,758
Total amount of
student participants
in events



749
Total amount of
industry partners
participating in events

2022 School to Work Report

Structured Workplace Learning (SWL) only – 1 January to 31 December 2022 (target 83)

Local school name	Number of locally sourced placements consumed	Number of 'out of area' sourced placements consumed
Ballarat Christian College	4	0
Ballarat Clarendon College	2	0
Ballarat Grammar	1	0
Ballarat High School	8	0
Ballarat Specialist School	8	1
Berry Street School (Ballarat Campus)	2	0
Damascus College	18	0
Loreto College	16	0
Mount Clear College	8	0
Mount Rowan Secondary College	15	0
Phoenix P–12 Community College	10	0
Woodman's Hill Secondary College	2	0
Yuille Park P–8 Community College	3	0
TOTAL	97	1

SWL, Work Experience and SBATs – 1 January to 31 December 2022 (target 86 inclusive)

Local school name	Number of locally sourced placements consumed	Number of 'out of area' sourced placements consumed
Bacchus Marsh College	1	0
Ballarat Christian College	4	0
Ballarat Clarendon College	5	0
Ballarat Grammar	5	0
Ballarat High School	10	0
Ballarat Specialist School	13	1
Berry Street School (Ballarat Campus)	3	0
Damascus College	27	0
Daylesford Secondary College	1	0
Link Up (Alternative Ed campus of Mount Rowan College)	2	0
Loreto College	18	0
Mount Clear College	12	0
Mount Rowan Secondary College	18	0
Phoenix P–12 Community College	20	0
St Patrick's College Ballarat	1	0
Woodman's Hill Secondary College	6	0
Yuille Park P–8 Community College	4	0
TOTAL	150	1

Pilot Programs/Events

TRY A TRADE/ WOMEN IN TRADE

This program provides a presentation on reducing barriers for women into non-traditional careers whilst also providing a workshop in hands-on skill building, a taster or try before you buy into the trade industry.

- 12 schools in Ballarat region took part in the program
- 131 females and 210 males participated in mini house hands-on program.
- 15% of females either changed VET subjects or continued into SBAT or Apprenticeship/Traineeship

WHO MADE IT INSTAGRAMMABLE

A taster program set inside a local bistro enabling the students to try 3 different stations within the hospitality industry; kitchen operations, barista and bar making mocktails.

- Four schools participated, totalling 60 students
- Two schools were alternative learning and had never seen some students engage in anything before
- Four students were offered work experience in the bistro



Try A Trade Construction – Beaufort Secondary College

FARM TO TABLE TOUR

Students tour the farm by foot, learning the intricate details of the different components needed to run a successful farm. Agriculture, horticulture, organic farming and indigenous practices are discussed.

- Three schools participated

DESIGN YOUR OWN EVENT

Students learn the art of taking a brief and turning it into a designed event. Students learn about interior design, event management, time management, hospitality and tourism.

- Two schools participated

PATHWAY TO EMPLOYMENT/ DRESS FOR SUCCESS

Students undertook a training session in hairstyling, makeup application and business dress in preparation for their mock interviews the same day.

- Four schools participated



Mock Interviews – Lara Secondary College

RENEWABLE ENERGY TOUR

A tour of the courses and pathway opportunities in the renewable energy sector, starting with a tour of Federation TAFE and University and concluding at a wind farm in Rokewood.

- One school participated

REAL TALKS

Students get to hear from 3-5 panelist career journeys across a range of industries. The industries/speakers targeted are from sectors in need of a continuing workforce.

- Two schools participated

GET YOUR HANDS DIRTY

Students toured the facility of O'Connors Farm Machinery to understand all the roles involved in the business and career pathways into the industry.

- Two school participated

BALLARAT JOBS AND TRAINING EXPO

Over 60 industry organisations participated in the inaugural Careers Expo.

- Over 200 students across 6 schools



Farm to Table Tour – Mount Rowan Secondary College



Jenny Sheriff

School-Employer Engagement
and Program Coordinator

Schools Programs

Project Ready

From February 2022 the Highlands LLEN auspiced the Project Ready program (created by Central Ranges LLEN), providing students who were at risk of disengaging from mainstream schooling to undertake a *Certificate II in Active Volunteering* to reengage them and/or prepare them for the world of work, through a vocational education focus.

The Program ran one day a week for each of the two schools (Mount Clear and LinkUp), educating the students about diversity, personal effectiveness and practical volunteering and community projects. The group at Mount Clear Secondary College created their community project, 'Project Runway', presenting second hand Op Shop clothing in a fashion show for members of the public to purchase the runway costumes. This program raised \$500 for local Op Shops and earned the Mount Clear program participants a group nomination in the annual Ballarat Youth Awards.

Program facilitator, Jenny Turnham, and program coordinator, Jenny Sheriff, worked with the groups to introduce the young people to 100 influential adults from across the Ballarat community, which resulted in some of those adults providing in-kind support and some funding towards the programs we offer in 2023.

Project Ready was presented to 20 students, with 10 of those successfully completing the Certificate II in Active Volunteering to date – a further three students will be completing the program in June this year.

STUDENT FEEDBACK

"It's a course where they introduce you to people who can help with life and treat you like humans."

"It's a good program to join if you want to make it out in the real world."

"Just a whole lot more different in everything and it's an amazing course."

"Got my work done, feel more confident, the way they teach is different and more effective so I actually learn."



Phoenix Community College



Mount Rowan Secondary College



65

Disengaged
students



80%

Rate of achievement
of those qualifications



4 schools

Yuille senior campus,
Phoenix, Link Up,
Mount Clear



\$500

Raised for local
charities

Ready Set Work

Ready Set Work was a school-term program specifically designed by HLEN staff based on industry feedback obtained from employers, who noted how under-prepared students were in practical matters when they entered the workforce. The program included practical topics such as applying for Tax File Numbers, requirements to open a bank account, superannuation, resumes and interview preparation, along with a visit from Thread Together (CAFs sponsored work clothing distributor) to show the students how to dress and present for an interview, and to provide them with a suitable outfit.

The program was designed to provide a flexible approach to students' work-ready questions and concerns, and schools' needs, and was presented to approximately 49 students across two schools – Yuille Park (Term 2 and 3) and Phoenix College (Term 3 and 4).

Two or three micro-credentials were also offered as part of the program, and were selected to provide students with qualifications that could get them local employment based on the local post-COVID business priorities, in particular a lack of hospitality workers. The micro-credentials offered included RSA (Responsible Servicing of Alcohol), Food Safety, Barista Training and First Aid/CPR.

STUDENT FEEDBACK

“It gave me more insight into how the work place is.
I learnt how finances work.”

“[Provide] more stories so we can relate and see how adulting isn't as scary,
and give us more insight into how work is and prepare us, which you did.”

“I learnt of laws that are enforced within the workplace that I was unaware of.
I also feel more confident with how to write a resume.”

“This class helped me improve my communication and responsibility skills.”



Jenny Turnham
Program Facilitator



5 programs

Two accredited
(Project Ready –
Certificate II in Active
Volunteering) and
Three non-accredited
(Ready Set Work)



Mount Clear Project
Ready nominated for
three City of Ballarat
Youth Awards (Group
Project Award, Adult
Ally and Adult
Worker)



3
micro-qualifications
delivered (Barista,
Food Safety and First
Aid/CPR)



Sheree Chevalier
VET Partnership Manager

Sheree Chevalier, is the HLEN VET Cluster Partnership Manager and has managed many modifications over the year, working towards overall improvement. The year has been action packed and tight deadlines have been met with many positive comments received from various stakeholders.

The Database has been in full operation for the year and is constantly being updated to reflect requirements. The previous manual student enrolment process was revised and now is a fully functional part of the Database, saving valuable time for many stakeholders. Previously VET Cluster staff manually emailed each student/parent and school about Program Offers/authorisations which was extremely time consuming.

VET Cluster

The HLEN VET Cluster enrolled a total of 642 students in 2022, engaging eight RTO's to deliver twenty-one qualifications. The student enrolment numbers were increased by 100 students from the previous year.

COVID-19 impacted many aspects of the HLEN VET Cluster, with absences of students and Program Teachers being high on the list

HLEN VET Cluster Programs with the highest number of student enrolments for 2022

Program	First year enrolments	Second year enrolments	Total enrolments
Certificate II in Animal Studies	49	29	78
Certificate II in Automotive Vocational Preparation	42	12	54
Certificate III in Early Childhood Education and Care	41	9	50
Certificate II in Building and Construction	44	12	56
Certificate III in Allied Health Assistance	47	15	62

Concerns regarding the significant reduction in Second Year numbers resulted in the following actions being implemented:

- First Year student numbers are now a minimum of 16, before class is operational (previously 12)
- First Year students are automatically re-enrolled into the Second Year of their program on the Database. This means their exit reasons are now captured, which will assist with future planning.

Schools with the greatest numbers of student enrolments in HLEN VET Cluster Programs for 2022

School	Total enrolments
Ballarat High School	120
Damascus College	86
Mount Clear College	61
Bacchus Marsh College	58
Loreto College	53

Ben Taylor and Sheree Chevalier attended many school information nights, aiming to increase student enrolment numbers for 2023, with new marketing materials developed.

In 2023, the HLEN VET Cluster will focus on areas, yet to be determined at the Strategic Planning morning. The following are at planning stages:

- Full Day delivery
- One Year Programs
- Mid-Year intake Programs
- Students at Risk of Failing – detailed procedure/policy (sub-committee formation)

As indicated in stakeholder surveys and conversations, it was evident there is a need for people to meet and socialize, after the isolation experienced by all, due to COVID-19. So, VET vent Event will be introduced to give VET stakeholders a chance to socially meet once a Term in 2023 at a local hospitality establishment.



In 2022, the HLEN VET Cluster focussed on the following three main area of focus.

1. CLUSTER GOVERNANCE SUB COMMITTEE

Continuing from 2021, this sub-committee met in 2022 to review the VET Cluster structure and longevity and suggest strategies for improvement.

Outcomes: Business Managers (BM) and VET Coordinator (VC) meetings were merged to enhance communications, and the chairs of those groups attended the Principal Management Meetings. BMs and VCs were surveyed and the trial will continue for several years. Comments revealed that each group was improving their VET learnings.

2. RTO REVIEW SUB COMMITTEE

The aim was to improve Program recommendations and timelines for adoption of courses for 2023.

Outcome: A sub-committee was formed which included a mix of Principals, VC's BM's and HLEN/VET Cluster staff to review the progress of RTOs, consider RTO Program Proposal applications (to deliver programs for 2023) and monitor student interest and student enrolment numbers.

The RTO Review Sub Committee was also privy for the need to change the Animal Care provider, The Gordon. After many consultations and collaborations, we advised MCIE would take over the 2023 Animal Care Programs in conjunction with Foundation Learning. The delivery venue is at the FARM campus of the Ballarat Specialist School, which is an extremely invigorating venue for Animal Care students.



In 2022 the focus was for the Partnership Manager to spend more time in schools liaising with students and teachers about VET Cluster programs, researching programs for the future whilst making further Training Industry connections, COVID-19 permitting. Unfortunately, that did happen, but for 2023, with administration support now being available, it is a strong possibility for 2023.

3. VASS/REPORTING TIMELINES

The Victorian Assessment Software System (VASS) requires schools to load student results within certain timeframes. In previous years, these deadlines were not being met.

Outcome: Sheree communicated with all stakeholders so they are aware of the timeframes, via a detailed Yearly Calendar and Term Planner. Frequent reminder emails were sent, to support stakeholders. Overall, the end of the year timelines were met by the majority of RTOs. The RTO who had difficulty, was offered further inductions and training, working towards future success.

Further changes/modifications included:

- New look program guide (front page as pictured)
- No USI, no offer policy – helped RTOS remain compliant
- Second Year re-enrolment process – aimed to capture student exit data
- New detailed Excursion Policy
- Surveys – students, Program teachers, VET Coordinators and Business Managers
- School visits/Program Launch
- Student Orientation – reinstated since Covid
- Database – User Guides created and shared with VET Coordinators and Program Teachers
- First year student vacancy sheet assisted build enrolment numbers
- Second Year student snapshot page created
- How to apply for VET Cluster programs booklet created
- Protocol Document – revised and updated
- Term Planner greatly expanded – all stakeholders know requirements, meetings and timelines



Belinda Woodruff
Jobs Victoria Advocate

Jobs Victoria Advocate program

Highlands LLEN continue to facilitate the Jobs Victoria Advocates program funded through the Victorian State Government Department of Jobs, Skills, Industry and Regions – formerly Department of Jobs, Precincts and Regions.

Milestones associated with Jobs Victoria Advocates program have been exceeded at all required dates and look set to reach specified contractual expectations.

In 2022 place-based servicing has been established at major public transport hubs, council managed recreation, learning and research facilities, community markets, commercial shopping centres, not for profit thrift shops, neighbourhood houses, registered training organisations, TAFE and higher education institutions.

The Department of Justice and Community Safety and Corrections Victoria programs continue to connect to the HLEN Jobs Victoria Advocates program for advice and are a source of participant referrals into the program.

Central Highlands Jobs Victoria Round Table and Community of Practice Meetings are a regular inclusion and an opportunity for Jobs Victoria Partners to network, collaborate, share ideas and to discuss labour market shortage solutions. In rotation HLEN hosted a number of these meetings and outsourced external service providers to attend and inform attendees of services, programs and initiatives that complement the Jobs Victoria Program suites.

The HLEN Advocate team attended 3 major community events that showcased employment and training opportunities in the region – the Ballarat Jobs Fair hosted by the Ballarat Local Jobs Program and funded through the Australian Federal Government's Department of Education, Skills and Employment (April), the Ballarat Jobs + Training Expo hosted by Ballarat Group Training (June) as well as the Melbourne Careers Expo at the Melbourne Convention and Exhibition Centre (July).

The Jobs Victoria Program launched a purpose-built data management system in 2022. The HLEN Jobs Victoria Advocates were one of 12 host partners selected to serve as Ambassadors of the program which entailed offering critical feedback and user-experience insights and reflections.



2,340
Total number
of Advocate
engagements



Regular live talkback radio sessions and print media articles have been featured across the community over the last year to promote the HLEN Jobs Victoria Advocates and associated Jobs Victoria programs and services.

Industry leaders, local employers and Jobs Victoria Partners have collaborated to develop several Priority Workforce Projects to assist with employee attraction and recruitment. A feature of these programs is the 'Earn and Learn' model where employees gain a qualification at a Certificate level in conjunction with their employment. HLEN Jobs Victoria Advocates aid in referring participants into these industry specific programs.

A state-wide Jobs Victoria Conference was held at Flemington Racecourse in October with the theme 'New approaches to a changing labour market: Inclusion'. Innovation and Partnerships was highlighted and workshopped throughout the day with nationally recognised key note speakers offering insights, inspiration and thoughtful considerations.

Regional Development Victoria invited HLEN Jobs Victoria Advocates to attend a collective workshop called For Want of a Worker at Ballarat's GovHub building. This workshop assisted in developing solutions to regional Victoria's labour market and skilled worker shortages.

HLEN Jobs Victoria Advocates champion the Department of Jobs, Skills, Industry and Regions program via leadership and advocacy with equity, fairness and inclusion at the core of our representation and service offerings.

HLEN Jobs Victoria Advocates continue to welcome collaboration and creation of partnerships for success with organisations and services. We acknowledge aligned value systems and respond through strength-based approaches in respectful, innovative and diverse ways to the Central Highlands community's needs.



Sarah Wallace
Jobs Victoria Advocate



Susan Wills
Jobs Victoria Advocate
Administration Officer



JOBS VICTORIA



Chloe Waddell
YAB Coordinator
(Previous Staff)

Youth Advisory Board (YAB)

This year saw a great number of projects successfully undertaken by the YAB.

Every young person that is part of the YAB should be incredibly proud of their efforts, their dedication to making a difference, and their own leadership abilities. The YAB are leaders in the community, and it has been my utmost pleasure in being part of their journeys.

Some of the highlights for 2022 included:

- The YAB planned and delivered their second free community event Spring in the Park: Autumn Edition, which boasted live music and a market.
- The men's mental health campaign designed in 2021, 'Aussie men are tough, but everyone needs a hand', was distributed and promoted online.
- Initiating and working together to create a project to address eating disorders and associated stigma within the community.
- A submission by the YAB was made for the City of Ballarat's Inclusive Ballarat strategy.
- The YAB attended the 7NEWS Young Achiever Awards and were Finalists in the Connecting Communities category and Semi-Finalists in the Group Achievement in the Community category. They got to go up on stage and received a certificate and enjoyed the Gala Awards Night.
- I Am Mindful is an organisation providing evidence-based emotion regulation tools for young people. The YAB received their own I Am Mindful kits during one of our mental health themed meetings.
- The YAB have also utilised their social media to advocate for a range of topics, including mental health, IDAHOBIT, supporting the LGBTQIA+ community, and sharing opportunities for young people.

The YAB stayed true to their vision of making genuine and tangible impact within the community this year, through a range of projects and advocacy. Topics such as mental health, LGBTQIA+ inclusion, disability, social connectedness, and equity underpinned some of the main projects throughout the year.

NAIDOC WEEK

The YAB initiated and engaged in a range of NAIDOC Week activities. These included a discussion around cultural sensitivity, history, and storytelling, as well as an art workshop. These activities were decided on by the YAB, to address the areas they were interested in developing skills in.

The YAB have had a big year in 2022, and it is a credit to each member for their continued dedication.



8

Media appearances
for the YAB / YABBIES



1

Successful grant
application



6

Meetings

Senior Administration Officer

2022 was a year of innovation, with COVID Lockdowns a thing of the past, our SWL & School-Employer Coordinators were busy developing and delivering School Programs, new and old. (See pages 4 – 7).

Administration Team throughout the year consisted of a Senior Administration Officer and Jobs Victoria Advocates Administration Officer, towards the end of the year there were interviews being conducted for a VET Cluster Administration Support to start in 2023.

We have reduced the amount of paper in the office by scanning and shredding, as well as discarding excessive publications as they are available on our website, most future publications will only be printed internally on an as-needed basis. The VET Cluster booklet was redesigned/styled and released.

The Highlands LLEN Website Menu structure was changed to be more user-friendly as well as some of the content being overhauled.



Zachary Merritt
Senior Administration Officer



Sally Poulton
Finance Officer



YAB > Spring in the Park: Autumn Edition



YAB > Spring in the Park: Autumn Edition

Committee of Management 2021 (At year end)

Leanne Parker

CHAIRPERSON

SUB-COMMITTEE: FASC

ORGANISATION: Westvic Staffing Solutions

Cr David Clark

TREASURER

SUB-COMMITTEE: FASC

ORGANISATION: Pyrenees Shire Council

Susan Honeyman

SECRETARY

SUB-COMMITTEE: FASC

ORGANISATION: FMP

Liam Sloan

SUB-COMMITTEE: FASC

ORGANISATION: Federation University TAFE

Cr Peter Eddy

ORGANISATION: City of Ballarat

Jennifer McCrabb

ORGANISATION: Department of Education and Training

Stephen Fields

ORGANISATION: Woodmans Hill Secondary College

Eliza Munro

ORGANISATION: McCallum Disability Services

Ross Kenna

ORGANISATION: Australian Workers' Union

Trent Loader

ORGANISATION: Education Services Australia (ESA)

Treasurer's Report

Treasurer's Report 2022 – Highlands LLEN

2022 has been another successful year for the LLEN, the focus on its two core programs of Education Involvement and Structured Workplace Learning continued, alongside the delivery of the Jobs Victoria Advocate program.

Employee costs continue to be around two thirds of the LLEN's operating expenditure at \$586,305. Program delivery remains the core emphasis of the LLEN as demonstrated through the employment and project costs in the accounts, the Jobs Victoria Advocates program also works on the methodology. Other significant costs included consultancy fees and our financial management of \$41,092, rent \$25,901, motor vehicle costs of \$42,613 and telephone and IT expenses of \$14,045.

In our 2021 report the LLEN was in deficit by \$44,924, which reflected several deliverables for our project grant funds to be completed in 2021. With the addition of JVA program and School Programs in 2022 there is a surplus of \$75,898.

The LLEN balance sheet continues to be sound, with net assets at \$948,364. As with previous years the LLEN has significant current liabilities of \$649,285 at balance date, \$553,621 of this (85%) being income in advance for 2023 activities. The LLEN currently has \$848,036 in cash or term deposits this includes \$228,490 for VET Cluster transport for 2023, more than providing for the liabilities as listed.

Our Audit report for 2022 contains no qualifications and I am pleased to recommend to you our financials for the year and look forward to another successful year in 2022.



Cr David Clark
Treasurer



Cr David Clark
Treasurer

David Clark is a small business owner and Councillor in the Pyrenees Shire. He was first elected to Council in 1992 and reelected in 2008, 2012 and 2016.

David has extensive experience in the NFP sector, particularly in agriculture and natural resource management. He joined Conservation Volunteers, based in Ballarat, in the 1980s, has been extensively involved in Landcare, has been in the Army Reserve for 20 years and spent six years working for the state government's Catchment Management Authority.

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

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

Financial Statements

The following Financial Statement is an extract from the full financial report for the year ended 31st December, 2022.

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

Statement of Comprehensive Income

FOR THE YEAR ENDED 31ST DECEMBER, 2022

	2022	2021
Revenue		
Revenue	1,039,838	899,188
Expenditure		
Employee benefits expense	(664,759)	(608,699)
Depreciation expense	(14,807)	(24,247)
Audit, accounting and consultancy expense	(41,092)	(47,736)
Computer and IT expense	(9,129)	(8,142)
Telephone and utilities expense	(6,613)	(13,994)
Rent expense	(25,901)	(29,457)
Training and welfare expense	(10,100)	(20,450)
Motor vehicles expense	(54,099)	(46,602)
Other expenses	(137,440)	(144,785)
SURPLUS FOR THE YEAR	75,898	(44,924)

Balance Sheet

AS AT 31ST DECEMBER, 2022

	2022	2021
Assets		
CURRENT ASSETS		
Cash and Cash Equivalents	848,036	350,262
Trade and other receivables	26,689	459,880
TOTAL CURRENT ASSETS	874,725	810,142
NON-CURRENT ASSETS		
Property, Plant & Equipment	73,639	68,542
TOTAL NON-CURRENT ASSETS	73,639	68,542
TOTAL ASSETS	948,364	878,684
Liabilities		
CURRENT LIABILITIES		
Trade Payables	553,621	584,623
Other Payables	67,577	67,580
Provisions	28,087	6,751
TOTAL CURRENT LIABILITIES	649,285	658,954
NON-CURRENT LIABILITIES		
Provisions	3,809	358
TOTAL NON-CURRENT LIABILITIES	3,809	358
TOTAL LIABILITIES	653,094	659,312
NET ASSETS	295,270	219,372
Equity		
Retained Surpluses	295,270	219,372
TOTAL EQUITY	295,270	219,372

Statement of Changes in Equity

FOR THE YEAR ENDED 31ST DECEMBER, 2022

	RETAINED SURPLUSES	TOTAL
2022		
Balance at 1 January 2022	219,372	219,372
Net Surplus for the year	75,898	75,898
BALANCE AT 31 DECEMBER 2022	295,270	295,270

2021		
Balance at 1 January 2021	264,297	264,297
Net Surplus for the year	(44,924)	(44,924)
BALANCE AT 31 DECEMBER 2021	219,372	219,372

Statement of Cash Flows

FOR THE YEAR ENDED 31ST DECEMBER, 2022

	2022	2021
Cash from operating activities		
Receipts from customers including grants	1,473,029	1,047,203
Payments to suppliers and employees	(948,220)	(1,207,587)
Interest Received	348	642
NET CASH PROVIDED BY OPERATING ACTIVITIES	525,157	(159,742)

Cash flows from investing activities		
Purchase of property, plant and equipment	(27,383)	(30,692)
Net cash provided by investing activities	(27,383)	(30,692)
Net (decrease)/increase in cash and cash equivalents	497,774	(190,434)
Cash and cash equivalents as beginning of year	350,262	540,696
CASH AND CASH EQUIVALENTS AT END OF YEAR	848,036	350,262

Organisational declaration

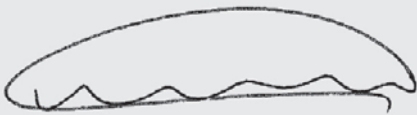
Statement by Members of the Committee of Management

ANNUAL STATEMENT TO GIVE FAIR AND TRUE VIEW OF FINANCIAL POSITION AND PERFORMANCE OF INCORPORATED ASSOCIATION

These financial statements are general 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 Australian Charities & Not for Profits Commission Act 2012.

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 2022 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.



Leanne Parker
Committee Member



David Clark
Committee Member

Dated this 24 day of April, 2023.

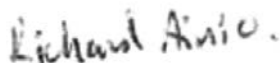
Independent Auditor's Report

Auditors 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 2022, there have been no contraventions of:

- 1) The auditor independence requirements as set out in the Australian Charities and Not-for-profits Commission Act 2012 in relation to the audit; and
- 2) Any applicable code of professional conduct in relation to the audit

AINIO ASSURANCE



Richard Ainio
PRINCIPAL

Ballarat

27 April 2023

Ainio Assurance, PO Box 636W, Ballarat West Vic 3350 | T: 0406568809 | ABN 22616835665

Liability limited by a scheme approved under Professional Standards Legislation.

HLEN Engagement 2022



97

Students who consumed
placements from Portal



642

Number of students participating
in the VET Cluster



28

Number of secondary schools
participating in the VET Cluster



111

Total School Employer Engagement
Activities (Events) (Target = 9)



2,758

Total amount of student
participants in events



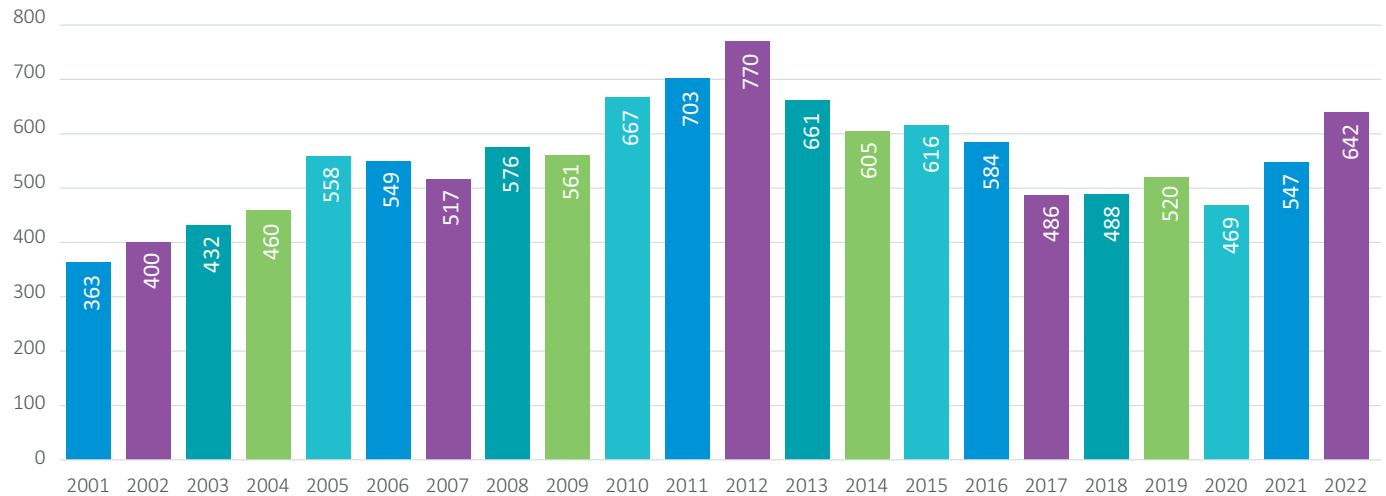
749

Total amount of industry partners
participating in events

Highlands VET Cluster Yearly Enrolment Breakdown

VET CLUSTER ENROLMENTS BY YEAR, 2001–2022

Source: VET Cluster Provision Report



On Track Connect

DESTINATIONS OVER TIME OF YEAR 12 OR EQUIVALENT COMPLETERS WHO EXITED SCHOOL IN BALLARAT AND VICTORIA

POST-SCHOOL DESTINATION	BALLARAT (%)				VICTORIA (%)			
	2018	2019	2020	2021	2018	2019	2020	2021
In further education or training	64.6	62.1	72.2	62.1	75.2	74.5	77.5	72.2
Bachelor degree	42.9	42.7	49.9	41	54.1	54.5	56.1	52.3
Certificates/Diplomas	12.1	10.2	11.1	8.6	12.8	11.9	11.3	9.7
Certificate IV+	9.2	6.9	7.3	5.4	10.6	9.3	9.2	8
Certificate I to III	2.9	3.3	3.8	3.3	2.2	2.6	2.1	1.7
Apprenticeship/Trainee	9.6	9.2	11.2	12.5	8.2	8.2	9.8	10.2
Apprenticeship	6.1	6.1	7.6	8.4	6	6	7.3	7.6
Traineeship	3.5	3.1	3.6	4	2.3	2.1	2.5	2.6
Not continuing in further education or training	35.4	37.9	27.8	37.9	24.8	25.5	22.8	27.8
Employed	28.6	28.6	22.9	33.9	19.7	17.6	18	24.3
Employed full-time	9.9	8	10.4	14.4	6.6	4.9	6	10.6
Employed part-time	18.7	20.5	12.5	19.5	13.1	12.7	12	13.7
Looking for work	5.7	7.2	4.1	3.3	4.4	6.4	3.9	2.7
Not in the labour force, employment or training	1.2	2.1	0.8	NP	0.8	1.5	0.9	0.8

Note: NP = Not published



Annual **Report** 2022

106 – 110 Lydiard Street South, Ballarat Central, 3350

Call (03) 4344 4155

Email admin@highlandslLEN.org

Visit www.highlandslLEN.org

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VET CLUSTER

 www.facebook.com/VETCluster/

 [@highlandslLENvet](https://www.instagram.com/highlandslLENvet)

JOBS VICTORIA ADVOCATES

 www.facebook.com/JVAdvocatesHLEN

 [@jv_advocates_hLEN](https://www.instagram.com/jv_advocates_hLEN)

ABN: 46 429 658 543