

Annual Report 2021



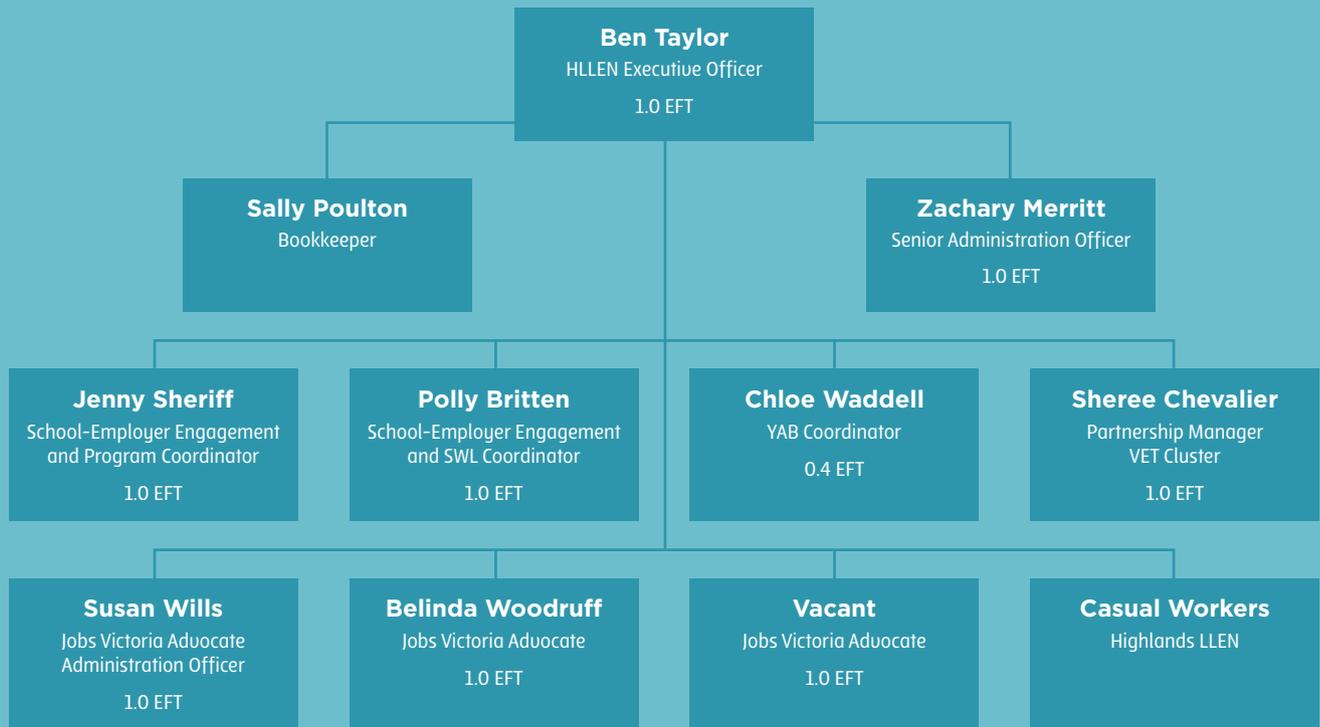
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Highlands LLEN respectfully acknowledges the traditional custodians of the lands in which we work and live, the Wadawurrung, Dja Dja Wurrung and Wurundjeri people and recognise their continuing connection to land, waters and community.



Highlands LLEN Organisational Structure 2021 (At year end)



Chairperson's Report

It is with great pleasure that I present the 2021 Highlands LLEN (HLLLEN) Chairperson's report.

The HLLLEN celebrated 20 years of advocacy and engagement with local community in 2021, and we thank staff and board members for contributing to the organisation's successes, while assisting young people to realise their potential.

In 2021, HLLLEN continued to work through the challenges presented by COVID-19. The HLLLEN adapted to the environment and continued to remain responsive and relevant to the needs of schools, students, and community, demonstrated by the ability to manage existing contracts as well as embrace new opportunities. One new opportunity is the delivery of the Jobs Victoria, Job Advocates Program, increasing the HLLLEN footprint to work with Victorians of all ages, with two advocates assisting local Victorians with their job search journey. Aligned to this, board members and staff developed a strategic plan with scope for increased diversification.

Whilst the Executive Officer's report covers work undertaken in greater detail, I would like to broadly acknowledge the staff and some of their project highlights. Education Engagement remains an important aspect of the work undertaken, with activities like the Flexible Learning Forum and the Ballarat Youth Services Network (BYSN) providing vital networking opportunities. Structured Workplace Learning (SWL) continues to promote the objectives of SWL placements, building industry relationships and securing valuable and relevant SWL's and School-based Apprenticeship and Traineeship (SBAT) opportunities. GROW Ballarat completed its contract requirements and we thank the staff that worked through this contract and delivered employment outcomes servicing local industry needs. A broad and varied range of project work has been undertaken throughout the year and is highlighted in this Annual Report. This includes the work undertaken with the Youth Advisory Board (YAB) and On Track Connect. We can all be proud of the impact of this valuable work with local community, and I commend the staff on the introduction of new VET programs, and particularly for maintaining services during a period of immense change.

Change included welcoming a new VET Cluster Partnership Manager and Executive Officer to the HLLLEN in October 2021.

After 7.5 years as the Executive Officer, Jannine Bennett retired from the HLLLEN. Jannine managed the organisation through significant change in 2013 and again in 2020 and 2021 due to the COVID-19 pandemic. Jannine's leadership through these years enabled the HLLLEN to deliver many programs across our region while providing positive impact to many young peoples' lives. We thank Jannine for her leadership and commitment to the HLLLEN.

I also wish to acknowledge one significant contributor David Haymes. David was the Chair of the HLLLEN from 2005-2010, and sadly passed away on the 15th June 2021. David's experience and industry knowledge supported by his passion for helping young people is appreciated.

Importantly, I thank the Committee of Management for their work in assisting me in governance activities and requirements. As I write this report we are all keenly aware that we have to date, and continue to, face unprecedented change and challenging times both globally and locally, as we respond to the impacts of COVID-19.



Leanne Parker
Chairperson

In presenting the Chairperson's report, I acknowledge the past and present work of the Executive Officer, all staff and the Committee of Management for their ongoing hard work, and continuing integrity and professionalism. Well done on the achievements of the past year. As we move forward, contributors to the HLLLEN strive to continue positive influence on our local community, and I am confident that the HLLLEN is well placed to continue to achieve outstanding results.

Executive Officer's Report

Program Overview

The **School Employer Engagement** contract for 2021 was challenging and greater focus was put toward assisting the students studying VET programs and meet their workplace hours.

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).

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 126 actually consumed. *An overview of the activities of the SWL is on pages four and five of the 2021 Annual Report.*

A new database was implemented for the **VET Cluster** in 2021 and this was tested with an increase of EOI of 730. The Coordinator position was vacant through the middle of the year and the HLEN administration provided great assistance to manage the enrolments and programs during this time.

The VET Cluster Coordinator position transitioned to the VET Cluster Partnership Manager with Sheree Chevalier starting in October and quickly settled into the role.

A key focus for 2021 was the introduction of a new database and managing student transition to online learning due to COVID19. Enrolments for 2022 were 730, significantly up from 2021, indicating a significant improvement in participation for the coming year and anticipate another increase to approximately 650. *An outline of the achievements of the VET Cluster is on pages six and seven of the 2021 Annual Report.*



Ben Taylor
Executive Officer

2021 continued to be a challenging year for Highlands LLEN (HLEN) as we adjusted to the impact of the pandemic. Trying to engage with students and industry in an online forum was difficult, however the team worked to continue to build on the school and industry partnerships and meet the requirements of our contracts throughout the year.

The HLEN were able to exceed the SWL and events targets set through the agreement with Department of Education and Training (DET) and this was a credit to the team.

GROW Ballarat delivered on the Beeline program with partnership with Ballarat Health Services and a variation was negotiated through Regional Development Victoria (RDV) to extend through to December 2021. The agreement was not continued into 2022 and we thank the staff and signatories to GROW that have worked on this program since its inception.

Enrolments in the VET Cluster increased by 78 students to 547 and Strategic items were identified and worked through by the Governance Sub Committee.

GROW Ballarat Manager and Coordinator continued to support businesses and create connections for Grow signatories. The Portal was utilised throughout 2021, providing GROW Ballarat with essential quantitative data on the local businesses involved in the Program.

The GROW Mentoring Program, Beeline, was delivered with Ballarat Health Services and delivery partners and the contract was extended through to December 2021. *Details of the development of GROW Ballarat are on page eight of the 2021 Annual Report.*

A new program, **Jobs Victoria Advocates**, was started in early 2021 to deliver a face to face service to job seekers. The team worked tirelessly and by the end of the year they were meeting the requirements of the agreement. *Details of the development of Job Advocates are on page nine of the 2021 Annual Report.*

The **Youth Advisory Board (YAB)** continued to work on advocacy and projects during the year such as Men’s Mental Health Posters, Community Library Boxes and DWELP Grampians Climate Adaptation Strategy delivering videos showing young people’s perspective on climate change. *An overview of the activities of the YAB is on pages ten and eleven of the 2021 Annual Report.*

I thank the Chair and Board for their ongoing leadership during 2021 and acknowledge the hard work and dedication of Jannine Bennett as EO for the previous 7.5 years in making a difference to the lives of so many young people across the region.

Governance

The Committee of Management for 2021 consisted of twelve members following the AGM. *Refer to page 12 for the Committee of Management composition.*

Through 2021 the Committee of Management with staff and external stakeholders reviewed the Vision and Values of the HLLN. They were adopted with the 2021–2024 Strategic Priorities and they are:

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

Structured Workplace Learning

Structured Workplace Learning is an integral part of student's path into industry, through placement and business experience.

Each student aged 15 to 18, is expected to complete a minimum of 40 hours placement, aligning with their VET course or areas of interest.

The goal of this program is to expose students to real life workforce and experience while providing on the job learnings for young people considering their career paths as well as networking and relationship building with potential employers.

In 2021, funding continued to be provided to the Highlands Local Learning Employment Network (HLEN), to development partnerships, resulting in increased number of students getting to experience SWL and industry and school engagement in the form of activities. All placements and activities were documented through the widely used SWL Portal.

Of the 18 schools HLEN partners with, 9 schools participated in the placement of students in SWL through HLEN, commencing in February and concluding in October, resulting in 126 students placed.

HLEN also completed 36 events consisting of career expos, guest presentations and speakers, taster programs and hands on activities, work readiness sessions, workplace visits and industry tours. Of the 36 events, the most highly attended was the **Career Expo** run in partnership with Wimmera Southern Mallee Local Learning & Employment Network, with 242 participants attending.

Given the year of disruptions and system changes amongst industry and school alike, HLEN was able to achieve high participation rates amongst our young people.

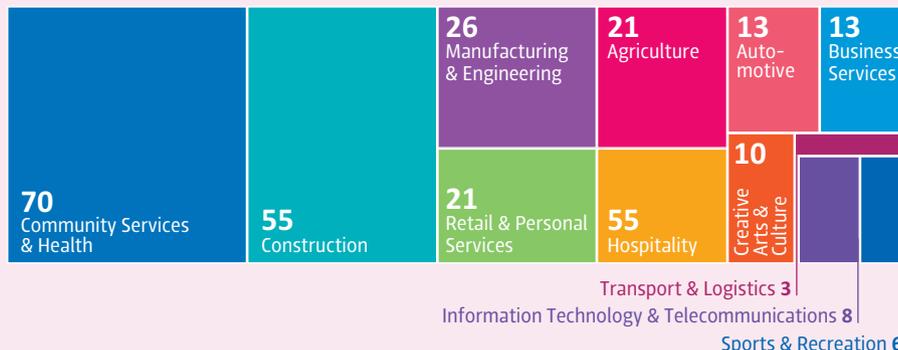


71
Hosts added
in 2021



143
Opportunities
advertised on
the portal

SWL HOSTS BY INDUSTRY



PARTICIPANTS

School name	J	F	M	A	M	J	J	A	S	O	N	D
Ballarat Christian College												
Ballarat High School		18	21									
Damascus College		21	23	5								
Loreto College		2										
Mount Clear College		4							2	1		
Mount Rowan Secondary College									2	1		
Phoenix P-12 Community College		5	2	5								
Woodman's Hill Secondary College					1							
Yuille Park P-8 Community College		6	3									

EVENTS BY TYPE

Event type	My region	All regions
Career expos	3	91
Guest speakers and presentations	14	337
Mock interviews	–	84
Taster events hands-on activities	4	59
Work readiness sessions	4	450
Workplace visits and industry tours	11	101

Ballarat Get into Games (GiG) was again, a huge success with the event going online for 2021. This event received feedback from students that it was highly sought after and a highlight of a year of online learning.



124

Opportunities consumed by students



36

Number of students who attended Highlands LLEN activities



SWL.
Structured Workplace Learning



Sheree Chevalier
VET Partnership Manager

VET Cluster

In mid-October, Sheree Chevalier was employed in the role. Sheree is an ex-VET Cluster Program Teacher and has worked in Secondary School settings for over ten years, in VCAL and VET.

The VET Cluster Coordinator position title was approved by the Principal Management Group, to be changed to Partnership Manager. This new title aligns with other LLEN's, reduces the confusion with school VET Coordinators and is a key signal that the role is moving towards developing partnerships rather than coordinating administration tasks, due to the implementation of the VET Cluster Database (Database). Sheree's orientation to the VET Cluster was supported by a previous award-winning VET Cluster Coordinator Stacey Gill-Arundell, who acted as a mentor. Communications including VET Cluster Stakeholder expectations, Database development and the implementation of revised/created policies will assist the Partnership Manager role to transform.

The Database has been in operation for the year and is constantly being updated to reflect requirements. It was a substantial initial investment by schools and now archiving and further necessities are also adding to the cost. However, it is envisaged the Database will assist the VET Cluster for many future years. As the Database is developed, it will allow the various stakeholders better access to student and VET Program information as well as attendance and academic reporting.

The HLEN VET Cluster enrolled a total of 547 students in 2021, engaging eight RTO's to deliver twenty-one qualifications. The student enrolment numbers were increased from the previous year. The retention rate of first year students into second year Programs increased from 57.9% in 2020 to 59% in 2021.

COVID-19 impacted greatly on many aspects of the HLEN VET Cluster. Program teachers proved they were versatile and delivered sessions online when required.

The Highlands LLEN (HLEN) Vocational Education and Training (VET) Cluster has seen many changes over the last twelve months. The role of VET Cluster Coordinator was vacant for over four months with three existing HLEN staff collaborating and sharing the workload to get the job done.

A big thank you to Zachary Merritt who was a vital driving force.

SCHOOLS WITH THE GREATEST NUMBERS OF STUDENT ENROLMENTS IN HLEN VET CLUSTER PROGRAMS FOR 2021

School	Total enrolments
Ballarat High School	85
Damascus College	77
Mount Clear College	73
Loreto College	41
Bacchus Marsh College	40

HLEN VET CLUSTER PROGRAMS WITH THE HIGHEST NUMBER OF STUDENT ENROLMENTS FOR 2021

Program	First year enrolments	Second year enrolments	Total enrolments
Certificate II in Animal Studies	51	16	67
Certificate II in Automotive Vocational Preparation	28	20	48
Certificate III in Early Childhood Education and Care	24	23	47
Certificate II in Building and Construction	28	9	37
Certificate III in Allied Health Assistance	21	12	33

In relation to lockdowns, the VET Cluster Coordinator role was responsible for keeping stakeholders up to date with media releases and correspondence from the Department of Education and Training Victoria (DET), Victorian Curriculum and Assessment Authority (VCAA) and other relevant organisations. The previously created Protocol Document was utilized for online delivery of VET Cluster Programs and for returning to face to face delivery. Information disseminated in these communications, highlighted requirements for online delivery, including child safety considerations, information for parents, VET Program Teachers, students and schools.

In 2021, the Database housed First and Second year student enrolments. Towards the end of 2021, it became apparent the Database needed further work in many areas. Timely emails with instructions were communicated to stakeholders. Newly appointed EO, Ben Taylor, negotiated with the Database designers, working towards moving forward to increase efficiencies. Program Teachers accessed attendance and entered in results, proofread and completed student reports for schools to print out.

In 2021, due to COVID, there were minimal marketing opportunities to students and parents, such as attending school subject selection information sessions. Visitors were not permitted to enter schools. The HLLLEN created Facebook posts which assisted with communications about programs to select for 2022.

To be confident enrolments for 2022 were tracked correctly via the Database, manual Excel sheets were also kept in 2021. A manual system was vital because it became evident an extra Parent Consent Form was required for parents/guardians, which captured missing content from the Database. The Excel sheet assisted with tracking data such as parental photo consent. In addition, an extra Excel sheet was required for existing 2021 first year students who were reenrolling into their second year of VET studies. The Database was not set up to do this, so the Excel sheet allowed the reenrolment process to be smoothly and accurately rolled over. Overall, both systems (manual and Database) were aligned at the end of 2021 to check for inconsistencies and make alterations for improvements. It is envisaged the Excel enrolment/data tracking system will not be required for 2022.

Due to COVID, late 2021, face to face orientations for 2022 students did not take place. Many programs hosted their Orientations online but there was general disappointment by all stakeholders that Orientations did not take place, but all are aware that health and safety was the motivator.



In 2022, the HLLLEN VET Cluster has three main areas of focus.

1. Cluster Governance Sub Committee

Continuing from 2021, this sub-committee will meet in 2022, to review the VET Cluster structure and longevity and suggest strategies for improvement. For example, school Business Managers and VET Coordinator meetings will be merged to enhance communications, which will be shared with the Principal Group.

2. RTO Review Sub Committee

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

3. VASS/reporting timelines

The Victorian Assessment Software System (VASS) requires schools to load student results within certain timeframes. The Partnership Manager will communicate with all stakeholders so they are aware of the timeframes, via a Yearly Calendar and Term Planner.

In 2022 the focus is 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 permitting.

In 2023, Year 11 and 12 pathways will change. VCAL will be replaced with two new programs, the Victorian Pathways Certificate and VCE Vocational Major, whilst VCE will remain the same. The inclusion of VET Programs are part of the change. All VET Programs have the unique capacity to provide students with industry specific knowledge, skills and networks, support students to improve their job readiness and provide an industry recognised qualification; all whilst contributing to VCE or VCAL studies.



Anne Scott
GROW Ballarat Manager

GROW Ballarat

With the induction of a new Manager and Coordinator for the GROW Ballarat Program, GROW developed and immersed through 2021 with a focus on business and organisation connections, promotion of local and social procurement, as well as the newly developed Beeline Program.

GROW Ballarat's Beeline Program was an integral part of 2021, with many organisations wanting to partake in the program, after the successful completion of the inaugural Ballarat Health Services Program in early 2021, including WestVic, Ballarat City Council, GoTraffic, VACRO, Fed TAFE and MatchWorks.

GROW established strong partnerships between businesses looking to gain knowledge and expand their social workforce with training organisations and employment agencies. GROW targeted high potential industries to establish a change in policy which then filtered down to smaller businesses. The implementation of Women's Health Grampians, Ballarat Regional Multicultural Council and Social Outcome Solutions was established and partnerships blossomed.

Unfortunately due to covid, a number of events including networking for businesses and sub-contractors alike, were cancelled multiple times throughout the year. A number of online events were designed to make up for the lack of face to face, including 11 events in the Signatory Seminar Series focusing on such issues as international visas, mental health and wellbeing, cultural diversity and inclusion, and grant and tender writing just to name a few.

Additionally, GROW online portal was continually amended and updated to suit the ever changing needs of the businesses and organisations using it. Presentations to 17 different organisations on how to use the portal and it's benefits were completed as well as their business action plans reviewed and completed.

A monthly newsletter was completed and distributed to all organisations affiliated with GROW and it was widely successful.

A partnership with Ballarat City Council, Social Enterprise Academy and Social Traders was also established with an event organised to bring social enterprise owners and workers together, as well as a mapping exercise initiated by council to establish more social enterprise possibilities in the region. Unfortunately the event was cancelled due to covid restrictions.

Polly Britten with respect to Anne Scott.



27
GROW Ballarat
Signatories



20
GROW Ballarat
Partners



13
Beeline Program
Participants



Jobs Victoria Advocate program

Highlands LLEN, in partnership with Central Grampians LLEN, successfully tendered to host the Department of Jobs Precincts and Regions Jobs Victoria Advocacy program.

In April 2021, two full time staff members were hired to facilitate the Advocate roles.

Tasks completed within the first month of JVA operation, were focussed on mapping accessible services and community support offerings within the Central Highlands Region.

Investment of time into this task has proven integral to the success of the program and essential to strengthened relationships with community stakeholders.

September 2021 saw a successful addition to the program via funding for an Advocate Administration Assistant position, where an additional resource was onboarded on a full-time basis to assist Advocates with daily administration duties.

The Jobs Victoria Advocacy program is designed to be a place based and face to face service, delivered in a variety of locations across the intended service regions for maximum engagement success.

The year 2021 was extremely challenging for the Jobs Victoria Advocate program, given the amount of time in lockdown under State Government directive stay at home rules, in response to managing and containing Covid19 outbreaks.

The constant disruptions to services throughout the year, significantly impacted the programs expected deliverables and reportable milestone achievements.

As a result of barriers to services, an outcome and recommendations report has been compiled in consultation with the 43 Jobs Victoria Advocacy host partners.

Overall positive collaboration opportunities have been identified, scoped and implemented.

Relationships with over 35 key organisations across six Local Government Areas in the Central Highlands Region have been both developed and strengthened.

As an organisation, the end of the month of February, 2022 report, indicates HLEN have recorded a total of 649 interactions into the Jobs Victoria Advocate software system.

In 2022, the HLEN Jobs Victoria Advocacy program aims to focus on achieving success, through delivering positive community impact via meaningful and quality participant referrals, across the Central Highlands Region.

HLEN Jobs Victoria Advocates welcome collaboration and creation of partnerships for success with organisations and services that acknowledge aligned value systems and respond through strength-based approaches in respectful, innovative and diverse ways, responding to our communities needs via leadership and advocacy with equity and fairness at the core of our representation and service offerings.



Belinda Woodruff
Jobs Victoria Advocate



Susan Wills
Jobs Victoria Advocate Administration Officer





Chloe Waddell
YAB Coordinator

Youth Advisory Board (YAB)

Highlights of 2021

The Youth Advisory Board (YAB) continued building their portfolio of advocacy and project work throughout 2021. Despite much of the year's meetings taking place online due to COVID-19, the group found diverse ways to deliver meaningful change and initiatives within the community.

Some of the highlights for 2021 included:

- Now an annual activity, the YAB again participated in Clean Up Australia activities.
- The YAB were successful in applying for and receiving the most tokens in the 'Local Matters' program at the Ballarat Grill'd restaurant. Each month, the jars promote three community groups for patrons to support and the groups are awarded a donation.
- The YAB 'owned' a Musical Bingo night at Hop Temple Ballarat, which assisted in the YAB's fundraising efforts, as well as increasing the group's presence in the community.
- The Department for Environment, Land, Water and Planning (DELWP) delivered on their 2020 promise to provide funding to the YAB, to complete a project surrounding their Climate Adaptation Strategy, which was completed this year.
- Meeting with Asha Buckmaster for Central Highlands Youth Primary Care Partnership, the YAB lent their voices to a discussion around COVID messaging for young people.
- The YAB initiated a project surrounding men's mental health, which focused on highlighting key mental health concerns for Australian men and delivering these in an approachable way.
- The YAB created community library boxes for three early childhood centres in the Central Highlands region.
- The YAB supported their friends at the Y Ballarat Youth in the planning of their Summer Vibes event, to take place in January of 2022.
- The YAB also began planning their upcoming Spring in the Park revival, taking place March 26th 2022.
- The YAB have also utilised their social media to advocate for a range of topics, including reproductive rights and LGBTQIA+ support, as well as sharing information surrounding paid opportunities for young people, the 2021 Koorie Youth Summit and local youth vaccination clinics through headspace and Ballarat Community Health, for example.

Despite another challenging year due to COVID-19 and staff changes, the Youth Advisory Board (YAB) continued to provide genuine contributions to the local community. Being able to support the young people engaged in the YAB throughout 2021 has made me exceptionally proud and they ought to be commended for their willingness to continue to give their time to advocacy and project work in an ever-changing landscape. The YAB turned 3 in August of this year and the group was made up of a mix of original members and new YABBIES all keen to get involved.

Following the passions of the group, we notably created a men's mental health poster campaign, aimed at reducing stigma and increasing awareness in ways relevant to the Ballarat and broader community. We engaged in consultancy, advocacy, and completed projects, and began planning many exciting things for 2022... so stay tuned!

I am immensely proud of this group of young people and am thrilled to have been part of their 2021 journey.



Key Projects and Advocacy

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 the environment, mental health, and equity underpinned some of the main projects in 2021.

DEPARTMENT OF ENVIRONMENT, LAND, WATER AND PLANNING (DELWP) PROJECT

DELWP met with the YAB multiple times in the past two years to discuss the *Grampians Climate Change Adaptation Strategy*, and DELWP provided funding for the group to create a youth-led project surrounding climate change and young people. The project was completed throughout this year, and took the form of a documentary-style video showcasing youth perspectives on climate change. Designed, filmed and edited by YAB members, and then placed online, the video project gave a platform for young people to share their views on the changing climate and their thoughts about the future.

MEN'S MENTAL HEALTH POSTERS

Sparked from the passion of one of our YABBIES, the group initiated a campaign focusing on men's mental health. They believed that regional men in particular hold a high degree of stigma surrounding mental health and that many people aren't aware just how bad the current statistics are. The YAB's campaign used the slogan "Aussie men are tough, but everyone needs a hand" and made the statistic comparisons relevant to the Ballarat region.

The project was supported by local organisations. Once coming up with the content, the YAB worked with past member and ongoing ally Sam Brown, from S Morgan Creative, who generously provided his design services, resulting in a high-quality poster series. The YAB's project was supported by Sovereign Press, who provided sponsorship for 1,000 printed posters. These posters will be displayed throughout Ballarat and surrounds.

COMMUNITY LIBRARY BOXES

The YAB believe everyone should have access to basic educational resources, such as books and that a love of reading can be fostered at a young age. As such, the YAB created three community library boxes for local early education centres within the Central Highlands region. These provide free access to books from early readers to adults, as well as offer a space for the community to donate their pre-loved books, to create a self-rejuvenating library. The initial collection of books donated by the YAB were also purchased from a charity fundraiser, highlighting the many ways in which this project gave back to the community. Designed, purchased, built and delivered by young people, this project was a great success of 2021.



20
Members

As we step into 2022, the YAB is excited to grow and continue their significant work within our community and beyond.



youth advisory board
yab

Committee of Management 2021 (At year end)

Leanne Parker

CHAIRPERSON

SUB-COMMITTEE: FASC

ORGANISATION: Westvic Staffing Solutions

Karen Monument

DEPUTY CHAIRPERSON

SUB-COMMITTEE: FASC

ORGANISATION: Department of Health & Human Services

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

Cr Joanne Gilbert

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

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 2021 - Highlands LLEN

2021 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 implementation of the final year of the GROW program.

Employee costs continue to be around two thirds of the LLEN's operating expenditure at \$608,699. Program delivery remains the core emphasis of the LLEN as demonstrated through the employment and project costs in the accounts, the GROW project also works on the methodology. Other significant costs included consultancy fees for both GROW and our financial management of \$47,736, rent \$29,457, motor vehicle costs of \$46,602 and telephone and utilities of \$13,994.

In our 2020 report the LLEN was in surplus by \$54,314, which reflected a number of deliverables for our project grant funds to be completed in 2021. As a consequence of completing these, our 2021 deficit is \$44,924. As noted earlier we have concluded the GROW program in 2021.

The LLEN balance sheet continues to be sound, with net assets at \$219,372. As with previous years the LLEN has significant current liabilities of \$658,954 at balance date, \$584,623 of this (88%) being income in advance for 2022 activities. With the retirement of our Executive Officer in 2021, our non current employee provisions have reduced to \$358. The LLEN currently has \$810,142 in cash or term deposits, more than providing for the liabilities as listed.

Our Audit report for 2021 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, 2021.

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, 2021

	2021	2020
Revenue		
	899,188	843,217
Expenditure		
Employee benefits expense	(608,699)	(536,914)
Depreciation expense	(24,247)	(7,497)
Audit, accounting and consultancy expense	(47,736)	(63,425)
Computer and IT expense	(8,142)	(7,224)
Telephone and utilities expense	(13,994)	(10,067)
Rent expense	(29,457)	(22,842)
Training and welfare expense	(20,450)	(10,066)
Motor vehicles expense	(46,602)	(44,945)
Other expenses	(144,785)	(85,923)
SURPLUS FOR THE YEAR	(44,924)	54,314

Balance Sheet

AS AT 31ST DECEMBER, 2021

	2021	2020
Assets		
CURRENT ASSETS		
Cash and Cash Equivalents	350,262	540,496
Trade and other receivables	459,880	382,655
TOTAL CURRENT ASSETS	810,142	923,151
NON-CURRENT ASSETS		
Property, Plant & Equipment	68,542	66,642
TOTAL NON-CURRENT ASSETS	68,542	66,642
TOTAL ASSETS	878,684	989,793
Liabilities		
CURRENT LIABILITIES		
Trade Payables	584,623	614,987
Other Payables	67,580	67,817
Provisions	6,751	17,782
TOTAL CURRENT LIABILITIES	658,954	700,586
NON-CURRENT LIABILITIES		
Provisions	358	24,910
TOTAL NON-CURRENT LIABILITIES	358	24,910
TOTAL LIABILITIES	659,312	725,496
NET ASSETS	219,372	264,297
Equity		
Retained Surpluses	219,372	264,297
TOTAL EQUITY	219,372	264,297

Statement of Changes in Equity

FOR THE YEAR ENDED 31ST DECEMBER, 2021

	RETAINED SURPLUSES	TOTAL
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
2020		
Balance at 1 January 2020	209,983	209,983
Net Surplus for the year	54,314	54,314
BALANCE AT 31 DECEMBER 2020	264,297	264,297

Statement of Cash Flows

FOR THE YEAR ENDED 31ST DECEMBER, 2021

	2021	2020
Cash from Operating Activities		
Receipts from customers including grants	1,047,203	938,523
Payments to suppliers and employees	(1,207,587)	(1,220,340)
Interest Received	642	4,230
NET CASH PROVIDED BY OPERATING ACTIVITIES	(159,742)	(277,587)
Cash Flows from Investing Activities		
Purchase of property, plant and equipment	(30,692)	(42,388)
Net cash provided by investing activities	(30,692)	(42,388)
Net (decrease)/increase in cash and cash equivalents	(190,434)	(319,975)
Cash and cash equivalents as beginning of year	540,696	860,471
CASH AND CASH EQUIVALENTS AT END OF YEAR	350,262	540,496

Organisational declaration

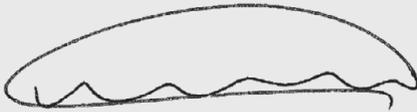
Statement by Members of the Committee of Management

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 2021 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 12th day of April, 2022.

Independent Auditor's Report

Independent auditor's report to the members of Highlands Local Learning and Employment Network Inc

REPORT ON THE FINANCIAL REPORT EXTRACT

OPINION

The financial report extract, which comprises the statement of financial position as at 31 December 2021, the statement of profit or loss and other comprehensive income, the statement of changes in equity and the statement of cash flows for the year then ended, are derived from the audited financial report of Highlands Local Learning and Employment Network Inc (the association) for the year ended 31 December 2021

In our opinion, the accompanying financial report extract, is consistent, in all material respects, with the audited financial report on which they are based.

FINANCIAL REPORT EXTRACT

The financial report extract does not contain all the disclosures required by Australian Accounting Standards applied in the preparation of the audited financial report of Highlands Local Learning and Employment Network Inc. Reading the financial report extract and the auditor's report thereon, therefore, is not a substitute for reading the audited financial report and the auditor's report thereon. The financial report extract and the audited financial report do not reflect the effects of events that occurred subsequent to the date of our report on the audited financial report.

INDEPENDENCE

In conducting our audit, we have complied with the independence requirements of the *Australian Charities and Not-for-profits Commission Act 2012*.

THE AUDITED FINANCIAL REPORT AND OUR REPORT THEREON

We expressed an unmodified audit opinion on the audited financial report in our report dated 9 March 2022.

COMMITTEE'S RESPONSIBILITY FOR THE FINANCIAL REPORT EXTRACT

The committee is responsible for the preparation of the financial report extract in accordance with the *Australian Charities and Not-for-profits Commission Act 2012*.

AUDITOR'S RESPONSIBILITY

Our responsibility is to express an opinion on whether the financial report extract is consistent, in all material respects, with the audited financial report based on our procedures, which were conducted in accordance with *Auditing Standard ASA 810: Engagements to Report on Summary Financial Statements*.

MATTERS RELATING TO THE ELECTRONIC PUBLICATION OF THE AUDITED FINANCIAL REPORT

This auditor's report relates to the financial report extract of Highlands Local Learning and Employment Network Inc for the year ended 31 December 2021 on Highlands Local Learning and Employment Network Inc's website. The committee of Highlands Local Learning and Employment Network Inc is responsible for the integrity of Highlands Local Learning and Employment Network Inc's website. The auditor's report on the financial report extract refers only to the subject matter described above. It does not provide an opinion on any other information which may have been hyperlinked to/from the financial report extract. If users of the financial report extract are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited financial report to confirm the information contained in the website version of the financial report extract.



Rob Florence
Florence Audit & Assurance

97 Mair Street East
Ballarat VIC 3350

Dated this 6th day of April, 2022

HLEN Engagement 2021



124

Students who consumed placements from Portal



835

Stakeholder opens of 'The Engagement Express' Newsletter



3197

Community members following social media platforms



1100

Number of 'School Leavers Manuals' distributed



547

Number of students participating in the VET Cluster



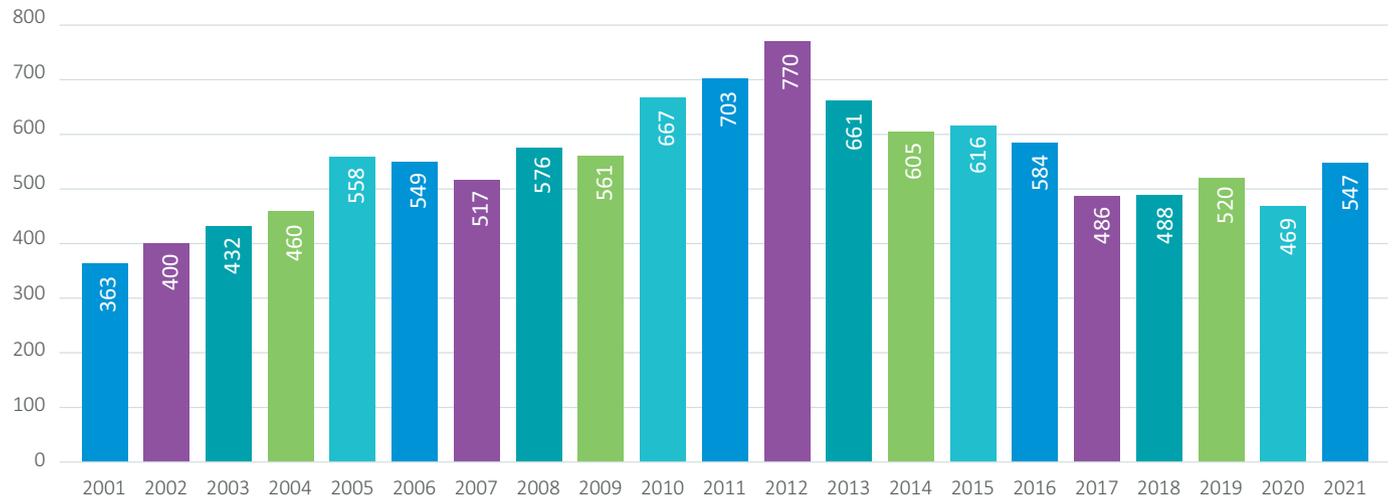
13

Number of secondary schools participating in the VET Cluster

Highlands VET Cluster Yearly Enrolment Breakdown

VET CLUSTER ENROLMENTS BY YEAR, 2001–2021

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 (%)			
	2017	2018	2019	2020	2017	2018	2019	2020
In further education or training	66.9	64.6	62.1	72.2	75.1	75.2	74.5	77.5
Bachelor degree	49.2	42.9	42.7	49.9	54.9	54.1	54.5	56.1
Certificates/Diplomas	9.6	12.1	10.2	11.1	12.1	12.8	11.9	11.3
Certificate IV+	12.3	9.2	6.9	7.3	2.2	10.6	9.3	9.2
Certificate I to III	7.4	2.9	3.3	3.8	9.9	2.2	2.6	2.1
Apprenticeship/Trainee	8.1	9.6	9.2	11.2	8.1	8.2	8.2	9.8
Apprenticeship	4.9	6.1	6.1	7.6	5.7	6	6	7.3
Traineeship	3.2	3.5	3.1	3.6	2.4	2.3	2.1	2.5
Not continuing in further education or training	33.1	35.4	37.9	27.8	24.9	24.8	25.5	22.8
Employed	28	28.6	28.6	22.9	19.8	19.7	17.6	18
Employed full-time	9.8	9.9	8	10.4	6.8	6.6	4.9	6
Employed part-time	18.2	18.7	20.5	12.5	13	13.1	12.7	12
Looking for work	4.6	5.7	7.2	4.1	4.3	4.4	6.4	3.9
Not in the labour force, employment or training	NP	1.2	2.1	0.8	0.8	0.8	1.5	0.9
Unknown	0	0	0	0	0	0	0	0

NP = Not published



Zachary Merritt
Senior Administration Officer



Sally Poulton
Finance Officer

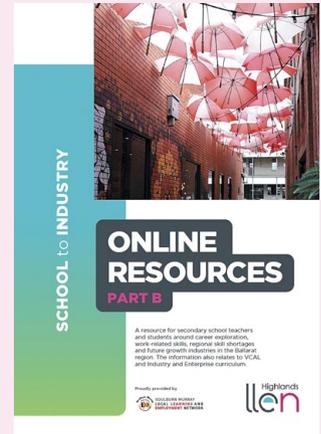
Senior Administration Officer

2021 was a year of restructure, with majority of roles being re-filled and the removal of GROW for 2022, HLEN is going back to its core of focusing on schools/young people.

Administration Team throughout the year consisted of a Senior Administration Officer, Trainee Receptionist and Jobs Victoria Advocates Administration Officer.

Highlands LLEN updated its yearly publications, *School Leaver's Manual* and *Jump Start*. As well as two new publications, *World of Gaming: Infinite*, *Highlands LLEN School to Industry eBook PART B*, all available on our website.

The Senior Administration Officer has spent some time providing VET Cluster Knowledge to the new Partnership Manager as well as communicating with the development company (About Today) to fix outstanding bugs/issues and implementing further functionality that was missing and needed.



Acknowledging previous staff members' contributions 2021



Jannine Bennett
Executive Officer
(Previous Staff)



Kelly Ashmore
Senior Administration and Project
Officer (Previous Staff)



Shaqiera Cartledge
Trainee Receptionist
(Previous Staff)



Rebekah Robertson
Youth Advisory Board Coordinator
(Previous Staff)



Emily de Leeuw
School-Employer Engagement
Coordinator (Previous Staff)



Daniel Smart
Jobs Victoria Advocate
(Previous Staff)



Laura Howard
School-Employer Engagement
and SWL Coordinator
(Previous Staff)



Sarah Forte
School-Employer Engagement –
Placement Specialist
(Previous Staff)



Kylie Barnett
VET Cluster Coordinator
(Previous Staff)



Annual Report 2021

106 – 110 Lydiard Street South, Ballarat Central, 3350

Call (03) 4344 4155

Email admin@highlandsslens.org

Visit www.highlandsslens.org

Social Media

HIGHLANDS LLEN

 www.facebook.com/Highlandsslensinc/

 www.linkedin.com/in/highlands-llen

VET CLUSTER

 www.facebook.com/VETCluster/

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

YOUTH ADVISORY BOARD

 www.facebook.com/YABCentralHighlands

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

JOBS VICTORIA ADVOCATES

 www.facebook.com/JVAdvocatesHLLLEN

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

ABN: 46 429 658 543