

WESTERN
AUSTRALIAN
DEPARTMENT OF
TRAINING AND
EMPLOYMENT



ANNUAL REPORT



2000
to
2001

The Department of Training and Employment proudly presents its *2000/01 Annual Report*. This document is available online in PDF format for downloading or html format to be view directly at the Department's website at www.training.wa.gov.au

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Message to the Minister

**To the Hon John Kobelke MLA
Minister for Training**

In accordance with Section 62 of the *Financial Administration and Audit Act 1985*, I hereby submit for your information and presentation to Parliament, the Annual Report of the Western Australian Department of Training and Employment for the year ending 30 June 2001.

The Annual Report has been prepared in accordance with the provisions of the *Financial Administration and Audit Act 1985*.



**Ian C Hill
Director General
Western Australian Department of Training**

August 2001

From the Director General

2000/01 has proven to be an exciting and challenging time for the Western Australian Department of Training and Employment in its management of the State's vocational education and training (VET) system, development of employment opportunities and forecasting of labour market trends.

Population and workforce growth; the introduction and expansion of Training Packages; and the need for increased skill levels, have and will continue to enhance the Department's role in ensuring an appropriately targeted and accessible training system.

Demand for VET services again increased in 2000/01, with approximately 105,000 people in publicly funded training as at 30 June 2001. This trend is expected to continue over the next few years, with the National Resourcing Working Group estimating that growth may occur at a rate of up to 5.7% annually.

Resourcing the growth in VET services has been a major commitment of the Department, with an increase of 15.6% in efficiencies, or more than 4.8 million student curriculum hours, having been achieved since 1997. Efforts to ensure sufficient placements will continue in 2001/02, with the Department working towards further efficiencies through the development of a shared services model for public providers. Further opportunities for development will be promoted through a review of the College Funding Model; and signing of the 2001 – 2003 ANTA Agreement.

Improving the quality and effectiveness of training services will also continue in the coming financial year, through the introduction of the Information and Communication Technology Strategy; implementation of the Australian Quality Training Framework; and commencement of the *Skilling WA* initiative.

Record levels in the labour force, which expanded to new highs in April 2001 (with 1,015,100 participants) and then again in June 2001 (with 1,018,600 participants), have broadened the Department's role in developing employment opportunities and forecasting labour market trends. In 2000/01 the Department of Training and Employment provided approximately \$6 million to 50 community organisations, which aided over 35,000 people with career and employment assistance.

The Department will continue its commitment to supporting Western Australians in the transition to the new World of Work when, in November 2001, it hosts the *Working Visions International Employment Futures Conference* and *Knowledge Expo*. The Conference will facilitate debate about the future of employment in a technology and knowledge driven economy and will help prepare the people in this State to be at the forefront of global developments in employment and training.

Increasing employment opportunities will continue to be a major focus of the Department during 2001/02 with considerable effort being devoted to expanding apprenticeships and traineeships placements and, through a review of the effectiveness of current assistance initiatives, meeting our target of aiding over 36,000 job seekers.

It is with great pride that I present the Department of Training and Employment's 2000/01 Annual Report, an account of the Agency's achievements during this rewarding period.



Ian C Hill
Director General
Western Australian Department of Training

Training and Employment Up Front

Vision

Our Vision for training and employment in this State is

'the best trained, most employable people in the world'.

Mission

Our Mission is to

'strategically manage, develop and grow the State's investment in the employment and training of Western Australians'.

Objectives

In order to achieve this vision, the Department of Training and Employment has identified five strategic objectives for the training and employment sector in Western Australia, namely:

- Increasing the skills of Western Australians;
- Supporting economic and employment growth through training;
- Empowering individuals to take control of their learning and employment pathways;
- Improving employment opportunities for all Western Australians; and
- Targeting employment and training services to the needs of the community, businesses, industry and regions.

To meet these objectives, a spirit of collaboration and support is essential and is embodied through the Department's alliances with stakeholders, which include State and Commonwealth Government agencies, training providers, industry and employers. It is through the success of these partnerships and the support of stakeholders that these objectives will be achieved.

Outcomes and Outputs

The Department strives to achieve its desired outcome... 'To maximise training and employment opportunities for Western Australians'... through its two key outputs. The Department's Output Based Management Reporting Framework was revised for implementation in 2000/01, to better reflect its core functions and operating structure.

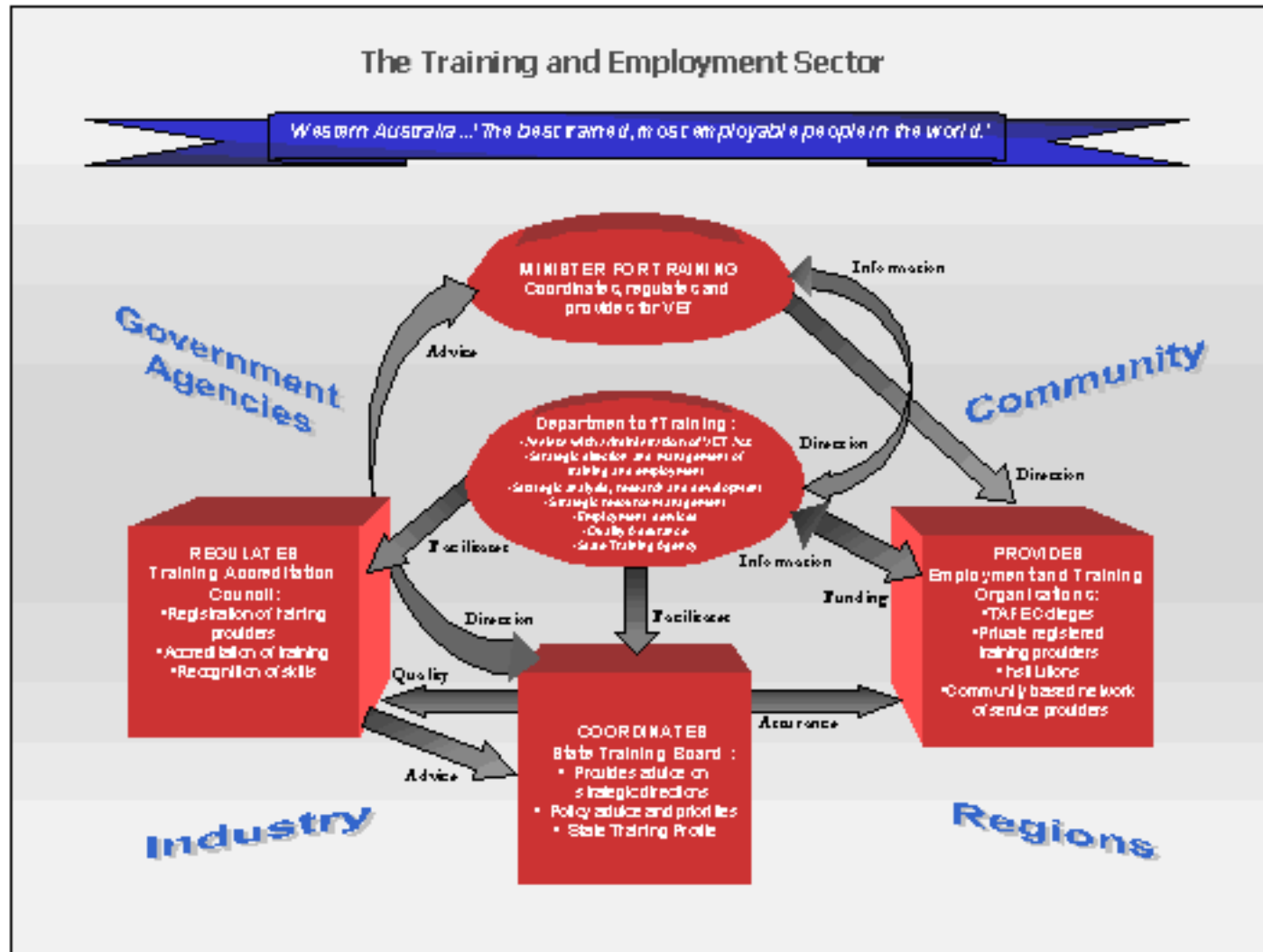
The Department's refined key outputs are:

- Output 1: Vocational education and training services; and
- Output 2: Employment and community development programs.

The outputs against which the Department previously reported on, and which were included within the Agency's 1999/2000 Annual Report, were:

- Output 1: Strategic management and prioritisation of the vocational education and training system;
- Output 2: Delivery of training services; and
- Output 3: Employment and work based training, development and support.

Sector Profile



Customer Services

Industry

Strong industry linkages are essential to all facets of the Department's operations and include collaboration in relation to industry's future training and employment needs and business occurrences affecting their staff, suppliers and local communities.

The Department of Training and Employment supported industry development through its highly successful *Science and Technology Innovation Strategy* which, for the second year, provided \$1 million worth of grants for joint research projects of industry and training providers.

The Department's efforts to ensure the development of a highly skilled workforce, to facilitate industry's entry and success within Western Australia, was supported through many of its products, services and processes.

Through the introduction of Training Packages into Western Australia, the Department of Training and Employment ensured the relevance of vocational education and training to industry requirements. Since 1999, when Training Packages accounted for only 2.5% of delivery, the amount of training based upon the various industry specific packages has expanded to 22% in 2000, and an expected 35% in 2001.

Industry requirements for a skilled labour force were addressed through the State's, second to none, apprenticeship and traineeship system. Services to support industry involvement within this system include: Training Administration Bodies; Group Training Schemes, providing access for industry and businesses requiring flexibility in their employment of apprentices and trainees; and information products including a range of guide booklets, website and telephone advisory service.

Employers and Small Businesses

The Department of Training and Employment made available a range of programs and services aimed at assisting employers and small businesses acquire the skills and people necessary to successfully operate within today's economy.

The Department provided assistance to people wanting to establish a small business, in further developing their proposals through its *BusinessWorks* program and its funding of the *Shell Operation Livewire* initiative. Access to training was made available to employers to encourage a culture of learning within small businesses, through the Department's highly successful *Small Business Smart Business* initiative.

Through the strategic management of the State's apprenticeship and traineeship system, and vocational education and training sector, the Department ensured small business access to suitably qualified persons and appropriately targeted training. Employment placement programs, to assist in matching small businesses with potential employees, were available through the Department's funding of Joblinks.

Regional Western Australia

A network of locally based Regional Employment Coordinators, situated in eight regional and five metropolitan locations, were responsible for building networks, managing employment initiatives and providing the Department with intelligence on local employment and training needs and issues. Regional employment and training services are provided through a group of Regional Joblinks and Aboriginal Economic and Employment Development Officers (AEEDOs) and the Department's recently developed Regional Access website and supporting telephone advisory service. Regional access to employment and training services was also provided through the Department's funding of the State's telecentres network.

WestOne Services is developing a variety of products to support the State's seven regional TAFE colleges by providing regional customers with greater accessibility to training services, through the advent of

online and television accredited training programs. Regional profile brochures detailing the Department's commitments in each regional location were developed in 2000/01 and are assessable online at www.training.wa.gov.au

Target Groups

People from culturally and linguistically diverse (CaLD) backgrounds: A number of *Building Diversity 2000 Projects* were developed with a particular focus on people from CaLD backgrounds, including: an accredited course in Bilingual communication; research into the information needs of migrant women; a mentoring program for students from CaLD backgrounds; and research into barriers to learning English as a Second Language for CaLD jobseekers. Specific services provided by the Department included recognition of qualifications and skills through the Overseas Qualifications Unit and ongoing funding, under the *State Employment Assistance Strategy*, of employment assistance through Joblink agencies.

Youth: The Department developed a number of products and services under its youth strategy, *Access All Areas*, aimed at providing greater access to relevant information, an expanded range of services and better access to more jobs and training opportunities. As at 30 June 2001, the Department had 18,213 apprentices and trainees in training. *GetAccess*, the Department's dynamic online advisory service for young Western Australians, proved very successful with the site receiving an award for *Best New Innovation in Government* at the 2000 Yellow Pages WA Asia-Pacific IT&T Awards for Excellence.

Seniors: Under the Department's *Profit from Experience* program 9,100 people phoned the 13 13 43 line for information, with 7,917 clients assisted by Access Officers; 1,859 job seekers securing an employment outcome; and 4,411 job seekers having undertaken education and training options. In addition to this, 249 people have been assisted through the *Career Restart* element, mainly in the Forestry Industry. The program has achieved 165% of its initial target of 4,800 contacts.

Women: By working with training providers and other agencies, the Department maximises its influence in raising awareness of issues for women in training and employment and promoting opportunities for women. The Department sponsored two events for *International Women's Day 2001* and in collaboration with the Women's Advisory Council, funded several TAFE colleges to participate in the *Web Wise Women* project, providing the opportunity to women across the State to learn how to use the Internet.

Indigenous Western Australians: The Department works with stakeholders to support Indigenous community and enterprise development across the State, with initiatives in 2000/01 including:

- support of training delivery in corporate governance to meet the needs of prospective and existing Indigenous managers of small and medium organisations;
- Aboriginal Economic and Employment Development Officer (AEEDO) program, which enabled Indigenous organisations across the State to work with local communities and industries to develop employment strategies and assist Indigenous job seekers into work.
- coordinating service delivery to Indigenous communities through traineeship and apprenticeship strategies, including housing construction, road building, essential services and health; and
- assisting frontline developments in remote area communities through the establishment of an alternative technology centre on the Ngaanyatjarra Lands.

Adult and Community Education Clients: The Department funded a range of community projects to the value of \$80,000, with an additional \$85,000 in support of Learning Centre Links. In 2001 projects focusing on a guide to *Developing Partnerships for Providers of ACE* and identification of the *Professional Needs of Adult Community Educators* were commissioned.

Report of Operations

Overview of Outputs

The Department of Training and Employment reports on two key outputs.

Output 1: Vocational Education and Training Services

The strategic management of the investment of Government resources in the State VET system, including the planning, purchasing and monitoring of VET services.

The objective of the Department is to identify and achieve industry, regional and community training needs and priorities.

In line with the strategic directions and policies of State and Commonwealth Governments, and through extensive consultative processes and targeted research studies, an annual State Training Strategy is developed to ensure that the needs of Western Australian clients – employers and students – are met.

Identified training needs by occupational/industry sectors are purchased from registered training organisations, which are monitored for quality, compliance and agreed outcomes. In addition, the quality of training services and outcomes are monitored through client surveys to identify strategic areas for improvement and trends over time.

The role of the Department is to ensure that training services are efficiently and effectively deployed to provide appropriate training and skills for all clients within the State.

Output 2: Employment and Community Development Programs

The development, promotion, coordination and strategic management of employment services.

The role of the Department is to improve the employment environment in Western Australia through initiatives that assist job seekers, industry and the community. Initiatives include:

- the placement of Regional Employment Coordinators who work with regional communities through over 150 regional committees to provide localised knowledge and increased employment opportunities for the region;
- 50 community-based projects that assist job seekers into employment, education or training, by providing advice, resumé preparation, interview skills and work experience;
- specific assistance to school leavers;
- employment related assistance to disadvantaged groups such as youths ‘at risk’ and mature aged job seekers;
- a system of Group Training Schemes by which apprentices/trainees are registered to a central body and placed in employment with participating employers on a rotational basis; and
- management of the Aboriginal Economic and Employment Development Officer (AEEDO) program involving the funding of 10 officers providing localised employment and training services relating to Indigenous matters, to communities across Western Australia.

Output 1: Vocational Education and Training Services

Highlights

- \$229.5 million in training purchased statewide, funding 25.86 million student contact hours (SCH) and training for more than 18,200 apprentices and trainees.
- Processed 20,000 applications to TAFE award courses, 4,500 enabled through the implementation of a Continuous Admissions System which allows applications for courses at any time and from any place. Establishment of an online inquiry service in January 2001, enabling 13,000 TAFE applicants to access the results of their applications via the Internet.
- \$1 million in funding provided to seven innovative science and technology projects statewide.
- Expanded access to vocational education and training in schools through coordination of the VET in Schools Joint Ministerial Statement.
- Hosted, in conjunction with ANTA, the *Spotlight on the Provider: National Training Framework Making it Happen* Conference on 12 and 13 March 2001, with approximately 275 participants attending to gain professional development prospectus in VET.
- Completed a range of capital works projects in the Kimberley, Central West, Wheatbelt, South West and Great Southern regions to improve training facilities in rural and regional Western Australia. \$7.9 million funding provided for a new facility for the dance, production, lighting and design programs at the Western Australian Academy of Performing Arts.
- Provided information to people about training and employment opportunities, through the production of 40,000 TAFE Handbooks and operation of:
 - the Training Information Centre, which assisted approximately 59,804 people in 2000/01;
 - *Career Access*, now in its eighth successful year; and
 - the Career Expo, held over two days at the Fremantle Port Terminal with more than 15,000 people and over 100 schools in attendance.

Achievements

Vocational education and training contributes directly to Western Australia's export income, and plays a major role in shaping the direction of the economy through appropriate training. In 2000/01, the Department funded training providers to deliver a range of vocational education and training services to meet industry and community needs for a highly skilled workforce, and to improve employment and further education opportunities for individuals. Through the network of autonomous TAFE colleges and private training providers, provision of customised fee-for-service training, training products, consultative services and joint venture opportunities to industry and the wider community, including students with special needs, were also met.

Through the development of partnerships with industry, their current and future workers and training providers, the Department provided a direct link between industry and community demand for training services, and the available resources to meet those needs.

A total of \$229.5 million in training was purchased statewide through:

- \$200 million to TAFE colleges for the delivery of College Training Profiles;
- \$10 million approximately to private training providers for the delivery of the accredited training component of apprenticeships and traineeships under User Choice arrangements;

- \$16 million through non-User Choice competitive processes to TAFE colleges and private providers for training delivery;
- 25.86 million SCH of training funded for more than 105,000 students, including 1.442 million SCH of accredited adult literacy and language courses;
- funding of 7,126 Indigenous students, 611 of whom achieved a qualification of Certificate 1 to Apprenticeship, Traineeship or Diploma levels.
- \$35.7 million for accredited training for more than 18,200 apprentices and trainees.

To provide clear direction for training service delivery, and to balance training delivery with both community and industry needs, State priorities and local responsiveness, the Department undertook a program of comprehensive research and analysis of economic, industry, occupational and labour market issues. This rigorous process accessed almost 500 sources of information and identified trends and developments impacting on skill requirements in industries and throughout Western Australia. The examination of emerging industry training needs, apparent gaps in existing training provision, and future training priorities underpin the development of the training profile for Western Australia.

- The 14 industry and nine regional profiles were regularly updated to ensure that the State Training Strategy accurately reflects the needs of industry, the community, training providers, other Government agencies and key stakeholders within the VET sector.
- The Department, on behalf of the State Training Board, produced the State Training Profile. This was based on specification of training requirements across 41 occupational categories. It determined the annual allocation of resources for training delivery in Western Australia.
- The utilisation of information and communication technologies was identified as a key driver of economic growth in Western Australia through a research project commissioned by the Department. This research, undertaken by Market Equity, informed the Information and Communication Technology (ICT) Strategy, established by the Department to address emerging ICT skill shortages and to improve community computer skills. The strategy aims to support small to medium businesses utilising e-commerce technologies and make the transition to the online environment.
- Indigenous advisory groups, aligned to TAFE colleges and other publicly funded training organisations, contributed to decisions regarding the purchase and delivery of training, with the Department providing ongoing training and support to empower these groups.
- Industry training needs were more closely aligned through collaboration and the establishment of portfolio managers. This enabled increased industry involvement in the VET decision-making processes at all levels, and facilitated responsiveness to rapidly changing skills and training delivery requirements.
- Established the State Training Strategy (STS) website, providing a portal to the Western Australian vocational education and training system. The website provides diverse information ranging from occupational fact sheets identifying major training and employment trends and emerging issues, to industry and regional reports gathered through ongoing consultation with an extensive network of industry, regional and Government sources. Maintained in-house the STS website, which contains a feedback page, providing a transparent and effective forum for interactive discussion.
- The Department has also undertaken research projects exploring a variety of subjects including: recognition of prior learning; graduated assessment; the age profile of the TAFE workforce; intersectoral collaboration; and the challenges for flexible delivery in Western Australia. In addition,

the Department launched its website on the impact of the *Trade Practices Act 1974* on the training sector, in December 2000.

The Department provided a sophisticated and equitable merit-based system of entry to VET award courses, and generated offers of places in TAFE colleges statewide.

- The Continuous Admissions System was introduced, providing additional opportunities for students wanting to enter full-time award courses at TAFE colleges. A feature of the new Continuous Admissions System is the online handbook that is regularly updated to provide information about course options. The Handbook enables course vacancies to be progressively advertised and filled throughout the year.
- 20,000 applications to TAFE award courses were processed, including 13,200 school leavers and 6,800 mature age students, many of whom were university graduates.
- 13,000 people accessed the online inquiry service established in January 2001. This service enables people to access their application results for TAFE prior to receiving written advice by mail.

A function of the Department has been maintenance of both the credibility and integrity of VET outcomes, and compatibility between training requirements in Western Australia and national training developments.

- The Minister for Employment and Training agreed, in principle, to a new ANTA Agreement for 2001-2003, effectively securing training funds for the next three years for Western Australia.
- Reviewed recognition arrangements for training providers, examining:
 - selection criteria and processes for the appointment of validators and monitors;
 - all aspects of fees-for-recognition services; and
 - support materials and advisory services to Registered Training Organisations (RTOs).
- Established a *Graded Assessment Pilot Program* and delivered training workshops statewide for more than 300 lecturers who are involved in the implementation of graded assessment.
- Implemented the Skills Recognition Strategy to raise awareness of skills recognition as an accepted pathway to a training qualification and to encourage eligible workers to apply for skills recognition. Short courses undertaken, community and voluntary work, domestic responsibilities or other life experiences such as hobbies or leisure activities can all be recognised through Skills Recognition.
- Piloted the new Course in Applied Vocational Studies (CAVSS) with TAFE colleges, providing a literacy service to students in a format that is both practical and applicable.
- Provision of services to Indigenous Western Australians, who represent approximately 3% of the population but 5.5% of VET students. Participation is fostered through the purchase of a wide range of training including 'second chance' entry level, Indigenous specific and mainstream courses, as well as school and employment based training, which is delivered in classrooms and on site in Indigenous communities. Delivery is flexible (flexible venues, multiple entry/exit, self-pacing) and supported, in some instances, by computer assisted learning.

Output Measure ^(a)

	2000/01 Target	2000/01 Actual
Quantity		
Student Curriculum Hours (SCH) delivered ^(b) -		
Apprentices/Trainees	3.9M	4.6M
SCH delivered to other students	20.1M	21.2M
Quality		
Student satisfaction – Apprentices/Trainees	85%	84%
Student satisfaction – Other students ^(a)	83%	79%
Successful training completions – Module Load ^(c)		
Completion Rate (MLCR) – Apprentices/Trainees	81%	79%
Other students	69%	69%
Employers feedback on relevance of skills and knowledge ^(d) –		
Apprentices/Trainees.....	80%	-
Other Students.....	71%	-
Timeliness		
College Delivery and Performance Agreements issued.....	November	November
Cost		
Average cost per SCH ^(e)		
Apprentices/Trainees	\$14.10	\$13.22
Other students	\$13.34	\$11.81

(a) Further information on results is presented in the Key Performance Indicator section of this Annual Report.

(b) The number of SCH delivered for publicly funded programs is calculated from calendar year data, (excluded is any fee for service delivery (3.6 M)).

(c) Successful training completions, or MLCR, is the sum of SCH for successfully completed modules expressed as a proportion of total SCH across all module enrolments, for which a definite outcome could be expected. Historically students undertaking an apprenticeship/traineeship where their studies are linked to an employment contract have higher MLCR, than other award course students.

(d) In the year 2000 the Australian National Training Authority (ANTA) and the National Centre for Vocational Education Research (NCVER) did not undertake a national employer survey. The 2001 national survey results will be reported in the next cycle.

(e) The average cost per SCH is calculated by dividing the total expenditure for publicly funded VET (excluding fee for service) by the corresponding total SCH. The total expenditure includes costs associated with labour market, regional and community analyses; policy research and development; and delivery profiling and contracts purchasing, quality monitoring and support services. The average cost per SCH for (apprentices and trainees) has an additional number of services/costs, including: the training records system which involves the collection, monitoring and central administration of reporting of employment contracts; funding and monitoring of 11 Training Administration Bodies; and travel costs. The cost per SCH has not been weighted for course mix, as is the case in the Key Performance Indicators, to provide comparison between years.

Key Effectiveness Indicator ^(f)

	2000/01 Target	2000/01 Actual
Graduate achieved or partly achieved main reason for undertaking the course.....	83%	79%

(f) More details of effectiveness indicators are provided in the Key Performance Indicators section of the Annual Report.

Output 2: Employment and Community Development Programs

Highlights

- Provided over \$6 million of funding to 50 community based Joblinks and Aboriginal Economic and Employment Development Officers to assist over 35,000 people. This included assistance to 700 school leavers who had been identified through the School Leaver Survey of over 45,000 year 10, 11 and 12 students.
- Supported and developed the apprenticeship and traineeship system in Western Australia which, during 2000/01, issued 2,350 apprentice trade certificates and 2,850 traineeship certificates and currently employs over 18,200 apprentices and trainees, including:
 - 4,131 apprentices and trainees in Group Training Schemes statewide;
 - 11,625 apprentices and 6,588 trainees;
 - 224 traineeships in schools; and
 - 58 Aboriginal school-based traineeships.
- Further expanded online services providing 24 hour access to comprehensive careers and employment information, through the *GetAccess*, *Traineeship and Apprenticeship*, *Cyber Joblink* and the new *Regional Access* Internet sites, which attract an average of 75,000 ‘hits’ per week.
- As part of the whole-of-Government response to the rural crisis in the Wheatbelt and Great Southern regions, a Career Caravan visited 17 small communities to provide employment and training advice and assistance to over 300 people.

Achievements

The Department’s role in improving access to employment and training for all sectors of the labour market focuses strongly on equity groups and those in rural and remote regions.

The Department also manages the employment based training of apprenticeships and traineeships, to ensure quality employment outcomes for apprentices and trainees and provision of a skilled workforce relevant to the flexible and competitive demands of modern industry.

Information Access

Getting a job in today’s diverse and changing labour market requires being well informed of the opportunities through the most up-to-date information. Free telephone information services are available throughout the State for: apprenticeship and traineeship information (13 19 54); assistance for mature age job seekers (13 13 43); and advice on services available in regional areas (13 64 64).

The Internet is an important source of information and job opportunities for today’s job seekers. In response to this, the Department has developed a number of online initiatives providing career and job information.

The *GetAccess* career information site, www.getaccess.wa.gov.au, has been expanded with 150 additional career profiles which give detailed descriptions of career options to support informed career choices. The Department has also substantially redeveloped and expanded the Apprenticeship and Traineeship website at www.apprenticeships.training.wa.gov.au.

Regional Access is a new initiative with an online website, www.regionalaccess.com.au, and a supporting 13 64 64 telephone information advisory service, providing a single point of access for career planning and employment services to young people throughout regional Western Australia.

Targeted Initiatives

A range of employment programs are provided by the Department, designed to address the barriers faced by groups within the community.

Access All Areas is a coordinated State Government strategy aimed at young Western Australians. The initiative is a framework for a range of services and programs based around a key premise that the future is bright for young Western Australians. The specific programs include *Information at Your Door*, the *School Leaver Program*, *Aboriginal School Based Traineeships*, *Public Sector Traineeships*, and *Structured Work Experience*.

Two programs funded through *Access All Areas*, which achieved outstanding results this year, were *JobWorks* and *Bunch of Tickets*. The *JobWorks* program identified suitable employer organisations, which provided access to traineeship, apprenticeship or employment opportunities, for selected, highly disadvantaged young people. This program has achieved an 82% success rate and placed 103 participants into employment and training. The *Bunch of Tickets* program provides training on an as needs basis, to skill job seekers for specific employment opportunities and placed 235 people into employment.

Young Western Australians are introduced to the option of self-employment through the *Business Works* and the Shell *Livewire* programs. Through the *Business Works* program 74 young people, with 40 different business ideas, were able to explore the potential of establishing their own business.

The Department worked in conjunction with Shell Australia to present business plan training to 65 young people and broadcast training via satellite to all regional areas. The Department has developed a new, comprehensive business planning guide, which has been printed by Shell Australia for use in the *Livewire* program throughout the country.

The Department further supports diversity in employment through programs targeted at particular equity groups such as mature age job seekers, people from culturally and linguistically diverse backgrounds and people with disabilities.

The needs of mature age job seekers are met through the **Profit From Experience** program, which assisted 9,100 people, with over 6,200 placed into employment, education or training.

The Department piloted a program providing 14 work experience placements in the public sector for people from culturally and linguistically diverse backgrounds. People with disabilities have been assisted through a funded project with Edge Employment Solutions, which has placed 17 disabled people into apprenticeships and traineeships.

The Department monitors progress of initiatives to provide access to employment for equity groups. Over the 2000 calendar year, the reported percentages of course enrolments in apprenticeships and traineeships gave information about access by the following equity groups to jobs which include structured skill development:

- People with a disability 1.5%
- People born overseas 9.1%
- Women 20.2%
- People over 40 years of age 3.7%

Regional Employment

The Department's regional employment function is concerned with developing innovative community initiatives for regional job creation and minimising the impact of regional labour market restructuring.

The Department has contributed to the *Bibbulmun Track Tourism and Employment Generation Project* which aims to identify eco-tourism and other business opportunities related to this world class walking

track. A guide to accommodation, tours and services of the Bibbulmun Track has been compiled and 21 walking breaks accommodation packages have been tested.

The Department also assisted the Hills Community Support Group to coordinate a cooperative strategy involving local business, Government and the community to create self-employment and employment opportunities for disadvantaged young adults. The project has already established a link between the Midland Brick Boral Group of companies and the Ministry of Housing to enable a group of young people to secure contract work as part of the redevelopment of Midvale.

Regional labour markets often rely on the jobs provided by a few large employers. When there is a reduction in the workforce of a large local employer, a regional community can be seriously affected by the reduction in employee spending in the local economy and population decline reducing the demand for community services such as schools and hospitals.

The Department has acted quickly to provide counselling and job placement services for large scale redundancies in regional areas in industries such as spinning mills, building products and leather tanning, with 249 people being assisted through the *Career Restart* program, mainly in the Forestry Industry.

Indigenous Employment

The Department funds 10 Aboriginal Economic and Employment Development Officer projects across the State. These projects are based with Aboriginal community organisations and focus on developing employment strategies with local communities and industries to assist Indigenous job seekers into work.

The *Aboriginal School Based Traineeship* program is a school to work transition initiative where post-compulsory school students can participate in a Certificate II level traineeship as they complete their Western Australian Certificate of Education. Placements have been identified for 200 School Based Trainees and an additional 250 are planned over the next two years.

In cooperation with other key agencies, the Department contributes apprenticeship and traineeship strategies to a coordinated approach to the delivery of essential services to Aboriginal communities such as housing construction, road construction and health.

In partnership with the Aboriginal and Torres Strait Islanders Commission, the Department has supported a traineeship strategy with Community Development Employment Program (CDEP) organisations across the State. This will enable CDEP groups to use traineeships to initiate sustainable employment and enterprise options for their participants.

Substantial progress has been made in the development of important policy and project proposals effecting Indigenous employment, such as:

- a policy for State Government agencies on how to maximise Indigenous employment outcomes through contracting procedures;
- an employment and training model for Indigenous Land Use Agreement processes; and
- assisting frontline developments in remote area communities through the establishment of an alternative technology centre on the Ngaanyatjarra Lands.

Research and Policy Development

The Department coordinates an extensive program of research and analysis to inform the development of training and employment strategies. Research initiatives undertaken during 2000/01 included:

- *Finishing What They Started: Outcomes from Traineeships in Western Australia*. Analysis of retention rates to assist in developing strategies to further strength the traineeship system;
- *There's More Than Just The Newspaper: A pilot study on the social literacies required by young job seekers*. Undertaken by Northern Suburbs Career Options, in conjunction with the Centre for Research for Women;

- *IT Survey*. To investigate specific industry requirements to aid in developing future traineeship policy in relation to this area which has resulted in the introduction of three IT traineeships; and
- *Worley Report*. This research forecasts the skill requirements expected to arise from new and planned resource development and infrastructure projects in Western Australia over the next five years.

Employment policies provide guidelines for the design of effective labour market intervention strategies and introduce a greater focus on employment outcomes for vocational education and training. Community consultative studies were undertaken in the Wheatbelt, Pilbara and South West to identify regional employment and skill trends, infrastructure developments and demographic factors impacting on future training requirements in specific regional areas.

As part of preparing to meet the needs of the future labour market, the Department has organised the *Working Visions International Employment Futures Conference* and *Knowledge Expo* to be conducted between 19 and 21 November 2001. This Conference will bring the expertise of international speakers and delegates from throughout the world to Perth, to debate the future of employment in a technology and knowledge driven economy. The Conference and Knowledge Expo will be the basis for Western Australia to be a world leader in employment policy and strategy development.

Output Measures ^(a)

	2000/01 Target	2000/01 Actual
Quantity		
People assisted through employment strategies ^(b)	39,000	36,523
Quality		
Under review ^(c)	-	-
Timeliness		
Labour market programs funded annually at the commencement of financial year	Yes	Yes
Cost		
Average cost per person assisted through employment strategies..	\$500	\$441

- (a) Further information on results is presented in the Key Performance Indicator Section of this Annual Report.
- (b) This figure is a combined count from all employment programs and activities and includes people who receive assistance from more than one of the services offered. The aim of Employment Strategies is to maximise employment opportunities for Western Australians by creating more employment opportunities for clients and assisting them to become more employable. Those who are not placed directly into employment, education and training continue to be provided assistance to minimise the likelihood of becoming long term unemployed.
- (c) An appropriate quality measure is still to be developed in this output. For information on quality measures associated with apprenticeship and traineeship training see Output 1.

Key Effectiveness Indicator ^(d)

	2000/01 Target	2000/01 Actual
People assisted into employment, education and training	7,000	11,217

- (d) The above indicates the number of job seekers assisted through placement into employment or further education and training.

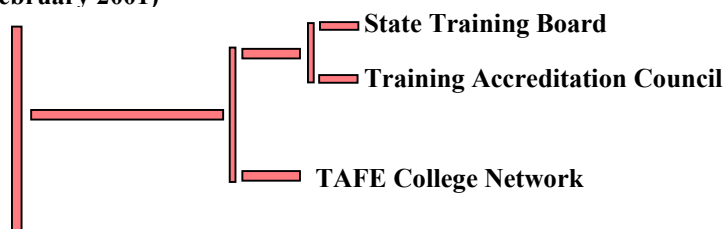
Corporate Governance Reporting

Organisation Structure

Department of Training and Employment

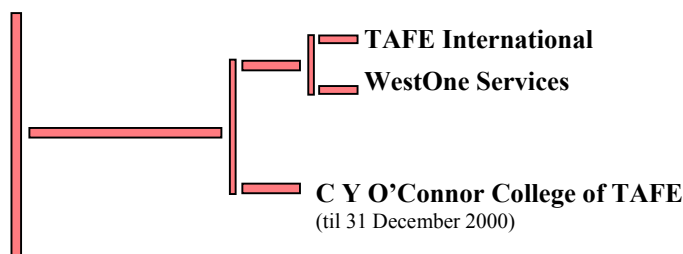
Hon Mike Board JP MLA
Minister for Employment and Training
(til 16 February 2001)

Hon John Kobelke MLA
Minister for Employment and Training
(since 16 February 2001)



Mr Ian C Hill
Chief Executive
Department of Training and Employment

Appointed: 1 January 1992, with latest contract renewed, under section 46 of the
Public Sector Management Act 1994, 2 December 1997 for a term of five years.
Office of the Chief Executive and Community Relations, including Training Information Centre



Mr Robert Player
General Manager
Training Group

Ms Deborah Hegarty
General Manager
Policy and Performance Group

Mr Larry Davies
General Manager
Employment Group

Mr Brian Lucas
General Manager
Business Services Group

Responsibilities:
VET systems planning; industry analysis; training purchasing; quality assurance & recognition; monitoring; training product policy & development; and TAFE Admissions.

Responsibilities:
VET policy; employment policy; research; Commonwealth/State relations; labour market analysis; employment & VET performance analysis; and internal audit.

Responsibilities:
Employment programs; regional employment; apprenticeships & traineeships; access & participation; and Aboriginal services.

Responsibilities:
Financial analysis & management; contract management; human resource management & development; and strategic information & asset management.



State Training Board

The State Training Board was established under section 18 of the *Vocational Education and Training Act 1996*, on 1 January 1997, as the peak advisory body to the Minister for Training on industry needs. Functions of the Board include responsibility for preparing a State Training Profile and policy advice for the Minister's consideration, through consultation with various industry advisory bodies.

The State Training Board consists of nine members appointed by the Minister, with two members being recommended by the Board. Members are appointed for their experience and expertise in education and training, industry or community affairs and for their ability to contribute to the strategic direction of the State training system.

Membership of the State Training Board, as of 30 June 2001, included:

- Mr John Rothwell (Chair)
- Ms Diana Forsyth
- Mr Michael Kidd
- Mr Tony Dunn
- Dr Penny Flett
- Mr Michael Malone
- Professor Sally Morgan
- Ms Kaye Butler
- Ms Teresa Borwick

The Department of Training and Employment provides the financial, physical and human resources for the operations of the State Training Board.



Training Accreditation Council

The Training Accreditation Council was constituted under the *Vocational Education and Training Act 1996* for the purposes of ensuring the quality of the VET system through the registering of training providers, accreditation of courses and recognition of skills. The Council also provides advice to the State Training Board on matters relating to the functions specified above.

The Training Accreditation Council consists of seven members appointed by the Minister for their expertise, qualifications and experience in accreditation, curriculum, training provider registration or skills recognition.

Membership of the Training Accreditation Council, as at 30 June 2001, was:

- Mrs Marli Wallace (Chair)
- Mr Tom Lyons
- Dr Irene Ioannakis
- Mr Michael Keep
- Ms Shirley Thorn
- Professor Roger Lethbridge
- Ms Lorraine Carter

The Training Accreditation Council is supported by the Department of Training and Employment which provides secretariat services. Further information relating to the Training Accreditation Council is available at www.tac.wa.gov.au

TAFE International

TAFE International Western Australia (TIWA), was established as an institution under section 57 of the *Vocational Education and Training Act 1996* to oversee the international activities of TAFE colleges, with the Managing Director, Dr Barry Bannister, reporting directly to the Chief Executive of the Department of Training and Employment.

TIWA's principal activity is to recruit international students to study in Western Australia. Additional functions include the development of offshore delivery arrangements in line with the increased demand for the delivery of VET courses overseas, and skills recognition of internationally trained Western Australians.

During 2000/01 TIWA facilitated a growth of 30% in the English language (ELICOS) sector of TAFE, a result of a general recovery in the ELICOS sector coupled with renewed marketing strategies. Significant improvements in Japan, Hong Kong and African markets were recorded in terms of students enrolling in certificate and diploma courses, which offset the significant decline in students enrolling from Indonesia. The implementation of a new student visa program on 1 July 2001 represents a further opportunity to increase the number of certificate and diploma students from China, an opportunity that will be addressed in 2001/02.

TIWA continues its mandated role in the provision of a range of services in international projects, including identifying business opportunities, contract checking and advice on strategic matters. TIWA identified a number of business opportunities in China, Indonesia and India in respect of delivery of Western Australian TAFE courses offshore. These opportunities have reached final contractual stage with delivery expected to commence in the second half of the 2001/02 financial year. TIWA's ongoing liaison with Australian Managing Contractors has seen colleges acquire a number of aid-funded projects in PNG, Pacific Islands, and shortlisting for a major project in China. To enhance its service to colleges, TIWA has developed a dedicated webpage to disseminate relevant information, provide details on business opportunities, and provide assistance to colleges in developing their offshore business opportunities. A database of college activities has been developed and will allow TIWA to keep better abreast of college activities offshore.

TIWA continued to improve the quality and level of services to overseas trained people in Western Australia in 2000/01. In November 2000, TIWA and its professional partners, the Education Department and Murdoch University, won the Premier's Award for Excellence in Public Sector Management for the development and implementation of the *Overseas Trained Teacher's Orientation Program*. The Independent Assessment Service (IAS), which provides English proficiency assessments for eligible migrants under the Adult Migrant Education Program (AMEP), has continued to exceed all contractual obligations and performance criteria. In December 2000, the Minister for Immigration and Multicultural Affairs personally congratulated AMEP providers, including the IAS, for the conduct of the program and the positive results achieved in a national client satisfaction survey. According to the survey, Western Australian providers out performed AMEP providers in other States and Territories.

WestOne Services

WestOne Services is an important vehicle in the further development of flexible training delivery and learning options for Western Australians. WestOne Services was established in August 1999, by the Minister for Training under Section 57 of the *Vocational Education and Training Act 1996*, for the purposes of expanding access to training services through the innovative use of information and communication technology. Mr Neil Fenandes was appointed as Managing Director of WestOne Services on 11 January 2000.

Through its work with various training and industry partners, WestOne Services aims to source, develop, produce and distribute state-of-the-art learning resources. It currently has an extensive range of online

products and services, printed learning materials and television programs.

Through its products and services, WestOne aims to achieve its objectives of:

- working with providers to support new learning opportunities which offer greater choice, convenience and flexibility for learners;
- being the catalyst for the diffusion of new learning media and technologies;
- creating new markets by improving access to high quality programs and services; and
- extending Western Australia's position as a leader in the use of educational technology.

Over the past year, WestOne has noted many achievements including: a Products and Services Catalogue being progressively implemented online; being Australia's largest producer of TAFE TV with 250 hours of content annually; the operation of the VET sector's first e-Store to market print and video products; receiving the award of five of the 13 national ANTA toolbox projects with over 60 modules of online programs on WestOne's website; continuing heavy subscription to *GetAccess*; the development of the Flexible Delivery Strategy on behalf of the VET sector; enrolment online for short courses and a successful online enrolment pilot for part-time award courses; the provision of online access to the Training Information Centre and TAFE Handbook as well as the WebCT (Canada) world best practice online training through *E-Train*; and the publishing and marketing of 100 of Central TAFE's titles in print.

C Y O'Connor College of TAFE

C Y O'Connor College of TAFE is an integral part of the Western Australian TAFE college network, servicing the needs of the Wheatbelt region through the delivery of vocational education and training from its five campuses located in Kellerberrin, Merredin, Moora, Narrogin and Northam, and five TAFE centres operating in Brookton, Bruce Rock; Pingelly, Quairading and Wagin.

C Y O'Connor College of TAFE has excelled in meeting the unique challenges associated with the region through its ability to identify, understand and respond to the training needs of the local community, as was recognised in 1999 when the College won the Access and Equity category at the Western Australian Training Excellence Awards.

Further acknowledgement of the standing of C Y O'Connor College of TAFE within the Wheatbelt community was given in 2001 when the College was established, by the Minister, as an autonomous institution under section 35 of the *Vocational Education and Training Act 1996*.

As an autonomous institution, as of 1 January 2001, C Y O'Connor College of TAFE became a statutory authority under the governance of a Council responsible for the strategic direction of the College and appointed as the employing authority. Operational control of the institution is vested in the Chief Executive Officer, Mr Peter Mahler, Acting Managing Director.

Prior to 1 January 2001, C Y O'Connor College of TAFE operated as an institution under the Department of Training and Employment and reported directly to the Chief Executive.

In preparing for autonomy the College and the Department undertook an extensive review process to ensure sound corporate, financial and probity controls, together with controls over the annual training profile and associated resources, were in place. The College has also developed appropriate processes to meet Australian Recognition Framework requirements.

As an autonomous institution, C Y O'Connor College of TAFE enjoys considerable community support. Community leaders have input into the strategic planning process and long term direction of the College, which has enhanced the College's ability to assess and address the needs of the community and improve its ability to empower individuals and organisations through relevant education and training.

TAFE Colleges

As strategic manager of the State's training system, the Department of Training and Employment works closely with the Western Australian TAFE college network.

TAFE colleges are established under section 35 of the *Vocational Education and Training Act 1996*, by the Minister for Training, as autonomous institutions under the authority of a Governing Council. Governing Councils are appointed by the Minister for their experience and expertise in education and training, industry or community affairs and for their ability to contribute to the strategic direction of a college.

Operational management of the colleges is vested in the Managing Directors, who are appointed as Chief Executive Officers by the Premier under the *Public Sector Management Act 1994*.

As a part of the TAFE college network, each of the training providers is responsible for achieving government, industry and community training and employment objectives. TAFE colleges, in conjunction with the Department of Training and Employment, are working together to strengthen collaboration to facilitate:

- training development, growth and new opportunities for the TAFE network, especially in regional areas;
- widespread acknowledgement of the value of the TAFE network and support for its ongoing development;
- a coordinated approach in the TAFE network towards meeting the diverse needs of industry, communities and people with special needs;
- emphasis on integrated long-term planning within a managed TAFE network;
- increased effectiveness and customisation in TAFE service planning and delivery; and
- TAFE network participation in partnership with Government and industry to develop vocational education and training in new and emerging areas.

TAFE College Network



Central TAFE

Mr Brian Paterson was appointed as Managing Director of Central TAFE on 11 July 1994, with his latest contract renewed, under section 46 of the *Public Sector Management Act 1994*, on 8 August 2000 for a period of five years.

Central TAFE: 25 Aberdeen Street, Perth WA 6000. Phone: (08) 9427 5333.

West Coast College of TAFE

Mr Ralph Dawson was appointed as Managing Director of West Coast College of TAFE under section 45 of the *Public Sector Management Act 1994* on 9 January 2001 for a period expiring on 8 January 2006.

West Coast College of TAFE: Joondalup Campus, 35 Kendrew Crescent, Joondalup WA 6027.

Phone: (08) 9233 1111.



Challenger TAFE

Mr Malcolm Goff was appointed as Managing Director of Challenger TAFE under section 45 of the *Public Sector Management Act 1994* on 25 July 2000 for a period expiring on 24 July 2005.

Challenger TAFE: Fremantle Campus, 15A Grosvenor Street, Beaconsfield WA 6162

Phone: (08) 9239 8189

South East Metropolitan College of TAFE

Mr Geoffery Gale was appointed as Managing Director of South East Metropolitan College of TAFE on 8 August 1994, with his latest contract renewed, under section 46 of the *Public Sector Management Act 1994*, on 8 August 2000 for a period of five years.

South East Metropolitan College of TAFE: Bentley Campus, Hayman Road, Bentley WA 6101

Phone: (08) 9267 7500



Midland College of TAFE

Mr Alan Royce Standish was appointed as Managing Director of Midland College of TAFE under section 45 of the *Public Sector Management Act 1994* on 9 January 2001 for a period expiring on 8 January 2006.

Midland College of TAFE: Midland Campus, Lloyd Street, Midland WA 6056 Phone: (08) 9274 9396

Great Southern TAFE

Lidia Rozlapa was appointed as Managing Director of Great Southern TAFE on 14 November 1997, with her latest contract renewed, under section 46 of the *Public Sector Management Act 1994*, on 25 July 2000 for a period of five years.

Great Southern TAFE: Albany Campus, Anson Road, Albany WA 6330 Phone: (08) 9892 8748



South West Regional College of TAFE

Mr Graeme Atkins was appointed as the Acting Managing Director of South West Regional College of TAFE, under section 51 of the *Public Sector Management Act 1994*, on the 7 February 2001.

South West Regional College of TAFE: Bunbury Campus, Robertson Drive, Bunbury WA 6230

Phone: (08) 9780 7070

C Y O'Connor College of TAFE

Mr Peter Mahler was appointed as the Acting Managing Director of C Y O'Connor College of TAFE, under section 51 of the *Public Sector Management Act 1994*, on the 1 January 2001.

CY O'Connor College of TAFE: Northam Campus, 1 Hutt Street, Northam WA 6401

Phone: (08) 9622 3905



Central West College of TAFE

Mr Wayne Collyer was appointed as Managing Director of Central West College of TAFE on 15 August 1994, with his latest contract renewed, under section 46 of the *Public Sector Management Act 1994*, on 25 July 2000 for a period of five years.

Central West College of TAFE: Geraldton Campus, Fitzgerald Street (PMB 103), Geraldton WA 6531

Phone: (08) 9956 2780

West Pilbara College of TAFE

Mr Peter Smith was appointed as Managing Director of West Pilbara College of TAFE on 21 January 1993, with his latest contract renewed, under section 46 of the *Public Sector Management Act 1994*, on 13 July 2000 for a period of five years.

West Pilbara College of TAFE: Karratha Campus, Millstream Road, Karratha WA 6714

Phone: (08) 9159 6817



Eastern Pilbara College of TAFE

Mr Ian Lowth was appointed as Managing Director of Eastern Pilbara College of TAFE under section 45 of the *Public Sector Management Act 1994* on 27 June 2000 for a period expiring on 26 June 2005.

Eastern Pilbara College of TAFE: Hedland Campus, Forest Circle, PMB 1, South Hedland WA 6722

Phone: (08) 9158 9400

Kimberley College of TAFE

Mr Ralph Clark was appointed as Managing Director of Kimberley College of TAFE on 1 August 1994, with his latest contract renewed, under section 46 of the *Public Sector Management Act 1994*, on 13 June 2000 for a period of five years.

Kimberley College of TAFE: Kununnura Campus, Cnr Ironwood & Coolibah Drives, Kununurra WA 6743

Phone: (08) 9168 0861



Compliance Reports

Legislation

Enabling Legislation (Treasurer's Instruction 903 (3))

The Western Australian Department of Training and Employment is established under section 35 of the *Public Sector Management Act 1994*.

Legislation administered by the Minister with the assistance of the Department (Treasurer's Instruction 903 (3)(i)(a)(bb))

As published in the 20 February 2001 edition of the *Government Gazette*, entitled *Administration of Departments, Authorities, Statutes and Votes*, administration of the following statutes have been placed under the control of the Minister for Employment and Training, with the assistance of the Department of Training and Employment:

- Building and Construction Industry Training Fund and Levy College Act 1990
- Hairdressers Registration Act 1946
- Industrial Training Act 1975
- Vocational Education and Training Act 1996

Changes to Legislation and Significant Judicial Decisions (Treasurer's Instruction 903 (4)(iv))

Amendments to Acts administered with the assistance of the Department include the amendment of the *Vocational Education and Training Act 1996* through the assent on 4 July 2000 of section 45 of the *Statutes (Repeal and Minor Amendments) Act 2000*.

Legislation Impacting on Activities

In the performance of its functions, Training and Employment complied with the following relevant legislation:

- Aboriginal and Torres Strait Islander Commission Act 1989
- Disability Services Act 1993
- Equal Opportunity Act 1984; and Amendment Acts 1992 and 1998
- Financial Administration and Audit Act 1985
- Freedom of Information Act 1992
- Government Employees Superannuation Act 1987
- Industrial Relations Act 1979
- Industrial Training Act 1975
- Occupational Safety and Health Act 1984
- Public and Bank Holidays Act 1972
- Public Sector Management Act 1994
- Salaries and Allowances Act 1975
- State Supply Commission Act 1991
- Trade Practices Act 1974
- Vocational Education and Training Act 1996
- Vocational Education and Training Funding Act 1992
- Workers Compensation and Rehabilitation Act 1981
- Western Australian Electoral Act 1907

The following State and Federal statutes also affected the Agency's activities during 2000/01:

- Australian National Training Authority Act 1992
- Building and Construction Industry Training Fund and Levy College Act 1990
- Building and Construction Industry Training Levy Act 1990
- Education Services for Overseas Students (Registration of Providers and Financial Regulation) Act 1991
- Education Services Providers (Full Fee Overseas Students) Registration Act 1991
- Employment, Education and Training Act 1988
- Hairdressers Registration Act 1946
- Immigration (Education) Act 1971 and Immigration (Education) Charge Act 1992
- State Grants (Technical and Further Education Assistance) Act 1989

Declaration of Interests

In accordance with the requirements of Treasury on disclosure of interests of senior officers:

- No senior officer has had any shareholding in the Department; and
- To the best of our knowledge no senior officer has any interest in contracts made or proposed with the Department.

Freedom of Information Act 1992

The *Freedom of Information Act 1992* (FOI Act) was proclaimed in Western Australia on 1 November 1993, to provide the general public right of access to documents held by Government agencies and the right to apply for an amendment to personal information that is out of date, misleading or inaccurate.

The Western Australian Department of Training and Employment has appointed a FOI Coordinator to ensure its compliance with the provisions of the Act and facilitate the handling of requests made under this statute. As autonomous statutory authorities, each TAFE college manages its own responsibilities under the FOI Act. Applications for documents of a TAFE college should be lodge with the relevant training institution (college addresses may be found on page 24 of this Report).

Applications for access to agency documents, or amendment of personal information, may be lodged with any Department of Training and Employment office throughout the State. Contact details of Department offices are provided in the appendix of this Report.

For assistance in lodging an application under this Act or for further information about FOI processes, please contact the FOI Coordinator at Level 2, 151 Royal Street, East Perth; by fax on (08) 9235 6224; or by phone on (08) 9235 6333.

For the year ending 30 June 2001, 17 applications for access to information, in accordance with the *Freedom of Information Act 1992*, were processed by Training and Employment. Of these, three related to personal information and 14 were for non-personal information. All 17 applications have been finalised with full access to information permitted in six cases and edited access to information permitted in nine instances. Access was refused on one application, as the documents sought were exempt within the meaning of Schedule 1 of the *Freedom of Information Act 1992*. One application was transferred to another agency.

Further statistical information about agency compliance of the provisions of the FOI Act are published in the *Freedom of Information Annual Report*, available from the Office of the Information Commissioner's website at www.foi.wa.gov.au

The Department of Training and Employment produces a number of documents for public usage. Applications are not required to be made under the FOI Act for access to the publications detailed in the *Report on Corporate Services: Publications* section of this Report. Many of these documents are available on the Department's website, at <http://www.training.wa.gov.au/resources/content-publications-categories.asp> or from the Training Information Centre at 469 Wellington Street, Perth (Forrest Place); or on 1800 999 167.

Electoral Act 1907 section 175 ZE

In accordance with section S175ZE of the *Electoral Act 1907*, the Western Australian Department of Training and Employment incurred the following marketing expenditure in 2000/01.

	Expenditure 2000/01
Advertising Agencies	
Vinten Browning	\$50,147
Total	\$50,147
Market Research Organisations	
Market Equity	
- Bridging the Digital Divide	\$45,000
- TAFE Admissions	\$12,174
Total	\$57,174
Polling Organisations	
Nil	
Total	\$0
Media Advertising Agency	
Marketforce	\$75,632
Media Decisions	\$221,480
Working Visions	\$20,000
Total	\$317,112
Direct Mail Services	
Zipform	\$1,334
MailWest	\$1,650
Templar Marketing	\$6,710
Gordon Gotch	\$4,370
Total	\$14,064
Total	\$438,497

Action Plan for Young People

In accordance with the Cabinet decision of October 2000 to report against the objectives of *Action: A State Government Plan for Young People 2000-2003*, the Western Australian Department of Training and Employment has achieved in relation to the Education, Training and Employment category:

Objective: Continue to ensure there are opportunities for young people in training and employment in Western Australia.

Explanation		Status
Facilitate the progression of youth from school to work, through the:		
-Expansion of the School Leaver Program	The School Leaver Program has been expanded, with Independent schools being offered the opportunity to participate within this highly successful initiative.	Achieved
-Development of the Work Experience Project	Development of the Work Experience Project has been undertaken with results of the first pilot of the program now being evaluated.	Achieved
-Expansion of the Aboriginal School Based Traineeship	Placements have been identified for 200 School Based Trainees with an additional 250 places expected to be made available for the next two years.	Achieved
-Construction of Youth Headquarters	The Youth Headquarters is currently under construction, and is expected to be completed by the end of 2001.	Continuing
-Enhancement of GetAccess	Expanded with 150 additional career profiles, the GetAccess site provides detailed descriptions of career options to support information career choices.	Achieved

Objective: Provide interactive and innovative access for young people in employment and training.

Explanation		Status
Facilitate access for young people to employment and training opportunities through the development of the:		
-Apprenticeship and Traineeship website	The Department's Apprenticeship and Traineeship website has been substantially redeveloped and expanded to better inform employers and prospective apprentices and trainees, and their parents, of the opportunities available.	Achieved
-Channel 31 linkage	Now Australia's largest producer of TAFE TV with 250 hours of content annually.	Achieved
-Interactive learning in Vocational Education and Training	New initiatives including a Products and Services Catalogue being progressively implemented online; the operation of the VET sector's first e-Store to market print and video products; and development of Pathways TV program to provide information about available opportunities.	Achieved
-Second phase of funding of Science and Technology innovative projects	An additional seven science and technology projects statewide were funded \$1 million dollars in 2000/01.	Fully Achieved
-Statewide expansion of Cyber Joblink	Assessment of current Joblink services and strategies to implement a Statewide expansion of the Cyber Joblink initiative are being reviewed.	Continuing
-Youth Guarantee	In 2001 all suitably qualified school leavers, who applied for a position in TAFE, were provided with an offer of a position.	Fully Achieved
-TAFE On-line Admissions	During 2000/01 the Department introduced an online registration form which may be lodged directly with TAFE Admissions.	Achieved
-Building Diversity for Youth program	Several Building Diversity 2000 projects were funded to assist youth including projects at Curtin University of Technology, Kalgoorlie Campus; the WA Arts Sports and Recreation Industry Training Council; West Coast College of TAFE; and Plumbing and Painting Training Company.	Achieved

Objective: Increase the employability of young people.

Explanation		Status
Provide young people with access to skill development through:		
-Statewide expansion of Bunch of Tickets	Following the success of its pilot, Bunch of Tickets has been expanded Statewide.	Fully Achieved
-Statewide expansion of Design-A-Job -Statewide expansion of You Unlimited	Subsequent to a review of these two programs' pilots, Design-A-Job and You Unlimited have been combined and expanded statewide under the banner of You Unlimited.	Fully Achieved
-Expansion of Priority Access into service industries	Expansion of the State Government's contracting and procurement policy, to increase training and employment opportunities for young Western Australians, occurred throughout the services industry in 2000/01.	Achieved

-Expansion of Jobworks	Jobworks has achieved outstanding results to date, with an 82% success rate and 103 participants being placed into employment and training.	Continuing
-Expansion of Wine Tourism	Expanded opportunities have been provided through the introduction of traineeships in the Wine Tourism industry to provide more substantial career options for workers within this sector.	Achieved
-IT&T expanded in partnership with industry	Research initiative, entitled <i>IT Survey</i> , was undertaken to investigate specific industry requirements to assist in developing future traineeship policy, and which culminated in the introduction of three new traineeships in this area.	Continuing
-Expansion of industry linkages with TAFE	Industry training needs were more closely aligned through collaboration and the establishment of portfolio managers, which is enabling increased industry involvement in the VET decision-making processes at all levels, and facilitating responsiveness to rapidly changing skills and training delivery requirements.	Continuing

Significant Changes (Treasurer's Instruction 903 (4)(xii))

Subsequent to the findings of the Machinery of Government Taskforce, as of 1 July 2001 the Western Australian Department of Training and Employment has been re-titled the Western Australian Department of Training, and retains all existing functions. The Chief Executive of the Department is referred to, as of this date, as the Director General.

These changes are reported under Treasurer's Instruction 903 (4)(xii) as circumstances that have occurred since the end of the 2000/01 financial year, and up to the date 20 August 2001.

Public Sector Management Act 1994 section 31(1)

To the Commissioner for Public Sector Standards

In the administration of the Western Australian Department of Training and Employment, I have complied with the Public Sector Standards in Human Resource Management, the Public Sector Code of Ethics and the Department's Code of Conduct. The Department has policies, guidelines and processes that support the standards, including compliance checks.

Policies are available to all staff through the Department's Human Resource Management Manual and revised policies will be available on the Intranet during 2001.

Training sessions have been provided to staff on the revised Code of Conduct. Staff have been made aware of the policies, practices and procedures which relate specifically to the Code of Conduct, including the guiding principles which underpin the Code.

Since the introduction of the Public Sector Standards in Human Resource Management, the Department has had external consultants undertake comprehensive compliance reviews. For 2001, the Department's internal auditors have completed the first cyclical audit, based on a *Risk Based Audit Methodology* which evaluates the effectiveness of the internal controls that are operating in the major risk areas as part of an overall compliance framework developed by the Department.

For 2001, the cyclical review assessed compliance against the Termination, Redeployment and Temporary Deployment (Acting) Standards. The audit found the Department has implemented adequate human resource procedures, which are in compliance with the requirements of the Public Sector Standards.

The applications for review of the standards and the corresponding outcomes for the period to 30 June 2001 are:

Total number lodged:	4
Breaches found:	Nil
Non-material breaches found:	1
Applications under review:	Nil

I have appropriate procedures in place to ensure compliance and conduct internal assessments to verify that this statement is correct.



Ian C Hill
Director General
Western Australian Department of Training

August 2001

Report on Corporate Services

Managing Human Resources

Employment Relations and Resources

Staff Resources (Treasurer's Instruction 903 (4)(vii))

Staff resources for the Department of Training and Employment, including TAFE International Western Australia (TIWA) and WestOne Services, are illustrated by classification on a full-time equivalent basis in the below table. The Department no longer has responsibility for CY O'Connor College of TAFE and the Office of Youth Affairs.

Organisation	Admin & Clerical		Lecturing		Academic		Student Support		Total	
	99/00	00/01	99/00	00/01	99/00	00/01	99/00	00/01	99/00	00/01
Training and Employment	312	328	-	-	-	-	-	-	312	328
TIWA	32	31	-	-	-	-	-	-	32	31
WestOne Services	48	52	-	-	-	-	-	-	48	52
CY O'Connor College of TAFE	52	-	52	-	13	-	-	-	117	-
Office of Youth Affairs	25	-	-	-	-	-	-	-	25	-
TOTAL	469	411	52	-	13	-	-	-	534	411

Policy Implementation, Reviews and Development (Treasurer's Instruction 903 (4)(vii)(a))

The Department of Training and Employment continually strives to develop and implement better human resource procedures through the implementation of staffing policies, reviews of current systems and staff recognition and developmental projects.

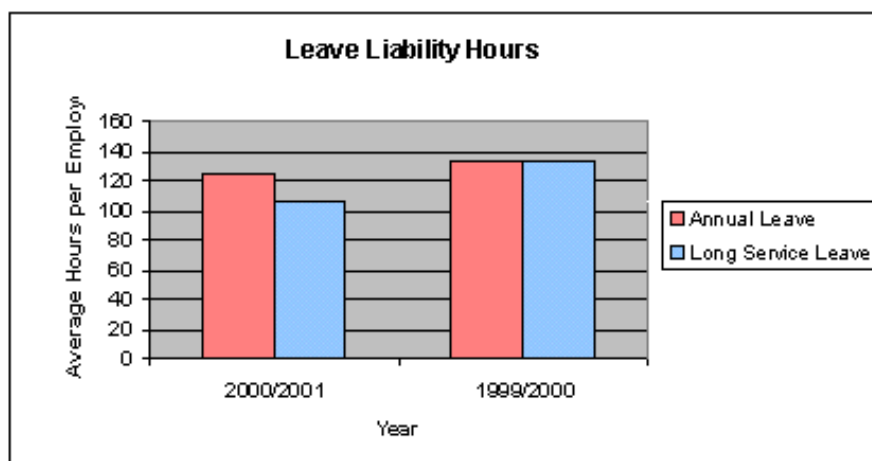
A revision of all human resource policies was undertaken during the year for placement on the Department's updated Intranet site. Major policy development included:

- Development of an **Equity and Diversity Framework** to build on individual staff talents and experiences, recognise and respond to the diversity of individual needs and offer flexibility to cater for individual circumstances. This project is expected to be finalised early in the next financial year.
- Assumed responsibility of **redeployment case management** from the Ministry of the Premier and Cabinet. The Department formed a case management group, in November 2000, to oversee deployment of the Department's redeployees or unplaced officers and has overseen the development of guidelines to manage the redeployment process.
- The Department has completed the third and final data collection process in a **Human Resource Quantitative Benchmarking Project**, as part of a consortium of 12 Western Australian public sector agencies, which involved collecting statistical data for a series of prescribed human resource measures to be scored and compared to other organisations, both public and private, across Australia.

To build on the results of this project the Department has now embarked on a qualitative benchmarking project with eight other public sector agencies to measure the perceptions of staff about the Department's people management practices through interviews, focus groups and surveys.

- Through the implementation of the **Leave Management Policy and Guidelines** the Department's leave liability has decreased in both the average number of annual and long service leave hours per employee in the year 2000/01.

Table: Comparison of the 2000/01 and 1999/2000 Leave Liabilities



The impending implementation of email messages to Managers alerting them of staff becoming due for long service leave and identifying staff with more than 150 hours accrued annual leave, will further assist in the management of the Department's leave liability.

- The Department has developed and launched its revised **Code of Conduct**, which provides a framework for behaviour linked to a range of policies, practices and procedures, and included the hosting of staff information sessions.

The development and undertaking of audit and review processes has included:

- Implementation of the recommendations of a major review of the **recruitment, selection and appointment processes** undertaken in 2000, is nearing completion with the introduction of a revised recruitment and selection policy and job application kits, staff selection training, booklet for panel members, and the introduction of new Role Description Form which focuses on outcomes and outputs.

Staff from across the Department participated on focus groups to develop a set of four 'Personal Characteristics' the Department values in its people. These form the foundation for the recruitment of staff and are essential criteria for all Departmental positions.

- The Department re-established a **Classification Review Committee** to assess the classification of all new positions and assess the merit of all requests for reclassification on a case by case basis.
- A comprehensive **payroll audit** was completed in accordance with the Department's compliance audit program. Overall the payroll and human resource processes operate in a strong control environment and a culture of awareness of internal controls is actively promoted.
- **Compliance Audit of Public Sector Standards and Code of Ethics.** The Department completed the first cyclical audit of the agency's compliance with the Public Sector Standards in Human Resource Management and the Code of Ethics. The review focussed on compliance in the areas of Termination, Redeployment and Temporary Deployment (Acting). Overall compliance at the policy, procedures and transactional levels were met.
- A review of the Department's **Performance Management System** was undertaken and changes are being considered for implementation early next financial year.

During the year, the Department instituted an action learning project, to review work practices and develop a set of values that demonstrates innovative practice in human resource management, which is

professional, conscientious and time efficient in the delivery of services to the Department. Staff development activities have included:

- **Employee and Sector Development.** The Department coordinates professional development for staff throughout the VET and employment sector. Development opportunities offered to Department staff included secondments, coaching and mentoring, skills development, a Managers and Directors Network, an Administration Support Staff Network, Information and Skill Sharing Forums, special projects and one-on-one customised training. During 2000/01, 87 training events were facilitated.

Developing the skills of lecturers and trainers continues to be a priority and is supported by a number of initiatives. Amongst these, a *Spotlight on the Provider Conference* attracted national interest with 214 practitioners attending. Other programs targeted at the sector included, Cross Cultural Communication Workshops, Assessment and Workplace Training Network, TAFE Information Officers Network, TAFE Professional Development Network and the *Professional Development Support Program* which involves work-based learning projects.

Table: Staff Development Activities

	No. of events coordinated by the Department	Department staff participants	TAFE College participants	Private provider/industry participants
Group events	97	1336	681	665
Special needs training for individual staff	0	333	0	0
Total Attendances	97	1669	681	665

- In 2001 the Department was successfully reassessed as an **Investor in People** and continues to foster the adoption of best practice through integrating Department policies and practices with the Investor in People principles. Greater emphasis on evaluation practices has been implemented to better ascertain the return on investment of the training dollar.
- The development of a **Strategic Human Resource Plan** for the Department for 2001 -2005 is nearing completion and is expected to be released early in the next financial year.
- Implementation of recommendations resulting from the Department's **Third Horizon** assessment process, which included establishment of the new corporate structure as of 1 July 2000.
- The **YES Program** – 'You Earn Success', was launched in October 2000 with the inaugural presentation of awards by the Chief Executive in March 2001. Through the YES Program, the Department aims to create a culture where recognition of outstanding performance is promoted through formal and informal means, to enhance the overall work environment of employees.
- Implementation of the '**Empower HR**' human resource management information system at TAFE colleges and the Department, to allow greater efficiency for HR staff and a new Employee Self Serve facility to enable all staff to access personal, pay and leave details online.
- The Department manages **LearnScope 2001**, an ANTA professional development project linked to the *Australian Flexible Learning Framework*. Project funding on a dollar-for-dollar basis has been awarded to twenty-nine project teams in Registered Training Organisations across the State to use emerging technologies to provide greater flexibility in the delivery of their VET products and services.

Employment Relations (Treasurer's Instruction 903 (4)(vii)(b))

Under Ministerial direction the Department coordinates industrial and workplace relations policy on issues with implications across the TAFE college network. Labour relations' consultancy and advisory services provided to the Department and TAFE colleges in 2000/01 included:

- conclusion of negotiations with the Australian Education Union (AEU) and registration of new Certified Agreements for lecturers at each TAFE college;
- coordination of bipartisan working groups of AEU and TAFE employers to implement aspects of new lecturers' agreements;
- ongoing negotiation with AEU for new Certified Agreements for lecturers at Eastern and West Pilbara Colleges;
- implementation of Australian Workplace Agreements for lecturers at each TAFE college and Western Australian Workplace Agreements for public service and government officers at the Department and each TAFE college;
- conclusion of negotiations with the Civil Service Association and registration of new Enterprise Bargaining Agreements for public service and government officers at the Department and each TAFE college;
- representation of the Department and colleges before State and Federal Industrial Relations Tribunals and ongoing simplification of TAFE Lecturers' Award in the Australian Industrial Relations Commission;
- coordination of Department and colleges' Strategic Workforce Plan Steering Committee and Working Groups; and
- coordination of the implementation of new labour relations' policies across the public sector VET system.

Occupational Health and Safety (Treasurer's Instruction 903 (4)(vii)(b))

Workers' Compensation and Rehabilitation

For the 2000/01 financial year, there have been a total of four workers' compensation claims, with a total of 12 days lost time. No injuries required the intervention of rehabilitation providers, or return to work programs. In 1999/2000 there was a total of four claims and four in 1998/1999.

Occupational Health, Safety and Welfare

A comprehensive Safety Management Framework has been developed to comply with the standards of the WorkSafe WA. The Safety Management Framework and welfare information is available to all staff on a dedicated web page on the Department's Intranet.

All areas of the Department are represented by OHS Employee Representatives and regular meetings with management have ensured resolution of issues to ensure a safe and healthy work environment.

The Department's health awareness and wellness programs encourages staff to maintain a healthy lifestyle. These have given rise to increased participation in the Heartmovers program, use of the gymnasium, annual stair climbing and cycling programs, corporate games, and activities organised by the social club. For the fourth consecutive year the Department has offered free influenza immunisation to staff.

An employee assistance program providing counselling to staff and their immediate family has been operating for two years. To further assist staff to deal with conflict or equity issues comprehensive *Grievance Procedures and Resolution Guidelines* were developed to complement the grievance policy. Four Equity (Grievance) Officers and three Information Officers have been appointed and duly trained.

Employee Feedback Survey

In November 2000, the Department undertook and managed an organisational health survey to promote continuous improvement and benchmarking in Western Australian training organisations. Seven organisations participated on this occasion.

Quantitative analysis compared statistical results with similar organisations around Australia and included comparison against the previous year. An overall satisfaction rating score showed the Department maintaining a relatively high score with improvements in some areas and a slight decline in other areas. An organisational psychologist was engaged to analyse the results and identify areas for improvement.

Equal Employment Opportunity Management (Equal Opportunity Act 1984 section 146)

An *Equity and Diversity Framework* is currently being drafted by the Department, containing human resource policies and practices that will build on individual talents and experiences, recognise and respond to the diversity of individual needs and offer flexibility to cater for individual circumstances. This Framework is expected to be finalised early in the financial year.

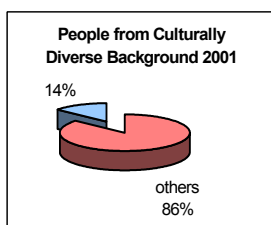
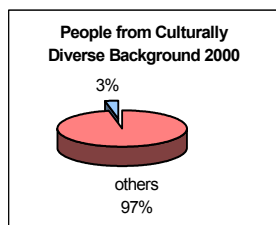
As part of the Human Resource Minimum Obligatory Information Requirements (HR MOIR) for the Ministry of the Premier and Cabinet, the Department compiles information for the Equal Employment Opportunity Public Sector Yearly Report.

The data collected is mainly related to:

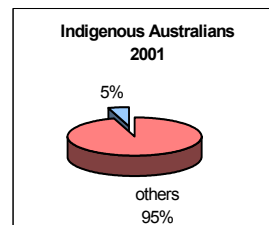
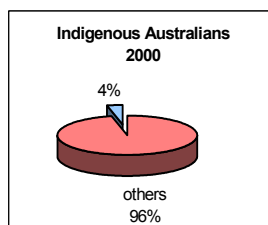
- People of Culturally Diverse Background;
- Indigenous Australians;
- People with Disabilities;
- Management Profile;
- Age within the workforce; and
- Employee Gender.

The following outlines the Department's reporting against these categories. Note: Data reported in 2000 included staff within C Y O'Connor College of TAFE and the Office of Youth Affairs, which have since been excluded with the Department's reporting responsibilities.

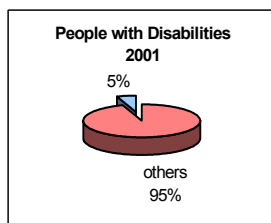
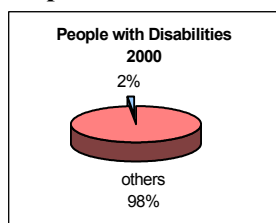
People of Culturally Diverse Background



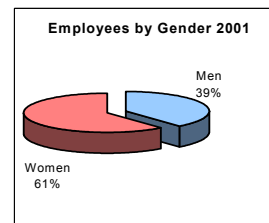
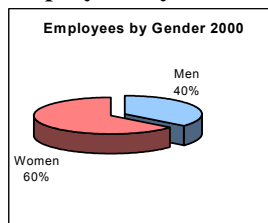
Indigenous Australians



People with Disabilities



Employees by Gender



Disability Services Plan (Disability Services Act 1993 section 29)

The Department's *Disability Services Plan* is currently being revised in the context of State and Federal legislation, the Department's *Building Diversity* program and the National Strategy *Bridging Pathways*. The desired impact of the Department's strategies is that people with disabilities will:

- be more aware of training opportunities that are available;
- have greater access to appropriate training and employment; and
- have greater access to any support required to assist them to succeed in training.

Information dissemination to people with disabilities includes closed captioning of all television commercials. For the first time, TAFE TV on Channel 31 has included closed captioning.

The Department has completed the development of the *Best Practice Physical Access Manual* and commenced a comprehensive Access Audit of TAFE buildings to identify barriers to universal access. The Audit, using an information database version of the Manual, will identify the unique access issues for students and staff within the TAFE college environment so that strategies to improve access, especially for clients with disabilities, can be addressed through capital works planning. The Manual tool has been specially designed with the assistance of industry experts in consultation with the Disability Services Commission.

The Department has organised professional development opportunities for public and private VET providers focusing on a range of equity issues including working with people with Acquired Brain Injury and with Psychological and Psychiatric problems as well as providing organisational level support for students with disabilities. A seminar on accessible libraries was hosted jointly with LISWA to assist TAFE colleges in providing improved library services to people with disabilities.

Annual seminars for Disability Services Officers in all TAFE colleges provide an opportunity for staff development and the sharing of expertise among themselves and with private RTOs.

Work has commenced on identification of strategies to increase access for people with disabilities to the State's employment services. The Centre for Labour Market Research has been commissioned to prepare a report on *Disability and the Labour Market in Western Australia*.

The following publications have been produced:

- *Building Diversity – Implications of the DDA for vocational education and training*
- *Learning is for Everyone* - a brochure focussed on students and prospective students with disabilities
- *Disability Officers resource file* – to assist staff in TAFE colleges supporting students with disabilities.

A number of *Building Diversity 2000 Projects* have a focus on people with disabilities:

- *Association for the Blind of Western Australia (Inc)* is developing teaching resources and assessment guidelines for use by training providers in two vocational areas; and
- *Edge Training Solutions* is developing a statewide mentoring program for VET students with disabilities to provide support for graduates with disabilities.

A particular focus on disabilities was incorporated in the State *Spotlight on the Provider Conference* on 12 and 13 March 2001. The Department's *Bridging Pathways* program was also launched at this Conference.

Pricing Policy

Fees and Charges for Publicly Funded VET Providers

A tuition fees schedule for vocational award courses/qualifications for 1998–2001 (inclusive) was authorised by Cabinet on 9 October 1997.

Year	Fee per Student Curriculum Hour	Semester Maximum	Concession Fee per Student Curriculum Hour	Semester Maximum (Concession)
1998	\$0.90	\$310	\$0.50	\$170
1999	\$1.00	\$365	\$0.50	\$182.50
2000	\$1.15	\$420	\$0.60	\$210
2001	\$1.15	\$420	\$0.60	\$210

In 2001, on average, metropolitan students contribute approximately 9% of the cost of their course through fees, while in regional areas this figure is approximately 5%.

Fees for 2001:

Recreation, Leisure and Personal Enrichment:

(Adult community education courses): Stream 1000

Tuition Fee

Fee per Student Curriculum Hour	Subject Maximum	Concession Fee per Student Curriculum Hour	Subject Maximum (Concession)
\$5.00	NIL	\$2.50	\$50.00

Enrolment Charge

The enrolment charge is \$20 maximum per semester or \$10 per term.

Resource Fee

A resource fee applies to most courses and varies depending on the content of the course.

Concessions for Standard Enrolment

The following students are entitled to the concession rate on tuition fees:

- a) Persons and dependants of persons holding:
 - a Pensioner Concession Card;
 - a Repatriation Health Benefits Card issued by the Department of Veterans Affairs; and
 - a Health Care Card.
- b) Persons who hold a Seniors Card issued by the Western Australian Office of Seniors Interests.

Entry to Employment or Further Education:

(Access and equity courses): Stream 2000

Students enrolling in access and equity courses are exempt from the tuition fee. Students are still liable for the enrolment fee of \$20 per semester and the resource fee. However, in cases of financial hardship the accountable officer may waive all fees and charges.

Vocational Award (Initial and subsequent courses):

Streams 3000 and 4000 — including traineeships and apprenticeships

Tuition Fee

Fee per Student Curriculum Hour	Semester Maximum	Concession Fee per Student Curriculum Hour	Semester Maximum (Concession)
\$1.15	\$420	\$0.60	\$210

Enrolment Charge

The enrolment charge is \$20 per semester.

Resource Fee

A resource fee applies to most courses and varies depending on the content of the course.

Note: The total tuition fee is calculated on the basis of nominal curriculum hours irrespective of the number of hours of off-the-job training actually attended.

Concessions for Standard Enrolment

The following students are entitled to the concession rate on tuition fees:

- a) Persons and dependants of persons holding:
 - a Pensioner Concession Card;
 - a Repatriation Health Benefits Card issued by the Department of Veterans Affairs; and
 - a Health Care Card.
- b) Persons and dependants of persons in receipt of AUSTUDY or ABSTUDY.
- c) Persons and dependants of persons in receipt of the Youth Allowance.
- d) Persons who are inmates of a custodial institution.

Reference

Western Australian Department of Training and Employment (2000). Fees and Charges: Policy Guidelines for Publicly Funded Registered Training Organisations and Programs in 2001.

Developing Physical Assets

Capital Works Program

Strategies were renewed for the Perth metropolitan area to ensure the use of existing infrastructure is maximised and new facilities support planned future training delivery. In addition, continuing emphasis has been placed on the needs of rural and regional Western Australia with a number of regional projects being completed in 2000/01.

Challenger TAFE

A program of works has been developed, following a comprehensive strategic planning study for Challenger TAFE (formerly South Metropolitan College of TAFE). Planning is underway to provide a centre of specialisation in business and information technology, in the heart of the City of Fremantle, at a total estimated cost of \$8.5 million.

A taste of things to come is the establishment of e-Tech in an existing heritage building on Fremantle's busy South Terrace. The refurbished premises will offer leading edge technology training, with accommodation consisting of flexible learning spaces, tutorial rooms, a client services area and small café.

WA Academy of Performing Arts

Funding totalling \$7.9 million has been committed over the next 3 years to provide new VET facilities at Edith Cowan University's Mt Lawley campus that houses the Western Australian Academy of Performing Arts. The new facilities will accommodate the dance, production, lighting and design programs and will provide essential performing, studio and staff space for VET programs funded by the Department.

Central West

The redevelopment of manufacturing trades workshops at the Geraldton campus of the Central West College of TAFE neared completion. The project provides three new buildings for construction industries, electro-technology and automotive/metals, and upgrades to existing art and horticulture facilities. The estimated total cost of the project is \$8.2 million.

Kimberley

Completion of the second stage of the new campus at Broome for the Kimberley College of TAFE, which provides additional art, trades and marine tuition areas, student support and staff accommodation, at an estimated total cost of \$1.82 million.

Great Southern

Completion of the new TAFE campus of Great Southern TAFE at Katanning, providing administration, staff and student facilities, video conferencing facilities, computer laboratory, art facility, workshop and general classrooms, at an estimated total cost of \$2.2 million.

Peel

Completion of the Peel TAFE campus, collocated with the Education Department's Peel Senior College. The TAFE component comprised modifications to the existing campus, including the relocation of horticulture and the construction of shared facilities for administration, learning resource centre, cafeteria, workshop and modifications to an existing building. The total cost of the TAFE component is \$8.362 million.

South West

Planning commenced for a new TAFE campus at Margaret River, at an estimated total cost of \$4.5 million. The proposed new campus will replace existing leased facilities and largely focus on the delivery of wine industry programs, including training for viticulture, cellar operations, cellar door sales,

wine science/technology and wine tourism. The new campus concept includes opportunities to develop collocated and shared facilities with Curtin University and Edith Cowan University for programs for the wine industry through a Centre of Wine Excellence.

Wheatbelt

Completion of the new TAFE campus at Moora, located adjacent to the Central Midlands Senior High School. The campus provides general classrooms, computing laboratories, videoconference facilities, student amenities, and workshop and college administration facilities, at a total estimated cost of \$2.25 million.

In addition, the Department also contributed \$210,000 towards extensions to the workshops at the Northam campus of C Y O'Connor College of TAFE.

Corporate Information Systems

In August 2001 an extensive research project was completed by an independent consultant to develop **Strategic Business Systems and Information Technology Plans**. The plans aim to ensure the Department achieves the core business and strategic objectives for the TAFE network of corporate information systems.

Outcomes achieved include a comprehensive environmental scan and analysis of relevant trends and issues in information technology and telecommunications and a review of the Department's current technology, infrastructure, management structure and policies. The plans provide action recommendations that establish a sound decision making base for the Business Systems Management Group, the TAFE college network's peak IT decision-making body, made up of Departmental and TAFE college representatives.

Waste Paper Recycling Program

The Department of Training actively encourages recycling of waste paper and consistently achieves high collection rates. Numerous recycling bins are strategically located throughout the Department, with additional bins being supplied to meet periods of high demand.

Public Relations

Awareness Campaigns

The Western Australian Department of Training and Employment has undertaken a number of awareness campaigns to advise people of services available to assist them in accessing employment advice about various career and training options. Campaigns undertaken during 2000/01 targeted young people aged between 15 and 25 years old, regional clients and mature aged job seekers and included:

The **Access Career** strategy, now in its eighth year, provides information for young people after they receive their final school results and more mature people seeking to re-enter training after a number of years. The Training Information Centre, TAFE colleges, some senior schools and Joblinks open during summer to provide information and advice.

Undertaken to promote usage of **Regional Access**, a career planning and employment service for young people throughout regional Western Australia, which may be accessed at www.regionalaccess.com.au, and a supporting 13 64 64 telephone information advisory service.

You Can't Go Wrong With A Trade campaign, using press, radio, school information kits and resources for Training Administration Bodies, to promote the benefits of employing apprentices and trainees and raising awareness of these career options amongst young people and their parents.

The **Profit from Experience** marketing campaign, consisting of press and radio advertisements, and supported by a network of Access Officers designed to encourage mature aged job seekers to register for assistance, support and possible training grants. The second phase of this marketing campaign is aimed at promoting mature employment to ensure balanced recruitment and selection practices.

Promotion of issues affecting employers and small businesses is undertaken by the Department to ensure equitable employment practices, introduction of Government policy and awareness of assistance. Two campaigns undertaken this year targeting small businesses and employers, include:

- encouraging employers to develop a training culture within their organisations and informing them of registration standards to achieve **Priority Access** status to be able to tender for Government works; and
- to support the launch of the Department's **Small Business Smart Business** initiative and advise small businesses of their rights of access under this program which encourages the small business sectors investment in training.

Promotion of TAFE courses and enrolment details is coordinated by the Department, on behalf of the TAFE college sector. Major promotional campaigns are undertaken in relation to both full time and part time TAFE award courses.

TAFE full-time courses are promoted through the production of 40,000 TAFE Handbooks each year, which are provided free to every Year 12 student and sold for \$7.50 in newsagents. Television and press advertising campaigns support the sale of the Handbook and highlight TAFE application deadlines.

The **TAFE Part-time Award Course Lift-out** published each year in *The West Australian*, encompassing over 250 part-time TAFE courses.

Publications

The following titles are available from the Department of Training and Employment:

Access All Areas publications
Annual Report 2000/01

Budget Papers
Building Diversity

College Performance Indicators and Descriptive Statistics 1998

Designing Tests: Guidelines for Designing Knowledge Based Tests for Training Packages

How to Survive QA Monitoring

Learning is for Everyone

Outcomes: Understanding the Vocational Education and Training Student Market

Part-time TAFE Award Course Lift-out
Priority Access
Profit From Experience

A Quality Framework for Vocational Education and Training in Western Australia

Regional Reports
Resource Manual

Skills Recognition Framework for Vocational Education and Training in WA
State Training Strategy

TAFE Handbook and Part time TAFE Award Course Lift-out
TAFE Plan 2005
The Job Search Guide
Tomlinson Report
Training Accreditation Council Information Kits
Training Excellence Awards Program
Training Matters
Training Skills Jobs

Using Training Packages

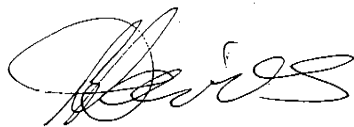
WA Labour Market Review
Working Futures Facilitators Guide and CD

You Can't Go Wrong with a Trade

Key Performance Indicators

Certification Statement (Treasurers' Instruction 905)

I hereby certify that the following key performance indicators are based on proper records and fairly represent the performance of the Western Australian Department of Training and Employment for the year ending 30 June 2001.



Larry Davies
Acting Director General
Western Australian Department of Training

(Accountable Officer)
19 September 2001

Auditor General's Assessment



Auditor General

To the Parliament of Western Australia

WESTERN AUSTRALIAN DEPARTMENT OF TRAINING AND EMPLOYMENT PERFORMANCE INDICATORS FOR THE YEAR ENDED JUNE 30, 2001

Scope

I have audited the key effectiveness and efficiency performance indicators of the Western Australian Department of Training and Employment for the year ended June 30, 2001 under the provisions of the Financial Administration and Audit Act 1985.

The Accountable Officer is responsible for developing and maintaining proper records and systems for preparing and presenting performance indicators. I have conducted an audit of the key performance indicators in order to express an opinion on them to the Parliament as required by the Act. No opinion is expressed on the output measures of quantity, quality, timeliness and cost.

My audit was performed in accordance with section 79 of the Act to form an opinion based on a reasonable level of assurance. The audit procedures included examining, on a test basis, evidence supporting the amounts and other disclosures in the performance indicators, and assessing the relevance and appropriateness of the performance indicators in assisting users to assess the Department's performance. These procedures have been undertaken to form an opinion as to whether, in all material respects, the performance indicators are relevant and appropriate having regard to their purpose and fairly represent the indicated performance.

The audit opinion expressed below has been formed on the above basis.

Audit Opinion

In my opinion, the key effectiveness and efficiency performance indicators of the Western Australian Department of Training and Employment are relevant and appropriate for assisting users to assess the Department's performance and fairly represent the indicated performance for the year ended June 30, 2001.

A handwritten signature in black ink, appearing to read 'D D R Pearson'.

D D R PEARSON
AUDITOR GENERAL
September 28, 2001

Key Performance Indicators 2000/01 - Introduction

The Western Australian Department of Training and Employment has developed key performance indicators (KPIs) to enable management to assess and monitor the achievement of government desired outcomes and to enhance public accountability for performance. The Financial Administration and Audit Act 1985 also requires accountable agencies such as the Western Australian Department of Training and Employment to prepare and submit KPIs to Parliament. The indicators presented are audited to ensure they are relevant, appropriate and fairly represent performance.

The indicators relate to the Department's two output areas (Output 1: Vocational education and training services and Output 2: Employment and community development programs) and provide measures of effectiveness and efficiency at the State level. The reporting structure has been changed from three outputs, the previous year, to two to provide a clearer and improved overview of activities.

The vocational education and training courses are provided by all TAFE colleges and private providers in receipt of public funding from the Department. As the management and control of CY O'Connor College was vested in the Department under Section 57 of the Vocational Education and Training Act 1996 until the 1 January 2001 indicators for this college have also been reported where appropriate. This year indicators for international students have been introduced, as TAFE International WA is an institution under section 57 of the Act. The Office of Youth Affairs transferred to the Department of Family and Children Services on 9 March 2001, and their KPIs are reported within that Department's annual report.

The indicators are under continuous review to improve definitions, remove ambiguity and to ensure changing customer expectations and technology is taken into account. The Department's 'Outcome Statement', 'Outputs' and 'Key Performance Indicators' are outlined in the following and are supported by explanatory notes.

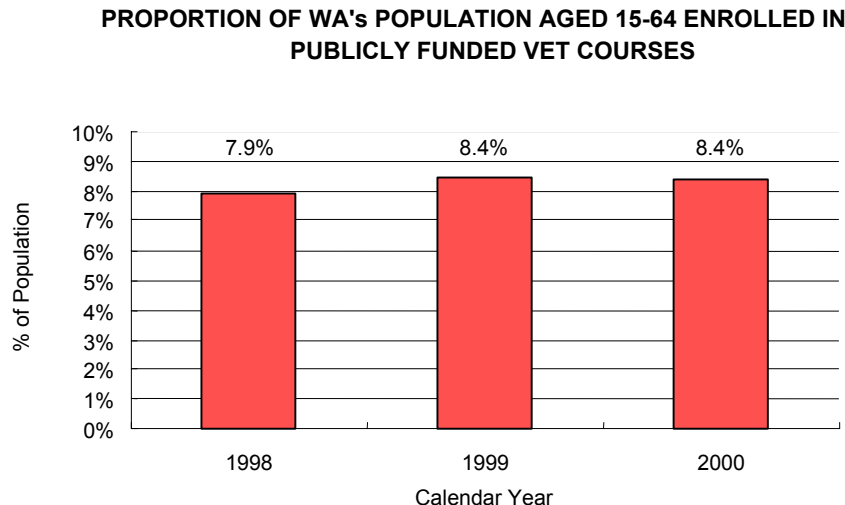
Description of Key Performance Indicators

Outcome:	To maximise training and employment opportunities for Western Australians	
<i>Effectiveness Indicators:</i>	1.1	Proportion of the Western Australian population aged 15 to 64 enrolled in publicly funded VET through the Western Australian Department of Training and Employment
	1.2	State Module Load Completion Rate
	1.3	Employer satisfaction with the overall performance of vocational education and training services
	1.4	Student overall satisfaction levels
	1.5	Graduate achievement of reason for undertaking their course
	1.6	Graduate employment outcomes before and after study
Output 1:	Vocational education and training services	
<i>Output Description:</i>	The strategic management of the investment of government resources in the State VET system including the planning, purchasing, and monitoring of VET services.	
<i>Efficiency Indicators:</i>	1.7	Cost per student curriculum hour
	1.8	Cost per successful student curriculum hour
Output 2:	Employment and community development programs	
<i>Output Description:</i>	To improve the employment environment in Western Australia through a number of initiatives that assist job-seekers, industry and the community.	
<i>Efficiency Indicators:</i>	2.1	Cost per apprenticeship or traineeship
	2.2	Cost per person assisted through Employment Strategies

Actuals

Output 1: Vocational education and training services

1.1 Proportion of the Western Australian population aged 15 to 64 enrolled in publicly funded VET through the Western Australian Department of Training and Employment



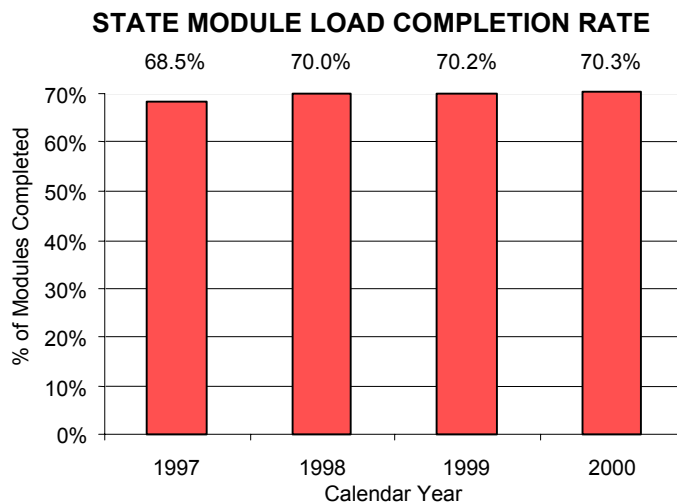
Source: Western Australian Department of Training and Employment (Statistics Unit - AVETMISS student data system); and Australian Bureau of Statistics (ABS), (Population by Age and Sex: Australian States and Territories cat. 3201.0).

Derivation: Student enrolments (client count aged between 15-64) publicly funded by the Department adjusted by the Student Enrolment No Participation (SENP) rate, expressed as a percentage of the Australian Bureau of Statistics population statistics for Western Australians aged 15-64 years.

The proportion of the Western Australian population aged 15 to 64 years enrolled in VET courses is a measure of the Department's responsiveness in meeting industry and community needs for a highly skilled workforce as well as improving the employment and further education prospects of individuals. It also demonstrates the accessibility and relevance of vocational education and training programs to the population. In 2000 estimates the population of 15-64 year olds increased by 1.4 percent. Publicly funded clients aged 15-64 years in 2000 remained comparable to previous years (105,370 compared to 105,315 in 1999).

Note: The above figures represent a change to the format provided in previous years (7.7 percent 1998 and 8.1 percent 1999). Included in the calculations for the three years above are: students enrolled for an examination only, those continuing their studies from a previous year, and a reduction for the Student Enrolment No Participation rate.

1.2 State Module Load Completion Rate



Source: Western Australian Department of Training and Employment, Statistics Unit - AVETMISS student data system.

Derivation: The State Module Load Completion Rate (MLCR), is the sum of Student Curriculum Hours (SCH) for successfully completed modules expressed as a proportion of the total SCH across all module enrolments, publicly funded by the Department for which a definite outcome could be expected. The successfully completed modules are assessed as 'passed' or 'no assessment, satisfactory completion of class hours' and 'status (or credit) granted through Recognition of Prior Learning'.

State Level

The module load completion rate is used to examine the use of hours associated with modules leading to a satisfactory completion or output. Although there are other factors which contribute, the module load completion rate is an indication of the effectiveness of the vocational education and training system.

The Department has resolved to include all modules where an outcome could be expected, in preference to the national MLCR formula where all modules with an unknown outcome are excluded from the calculation. Comparison with nationally reported figures for the State would need to take account of the different calculation method.

CY O'Connor College of TAFE

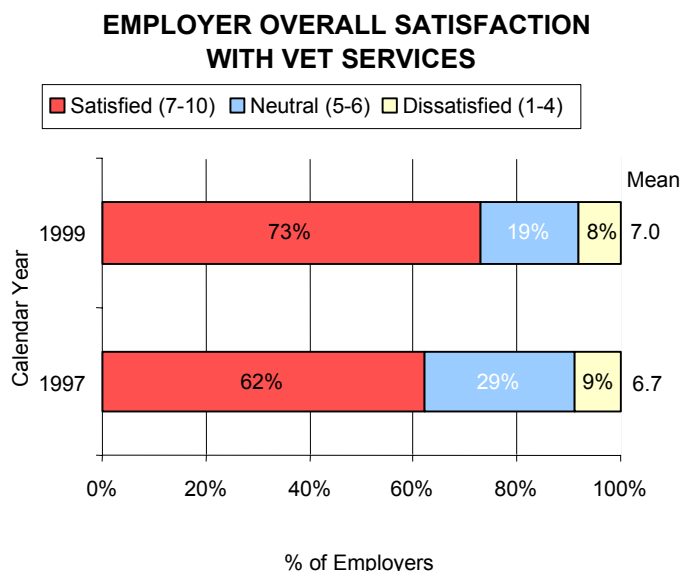
The module load completion rate (publicly funded and fee-for-service) for 2000 for this college was 69.8 percent, compared to 64.3 percent in 1999.

TAFE International WA

The module load completion rate for overseas students (fee-for-service) in 2000 was 86.6 percent, compared to 86.9 percent in 1999.

Note: A module is not a standard unit. Modules vary in duration from one hour to 960 hours, therefore Student Curriculum Hours are used in the above calculation in place of module enrolments when calculating the State MLCR.

1.3 Employer satisfaction with the overall performance of vocational education and training



Source: *1999 Survey of Employer Views on Vocational Education and Training; Employer Satisfaction with Vocational Education and Training 1997*, Australian National Training Authority (ANTA) and National Centre for Vocational Education Research Ltd (NCVER)

Derivation: Satisfaction is assessed by calculating the ratio of positive responses to total responses, expressed as a percentage. Also included in the graph above is the average response, the mean. The scale used was a 10-point Lickert Scale where 1 is very dissatisfied and 10 is very satisfied.

During the 2000 year, ANTA and NCVER did not undertake a national employer survey. However, the 2001 survey is currently underway and this performance indicator will be updated in the next reporting cycle.

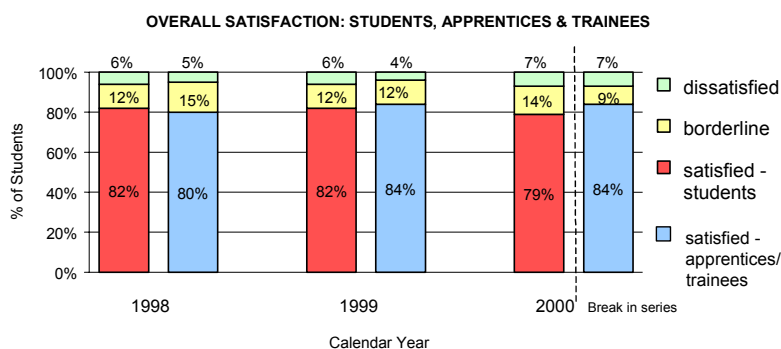
Employer satisfaction with the quality of VET training is a key objective of the Department in ensuring training meets the needs of industry. A number of factors constitute overall performance including providing appropriate skills, job readiness of employees, value for money, the content and flexibility of curriculum, the use of appropriate equipment, convenient service delivery and consultation with industry.

A national survey of 3,558 employers by ANTA/NCVER was conducted in 1999. In Western Australia views were obtained from 451 employers, whose employees had a vocational training qualification attained in the previous two years. Employers on average rated their level of satisfaction with the overall performance of VET services as 7 on the 10-point scale compared to 6.7 during the 1997 survey (sample size 369).

Notes: [1] The 1999 data for WA: estimated in scope population 11,659 employers; 451 interviews conducted; and the Standard Error for 1999 data = ± 2 percent at 95 percent confidence level. The sample was derived by an initial telephone contact to establish whether an employer was within the scope of the survey. The scope from which the above graph is derived included: a recent graduate (within the previous two years) of a course of at least 200 hours, size of business, type of industry and state/territory. The final data was weighted to reflect the population. Employers that did not fit within this scope (for example did not have a VET graduate) were also interviewed on a range of other questions.

[2] The figures for 1997 and 1999 have been proportionately adjusted to total 100 percent.

1.4 Student overall satisfaction levels



Source: *Student Satisfaction Survey 2000 State Report; 1999 Student Satisfaction Survey; and 1998 Student Census Western Australia*, Department of Training and Employment.

Derivation: Satisfaction is assessed by calculating the ratio of positive responses to total responses, expressed as a percentage (students who expressed no opinion were excluded from the calculation). The scale used was a 5 point scale where satisfied/very satisfied were rated by the students as 1 to 2, borderline 3, dissatisfied/very dissatisfied 4 to 5.

State Level

In the year 2000, full-time and part-time students who were enrolled in TAFE award courses, at TAFE Colleges, or with private providers, in receipt of public funds from the Department were surveyed. One survey instrument was used for apprentices/trainees (8,738 clients; 27.6 percent response rate) and a different instrument for other students (25,948 students; 36.1 percent response rate). In the 2000 survey, apprentices and trainees were asked 'taking all aspects of your apprenticeship/traineeship into consideration, how satisfied would you say you are overall with your apprenticeship/traineeship'. In prior years all students, including apprentices/ trainees, were asked to rate 'overall, how satisfied are you with your course'.

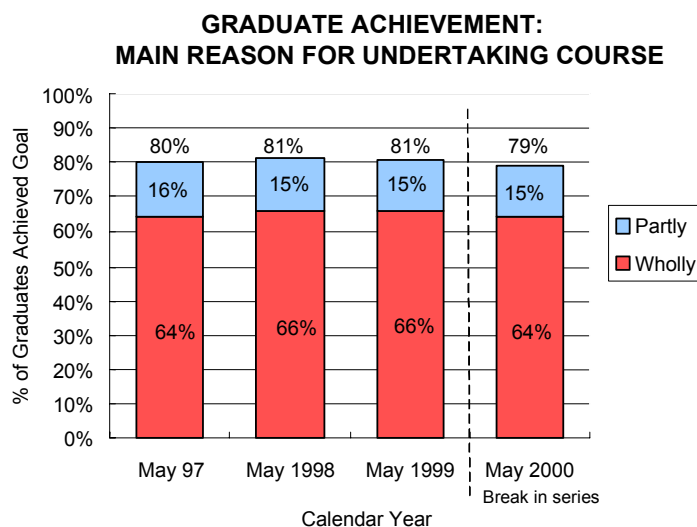
The above graph provides an important benchmark to determine the performance of the VET system. Feedback from customers from the total range of questions aims to identify areas for quality assurance improvements. A high level of satisfaction by apprentices and trainees was successfully maintained, (84 percent satisfied/very satisfied for both 1999 and 2000, a significant improvement on 1998 of 80 percent). Other students indicated a decline in overall satisfaction, (79 percent compared with 82 percent the previous two years). Several changes were made to the methodology of the 2000 survey: the separate new survey instrument devised for apprentices/trainees; a revised survey instrument for other students; a targeted telephone survey of apprentices/trainees enrolled at a specified group of private training providers; and the semester of enrolment (Semester One only, Semester Two only, or both) was not a sampling variable. An overall state report is prepared of the survey results, as well as individual college reports. Each college also receives an electronic copy of their data for further analysis and policy setting.

CY O'Connor College

The level of student satisfaction in 2000 for the College was 85 percent of students satisfied/very satisfied compared to 89 percent in 1999. (2000 survey population 3,071, questionnaires mail out 491, response rate 44.4 percent, standard error = ± 3.7 percent at 95 percent confidence level).

Notes: The 2000 data apprentices/trainees: population 16,613, mail out 8,738, returns 2,910, response rate 33.3 percent, Standard Error = ± 1.24 percent at 95 percent confidence level. Other students: population 85,354, mail out 25,948, returns 9,378, response rate 36.1 percent, Standard Error = ± 0.79 percent at 95 percent confidence level. The required number of addresses were selected at random from current students, taking into account required sample sizes by college and industry grouping. Responses were weighted to reflect population.

1.5 Graduate achievement of reason for undertaking their course



Source: *2000 Student Outcomes Survey, Student Outcomes Survey 1999 and TAFE Graduate Destination Survey 1998*, Australian National Training Authority (ANTA) and National Centre for Vocational Education Research (NCVER).

Derivation: Graduates who indicated they had ‘wholly’ or ‘partly’ achieved their main reason for undertaking the course expressed as a percentage of the total number of graduates who responded to the question.

State Level

The Department aims to contribute to the development of individuals through the provision of initial and advanced level educational and training courses, which gives them skills and knowledge relevant to their employment and personal development needs.

In the year 2000 the ANTA and NCVER conducted a national survey of TAFE graduates who had completed their studies during the previous year.

The survey can be used to identify the success of the vocational education and training system in meeting the training needs of students and their employment and personal development aspirations. The table above shows 79 percent of graduates achieved, either wholly (64 percent) or partly (15 percent), their main reason for undertaking their course. Of the remaining respondents 9 percent responded in the negative and 12 percent did not know at the time of the survey. Changes to the scope of the 2000 national survey are detailed in note [2]. Nationally 80 percent of graduates indicated they achieved their main reason (65 percent wholly and 15 percent partly).

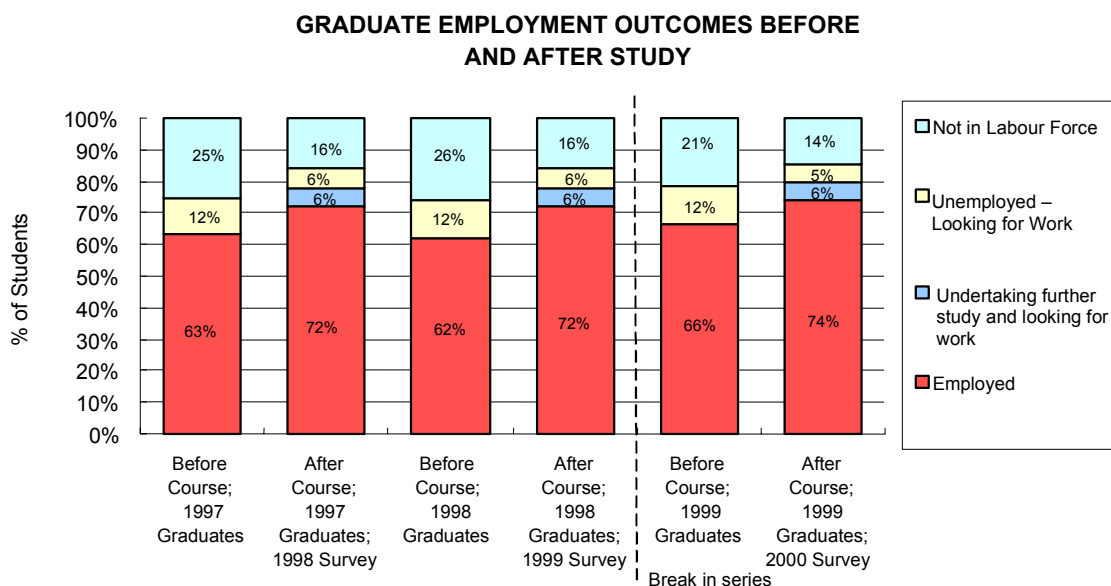
CY O’Connor College

In the 2000 survey 82 percent of graduates reported achieving their main reason for undertaking their course, (wholly 67 percent and partly 15 percent). Given the population size of 113 and the small number (54) of survey returns, (response rate 47.8 percent), the standard error rate is considered high at ± 7.4 percent, at 95 percent confidence level.

Note: [1] The 2000 data for WA: population 12,701, returns 5,707, response rate 44.9 percent, Standard Error = ± 0.78 percent at 95 percent confidence level. All graduates with a known mailing address within Australia were sent a questionnaire.

[2] There has been a break in the time series by ANTA and NCVER for the 2000 survey: a widening of the definition of graduates who undertook a course from “at least 200 hours or one semester in duration”, to “all graduates irrespective of the length of their course”. There was also weighting of responses to population benchmarks.

1.6 Graduate employment outcomes before and after study



Source: 2000 Student Outcomes Survey, Student Outcomes Survey 1999 and TAFE Graduate Destination Survey 1998, Australian National Training Authority (ANTA) and National Centre for Vocational Education Research (NCVER)

Derivation: Employment status is assessed by calculating the ratio of graduates in employment to total responses, expressed as a percentage. 'Not in the labour force' indicates graduates who were not actively looking for work at the time of the survey. It should be noted that the surveys were taken at least five months after graduates completed their course.

State Level

Giving graduates the skills to gain employment is a major goal of the Department. Results from the surveys of VET graduates can be used to identify the success of the VET system in meeting student training needs and employment aims.

The above table for the year 2000 shows 74 percent (4,056) of graduates were employed on 26 May 2000 compared to 66 percent (3,612) employed before training. Of those employed 2,310 were in full-time employment compared to 1,586 prior to the course.

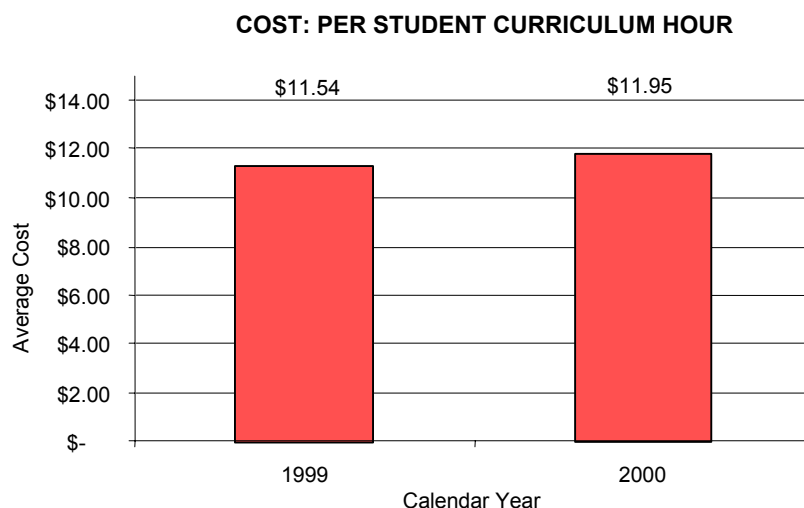
CY O'Connor College

Five months after graduation the same number of graduates were in employment as before the course, however, 8 percent had moved into full time employment. Given the population size (113) and the small number (54) of survey responses, (response rate 47.8 percent) the standard error rate is considered high at ± 7.4 percent at 95 percent confidence level.

Notes: [1] The 2000 data for WA: population 12,701, returns 5,707, response rate 44.9 percent, Standard Error = ± 0.78 percent at 95 percent confidence level. All graduates with a known mailing address within Australia were sent a questionnaire.

[2] There has been a break in the time series by ANTA and NCVER for the 2000 survey: a widening of the definition of graduates who undertook a course from "at least 200 hours or one semester in duration", to "all graduates irrespective of the length of their course". There was also weighting of responses to population benchmarks.

1.7 Cost per student curriculum hour



Source: Western Australian Department of Training and Employment, Statistics Unit - AVETMISS student data system; and Financial Management and Analysis Directorate.

Derivation: The average cost per Student Curriculum Hour (SCH) is calculated by dividing the total expenditure for providing publicly funded VET, excluding fee-for-service, by the total SCH. Course mix weightings have been applied to provide meaningful comparison between years.

State Level

This indicator provides an indication of the efficiency with which the Department strategically manages the investment of government resources in the State VET system. A weighting of the course mix between the two years assists in assessing performance over time by taking into account increases or decreases in delivery in the more costly areas such as Automotive, Engineering and Mining, Electrical, Gas and Water.

CY O'Connor College

The average cost for all publicly funded and fee-for-service Student Curriculum Hours (572,594 SCH) for 2000 was \$15.41, compared to \$19.05 in the previous year. (The 1999 cost has been amended to include all funds sources, and weighted for course mix.)

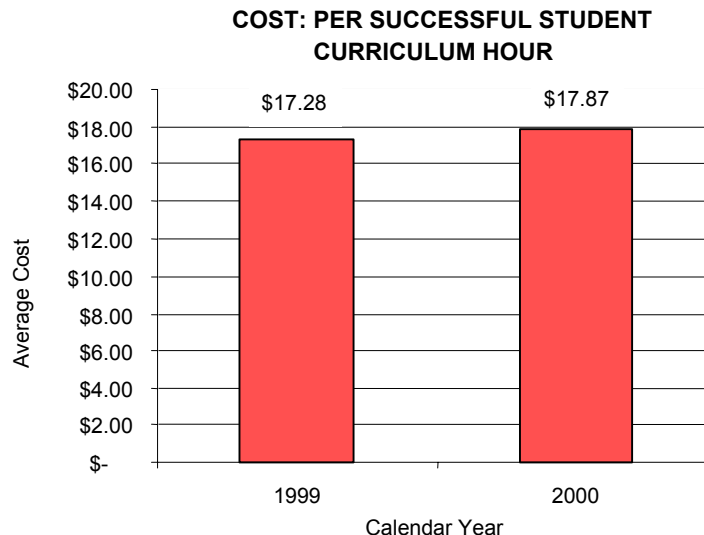
TAFE International WA

The average cost for all fee-for-service Student Curriculum Hours (864,770 SCH) for 2000 was \$11.72, compared to \$12.02 in the previous year (894,444 SCH).

Notes:

- [1] No adjustments for inflation have been incorporated into the above figures. Figures for 1999 have been adjusted to be comparable with calendar year 2000.
- [2] Care should be taken in comparing Cost Per Student Curriculum Hour with those shown in College Annual Reports, as the costs shown in the above graph exclude expenditure funded by student fees and charges, commercial fee-for-service activities not funded by the Department, and capital depreciation and superannuation for the Colleges that are statutory authorities.

1.8 Cost per successful student curriculum hour



Source: Western Australian Department of Training and Employment, Statistics Unit - AVETMISS student data system, and Financial Management and Analysis Directorate

Derivation: Cost per Successful Student Curriculum Hour is calculated by dividing the Department's expenditure for providing publicly funded VET, excluding fee-for-service, by the number of Student Curriculum Hours completed where students were assessed as having completed a module (ie 'passed', 'no assessment - satisfactory completion of class hours' or 'credit granted - through Recognition of Prior Learning'). Course mix weightings have been applied to provide meaningful comparison between years.

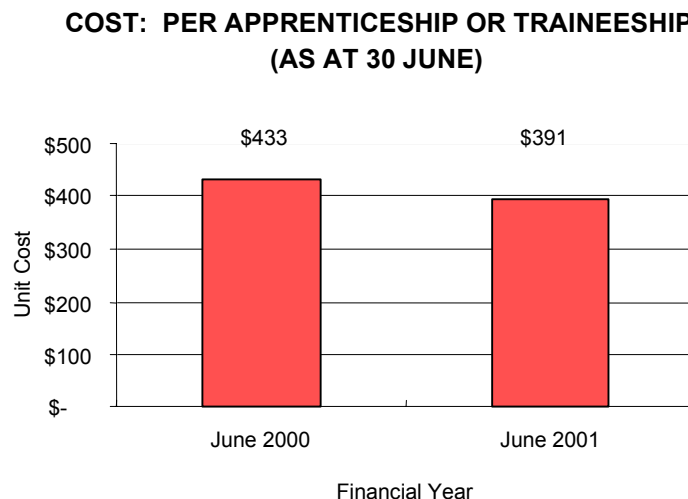
The cost per Successful Student Curriculum Hour is an indication of the overall efficiency of the vocational education and training system. The indicator adds yet another perspective to that of the cost per SCH as outlined in the previous Key Performance Indicator 1.7, as it reflects the cost of providing vocational education and training to students who have actually completed and passed a module of study. The above graph indicates a 3.4 percent cost increase between the two years. The number of successful SCH increased by 4.3 percent over the same period, (16,825,970 SCH, year 2000).

Notes: [1] No adjustments for inflation have been incorporated into the above figures. Figures for 1999 have been adjusted to be comparable with calendar year 2000.

[2] Care should be taken in comparing Cost Per Student Curriculum Hour with those shown in College Annual Reports, as the costs shown in the above graph exclude expenditure funded by student fees and charges, commercial fee-for-service activities not funded by the Department, and capital depreciation and superannuation for the Colleges that are statutory authorities.

Output 2: Employment and community development programs

2.1 Cost per Apprenticeship or Traineeship



Source: Western Australia Department of Training and Employment, Employment Initiatives Division

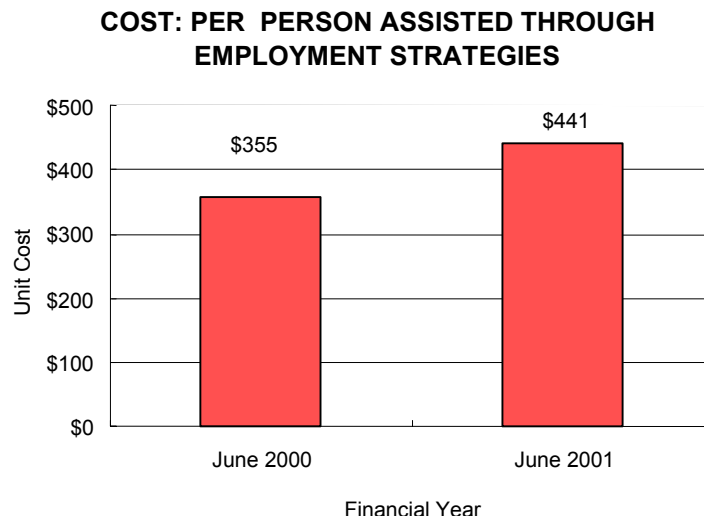
Derivation: Departmental expenditure on an accrual basis for the employment based training divided by the number of Apprentices and Trainees in training.

The cost per person in an Apprenticeship or Traineeship relates to the administration of the apprenticeship and traineeship system. The Department is responsible for co-ordinating the promotion and marketing of Apprenticeships and Traineeships, supporting and monitoring Training Administration Bodies, and providing a statewide information service. The total number of apprentices and trainees as at 30 June 2001 was 18,213 (11,625 apprentices and 6,588 trainees), comparable to 1998 (18,362) and 1999 (18,577), but lower when compared to the total of 19,327 for the year ending June 2000 (12,164 apprentices and 7,163 trainees).

The cost per person in an Apprenticeship or Traineeship in 2000-01 was \$391. This cost excludes expenditure for the training of Apprentices and Trainees at public and private providers as this is reported in indicators 1.7 and 1.8.

Note: A number of issues have negatively effected apprenticeships and traineeships in the 2000-01 period: the economic downturn, along with the introduction of the GST; and the collapse of HIH Insurance, resulting in long delays for the building industry unable to conduct business without liability insurance.

2.2 Cost per person assisted through Employment Strategies



Source: Western Australian Department of Training and Employment, Employment Initiatives Division.

Derivation: Departmental expenditure on an accrual basis for the employment assistance initiatives divided by the number of individuals assisted through employment strategies, including the State Employment Assistance Strategy, Mature Employment Program and Landcare Training Initiative.

The Department contributes to the growth of the Western Australian economy through Employment Assistance initiatives, and aims to provide job seekers with individualised assistance to enhance their employment opportunities and help small business and industry, by matching job seekers to employment opportunities. Another way is by improving the employment opportunities of the unemployed through further education and training. During the period 2000-01 a total of 36,523 people were assisted by 39 Joblinks funded by the Department for a range of employment based services, which included employment counselling, interview preparation, job search techniques, referrals, apprenticeship and traineeship information. A number of these clients are successfully placed into employment or further education. The cost for this assistance as a cost per individual in 2000-01 was \$441.

Financial Statements

Certification Statement

The accompanying financial statements of the Western Australian Department of Training and Employment have been prepared in compliance with the provisions of the *Financial Administration and Audit Act 1985* from proper accounts and records to present fairly the financial transactions for the financial year ending 30 June 2001 and the financial position as at 30 June 2001.

At the date of signing we are not aware of any circumstances which would render the particulars in the Financial Statements misleading or inaccurate.



Ian C Hill
Director General
Western Australian Department of Training

(Accountable Officer)
14 August 2001



Kevin Smith
Director Financial Management and Analysis
Western Australian Department of Training

(Principal Accountable Officer)
14 August 2001

Auditor General's Assessments



Auditor General

To the Parliament of Western Australia

WESTERN AUSTRALIAN DEPARTMENT OF TRAINING AND EMPLOYMENT FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2001

Scope

I have audited the accounts and financial statements of the Western Australian Department of Training and Employment for the year ended June 30, 2001 under the provisions of the Financial Administration and Audit Act 1985.

The Accountable Officer is responsible for keeping proper accounts and maintaining adequate systems of internal control, preparing and presenting the financial statements, and complying with the Act and other relevant written law. The primary responsibility for the detection, investigation and prevention of irregularities rests with the Accountable Officer.

My audit was performed in accordance with section 79 of the Act to form an opinion based on a reasonable level of assurance. The audit procedures included examining, on a test basis, the controls exercised by the Department to ensure financial regularity in accordance with legislative provisions, evidence to provide reasonable assurance that the amounts and other disclosures in the financial statements are free of material misstatement and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with Accounting Standards, other mandatory professional reporting requirements and the Treasurer's Instructions so as to present a view which is consistent with my understanding of the Department's financial position, the results of its operations and its cash flows.

The audit opinion expressed below has been formed on the above basis.

Audit Opinion

In my opinion,

- (i) the controls exercised by the Western Australian Department of Training and Employment provide reasonable assurance that the receipt and expenditure of moneys and the acquisition and disposal of property and the incurring of liabilities have been in accordance with legislative provisions; and
- (ii) the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows, Output Schedule of Expenses and Revenue and Summary of Consolidated Fund Appropriations and Revenue Estimates and the Notes to and forming part of the financial statements are based on proper accounts and present fairly in accordance with applicable Accounting Standards, other mandatory professional reporting requirements and the Treasurer's Instructions, the financial position of the Department at June 30, 2001 and the results of its operations and its cash flows for the year then ended.

A handwritten signature in cursive script, appearing to read 'D D R Pearson'.

D D R PEARSON
AUDITOR GENERAL
September 28, 2001

Statements

DEPARTMENT OF TRAINING AND EMPLOYMENT FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2001		2000/01	1999/00
	Notes	\$'000	\$'000
STATEMENT OF FINANCIAL PERFORMANCE			
COST OF SERVICES			
Expenses from ordinary activities			
Employee Expenses	4	28 877	28 351
Services and Supplies	5	34 794	35 634
Grants, Subsidies and Training Services	6	276 390	272 390
Borrowing Costs Expense	7	7	17
Depreciation Expense	8	2 917	3 111
Other Expenses from Ordinary Activities	11	1 039	455
Total cost of services		344 024	339 958
Revenues from ordinary activities			
User Fees and Charges	12	9 747	9 422
Commonwealth Grants and Contributions	13	90 124	92 258
Net Profit on Disposal of Non Current Assets	9	55	9
Trading Profit	10	872	998
Other Revenues from Ordinary Activities	14	1 936	1 981
Total revenues from ordinary activities		102 734	104 668
NET COST OF SERVICES	31	(241 290)	(235 290)
REVENUES FROM GOVERNMENT			
Appropriations	15	243 348	232 590
Resources Received Free of Charge	16	473	550
Liabilities Assumed by the Treasurer	17	2 486	2 412
Total revenues from Government		246 307	235 552
Change in net assets before extraordinary items		5 017	262
Net Revenues/(expenses) from restructuring	18	(7 635)	(10 706)
CHANGE IN NET ASSETS AFTER RESTRUCTURING		(2 618)	(10 444)
Net increase/(decrease) in asset revaluation reserve		(810)	245
Net initial adjustments on adoption of a new accounting standard AAS15		0	7 873
Total revenues, expenses and valuation adjustments recognised directly in equity	30	(810)	8 118
TOTAL CHANGES IN EQUITY OTHER THAN THOSE RESULTING FROM TRANSACTIONS WITH OWNERS AS OWNERS		(3 428)	(2 325)
The Statement of Financial Position should be read in conjunction with the accompanying notes.			

DEPARTMENT OF TRAINING AND EMPLOYMENT
FINANCIAL STATEMENTS
AS AT 30 JUNE 2001

		2000/01	1999/00
	Notes	\$'000	\$'000
STATEMENT OF FINANCIAL POSITION			
CURRENT ASSETS			
Cash Assets	19	20 878	18 337
Restricted Cash Assets	20	10 431	13 686
Receivable	21	3 228	1 036
Inventories	22	237	303
Other Assets	23	5 737	3 649
Total Current Assets		40 511	37 011
NON CURRENT ASSETS			
Property, Plant, Equipment and Vehicles	24	13 236	21 097
Works of Art	25	117	117
Total Non Current Assets		13 353	21 214
TOTAL ASSETS		53 864	58 225
CURRENT LIABILITIES			
Payables	26	1 982	1 886
Provisions	27	3 589	4 291
Interest Bearing Liabilities	28	4	216
Other Liabilities	29	6 561	6 633
Total Current Liabilities		12 136	13 026
NON CURRENT LIABILITIES			
Provisions	27	1 332	1 170
Interest bearing liabilities	28	8	213
Total Non Current Liabilities		1 340	1 383
Total Liabilities		13 476	14 409
EQUITY			
Accumulated Surplus	30	29 615	32 233
Asset Revaluation Reserve		10 773	11 583
Total Equity		40 388	43 816
TOTAL LIABILITIES AND EQUITY		53 864	58 225

The Statement of Financial Position should be read in conjunction with the accompanying notes.

**DEPARTMENT OF TRAINING AND EMPLOYMENT
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2001**

		2000/01	1999/00
		Inflows (Outflows)	
	Notes	\$'000	\$'000
CASH FLOWS FROM GOVERNMENT			
Recurrent Appropriations		235 538	224 779
Capital Appropriations		7 810	7 810
NET CASH PROVIDED BY GOVERNMENT		243 348	232 589
Utilised as follows:			
CASH FLOWS FROM OPERATING ACTIVITIES			
Payments			
Employee Costs		(26 093)	(26 529)
Services and Supplies		(34 902)	(34 271)
Grants, Subsidies and Training Services		(279 636)	(269 366)
GST Payments on Purchases		(7 609)	11
GST Payments on Investing Activities		(212)	0
Other Payments		(301)	(91)
Receipts			
User Fees and Charges		10 424	9 897
Commonwealth Grants and Contributions		92 529	92 547
Trading Activity and Other		652	2 250
GST Receipts on Sales		6 165	(71)
GST Receipts from Taxation Authority		37	0
NET CASH PROVIDED BY / (USED IN) OPERATING ACTIVITIES	31 b	(238 946)	(225 623)
CASH FLOWS FROM INVESTING ACTIVITIES			
Purchase of non-current physical assets		(3 534)	(4 344)
Proceeds from sale of non-current physical assets		372	62
NET CASH PROVIDED BY / (USED IN) INVESTING ACTIVITIES		(3 162)	(4 282)
CASH FLOWS FROM FINANCING ACTIVITIES			
Finance Lease repayment of principal		(165)	(214)
NET CASH PROVIDED BY / (USED IN) FINANCING ACTIVITIES		(165)	(214)
CASHFLOWS FROM RESTRUCTURING ACTIVITIES			
Net cash inflows (outflows) resulting from net revenues and expenses from restructuring		(1 789)	(1 282)
NET CASH FLOWS PROVIDED BY /(USED IN) RESTRUCTURING ACTIVITIES		(1 789)	(1 282)
NET INCREASE (DECREASE) IN CASH HELD		(714)	1 188
Cash assets at the beginning of the financial year		32 023	30 835
CASH ASSETS AT THE END OF THE FINANCIAL YEAR	31 a	31 309	32 023

The Statement of Cash Flows should be read in conjunction with the accompanying notes.

OUTPUT SCHEDULE OF EXPENSES AND REVENUE

**DEPARTMENT OF TRAINING AND EMPLOYMENT
FINANCIAL STATEMENTS
FOR THE YEAR ENDING 30 JUNE 2001**

		Vocational Education and Training Services		Employment and Community Development Programs		Office of Youth Affairs Policy Development		Office of Youth Affairs Programs & Initiatives		TOTAL	TOTAL
		2000/01	1999/00	2000/01	1999/00	2000/01	1999/00	2000/01	1999/00	2000/01	1999/2000
	Notes	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
COST OF SERVICES											
Expenses from ordinary activities											
Employee expenses	4	23 130	23 737	4 700	4 112	452	377	595	125	28 877	28 351
Services and Supplies	5	27 915	29 071	6 024	6 081	280	148	575	334	34 794	35 634
Grants, Subsidies and Training Services	6	260 908	258 443	12 323	12 450	15	60	3 144	1 437	276 390	272 390
Borrowing Costs Expense	7	6	16	1	1	0	0	0	0	7	17
Depreciation Expense	8	2 612	2 783	294	324	9	3	2	1	2 917	3 111
Other Expenses from Ordinary Activities	11	999	429	21	20	22	(0)	(3)	6	1 039	455
Total operating expenses		315 570	314 479	23 363	22 988	778	588	4 313	1 903	344 024	339 958
Revenues from ordinary activities											
User Fees and Charges	12	9 666	9 422	50	(1)	0	0	31	1	9 747	9 422
Commonwealth Grants and Contributions	13	89 511	91 068	542	1 190	0	0	71	0	90 124	92 258
Net Profit on Disposal of Non Current Assets	9	46	8	9	1	0	0	0	0	55	9
Trading Profit	10	872	998	0	0	0	0	0	0	872	998
Other Revenues from Ordinary Activities	14	1 432	1 577	213	26	4	31	287	347	1 936	1 981
Total revenues from ordinary activities		101 527	103 073	814	1 216	4	31	389	348	102 734	104 668
NET COST OF SERVICES		(214 043)	(211 406)	(22 549)	(21 772)	(774)	(557)	(3 924)	(1 555)	(241 290)	(235 290)
REVENUES FROM GOVERNMENT											
Appropriations	15	216 119	208 297	22 509	22 633	734	411	3 986	1 249	243 348	232 590
Resources Received Free of Charge	16	459	528	15	22	0	0	0	0	473	550
Liabilities Assumed by the Treasurer	17	2 003	2 004	396	356	38	23	49	29	2 486	2 412
Total revenues from Government		218 581	210 829	22 919	23 011	772	434	4 035	1 278	246 307	235 552
Change in net assets before restructuring		4 538	(577)	370	1 239	(2)	(123)	111	(277)	5 017	262
Net Revenues/(expenses) from restructuring	18	(7 357)	(10 205)	0	0	(63)	(126)	(215)	(375)	(7 635)	(10 705)
CHANGE IN NET ASSETS AFTER RESTRUCTURING		(2 819)	(10 782)	370	1 239	(65)	(249)	(104)	(652)	(2 618)	(10 444)

The Output Schedule of Revenue and Expenses should be read in conjunction with the accompanying notes.

WESTERN AUSTRALIAN DEPARTMENT OF TRAINING AND EMPLOYMENT
SUMMARY OF CONSOLIDATED FUND
APPROPRIATIONS AND REVENUE ESTIMATES
FOR THE YEAR ENDED 30 JUNE 2001

	2000/2001			1999/2000		
	ESTIMATE \$' 000	ACTUAL \$' 000	VARIANCE \$' 000	ESTIMATE \$' 000	ACTUAL \$' 000	VARIATION \$' 000
Note 39						
RECURRENT						
Amounts required to fund outputs for the year	330,748	325,778	4,970	308,485	311,441	(2,956)
Less retained revenue - Section 23A of the Financial Administration and Audit Act	(95,781)	(88,154)	(7,627)	(85,781)	(88,507)	2,726
Item 106 - Amount provided to fund outputs for the year	234,967	237,624	(2,657)	222,704	222,934	(230)
Approved Section 25(1) Transfer from Contract and Management Services to Department of Family and Childrens' Services Amount Authorised by Other Statutes Salaries and Allowances Act 1975	-	(2,278)	2,278	-	1,660	(1,660)
Total Recurrent Services	235,152	235,538	(386)	222,863	224,779	(1,916)
CAPITAL						
Item 183 - Amounts required for Capital Services for the year	23,393	23,229	164	26,737	21,976	4,761
Less retained revenue - Section 23A of the Financial Administration and Audit Act Amount provided for Capital Services for the year	(15,583)	(15,419)	(164)	(18,927)	(14,166)	(4,761)
	7,810	7,810	0	7,810	7,810	-
GRAND TOTAL	242,962	243,348	(386)	230,673	232,589	(1,916)
Details of Expenditure						
RECURRENT						
Outputs						
1 Vocational Education and Training Services	310,522	294,832	15,690	296,507	290,205	6,302
2 Employment and Community Development Programs	19,318	22,116	(2,798)	16,206	20,967	(4,761)
3 Youth Policy Development and Co-ordination	1,575	738	837	-	441	(441)
4 Youth Programs and Initiatives	5,946	4,374	1,572	-	1,964	(1,964)
	337,361	322,060	15,301	312,713	313,577	(864)
Adjustments - Add / (Less):						
Other funding sources (a)	(3,588)	-	(3,588)	(4,160)	-	(4,160)
Total Recurrent Expenditure	333,773	322,060	11,713	308,553	313,577	(5,024)
Less Retained Revenue	(95,781)	(88,154)	(7,627)	(85,781)	(88,507)	2,726
	237,992	233,906	4,086	222,772	225,070	(2,298)
Net change in amount carried over at beginning/ end of financial year	(2,840)	1,632	4,472	91	(291)	382
	235,152	235,538	(386)	222,863	224,779	(1,916)
CAPITAL						
Capital Expenditure	23,393	24,826	(1,433)	26,737	22,045	4,692
Less Retained Revenue	(15,583)	(15,419)	(164)	(18,927)	(14,166)	(4,761)
	7,810	9,407	(1,597)	7,810	7,879	(69)
Net change in amount carried over at beginning / end of financial year	-	(1,597)	1,597	-	(69)	69
	7,810	7,810	0	7,810	7,810	-
GRAND TOTAL OF APPROPRIATIONS	242,962	243,348	(386)	230,673	232,589	(1,916)
Details of Revenue Estimates						
Revenues disclosed as Operating Revenues						
Other	-	-	-	-	-	-
Total Revenue Estimates	-	-	-	-	-	-

- Note (a)** Actual expenditure for Output 1 (Vocational Education and Training Services) of \$294.832M should be compared to the net expenditure Estimate for Output 1 of \$306.934M (being the gross expenditure Estimate of \$310.522 less Other Adjustments of \$3.588M).
- (b)** The Department transferred reporting responsibilities for Office of Youth Affairs in March 2001, as a result of change in Ministerial portfolios to the Department of Family and Children Services.
- (c)** The Summary of Consolidated Fund Appropriation and Revenue Estimates should be read in conjunction with the accompanying notes. This Summary provides the basis for the Explanatory Statement information requirements of T1 945.

DEPARTMENT OF TRAINING AND EMPLOYMENT
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDING 30 JUNE 2001

1 Departmental mission and funding

The Department's mission is to *maximise training and employment opportunities for Western Australians through the development and strategic management of the vocational education and training system and the provision of employment services.*

The Department's role is principally assisting the Minister in the administration of the Vocational Education and Training (VET) Act 1996.

The Department is predominantly funded by Parliamentary appropriations. The Institutions within the Department deliver some training courses on a fee-for-service basis. The fees charged are determined by prevailing market forces. The financial statements encompass all Funds through which the Department controls resources to carry on its functions.

The financial statements of the Department incorporate the institutions established under the VET Act 1996, the Office of the State Training Board and the Training Accreditation Council.

In the process of reporting on the Department as a single entity, all intra-entity transactions and balances have been eliminated.

2 Significant Accounting Policies

The following accounting policies have been adopted in the preparation of the financial statements. Unless otherwise stated these policies are consistent with those adopted in the previous year.

General Statement

The financial statements constitute a general purpose financial report which has been prepared in accordance with Australian Accounting Standards and Urgent Issues Group (UIG) Consensus Views as applied by the Treasurer's Instructions. Several of these are modified by the Treasurer's Instructions to vary application, disclosure, format and wording. The Financial Administration and Audit Act and the Treasurer's Instructions are legislative provisions governing the preparation of financial statements and take precedence over Australian Accounting Standards and UIG Consensus Views. The modifications are intended to fulfil the requirements of general application to the public sector together with the need for greater disclosure and also to satisfy accountability requirements.

If any such modification has a material or significant financial effect upon the reported results, details of that modification and where practicable, the resulting financial effect, are disclosed in individual notes to these financial statements.

Basis of Accounting

The financial statements have been prepared in accordance with Australian Accounting Standard AAS 29 "Financial Reporting by Government Departments" as modified by Treasurer's Instruction 1101A "Financial Reporting by Departments on an Accrual Basis".

The statements have been prepared on the accrual basis of accounting using the historical cost convention, with the exception of certain non-current assets which subsequent to initial recognition, have been stated at valuation as provided by the Valuer General's Office (see note 24). Additions to non-current physical assets since valuation are stated at cost.

Net Revenues and Expenses From Restructuring

Effective 1 January 2001, CY O'Connor College was established as an autonomous college under the VET Act 1996. On this date, the Department transferred out their related assets and liabilities. In addition, effective 9 March 2001 the functions of the Office of Youth Affairs were transferred from the Department to the Department for Family and Children's Services.

The net result of the above is reported in the 2000/2001 Statement of Financial Performance of the Department as the 'Net Revenues/(Expenses) from Restructuring'.

DEPARTMENT OF TRAINING AND EMPLOYMENT
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDING 30 JUNE 2001

(a) Appropriations

Appropriations in the nature of revenue, whether recurrent or capital, are recognised as revenues in the period in which the Department gains control of the appropriated funds. The Department gains control of the appropriated funds at the time those funds are deposited into the Department's bank account. Appropriations which are repayable to the Treasurer are recognised as liabilities.

(b) Net Appropriation Determination

Pursuant to section 23A of the Financial Administration and Audit Act, the net appropriation determination by the Treasurer provides for retention of the following moneys received by the Department:

- Commonwealth Grants and Contributions
- User fees and charges

Retained revenues may only be applied to the outputs specified in the 2000-2001 Budget Statements.

Details of retained revenues are disclosed in the Summary of Consolidated Fund Appropriations and Revenue Estimates.

(c) Grants and Other Contributions Revenue

Grants, donations, gifts and other non-reciprocal contributions are recognised as revenue when the Department obtains control over the assets comprising the contributions. Control is normally obtained upon their receipt.

Contributions are recognised at their fair value. Contributions of services are only recognised when a fair value can be reliably determined and the services would be purchased if not donated.

(d) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of their future economic benefits.

Depreciation is provided for on the straight line basis, using rates which are reviewed annually. Useful lives for each class of depreciable asset are:

Buildings	25 - 50 years
Motor Vehicles, Marine Crafts and Trailers	5 - 8 years
Plant, Furniture, General Equipment	4 - 8 years
Computing, Communications & Software	1 - 8 years

Works of Art controlled by the Department are classified as heritage assets. They are anticipated to have very long and indeterminate useful lives. Their service potential has not, in any material sense, been consumed during the reporting period. As such, no amount for depreciation has been recognised in respect of them.

(e) Employee Entitlements

Annual Leave

This entitlement is recognised at current remuneration rates and is measured at the amount unpaid at the reporting date in respect to employees' service up to that date.

Long Service Leave

A liability for long service leave is recognised, and 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. Consideration is given, when assessing expected future payments, to expected future wage and salary levels including relevant on costs, experience of employee departures and periods of service. Expected future payments are discounted using interest rates to obtain the estimated future cash outflows.

DEPARTMENT OF TRAINING AND EMPLOYMENT
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDING 30 JUNE 2001

This method of measurement of the liability is consistent with the requirements of Australian Accounting Standard AAS 30 "Accounting for Employee Entitlements".

Superannuation

Staff may contribute to the Superannuation and Family Benefits Act Scheme, a defined benefits pension scheme now closed to new members, or to the Gold State Superannuation Scheme, a defined benefit lump sum scheme now also closed to new members. All staff who do not contribute to either of these schemes become non-contributory members of the West State Superannuation Scheme, an accumulation fund complying with the Commonwealth Government's Superannuation Guarantee (Administration) Act 1992.

The superannuation expense comprises the following elements:

- (i) change in the unfunded employer's liability in respect of current employees who are members of the Superannuation and Family Benefits Act Scheme and current employees who accrued a benefit on transfer from that scheme to the Gold State Superannuation Scheme; and
- (ii) notional employer contributions which would have been paid to the Gold State Superannuation Scheme and West State Superannuation Scheme if the Department had made concurrent employer contributions to those Schemes.

The Superannuation expense does not include payment of pensions to retirees, as this does not constitute part of the cost of services provided by the Department in the current year.

(f) Leases

The Department's rights and obligations under finance leases, which are leases that effectively transfer to the Department substantially all of the risks and benefits incidental to ownership of the leased items, are initially recognised as assets and liabilities equal in amount to the present value of the minimum lease payments. The assets are disclosed as plant, equipment and vehicles under lease and are depreciated to the Statement of Financial Performance over the period during which the Department is expected to benefit from use of the leased assets. Minimum lease payments are allocated between interest expense and reduction of the lease liability, according to the interest rate implicit in the lease.

Finance lease liabilities are allocated between current and non-current components. The principal component of lease payments due on or before the end of the succeeding year is disclosed as a current liability, and the remainder of the lease liability is disclosed as a non current liability.

The Department has entered into a number of operating lease arrangements for the rent of the office building where the lessor effectively retains all of the risks and benefits incident to ownership of the items held under the operating leases. Equal instalments of the lease payments are charged to the Statement of Financial Performance over the lease term as this is representative of the pattern of benefits to be derived from the leased property.

(g) Receivables

Receivables are recognised at the amounts receivable as they are due for settlement no more than 30 days from the date of recognition.

Collectability of accounts receivable is reviewed on an ongoing basis. Debts which are known to be uncollectable are written off. A provision for doubtful debts is raised where doubts as to collection exists.

(h) Accrued Salaries

The accrued salaries suspense account consists of amounts paid annually into a suspense account over a period of 10 financial years to largely meet the additional cash outflow in each eleventh year when 27 pay days occur in that year instead of the normal 26. No interest is received on this account.

DEPARTMENT OF TRAINING AND EMPLOYMENT
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDING 30 JUNE 2001

Accrued salaries represent the amount due to staff but unpaid at the end of the financial year, as the end of the last pay period for that financial year does not coincide with the end of the financial year. Accrued salaries are settled within a few days of financial year end. The Department considers the carrying amount of accrued salaries to be equivalent to the net fair value.

(i) Payables

Payables, including accruals not yet billed, are recognised when the Department becomes obliged to make future payments as a result of a purchase of assets or services. Payables are generally settled within 30 days or, where required by suppliers on shorter terms.

(j) Inventories

Inventories are valued at the lower of cost or net realisable value. Costs are assigned by the method most appropriate to each particular class of inventory, with the majority being valued on a first in first out basis.

(k) Resources Received Free of Charge or For Nominal Value

Resources received free of charge or for nominal value which can be reliably measured are recognised as revenues and as assets or expenses as appropriate at fair value.

(l) Revenue Recognition

Revenue from the sale of goods and disposal of other assets and the rendering of services, is recognised when the Department has passed control of the goods or other assets or delivery of the service to the customer.

(m) Joint Venture Operations

Interests in joint venture operations have been reported in the financial statements including the Department's share of assets employed in the joint ventures, the share of liabilities incurred in relation to the joint ventures and the share of any expenses incurred in relation to the joint ventures in their respective classification categories.

(n) Revaluation of Land and Buildings

The Department has a policy of valuing land, buildings and infrastructure at fair value. These are based on the following methods:

- * Land: 'Current Existing Use' valuation basis for primarily all Crown Land and 'Current Market Valuation' basis for freehold title land.
- * Buildings: Estimated Replacement Cost based on building area and Market Valuation. The basis of depreciation at a rate of 2-4% straight line per annum, calculated on the effective age of the building. Effective age is the estimated equivalent age of the building taking into account the year the buildings were built and subsequent maintenance renovation and extensions.

(o) Comparative Figures

Comparative figures are, where appropriate, reclassified so as to be comparable with the figures presented in the current financial year.

3 Outputs of the Department

Information about the Department's outputs and, the expenses and revenues which are reliably attributable to those outputs is set out in the Outputs Schedule.

The four key outputs of the Department:

Output 1: Vocational Education and Training Services.

The strategic management of the investment of government resources in the State VET system including the planning, purchasing and monitoring of VET services.

DEPARTMENT OF TRAINING AND EMPLOYMENT
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDING 30 JUNE 2001

Output 2: Employment and Community Development Programs

To improve the employment environment in WA through a number of initiatives that assist job-seekers, industry and the community in general.

Output 3: Youth Policy Development and Co-ordination. *

To develop, co-ordinate and implement youth policy initiatives and programs across the Government and non-Government sectors; and improve access to information and links to community resources for youth.

Output 4: Youth Programs and Initiatives. *

To develop, implement and evaluate programs and initiatives that address the needs of young people.

* Transferred to Department for Family and Children's Services on 9 March 2001.

	2000/01 \$'000	1999/00 \$'000
4 Employee Expenses		
Salaries	26 085	25 380
Change in employee entitlements provision	306	558
Superannuation	2 486	2 413
	<u>28 877</u>	<u>28 351</u>

	Expenses incurred	Resources received	TOTAL 2000/01	TOTAL 1999/00
	free of charge			
	\$'000	\$'000	\$'000	\$'000
Other Staffing Costs (including staff development)	730	0	730	732
Communications	3 051	0	3 051	2 644
Energy and Water Costs	234	0	234	264
Fees and Charges	21 301	100	21 401	20 633
Repairs and Maintenance	1 721	0	1 721	2 198
Travel and Transport	1 324	0	1 324	1 322
Rent and Operating Lease Charges	3 383	8	3 391	3 284
Consumable Supplies and Minor Equipment	2 607	0	2 607	3 093
Minor Capital Works	302	0	302	1 425
Finance Charges	33	0	33	39
	<u>34 686</u>	<u>108</u>	<u>34 794</u>	<u>35 634</u>

6 Grants, Subsidies and Training Services

This expenditure item reflects grants, subsidies and contract service payments for the delivery of training and employment initiatives made by the Department to private training providers and the autonomous public training providers.

Mainstream Delivery of Training and Education Services	249 645	251 319
Other Operating Grants and Subsidies	3 962	3 073
Capital Grants (a)	22 783	17 998
	<u>276 390</u>	<u>272 390</u>

(a) Capital grants are monies granted to public and private providers and capital works expenditure incurred by the Department on behalf of the public providers.

7 Borrowing Cost Expense

Finance lease finance charges	7	17
Interest paid	0	0
	<u>7</u>	<u>17</u>

DEPARTMENT OF TRAINING AND EMPLOYMENT
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDING 30 JUNE 2001

	2000/01 \$'000	1999/00 \$'000
8 Depreciation Expense		
Buildings	430	469
Motor Vehicles, Trailers & Marine Craft	10	22
Plant, Furniture & General Equipment	343	272
Computer, Communications Equipment & Software	2 019	2 154
Leased Plant, Furniture & General Equipment	6	6
Leased Computer, Communications Equipment & Software	109	188
Total	<u>2 917</u>	<u>3 111</u>
9 Net Profit (Loss) on Disposal of Non-Current Assets		
Motor Vehicles, Caravan & Marine Craft	11	4
Plant, Furniture & General Equipment	(23)	10
Computer, Communications Equipment & Software	67	(5)
	<u>55</u>	<u>9</u>
Proceeds from disposal of non-current assets	372	70
Trade-in value from disposal of non-current assets	67	0
Total proceeds on disposal of non-current assets	<u>439</u>	<u>70</u>
10 Trading Profit		
Publications	886	993
Book Shop	(14)	10
Cafeteria	0	(5)
Trading Profit	<u>872</u>	<u>998</u>
Sales	1 296	1 608
Less: Cost of goods sold	424	610
Trading Profit	<u>872</u>	<u>998</u>
Trading activities are determined by sales revenue less direct cost of goods sold. They include the trading activities of institutions such as publications, bookshop and cafeteria.		
11 Other Expenses From Ordinary Activities		
Student Prizes / Awards	218	114
Provisions, Losses and Write-offs	0	19
Bad and Doubtful Debts	24	28
Prior Year Adjustments	711	203
Miscellaneous (a)	86	91
	<u>1 039</u>	<u>455</u>
Write-offs expensed in the operating statement, will differ from the amounts above as most bad debts are written off against the provision for doubtful debts. Amounts written off in accordance with section 45 of the Financial Administration and Audit Act:		
By Accountable Officer	13	22
By Minister	13	0
By Executive Council	0	0
	<u>26</u>	<u>22</u>
Losses of public moneys and public and other property through theft or default	6	37
Amount recovered	(6)	(37)
(a) Gifts of Public Properties		
Miscellaneous includes Gifts of Public Properties provided by the Department	<u>53</u>	<u>54</u>

DEPARTMENT OF TRAINING AND EMPLOYMENT
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDING 30 JUNE 2001

	2000/01 \$'000	1999/00 \$'000
12 User Fees and Charges		
Fees and Charges	838	781
Fee For Service	8 909	8 643
Ancillary Trading	0	(2)
	<u>9 747</u>	<u>9 422</u>
13 Commonwealth Grants and Contributions		
Recurrent	74 705	75 359
Capital	15 419	16 899
	<u>90 124</u>	<u>92 258</u>
14 Other Revenues from Ordinary Activities		
Joint Ventures (a)	14	14
Interest Received	783	617
Recoveries, Refunds and Recoups	552	41
Donations	162	20
Miscellaneous Revenue	425	1 289
	<u>1 936</u>	<u>1 981</u>
 (a) TAFE International WA has entered into the following joint venture:		
TAFE International WA entered with SMEC International Pty Ltd, Bourne Griffiths (Vietnam) Ltd, Bourne Griffiths International Pty Ltd & Denboer Pty Ltd into a joint venture to provide consultancy services to the Power Company No. 1 of Hanoi City, Vietnam. TAFE International WA's role is to provide project management services and is one of five parties to the joint venture. TAFE International WA has no interest in the assets employed and liabilities incurred in the joint venture.		
 The operating results for the year are:		
Gross Revenue	17	17
Gross Expenditure	(3)	(3)
	<u>14</u>	<u>14</u>
15 Appropriations		
Consolidated Fund:		
Recurrent Funding	235 538	224 780
Capital Funding	7 810	7 810
	<u>243 348</u>	<u>232 590</u>
16 Resources Received Free of Charge		
Resources received free of charge have been determined on the basis of the following estimates provided by agencies:		
Office of the Auditor General - external audit services	80	90
Ministry of Premier and Cabinet - property management services	8	0
Department of Contract and Management Services - contract services	0	379
Education Department - accommodation and associated charges	1	17
Valuer General's Office - Land and Building Valuation Services	0	0
Treasury Department - banking services	0	12
Department of Land Administration - valuation and associated services	3	2
Crown Solicitor's Office - legal services	16	50
	<u>108</u>	<u>550</u>
 Assets Transferred In From College *	 365	 0
Refer to note 6 for resources received free of charge by expense category.	<u>473</u>	<u>550</u>
 * Represents land transferred from Kimberley College in July 2000, identified as surplus to College requirements.		
17 Liabilities Assumed by the Treasurer		
Superannuation	<u>2 486</u>	<u>2 412</u>

DEPARTMENT OF TRAINING AND EMPLOYMENT
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDING 30 JUNE 2001

	2000/01 \$'000	1999/00 \$'000
18 Net Revenues/(Expenses) from Restructuring		
Effective from 1 January 2001, CY O'Connor College was ceased as an Institution under the management and control of the Chief Executive of the Department and established as a Statutory Authority in accordance with the Order made by the Minister for Employment and Training under section 35 of the Vocational Education and Training Act 1996.		
Effective from 1 July 1999, Kimberley College was ceased as an Institution under the management and control of the Chief Executive of the Department and established as a Statutory Authority in accordance with the Order made by the Minister for Employment and Training under section 35 of the Vocational Education and Training Act 1996.		
The Office of Youth Affairs transferred from Department of Contract and Management Services to Department of Training and Employment on 3 March 2000 as a result of change in Ministerial portfolios. Subsequently March 9, 2001 the Office of Youth Affairs was transferred out to Department of Family and Children Services as a result of change in Ministerial portfolios.		
The net assets transferred out or taken up as a result of the restructuring events were:		
CY O'Connor College transferred out 1 January 2001	(7 811)	0
Kimberley Regional College transferred out 1 July 1999	0	(10 456)
Office of Youth Affairs taken up March 2000 and transferred out April 2001	176	(250)
	<u>(7 635)</u>	<u>(10 706)</u>
Transfer In		
Current Assets	0	0
Non Current Assets	0	28
Current Liabilities	0	(278)
Non Current Liabilities	0	0
Asset Revaluation Reserve	0	0
	<u>0</u>	<u>(250)</u>
Transfer Out		
Current Assets	(2 022)	(1 490)
Non Current Assets	(8 326)	(9 538)
Current Liabilities	1 378	703
Non Current Liabilities	525	44
Asset Revaluation Reserve	810	(175)
	<u>(7 635)</u>	<u>(10 456)</u>
Net Result of Net Assets Transferred In/Out	<u>(7 635)</u>	<u>(10 706)</u>
19 Cash Assets		
Cash on Hand and other amounts in suspense	46	49
Operating Bank Account	20 832	16 333
Term Deposits	0	1 955
	<u>20 878</u>	<u>18 337</u>
20 Restricted Cash Assets		
Commonwealth Specific Purpose Funds	4 609	6 377
Capital Program Trust Account (a)	4 211	5 801
Income Tax Deductions Account	0	1
Salaries Deduction Account	4	(2)
Accrued Salaries Suspense Account (b)	1 607	1 509
	<u>10 431</u>	<u>13 686</u>
(a) Capital Funds comprise Commonwealth and State Funds designated for Capital Works Program.		
(b) Amount held in suspense account is only to be used for the purpose of meeting the 27th pay in a financial year that occurs every 11 years		

DEPARTMENT OF TRAINING AND EMPLOYMENT
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDING 30 JUNE 2001

	2000/01 \$'000	1999/00 \$'000
21 Receivables		
Receivables includes general debtors, student debtors and over paid salaries.		
Receivables	2 007	1 027
Provision for doubtful debts	(14)	(50)
GST Receivable	1 235	59
Net Receivables	3 228	1 036
22 Inventories		
Non Trading Inventory	27	27
Trading Inventory		
Publications	210	204
Book Shop	0	73
Cafeteria	0	0
	210	277
	237	303
Provision for Obsolete Stock	0	0
	237	303
23 Other Assets		
Current		
Prepayments	3 157	3 269
Accrued Income	2 580	380
	5 737	3 649
24 Non Current Assets		
24a Property, Plant, Equipment and Vehicles		
Land	3 225	
At Fair Value (a)		3 299
At Valuation	3 225	3 299
Buildings		
At Cost	0	1 945
Accumulated Depreciation	0	0
Written Down Value	0	1 945
Buildings		
At Fair Value (a)	13 640	0
Accumulated Depreciation	(8 456)	0
Written Down Value	5 184	0
At Valuation	0	18 769
Accumulated Depreciation	0	(9 839)
Written Down Value	0	8 930
Buildings Under Construction		
Construction Costs	0	805

- (a) The revaluation of land and buildings was performed in July 1999 in accordance with an independent valuation by the Valuer General's Office. Fair value has been determined on the following basis:

These are based on the following methods:

- * Land: 'Current Existing Use' valuation basis for primarily all Crown Land and 'Current Market Valuation' basis for freehold title land.
- * Buildings: Estimated Replacement Cost based on building area and Market Valuation.
The basis of depreciation at a rate of 2-4% straight line per annum, calculated on the effective age of the building. Effective age is the estimated equivalent age of the building taking into account the year the buildings were built and subsequent maintenance renovation and extensions.

DEPARTMENT OF TRAINING AND EMPLOYMENT
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDING 30 JUNE 2001

	2000/01 \$'000	1999/00 \$'000
Motor Vehicles, Caravan & Marine Craft - At Cost	33	221
Accumulated Depreciation	<u>(32)</u>	<u>(102)</u>
Written Down Value	1	119
Plant, Furniture & General Equipment - At Cost	2 353	2 903
Accumulated Depreciation	<u>(1 072)</u>	<u>(1 282)</u>
Written Down Value	1 281	1 621
Computer, Communications Equipment & Software - At Cost	11 118	10 981
Accumulated Depreciation	<u>(7 586)</u>	<u>(7 015)</u>
Written Down Value	3 532	3 966
Leased Plant, Furniture & General Equipment	21	43
Accumulated Amortisation	<u>(8)</u>	<u>(12)</u>
Net Value	13	31
Leased Computer & Communications Equipment & Software	0	662
Accumulated Amortisation	<u>(0)</u>	<u>(281)</u>
Net Value	(0)	381
Total Property, Plant, Equipment and Vehicles	<u>13 236</u>	<u>21 097</u>

24b Reconciliations

Reconciliations of the carrying amounts of property, plant, equipment and vehicles at the beginning and end of the current and previous financial year are set out in note 24(b) below.

24b Non Current Assets Reconciliation

2000/2001

	Land	Buildings	Motor vehicles, Caravan & Marine Craft	Plant, Furniture & General Equipment	Computer, Communications Equipment & Software	Capital Works in Progress	Leased plant, furniture & General Equipment	Leased Computer & Communications Equipment & Software	TOTAL
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Carrying amount at start of year	3 299	10 875	119	1 621	3 966	805	31	381	21 097
Additions	365	0	81	183	1 857	1 239	10	161	3 896
Disposals	(365)	0	(65)	(32)	(48)	0	(4)	(0)	(514)
Additions through acquisitions	0	0	0	0	0	0	0	0	0
Revaluation increments	0	0	0	0	0	0	0	0	0
Revaluation decrements	0	0	0	0	0	0	0	0	0
Depreciation and amortisation	0	(430)	(10)	(344)	(2 018)	0	(6)	(109)	(2 917)
Restructuring activities	(74)	(5 261)	(124)	(147)	(225)	(2 044)	(18)	(433)	(8 326)
Write-off of assets destroyed by earthquake	0	0	0	0	0	0	0	0	0
Change in accounting policy	0	0	0	0	0	0	0	0	0
Carrying amount at end of year	3 225	5 184	1	1 281	3 532	0	13	0	13 236

1999/2000

	Land	Buildings	Motor vehicles, Caravan & Marine Craft	Plant, Furniture & General Equipment	Computer, Communications Equipment & Software	Capital Works in Progress	Leased plant, furniture & General Equipment	Leased Computer & Communications Equipment & Software	TOTAL
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Carrying amount at start of year	5 184	12 325	397	1 053	5 337	4 386	26	369	29 077
Additions	0	1 945	50	1 132	1 187	2 128	11	307	6 760
Disposals	0	0	(39)	(12)	(86)	(1 916)	0	(107)	(2 160)
Additions through acquisitions	0	0	0	0	0	0	0	0	0
Revaluation increments	5	815	0	0	0	0	0	0	820
Revaluation decrements	(751)	0	0	0	0	0	0	0	(751)
Depreciation and amortisation	0	(469)	(22)	(272)	(2 154)	0	(6)	(188)	(3 111)
Restructuring activities	(1 139)	(3 741)	(267)	(280)	(318)	(3 793)	0	0	(9 538)
Write-off of assets destroyed by earthquake	0	0	0	0	0	0	0	0	0
Change in accounting policy	0	0	0	0	0	0	0	0	0
Carrying amount at end of year	3 299	10 875	119	1 621	3 966	805	31	381	21 097

DEPARTMENT OF TRAINING AND EMPLOYMENT
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDING 30 JUNE 2001

	2000/01 \$'000	1999/00 \$'000
25 Works of Art		
At Valuation	117	117
The valuation of works of art is in accordance with an independent valuation which was undertaken by Gregsons Flanagan Fine Art Auctioneers on the basis of current market value at 15/6/98.		
26 Payables		
Accounts Payable for Goods and Services Received	1 986	1 888
Payroll Related Deductions Suspense Accounts	(4)	(2)
	1 982	1 886
27 Provisions		
Employee Entitlements		
(a) Current		
Annual Leave	1 465	1 850
Long Service Leave	2 124	2 441
Other Leave Provisions	0	0
	3 589	4 291
(b) Non Current		
Long Service Leave	1 332	1 170
	1 332	1 170
28 Interest Bearing Liabilities		
(a) Current Liabilities		
Leased Plant, Furniture & General Equipment	4	8
Leased Computer & Communications Equipment & Software	(0)	208
	4	216
(b) Non Current Liabilities		
Leased Plant, Furniture & General Equipment	8	26
Leased Computer & Communications Equipment & Software	(0)	187
	8	213
29 Other Current Liabilities		
Income Received in Advance	3 027	2 386
Accrued Expenses for Goods and Services Received	2 903	3 566
Accrued Salaries	574	643
Other	57	38
	6 561	6 633
30 Equity		
Equity represents the residual interest in the net assets of the Department. The Government holds the equity interest in the Department on behalf of the community. The asset revaluation reserve represents that portion of equity resulting from the revaluation of non current assets.		
(a) Accumulated Surplus		
Balance at the beginning of the year	32 233	34 804
Change in net assets after restructuring	(2 618)	(10 444)
Net initial adjustment or adoption of a new accounting standard or UIG consensus view	0	7 873
Balance at the end of the year	29 615	32 233
(b) Asset Revaluation Reserve		
Balance at the beginning of the year	11 583	11 338
Revaluations During the Year (i)	0	70
	11 583	11 408
Asset Revaluation Transferred due to Restructure (refer to notes 2 and 18)	(810)	175
Balance at the end of the year	10 773	11 583
(i) Revaluations recognised during the year were in respect of:		
Land	0	(745)
Buildings	0	815
	0	70

DEPARTMENT OF TRAINING AND EMPLOYMENT
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDING 30 JUNE 2001

	2000/01 \$'000	1999/00 \$'000
31 Notes to the Statement of Cash Flows		
a) Reconciliation of Cash		
For the purposes of the Statement of Cash Flows, "cash" has been deemed to include cash on hand and amounts in suspense, cash at bank, term deposits and restricted cash. Cash at the end of the financial year as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial Position as follows:		
Cash on Hand and other amounts in suspense	47	49
Accrued Salaries Suspense Account	1 607	1 509
Operating Bank Account	20 832	16 333
Term Deposits	0	1 955
Restricted Cash	8 823	12 177
Total cash as at year end	31 309	32 023
Controlled Cash at year end as per Statement of Cash Flows	31 309	32 023
b) Reconciliation of Net Cash Flows Provided by / (Used in) Operating Activities to the Net Cost of Services:		
Net cash provided by / (used in) operating activities	(238 946)	(225 623)
<i>Change in Operating Assets and Liabilities</i>		
Increase/(Decrease) in receivables	1 024	(4 668)
Increase/(Decrease) in inventories	6	(45)
Increase/(Decrease) in prepayments	(89)	906
(Increase)/Decrease in accounts payable	17	(342)
(increase)/Decrease in liability for employee entitlements	(306)	(70)
(Increase)/Decrease Income Advances	(1 056)	(102)
(Increase)/Decrease in other current liabilities and accrued expenses	690	788
Increase/(Decrease) in accrued income	2 201	5
<i>GST Cashflows recoverable from ATO</i>	1 040	0
<i>Adjustments for non cash items</i>		
Profit / (Loss) on disposal on non-current assets	55	9
Depreciation Expense	(2 917)	(3 111)
Write-off and losses	(24)	(48)
(Add) / Less prior year & non cash adjustments	(390)	(27)
Resources received free of charge	(109)	(550)
Notional superannuation (liability assumed by the Treasurer)	(2 486)	(2 412)
Net cost of services as per operating statement	(241 290)	(235 290)
32 Lease Commitments		
(a) Commitments in relation to leases contracted for at the reporting date but not recognised as liabilities, payable:		
Within 1 year	2 382	2 192
Later than 1 year and not later than 5 years	6 151	957
Later than 5 years	0	0
	8 533	3 149
Representing:		
Cancellable operating leases	0	0
Non-cancellable operating leases	8 532	3 154
Future finance charges on finance leases	1	16
	8 533	3 170

DEPARTMENT OF TRAINING AND EMPLOYMENT
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDING 30 JUNE 2001

	2000/01 \$'000	1999/00 \$'000
(b) Finance Lease Commitments		
At the reporting date, the Department had the following obligations under finance leases (these obligations are recognised as liabilities, refer to note 28)		
Not later than 1 year	5	205
Later than 1 year and not later than 5 years	5	240
Later than 5 years	3	0
Minimum lease payments	13	445
Less future finance charges	(1)	(16)
Present value of minimum lease payments	12	429
Included in the financial statements as:		
Current	4	216
Non-current	8	213

- (c) Non-Cancellable Operating Lease Commitments
- At the reporting date, the Department had the following obligations under non-cancellable operating leases (these obligations are not recognised as liabilities).

Not later than 1 year	2 382	2 192
Later than 1 year and not later than 5 years	6 151	957
Later than 5 years	0	5
Total	8 533	3 154

33 Expenditure Commitments

General expenditure commitments (a)		
Within 1 year	119 255	118 480
Later than 1 year and not later than 5 years	663	668
Later than 5 years	9	0
	119 927	119 148

(a). Includes commitments for 2001 College resource agreements of approximately \$102M (2000:\$96M)

Capital expenditure commitments		
Within 1 year	4 902	12 368
Later than 1 year and not later than 5 years	700	1 056
Later than 5 years	52	52
	5 602	13 476

	125 529	132 624
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The capital commitments include amounts for:

Buildings	5 602	13 476
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34 Remuneration and Retirement Benefits of Senior Officers

- (a) Remuneration

The Senior Officers include the Director General and General Managers of the Department, the Managing Director of Tafe International WA, the General Manager of WestOne, the Managing Director of CY O'Connor College of TAFE (July to December 2000) and the Executive Director of the Office of Youth Affairs.

The number of Senior Officers whose total fees, salaries and other benefits received, or due and receivable, for the financial year, who fall within the following bands is:

DEPARTMENT OF TRAINING AND EMPLOYMENT
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDING 30 JUNE 2001

	2000/01 \$'000	1999/00 \$'000
	No.	No.
\$50,001 - \$60,000	2 ***	0
\$60,001 - \$70,000	1 ***	1**
\$80,001 - \$90,000	1	0
\$90,001 - \$100,000	0	1
\$100,001 - \$110,000	2	4
\$120,001 - \$130,000	1	0
\$140,001 - \$150,000	0	1**
\$190,001 - \$200,000	0	1
\$200,001 - \$210,000	1*	0
\$230,001 - \$240,000	1**	0

* The Senior Officer in the \$200,001 to \$210,000 bracket received a retirement payout.

** The Department adopted a policy which enable employees to "cash-in" their leave entitlements. Where applicable, remuneration relating to the "cash-in" leave entitlements has been included in determining the senior officers remuneration.

*** Represents senior officers where period of service is less than 12 months.

	\$'000	\$'000
The total remuneration of Senior Officers is:	1 053	926

(b) Retirement Benefits

The following amounts in respect of retirement benefits for Senior Officers were paid or became payable for the financial year:

Redundancy payments

Notional contributions to Government Employees

Superannuation Act Schemes (Gold State and West State)

83	82
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Senior Officer(s) which are members of the Superannuation and Family Benefits Act Scheme

0	0
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35 Resources Provided Free of Charge

The following types of services are provided to other government agencies free of charge for functions outside the normal operations of the Department:

Marketing & Publications
Delivery Support Systems - Wide Area Network
College Management Information Systems Support
Accounting Services
Asset & Building Management Services
Industrial Relations Support
Fees, Taxes and other expenses incurred on behalf of Colleges

The estimated value of these services provided to the following agencies are:

Central Metropolitan College	1 443	865
Central West College	423	302
Challenger TAFE	1 076	628
CY O'Connor College (a)	210	0
Eastern Pilbara College	306	192
Great Southern Regional College	445	280
Kalgoorlie Campus of Curtin University	27	13
Kimberley College	403	268
Midland College	583	380
South East Metropolitan College	911	511
South West Regional College	566	322
West Coast College	897	548
West Pilbara College	252	180
	7 542	4 489

(a) As from 1 January 2001 the CY O'Connor College ceased to form part of the Department of Training and Employment and began operating as an autonomous college.

DEPARTMENT OF TRAINING AND EMPLOYMENT
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDING 30 JUNE 2001

2000/01
\$'000

1999/00
\$'000

36 Related and Affiliated Bodies

The Department has no related bodies for 2000/2001 and 1999/2000.

The Department provides more than 50% of the total operational funds for the following organisations. The instrument of creation of these bodies does not provide the Department with operational control over them. Under the Financial Administration and Audit Act (1985) such entities are considered to be "affiliated bodies". None of these entities are government organisations. The nature of assistance provided is in the form of grants and subsidies. These affiliated bodies and the amounts provided to them during the year are given below:

Aboriginal Music Corporation	0	753
Agtrain Services	7	21
Albany Worklink Inc	0	333
Armadale Kelmscott Joblink	149	126
Arts, Sport & Recreation ITC	244	222
Australasian Hotel Services Pty Ltd	328	275
Bridging the Gap - South	0	87
Bridging the Gap Rockingham/Kwinana	0	556
Broadening Horizons	112	96
Building Industries Group Trust	0	214
Building & Construction ITC	92	0
Business Starters Training and Advice Centre	212	0
Central Area Regional Training Scheme Inc	386	374
Co - Scope Job Link	163	144
College of Retail Trading	233	275
Community & Youth Training Services	196	0
Cyber Joblink	163	110
Daqua Training Services	18	0
Dental Nursing Australia	327	114
Dillon Whitelaw & Associates	415	191
DOVE Incorporated	279	491
Eastern Edge Employment and Business Centre	0	103
Elmside Nominees	66	60
Express Train	140	74
Farm Information Services Pty Ltd	42	0
Finance, Property & Business	190	0
Food & Beverage ITC	92	84
Forest heritage Centre Inc	233	173
Goldfields Esperance TAB	265	0
Goldfields Job Link	275	206
Hospitality & Tourism ITC	198	180
HTC Vocational Institute Pty Ltd	329	674
Job Link Enterprises	231	135
Job Link Joondalup	148	187
Job Link Midwest	0	144
Karayili Adult Education	87	392
KETE	51	0
Kuljak Aboriginal Employment & Culture	104	92
Kununurra Job Link	0	34
Light Manufacturing ITC	176	160
M & EJ Whitby Operator Trainer and Assessor	86	17
Mandurah Joblink	310	1239
Metals Manufacturing & Services	193	170
Midland Joblink	522	295
Midwest TAB	209	0
Morrison Consulting & Training	71	0
Murray Joblink Inc	106	130
Neil Headford and Associates Pty Ltd	10	

DEPARTMENT OF TRAINING AND EMPLOYMENT
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDING 30 JUNE 2001

	2000/01 \$'000	1999/00 \$'000
Newman Jobmate	97	80
Ngaanyatjarra Community College	59	243
North Perth Migrant Resource Centre	857	0
Northern Suburbs Career Options	127	142
Onslow Employment Project	73	60
Pep Employment Services (Inc)(Pep)	975	1196
Pre-Press Skills Pty Ltd	241	356
Pilbara Employment Information	88	113
Primary ITC	198	145
Process Manufacturing ITC	104	95
Radcliffe Holdings	150	368
Regional Training Services	0	689
Security Training Services	0	4
Services Job Link	85	76
Shearing Industry Consultants	190	297
South East Metropolitan Youth Action - Willetton	48	0
Steps Incorporated	139	98
Stirling Job Link	98	323
Taylor Weir School of Hairdressing	474	506
Training Administration	836	0
Transport & Storage ITC	173	157
Utilities, Electrotechnology and Printing ITC	0	435
Victoria Park Jobmate	460	0
WA Information, Electrotechnology & Utilities ITC	222	202
WA Residential Training Advisory Foundation	0	35
West Coast TAB	910	0
Wholesale, Retail & Personal Services	127	116
Willetton Job Link	0	87
Wooden Boat Works	180	0
XLT Industrial Training Pty Ltd	768	815
Youth Affairs Council of WA	0	65
	<hr/> 15137	<hr/> 15 634

37 Events Occurring After Reporting Date

The Department is not aware of any significant events occurring after reporting date.

38 Contingent Obligations

The Department is not aware of any contingent liabilities.

DEPARTMENT OF TRAINING AND EMPLOYMENT
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDING 30 JUNE 2001

39 Explanatory Statement

The Summary of Consolidated Fund Appropriations and Revenue Estimates discloses appropriations and other statutes expenditure estimates, the actual expenditures made and revenue estimates and payments into the Consolidated Fund, all on a cash basis. The following explanations are provided in accordance with Treasurer's Instructions 945:

Significant variations are considered to be those greater than 5% or \$5 million.

(a) Significant variations where actual expenditures exceeded or were less than estimates for the financial year.

Output 1: Vocational Education and Training Services

Estimate	Actual	Variance	
\$'000	\$'000	\$'000	%
310 522	294 832	15 690	5.05%

Structural changes to the Department meant that two Sections estimates moved between Output 1 and Output 2. Therefore the estimate was too high. The timing of the commencement and payment of a number of projects including the introduction of a new Financial Management System meant the actual expenditure did not match the estimate for the 2000/01 financial year.

Output 2: Employment and Community Development Programs

Estimate	Actual	Variance	
\$'000	\$'000	\$'000	%
19 318	22 116	(2 798)	(14.48%)

During the course of the year the Access & Participation and Aboriginal Services departments were added to the Output, neither of which had been included in the original Estimates for the output.

Output 3: Youth Policy Development and Co-ordination

Estimate	Actual	Variance	
\$'000	\$'000	\$'000	%
1 575	738	837	53.15%

The Estimate represents the full year anticipated expenditure while the actual result is for nine months only prior to the transfer to Family and Children's Services. The timing of the payments have also had an impact on the result.

Output 4: Youth Programs and Initiatives

Estimate	Actual	Variance	
\$'000	\$'000	\$'000	%
5 946	4 374	1 572	26.43%

The Estimate represents full year anticipated expenditure while the actual result is for nine months only, prior to the transfer to Family and Children's Services.

Capital

Estimate	Actual	Variance	
\$'000	\$'000	\$'000	%
23 393	24 826	(1 433)	(6.12%)

A number of project payments were carried forward from the 1999/00 financial year, notably the Peel and Henderson projects.

(b) Significant variations between actual outputs for the financial year and outputs for the immediately preceding financial year.

DEPARTMENT OF TRAINING AND EMPLOYMENT
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDING 30 JUNE 2001

Output 1: Vocational Education and Training Services

2001	2000	Variance	
\$'000	\$'000	\$'000	%
294 832	290 205	4 627	1.57%

There was increased expenditure on training services during the year, together with increases in salary rate for lecturers and administration staff.

Output 2: Employment and Community Development Programs

2001	2000	Variance	
\$'000	\$'000	\$'000	%
22 116	20 967	1 149	5.20%

During the course of the year the Access & Participation and Aboriginal Services departments were added to the Output, neither of which had previously been included in the Output.

Output 3: Youth Policy Development and Co-ordination

2000/2001	1999/2000	Variance	
\$'000	\$'000	\$'000	%
738	441	297	40.24%

The increase is due to the output (delivered through the Office of Youth Affairs) being with the department for a greater proportion of the year than in 1999/00, prior to being transferred to Family and Children's Services. In 1999/2000 OYA's activities were reported under the Department for a 3 month period and in 2000/01 for a 9 month period.

Output 4: Youth Programs and Initiatives

2000/2001	1999/2000	Variance	
\$'000	\$'000	\$'000	%
4 374	1 964	2 410	55.10%

The increase is due to the output (delivered through the Office of Youth Affairs) being with the department for a greater proportion of the year than in 1999/00, prior to being transferred to Family and Children's Services. In 1999/2000 OYA's activities were reported under the Department for a 3 month period and in 2000/01 for a 9 month period.

Capital Expenditure

2000/2001	1999/2000	Variance	
\$'000	\$'000	\$'000	%
24 826	22 045	2 781	11.20%

A number of project payments were carried forward from the 1999/00 financial year, notably the Peel and Henderson projects.

(c) Supplementary funding received during 2000/2001

The Training Output received additional funding of \$2.8M for the maintenance of activity levels.

(d) Transfer of Appropriations

The Treasurer has, in accordance with Section 25 (1) of the FAAA, approved the transfer of the appropriation of \$2.278M to Family and Children's Services in relation to the Office of Youth Affairs

DEPARTMENT OF TRAINING AND EMPLOYMENT
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDING 30 JUNE 2001

40 Financial Instruments

Interest Rate Risk Exposure

The Department's exposure to interest rate risk, repricing maturities and the effective interest rates on financial instruments are:

	Weighted average effective interest rate	Floating interest rate	Fixed Interest rate maturities			Non interest bearing	Total
			1 year or less	1 to 5 years	over 5 years		
As at 30 June 2001	%	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Financial Assets							
Cash Resources	6.24%	2 329				18 550	20 879
Restricted Cash Resources		10 430					10 430
Accounts Receivable						3 228	3 228
Total Financial Assets		12 759	0	0	0	21 777	34 537
Financial Liabilities							
Payables						1 983	1 983
Employee Entitlements						4 921	4 921
Interest Bearing Liab	8.33%		4	8			12
Other						3 533	3 533
Total Financial Liabilities		0	4	8	0	10 437	10 450

Accounts Receivable

Debtors are carried at nominal values due less any provision for doubtful debts. Student fees are payable within eight weeks of enrolment and a failure to pay by the due date will result in cancellation of enrolment.

Payables

Trade liabilities are settled within the following month or, where required by suppliers on shorter terms.

As at 30 June 2000

	Weighted average effective interest rate	Floating interest rate	Fixed Interest rate maturities			Non interest bearing	Total
			1 year or less	1 to 5 years	over 5 years		
	%	\$'000	\$'000	\$'000	\$'000	\$'000	TOTAL \$'000
Financial Assets							
Cash Resources	5.39%	386				17 951	18 337
Restricted Cash Reso	5.41%	13 686					13 686
Accounts Receivable						1 036	1 036
Total Financial Assets		14 072	0	0	0	18 987	33 059
Financial Liabilities							
Accounts Payable						1 886	1 886
Employee Entitlements						5 460	5 460
Lease Liabilities	12.34%		216	213			428
Other						4 248	4 248
Total Financial Liabilities		0	216	213	0	11 595	12 023

DEPARTMENT OF TRAINING AND EMPLOYMENT
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDING 30 JUNE 2001

Credit Risk Exposure

Except as detailed in the following table, the carrying amount of financial assets recorded in the financial statements, net of any provisions for losses, represents the department's maximum exposure to credit risk without taking account of the value of any collateral or other security obtained:

Financial Assets	Maximum Credit Risk	
	2001	2000
	\$0	\$0
Recognised Financial Assets		
<i>Debtors</i>		
Western Australian Government agencies	861	1 279
Government agencies of other jurisdictions	<u>82</u>	<u>17</u>
Total	<u>943</u>	<u>1 296</u>

Other financial instruments

The Department had no further financial instruments as at balance date.

Net Fair Values

The carrying amount of financial assets and financial liabilities recorded in the financial statements are not materially different from their net fair values, determined in accordance with the accounting policies disclosed in note 2 to the financial statements.

Glossary

AEEDO	Aboriginal Economic and Employment Development Officer
AEU	Adult Education Union
AMEP	Adult Migrant Education Program
ANTA	Australian National Training Authority
CaLD	Culturally and Linguistically Diverse
CDEP	Community Development Employment Program
ELICOS	English Language Intensive Courses for Overseas Students
IAS	Independent Assessment Service
ICT	Information and Communication Technology
KPI	Key Performance Indicators
MLCR	Module Load Completion Rate
NCVER	National Centre for Vocational Education Research
OHS	Occupational Health and Safety
RTO	Registered Training Organisation
SCH	Student Contract Hour
TIWA	TAFE International Western Australia
VET	Vocational Education and Training

The term Indigenous is used throughout this document to represent both Aboriginal and Torres Strait Islander people.

Contact Details

Central Office

Level 2, 151 Royal Street
EAT PERTH WA 6004

Switch Board

Telephone: 9235 6222 Facsimile: 9235 6224

Community Relations

Telephone: 9235 6319 Facsimile: 9235 6014

The Department of Training operates several additional services:

Western Australian Training Information Centre

Ground Floor, Albert Facey House

469-489 Wellington Street

Perth WA 6000

Telephone: 061 8 9325 9322 or 1800 999 167

Facsimile: 061 8 9321 1422

E-mail: information@afh.training.wa.gov.au

TAFE Admissions Centre

Level 5, 190 St Georges Tce

Perth WA 6000

Telephone: 061 8 9235 8888

Facsimile: 061 8 9235 8881

TAFE International Western Australia

1 Prospect Place

West Perth WA 6006

Telephone: 061 8 9227 3333

Facsimile: 061 8 9227 8393

E-mail: study@tiwa.com.au

Overseas Qualifications Unit

Level 7, 190 St Georges Tce

Perth WA 6000

Telephone: 061 8 9320 3777

Facsimile: 061 8 9320 3700

E-mail: skill@tiwa.com.au

WestOne Services

1 Prospect Place

West Perth WA 6005

Telephone: 061 8 9229 5206

Facsimile: 061 8 9227 8393

E-mail: infodesk@westone.wa.gov.au

www.training.wa.gov.au

www.tafe.wa.gov.au

www.getaccess.wa.gov.au

www.westone.wa.gov.au

Our offices are open Monday to Friday 8:30am – 5:30pm.

The Department of Training's Regional Employment Branch has offices situated in five metropolitan and eight regional locations:

Metropolitan Employment Offices

Central Metropolitan Region

Albert Facey House
1st Floor, 469-489 Wellington Street
PERTH WA 6000
Telephone: 061 8 9322 5933
Facsimile: 061 8 9322 5611

East Metropolitan Region

3 Brockman Road
MIDLAND WA 6056
Telephone: 061 8 9250 2761
Facsimile: 061 8 9250 4981

South East Metropolitan Region

Suite 7, 1919 Albany Hwy
MADDINGTON WA 6109
Telephone: 061 8 9493 6881
Facsimile: 061 8 9493 6884

South West Metropolitan Region

Suite 3, Kwinana Professional Centre
Challenger Drive
KWINANA WA 6167
Telephone: 061 8 9439 5417
Facsimile: 061 8 9439 5419

North Metropolitan Region

2nd Floor, 52 Davidson Terrace
JOONDALUP WA 6027
Telephone: 061 8 9300 2133
Facsimile: 061 8 9300 2331

Regional Employment Offices

Goldfields Region

47 MacDonald Street
KALGOORLIE WA 6430
Telephone: 061 8 9091 3560
Facsimile: 061 8 9021 3405

Great Southern Region

1st Floor, Frederick House
70-74 Frederick Street
ALBANY WA 6330
Telephone: 061 8 9841 7233
Facsimile: 061 8 9841 8739

Kimberley Region

Shop 18
Kununurra Shopping Centre
Konkerberry Drive
KUNUNURRA WA 6743
Telephone: 061 8 9168 3235
Facsimile: 061 8 9168 3235

Mid-West Region

Margaret House,
Bill Sewell Complex,
Chapman Road
GERALDTON WA 6530
Telephone: 061 8 9921 8002
Facsimile: 061 8 9921 3842

Peel Region

32 Sutton Street
MANDURAH WA 6210
Telephone: 061 8 9581 1154
Facsimile: 061 8 9535 7109

Pilbara Region

Unit 12, Lotteries House
SOUTH HEDLAND WA 6722
Telephone: 061 8 9140 2697
Facsimile: 061 8 9140 1753

South West Region

Bunbury Tower, Podium Level
61 Victoria Street
BUNBURY WA 6230
Telephone: 061 8 9791 1966
Facsimile: 061 8 9791 1448

Wheatbelt Region

125 Fitzgerald Street
NORTHAM WA 6401
Telephone: 061 8 9622 5208
Facsimile: 061 8 9622 5217