

DEPARTMENT OF TRAINING
AND WORKFORCE DEVELOPMENT

2009–10
ANNUAL REPORT



Government of **Western Australia**
Department of **Training**
and **Workforce Development**

Contact details

Title 2009–2010 Annual Report
ISBN 1838-1804 (Print)
SCIS No. 1466992

Department of Training and Workforce Development
Level 2, 151 Royal Street, East Perth WA 6004
Return address for undelivered articles: Locked Bag 40, East Perth WA 6892
E: websupport@dtwd.wa.gov.au
W: dtwd.wa.gov.au

Limited printed copies are available from the Department of Training and Workforce Development, System Performance and Evaluation.

For further information please contact:

System Performance and Evaluation
T: 9238 2674
F: 9238 2631
E: spe@dtwd.wa.gov.au

General enquiries:

ApprentiCentre	13 19 54
Career Centre (formerly Career Development Centre)	9224 6500 and 13 23 98
Workforce Development Centres	13 64 64
Aboriginal Workforce Development Centre	9224 6535
Education and Training International	9218 2100
Overseas Qualifications Unit	9224 6566
TAFE Admissions	9224 6560
WestOne	9229 5220

© Department of Training and Workforce Development

Reproduction of this work in whole or part for educational purposes, within an educational institution and on condition that it is not offered for sale, is permitted by the Department of Training and Workforce Development.

This material is available on request in appropriate alternative formats.

CONTENTS

Statement of compliance	4
From the Director General	5
Executive Summary	11
Governance	14
Operational structure	16
Operational structure – Corporate Executive	17
Agency performance	21
Introduction	21
Policy, Planning and Innovation	21
Service Resource Management	27
Service Delivery	31
Education and Training International	36
Corporate and Governance	38
Key performance indicators	42
Significant issues impacting the Department	50
Disclosure and legal compliance	52
Independent Auditor General's Opinion	52
Financial statements	54
Ministerial directives	92
Ministerial and executive services	92
Other financial disclosures	93
Other legal requirements	98
Advertising	98
Disability Access and Inclusion Plan and Outcomes	98
Record Keeping Plan	99
Compliance with public sector standards and ethical codes	101
Government policy requirements	103
Appendices	106
1 – Support for other training institutions and non-government organisations ..	106
2 – Acronyms and glossary of terms	110
3 – Contacting State Training Providers	114
4 – Contacting Workforce Development Centres	116
5 – Feedback Form	118

STATEMENT OF COMPLIANCE

Hon Peter Collier MLC BA DipEd
Minister for Energy; Training and Workforce Development
11th Floor Dumas House
2 Havelock Street
WEST PERTH WA 6005

In accordance with section 63 of the *Financial Management Act 2006*, I hereby submit for your information and presentation to Parliament the Annual Report of the Department of Training and Workforce Development for the financial year ended 30 June 2010.

The report has been prepared in accordance with the provisions of the *Financial Management Act 2006*.



DR RUTH SHEAN
DIRECTOR GENERAL
DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT

10 September 2010



The new Department of Training and Workforce Development (the Department) was established on 30 October 2009. This first Annual Report for the Department represents operations and key performance indicators for the twelve month period commencing 1 July 2009 through to 30 June 2010, and financial operations for the period 30 October 2009 to 30 June 2010. The business operations were therefore overseen in part by the former Department of Education and Training.

On 31 August 2009 the Hon Colin Barnett Premier, and the Hon Peter Collier, Minister for Training and Workforce Development, announced the creation of the Department of Training and Workforce Development. This decision represented a shift from the combined Department of Education and Training, to ensure a more focused delivery

of both education and training services to the community, as well as a focus on the workforce requirements for the growing Western Australian economy.

One of our first tasks was to establish a reform agenda to guide the new Department during its first few months. We conducted an environmental scan of the training and workforce development area by meeting with a range of industry and training leaders from around the State. Based on our findings, we identified the following four key areas of focus to shape our first months.

- Working with industry and other key stakeholders to lead a vision for a future workforce which meets the development needs of Western Australia, and develop a workforce development plan for the State to be titled *Skilling WA – A Workforce Development Plan for Western Australia*.
- Reforming the training sector to be more responsive to demand from industry, community need, self employment opportunity and individual need, consistent with the State Training Plan and *Training WA: Planning for the Future 2009–2018*.
- Developing a governance, performance and accountability framework relevant to both public and private providers in which higher order principles of governance safeguard the government's investment.
- Introducing a contemporary business environment, including a service ethos for the Department to ensure internal coherence and accountability in planning, decision making, operations, evaluation and reporting.

These four goals form the basis of the Department's strategic plan which is scheduled for completion early in the 2010–11 financial year.



Our next task was to shape the Department to respond to our brief. Staff were engaged in the development of our five directorate approach, with much of the work being completed by a six person middle-management team which allocated branch functions into directorate streams. The structure seeks to achieve a clarity of purpose and a clarity of function through a three stream funder/purchaser/provider model, with additional streams for corporate and governance, and international coordination as enabled by the provisions of the *Vocational Education and Training Act 1996* (the VET Act).

We operated under the new structure as from 26 March 2010 with five directorates:

- Policy, Planning and Innovation;
- Service Resource Management;
- Service Delivery;
- Education and Training International; and
- Corporate and Governance.

We recruited afresh for the five corporate executive positions, and have appointed an outstanding team comprising people from both inside and outside the Department.

Concurrently with these developments, we have been establishing systems for the new Department. We now have a staff establishment with protocols to govern recruitment, a budget developed for the new structure taking a zero-based approach, and a policy system which coordinates the directions set by each directorate according to its brief. Operational plans have been adopted to guide our work for the next 12 months, and these will be acquitted every six months. These challenges have been considerable and have involved staff from all levels of the Department.

All of these reforms are over and above “business as usual”. When restructuring departments, there is never the luxury of letting business lie while working on the reforms. The past year has witnessed an inventory of remarkable achievements. We are currently preparing the first edition of the *Skilling WA – A Workforce Development Plan for Western Australia* and the Western Australian State Migration Plan, while establishing the Department’s new Skilled Migration Team at Education and Training International. We have maintained overseas enrolments above 2009 levels in a volatile market. We have opened our first Aboriginal Workforce Development Centre, and made commitments to respond to the State Training Board’s *Training together working together – Aboriginal workforce development strategy*.

We have developed a new strategic plan for the Department, building on the interim reform agenda which shaped the first months of this agency’s existence. We have provided services through ApprentiCentre, the Career Centre, Curriculum and WestOne services. We have reviewed the role of the Overseas Qualifications Unit. We have developed a governance framework in conjunction with our partners in the State Training Provider (formerly TAFE colleges and including Curtin VTEC and the Western Australian Academy of Performing Arts [WAAPA]) sector, and are applying a similar approach of rigorous governance to the management of our Department.

We have also been active contributors to the national agenda, with our contribution to the National Resources Sector Employment Taskforce ensuring the national agenda heeds the unique resources challenges of our vast State.

In closing, I wish to acknowledge my excellent team of colleagues at the Department of Training and Workforce Development. I sincerely thank them for their work over the last year, especially during the trying circumstances of demerger and restructure. I would also like to thank them for the consummate way in which they have embraced change and the professionalism and patience with which they have worked through the uncertainty of a new approach to business. It is my privilege to have been given the opportunity to lead such a strong team.

I would like to acknowledge our other key partners in business; the State Training Providers and their managing directors, private providers and other training partners, industry bodies, Training Councils, the State Training Board, the Training Accreditation Council, businesses both large and small and so many other groups and individuals who are working with us on a daily basis. We are fortunate indeed to have such strong links throughout the State.

I would also like to acknowledge my counterparts – the directors general and chief executive officers of other government agencies – who have worked with us collaboratively and positively on collective challenges. To all of our partners, thank you for your support and advice. We look forward to working with you all over the years ahead to achieve all that we have planned.

Dr Ruth Shean
Director General



Building the new Department

31 August 2009	Premier Colin Barnett announces the creation of the Department of Training and Workforce Development.
30 October 2009	The Department of Training and Workforce Development is established.
10 November 2009	The first meeting of the Department of Training and Workforce Development Corporate Executive is held.
7 December 2009	Director General Dr Ruth Shean commences at the Department and work commences on the interim strategic plan.
8 December 2009	Briefing session for senior staff is held to discuss the potential for a restructure of the Department.
11 December 2009	Work on the realignment of the Department's structure and functions commences to better meet government priorities.
13 January 2010	<p>Briefing session for senior staff is held to discuss the restructure process.</p> <p>A reform team consisting of staff from middle management is formed to align functions and functional units to the proposed new structure.</p>
15 January 2010	Corporate Executive endorses the first draft of the Department's new structure.
28 January 2010	The first issue of the Department's new staff newsletter, "The Good Oil" is released.
5 February 2010	<p>Corporate Executive adopts the following directorates under the new structure:</p> <ul style="list-style-type: none"> ■ Policy, Planning and Innovation; ■ Service Resource Management; ■ Service Delivery; ■ Education and Training International; and ■ Corporate and Governance. <p>The Department's interim strategic plan, renamed the Reform Agenda, is endorsed by Corporate Executive.</p>

10–11 February 2010	Briefing sessions for all staff are held to outline the new structure and how positions will be allocated.
16 February 2010	The first meeting of the Department's Corporate Leadership Group is held.
5 March 2010	The Minister for Training and Workforce Development launches the Department's Aboriginal Workforce Development Centre.
12 March 2010	Corporate Executive begins to consider options for relocating the Department to more suitable premises.
16 March 2010	Principles for effective and coherent cross-directorate management under the new structure are developed.
24 March 2010	A report detailing the Department's staff establishment was tabled at Corporate Executive. The framework for Departmental policies is endorsed by Corporate Executive and the development of a central policy system for the Department commences.
26 March 2010	The Department commences operations under the new structure and a briefing session for all staff is held to mark the start of operations under the new structure.
13 April 2010	The development of an accountability framework for the Department commences.
17 April 2010	The final budget allocation resulting from the demerger of the Department of Education and the Department of Training and Workforce Development is determined by the Department of Treasury and Finance.
28 April 2010	Appointment of the Department's new Corporate Executive is finalised.
30 April 2010	The Premier and Minister for Training and Workforce Development visit the Department to meet staff and hear about the progress made by the Department on key initiatives.
6 May 2010	Consultation process for the development of the Department's first three year strategic plan commences.
7 May 2010	Development of the Department's 2010–11 operational budget from a zero-base commences.
14 May 2010	The Skilled Migration Centre is transferred to the Department from the Small Business Development Corporation.

18 May 2010	Corporate Leadership Group planning day is held to plan key initiatives for 2010–11.
2 June 2010	The Department's first operational plans for each directorate are endorsed by Corporate Executive and the initial 2010–11 operational budget allocations are endorsed by Corporate Executive.
11 June 2010	Accountability Framework for the Department is endorsed by Corporate Executive.
30 June 2010	<p>The Department concludes its first financial year.</p> <p>The new Corporate Executive is working collaboratively to implement comprehensive operational budgets and operational plans for 2010–11.</p> <p>The Department's new strategic plan is in draft form.</p> <p>The Department has a strong working relationship with the State Training Board, Industry Training Councils, Chamber of Commerce and Industry, Chamber of Minerals and Energy, Australian Petroleum Production and Exploration Association and other industry bodies.</p> <p><i>Skilling WA – A Workforce Development Plan for Western Australia</i> is in final draft form, as is the State Migration Plan and WA Skilled Migration Strategy.</p> <p>Funding of training programs is shaped by the State Priority Occupation List to reflect the State's workforce priorities.</p>

EXECUTIVE SUMMARY

What we do

The Vocational Education and Training (VET) system is administered by the Department of Training and Workforce Development (the Department) in its role as the State Training Authority. The Department contributes primarily to the State Government goal related to the delivery of services. This goal is described as:

Greater focus on achieving results in key service delivery areas for the benefit of all Western Australians.

To achieve the following outcome:

A responsive vocational education and training sector which meets the needs of Western Australian students and employers.

The Department manages the investment of public resources in the State VET system, including planning, funding and monitoring services. It funds training which is delivered by a Statewide network of State Training Providers and private providers.

Established in October 2009, the Department operates in accordance with the *Public Sector Management Act 1994* and assists the Minister for Training and Workforce Development in the administration of the *Vocational Education and Training Act 1996* (the VET Act). The VET Act sets out functions and powers of the Minister and provides for:

- a vocational education and training system for the State;
- the establishment and functions of the State Training Board and Training Accreditation Council;
- the establishment of colleges and other vocational education and training institutions; and
- the training of people, such as apprentices, under training contracts with employers.

The following table demonstrates the outcome statement, service area and key performance indicators (KPIs) against which the Department is measured.

Outcome statement	Service	KPIs
A responsive vocational education and training sector which meets the needs of Western Australian students and employers	Vocational education and training services	<ul style="list-style-type: none">■ Vocational education and training participation rate■ State module load completion rate■ Employer satisfaction with VET services■ Student overall satisfaction levels■ Graduate achieved or partly achieved main reason for undertaking their course■ Cost per student curriculum hour (SCH)

The Department is structured around the funder/purchase/provider model. Through the establishment of the necessary structure and policy frameworks the Department is able to achieve its aims and objectives effectively. The following table demonstrates the framework in which the Department operates.

Funder	<ul style="list-style-type: none"> ■ Provides strategic advice on workforce development labour market requirements, State migration and workforce planning to meet the needs of the State ■ Develops, monitors and evaluates the Department Strategic Plan and strategic policies ■ Provides input into national policy reforms, and monitors and reports on Western Australia's implementation of national agreements and national partnerships ■ Plans and delivers training infrastructure ■ Develops marketing of workforce development and training
Purchaser	<ul style="list-style-type: none"> ■ Expands the range of publicly funded qualifications in metropolitan and regional areas ■ Expands tender arrangements for contracting of training within critical skill qualifications ■ Provides funding to meet the needs of industry priorities
Provider	<p>Provides services through:</p> <ul style="list-style-type: none"> ■ ApprentiCentre ■ Career Centre ■ Overseas Qualification Unit ■ Aboriginal Workforce Development services ■ Curriculum Development and Research ■ WestOne Services including programs and development

In 2009–10, the Department purchased training services from more than 380 training providers, of which 12 were State Training Providers, who offer:

- vocational education and training;
- apprenticeship and traineeship training;
- entry and bridging courses leading to mainstream courses;
- commercial (fee-for-service) customised training;
- short courses;
- adult and community education (ACE) courses; and
- education and training opportunities for full fee-paying international students at numerous locations across the State (see [Appendix 3](#) for State Training Provider contact details).

What did we achieve?

The Department achieved the following outcomes in the 2009–10 period.

Key performance indicators	Target 2009	Actual 2009
Vocational education and training participation rate	8%	8.6%
State module load completion rate	76%	79.4%
Employer satisfaction with vocational education and training services	na	87.2%
Student overall satisfaction levels	87%	85.6%
Graduate achieved or partly achieved main reason for undertaking course	89%	87.1%
Vocational education and training services: cost per student curriculum hour (SCH)	na	\$16.21



The inaugural reform agenda sought to build on the strengths of the current training system, while at the same time leading change for the future.

Vision

The newly established Department of Training and Workforce Development (the Department) will focus on identifying the future workforce needs for the State, and build these into our training agenda so that opportunities for all Western Australians are maximised.

Values

In all of our operations and relationships we value:

- the contributions of all stakeholders;
- innovation and flexible work practices; and
- awareness and responsiveness.

Key objectives

Reform Priority 1 Workforce development	Work with industry and other key stakeholders to lead a vision for a future workforce that meets the development needs of Western Australia, and develop <i>Skilling WA – A Workforce Development Plan for Western Australia</i> .
Reform Priority 2 Training	Reform the training sector to be more responsive to demand from industry, community need, self employment opportunity and individual need, consistent with the State Training Plan and <i>Training WA: Planning for the Future 2009–2018</i> .
Reform Priority 3 Governance and performance	Develop a governance, performance and accountability framework relevant to both public and private providers in which higher order principles of governance safeguard the State Government's investment.
Reform Priority 4 Business environment	Introduce a contemporary business environment, including a service ethos for the Department to ensure internal coherence and accountability in planning, decision making, operations, evaluation and reporting.

Departmental governance

The Department is committed to developing a strong and clear governance and accountability framework which:

- ensures the Department adheres to the essential elements of good governance and operates in an accountable, transparent and responsible way to safeguard the Government's investment;
- supports staff to understand and work within an environment which clearly outlines roles, responsibilities, expectations and defines the standards of conduct and professional behaviour expected of them; and
- minimises risk and provides clarity of relationships and responsibilities, along with providing streamlined processes to enable our stakeholders to be more responsive to industry.

The Department's governance frameworks meet contemporary accountability requirements and have processes in place which ensure they are current and accountable. These include the following.

■ Strategic Planning

The interim strategic plan, endorsed in December 2009, sets out the Department's mission, vision, values and goals until the end of June 2010. The strategic plan for 2010 and beyond is currently being developed in conjunction with key stakeholders.

■ Operational Planning

Operational plans which translate the Department's interim strategic plan into action have been developed. The ongoing operational planning process will commence in February of each year and formal follow up reports will be lodged in the following July and January, giving six and twelve month updates on progress.

■ Budget

The budget, which includes the appropriation from State Government and grants and agreements from the Commonwealth, specifies how Departmental initiatives will be financed. Budget progress is reported monthly to the Director General and Corporate Executive showing the key variances.

■ Policy system

The development of the Department's policy system will ensure that decision making is consistent, justifiable and transparent. A new policy framework has been developed and incorporates the review of policies on an annual or as stipulated basis. Policies will be available through the Department's intranet.



Operational structure

Responsible Minister

The Department of Training and Workforce Development is responsible to the Minister for Training and Workforce Development, Hon Peter Collier MLC BA DipEd.

Accountable authority

The accountable authority of the Department of Training and Workforce Development is the Director General, Dr Ruth Shean. Dr Shean commenced as Director General on 7 December 2009.

Relevant legislation

The Department of Training and Workforce Development is established under section 35 of the *Public Sector Management Act 1994*.

The *Vocational Education and Training Act 1996* is administered by the Minister with the assistance of the Department.

Changes to the *Vocational Education and Training Act 1996*

The *Training Legislation Amendment and Repeal Act 2008* was assented to on 10 December 2008 and came into operation on 10 June 2009. This legislation, which amended the *Vocational Education and Training Act 1996* and repealed the *Industrial Training Act 1975*, provided a new legislative framework which allows for greater flexibility and a more contemporary training system. In 2009–10 the Department commenced the implementation of these changes.

Governance of State Training Providers

In May 2009, the Minister launched *Training WA: Planning for the future 2009–2018*. *Training WA* sets the vision, major goals and key deliverables for the Western Australian training system for the next decade.

One of the key strategies contained within *Training WA* is the development of a vibrant and diverse training market. This can be achieved through such measures as increasing competition for public funds within the training provider market, and providing the State Training Providers with a greater level of independence enabling them to compete more effectively in an open training market.

In order to identify issues which impact on the ability of the State Training Providers to operate more independently, the Department and the managing directors are working collaboratively to progress initiatives that will position State Training Providers with greater independence and clearer accountability to operate effectively in an open training market.

Operational structure – Corporate Executive



Dr Ruth Shean
Director General



- Directly responsible for the management and performance of the Department of Training and Workforce Development and the achievement of its approved strategies and outcomes



Simon Walker
Executive Director
Policy, Planning and
Innovation

- Develops *Skilling WA – A Workforce Development Plan for Western Australia*
- Develops the Western Australian State Migration Plan and Strategy
- Develops the regional industry and Aboriginal workforce development plans
- Develops the Indigenous workforce planning for the Browse Liquefied National Gas (LNG) project for the West and East Kimberley
- Develops the ten year capital plan
- Develops the business cases for capital works projects
- Develops the Department's Strategic Plan
- Manages the reporting framework for the Council of Australian Governments' (COAG) National Agreement on Skills and Workforce Development (NASWD) and National Partnership Agreements (NPA)
- Develops marketing and communications strategies
- Supports the State Training Board to develop the State Training Plan and Policy Development Plan



 <p>Lian Borlace Executive Director Service Resource Management</p>	<ul style="list-style-type: none"> ■ Develops and maintains the framework for procurement under the VET Act ■ Procures training from State Training Providers through Delivery and Performance Agreements ■ Procures training from private registered training organisations through a competitive tendering process ■ Procures training delivery support programs ■ Meets sector-wide data collection and reporting requirements ■ Supports purchaser functions with effective and efficient business systems
 <p>Sue Lapham Executive Director Service Delivery</p>	<ul style="list-style-type: none"> ■ Implements strategies to achieve <i>Training WA</i> targets in service delivery areas, in conjunction with other directorates ■ Ensures current service delivery is evaluated against agreed service delivery principles ■ Provides effective career advice and planning to individuals ■ Provides recognition, information support and facilitates referrals to clients with overseas qualifications ■ Provides effective administration and support for Western Australia's apprenticeship system ■ Administers and reviews the admissions process for access to publicly funded training ■ Implements the strategic directions identified for action by the '<i>Training together – working together Aboriginal strategy</i>' Committee ■ Implements curriculum in Western Australia supported by the provision of data, advice, resources and sector workforce development ■ Provides business practice, advice and support for the management and use of intellectual property ■ Supports training sector workforce development through contemporary learning technology, resources and tools ■ Contracts services relating to resource development and sector workforce development



Penny Bird
Executive Director
Corporate and
Governance

- Builds and maintains a strong customer service ethos throughout the Directorate
- Provides corporate oversight and administration of the Department's resources (human, financial, physical and information technology) and ensures compliance with resource management frameworks
- Provides leadership for the development and maintenance of effective and efficient business and governance systems and structures
- Develops, maintains, and continuously enhances business and governance processes, structures and frameworks
- Monitors, evaluates, reports on and communicates the performance and compliance of the Department and the publicly funded VET sector internally and in accordance with legislative and other reporting requirements
- Provides specialist advice and service to the Department and ensures the development and implementation of corporate strategies, policies and procedures in respect to:
 - financial management services;
 - audit and risk management;
 - information services and technology support;
 - industrial relations and occupational health and safety;
 - human resource management;
 - system performance and evaluation; and
 - procurement under the State Supply Commission requirements.



Phil de Garis
Managing Director
Education and
Training International

- Operates the Department's international education and training business as a self funded entity
- Recruits international students for State Training Providers and government schools
- Recruits and manages an education agent network
- Provides policy advice on issues related to international business in the public education and training sector
- Manages the admissions process for international students for State Training Providers and government schools
- Ensures system wide compliance with Australian Government and State international education and training legislative requirements
- Manages and disburses commercial revenue according to contractual arrangements
- Establishes and builds relationships for transnational education
- Builds the capacity of the Australian training system for offshore projects
- Represents the Department of Training and Workforce Development and Department of Education on national and state forums related to international education and training
- Processes applications for State Sponsored Skilled Migration

Introduction

This section of the Annual Report provides a brief summary of the key initiatives from 2009–10 under the five directorates:

- Policy, Planning and Innovation;
- Service Resource Management;
- Service Delivery;
- Education and Training International; and
- Corporate and Governance.

Policy, Planning and Innovation

The Policy, Planning and Innovation Directorate sets the strategic direction for the funding of workforce development and training services to meet the needs of the State. This includes management of State workforce planning, policy development and research, communications and marketing and training infrastructure. The directorate also provides executive support to the State Training Board.

National reforms

The Department provides high-level strategic advice on Australian Government and State policy in relation to vocational education and training and workforce development. This includes input to State responses to the Council of Australian Governments (COAG), the Ministerial Council for Tertiary Education and Employment (MCTEE) and various national committees and groups.

On 30 April 2009, COAG agreed to the realignment of the Ministerial Council on Education, Employment, Training and Youth Affairs and the Ministerial Council for Vocational and Technical Education (MCVTE). As a result, MCVTE was replaced by the Ministerial Council for Tertiary Education and Employment which officially commenced operation from 1 July 2009. MCTEE has overall responsibility for the national tertiary education and employment system.

In supporting the work of MCTEE, the Department provided:

- support to the Minister for Training and Workforce Development and the Minister for Education to enable them to promote State objectives at the four meetings held in 2009–10;
- support to the Director General to promote State objectives at the MCTEE National Senior Officials Committee which held a total of seven face-to-face meetings and six teleconferences in 2009–10; and
- executive support to the MCTEE Workforce Development, Supply and Demand Principal Committee, chaired by the Minister for Training and Workforce Development. The inaugural meeting of the new Principal Committee was held on 8 June 2010.



The Department is represented on a number of MCTEE bodies, including:

- Australian Apprentices Action Group;
- Green Skills Agreement Implementation Group;
- National Quality Council;
- National VET Data Strategy Action Group; and
- National VET Equity Advisory Council.

In 2009–10, the Department coordinated relevant input to the COAG Reform Agenda, including development and agreement against the following national agreements.

- National Partnership Agreement on Pre-Apprenticeship Training (Kickstart)
- National Partnership Agreement on Youth Attainment and Transitions
- National Partnership Agreement on TAFE Fee Waivers for Child Care Qualifications

The Department monitored and reported on the progress of implementing the above national agreements, as well as the National Partnership Agreement on the Productivity Places Program.

State Training Plan

In line with *Skilling WA – A Workforce Development Plan for Western Australia*, a State Training Plan 2010–12 was prepared for the State Training Board to prioritise training delivery. This plan outlines the initiatives and funding priorities for the training system in Western Australia for the short and medium term. The initiatives outlined in the plan are aimed at providing individuals with greater access to training and ultimately increasing the skills and participation of Western Australians in the workforce.

Skilling WA – A Workforce Development Plan for Western Australia

The Western Australian economy is entering a period of sustained economic expansion fuelled by the growth of the State's resources sector. Employment forecasts by Access Economics and Monash University suggest between 220,000 and 240,000 new jobs will be created in Western Australia by 2017.

To ensure industry has access to the skills they require, the Department is developing *Skilling WA – A Workforce Development Plan for Western Australia*, based on extensive consultation and research. The first edition of the plan is due to be completed in 2010–11.

The plan focuses broadly on a number of areas including:

- improving the State's ability to attract and retain workers;
- increasing workforce participation rates, particularly amongst under-represented groups;
- improving the State's training system to meet the needs of industry and the community;

- developing strategies to better incorporate the needs of stakeholders; and
- coordinating the planning and response of government to maximise the State's workforce potential.

The plan will continue to be updated to reflect the changing workforce needs of the State.

State Priority Occupations List

The State Priority Occupations List informs workforce planning in Western Australia and the prioritisation of training funds. The list was compiled following a validation process to categorise occupations on the list, with the range of 'very high priority', 'high priority' and 'priority' occupations. The categorisation of occupations enables the Department to meet industry skill needs.

Western Australia's Skilled Migration Strategy

The Department is a key participant in the development of Western Australia's Skilled Migration Strategy. This strategy sets out a policy framework that outlines the role of migration to meet Western Australia's future workforce needs. The strategy also recommends policies and programs to attract suitably qualified migrants to the State, while articulating the potential for the State Government to adopt an advocacy role with the Australian Government.

The Department is preparing a memorandum of understanding for State sponsored migration, including a State Migration Plan, which forms a bilateral agreement between the State and Australian Government. The plan enables Western Australia to nominate the number and occupation mix of skilled migrants for State sponsorship over the next four years based on the State's labour market needs.

New industry training advisory arrangements

New industry training advisory arrangements were completed to enhance industry training information, with the following ten new Training Councils fully operational in 2009–10.

- Community Services, Health and Education Training Council Incorporated
- Construction Training Council
- Electrical, Utilities and Public Administration Training Council Incorporated
- Engineering and Automotive Training Council Incorporated
- Financial, Administrative and Professional Services Training Council Incorporated
- Food, Fibre and Timber Industries Training Council
- Futures – Creative and Leisure Industries Training Council Incorporated
- Logistics Training Council Incorporated
- Resources Industry Training Council
- Retail and Personal Services Training Council Incorporated



Industry workforce development plans

As recommended in the State Training Board's *Review of Industry Training Advisory Arrangements in WA (April 2008)*, Training Councils are developing industry workforce development plans that will guide workforce planning in their respective industry areas. These plans will contribute to developing a skilled workforce in Western Australia.

Legislative amendments

The amendments to the *Vocational Education and Training Act 1996* and *Vocational Education and Training (General) Regulations 2009* have increased the involvement of employers in the training system, in particular in the development and approval of training plans for apprentices and trainees. The amendments, enacted on 10 June 2009, provide for a single system for both apprentices and trainees and single certification. Further information can be found on the Department's website at dtwd.wa.gov.au

Labour market publications

During 2009–10, the Department prepared briefings and summaries on a number of labour market publications, including:

- *Quarterly Labour Market and Economic Brief* – analyses the most current labour market data, economic indicators and outlook;
- *Employment Trends and Prospects* – examines and compares historical and forecast employment growth/decline on an industry, occupation, and qualification basis; and
- *Australian Bureau Statistics Monthly Labour Force Survey* – an analysis of the results through regular briefings.

Skills campaign

To promote apprenticeships and traineeships, the Department developed the Statewide “skills campaign”. The campaign included ApprentiCentre Get Ahead advertisements to encourage people into apprenticeships and traineeships; long-term business solution advertisements encourage employers to take on apprentices and trainees; and the Ambassador program of online interviews with people who have completed an apprenticeship or traineeship. During the reporting period the campaign ran three times between October 2009 and June 2010.

WA Training Awards

The Awards continue to recognise excellence in training and the significant achievements of students, trainers and organisations. More than 600 people attended the 15th annual Western Australian Training Awards in September 2009 at the Perth Convention Exhibition Centre. Eight of the 2009 winners from Western Australia went on to represent the State at the National Training Awards in Canberra where seven were either winners or runners-up.

Training WA marketing campaign

A Statewide advertising campaign was developed to support the State's plan to transform the training system (*Training WA: Planning for the Future 2009–18*). The campaign included a television commercial, radio, press, online and outdoor advertising, and featured a new consumer brand 'Training WA', a new website and a new telephone number. The campaign ran from August to November 2009 and from January to February 2010. There were a total of 7,837 website visits during September 2009, which increased to 36,486 at the height of the campaign.

Training Matters

In 2009–10, the Department published four editions of the publication *Training Matters*, which celebrates the achievements of individuals, training organisations and employers and their contributions to training in Western Australia. Each edition was distributed to approximately 11,000 stakeholders, including training practitioners, registered training organisations, employers, Government, industry and other key personnel within the sector. Further information can be found on the Department website at dtwd.wa.gov.au

Access and diversity

During 2009–10, a range of initiatives was implemented to support all Western Australians, including those from priority target groups, to access training. The Department supported implementation of funding for the non-educational needs of students with a disability at State Training Providers, and continued the *Read Write Now* program to support volunteers to provide one-to-one tuition for individuals unable or unwilling to participate in formal literacy training. The Department also ensured ongoing implementation of the recommendations from the report *Effective transition pathways from school to VET for students with a disability in WA schools*, and the development of the *Building Diversity and Equity in Training 2010–2018* document.

Adult and community education strategy

Adult and Community Education (ACE) is community focused learning which can be delivered through a diverse range of programs and activities. This includes learning activities that are non-accredited and non-formal but contribute to the development of a person's skills and knowledge, and encourage social participation. In September 2009 the Department launched *Community Learning in Focus: A strategy for Adult and Community Education in Western Australia for 2009–2018*.

Management of training infrastructure

Through the Capital Works Program, the Department plans and provides new and revitalised training infrastructure to support the training delivery and workforce development activities of State Training Providers.

In 2009–10, the Department completed and commenced a range of infrastructure projects to increase the trades training capability of State Training Providers. Further details on these projects are outlined under the 'Other financial disclosures' section. In addition to funding from the State Government, in 2009–10 the Capital Works Program received Australian Government funding through the Teaching and Learning Capital Fund and Education Investment Fund.

In total Western Australia received \$22 million in national Better TAFE Facilities funding and this provided \$2 million for each State Training Provider to address outstanding maintenance, equipment and minor works issues that would improve training delivery for students. Under the Training Infrastructure Investment for Tomorrow fund, Western Australia received a total of \$14.3 million for four approved submissions.

In 2009 Western Australian State Training Providers made nine applications for the national Education Investment Fund. In late June 2010 the Department was advised that two applications for Western Australia had been successful to the value of \$24.19 million.



Service Resource Management

The Service Resource Management Directorate is responsible for the strategic planning for vocational education and training (VET) to ensure publicly funded training delivery is coordinated to match industry and student need. This Directorate is also responsible for the funding of State Training Providers and other providers to deliver training and to ensure the requirements associated with the Commonwealth VET funding agreement are achieved.

Higher level apprenticeships and traineeships

In 2009–10 there were 161 certificate IV and above traineeship, apprenticeship and cadetship qualifications available. As at May 2009 there were 104 higher level qualifications active and the figure as at May 2010 was 115. This is a 10.5% increase in the number of certificate IV and above qualifications active in the system.

The number of commencements in a certificate IV and above qualification increased significantly (38.1%) between May 2009 and May 2010 with the numbers increasing from 3,481 to 4,806.

The number of Aboriginal people who commenced in certificate IV and above apprenticeships and traineeships increased from 90 in May 2009 to 117 in May 2010.

Pre-apprenticeships

Enhanced certificate II pre-apprenticeship pathways were developed to complement the certificate I pre-apprenticeships. Currently there are 10 School Apprenticeship Link (SAL) pathways, 39 certificate I pre-apprenticeship pathways and 31 certificate II pre-apprenticeship pathways listed on the Department's database and available for delivery.

In recognition for partially completing trade training, graduates, who enter into related apprenticeships, are provided with a mandatory term reduction of three months for the completion of certificate I pre-apprenticeship and six months for the completion of certificate II pre-apprenticeship. In consultation with industry a mandatory reduction to the nominal term for 50 apprenticeships was provided.

School Apprenticeship Link

The number of commencements in the School Apprenticeship Link (SAL) program for students in Years 11 and 12 increased from 750 in 2009 to 1,088 in 2010. The SAL program provides an opportunity for students to explore a career in the trades, complete a certificate I pre-apprenticeship and improve their transition from school to work. Further information can be found on the Department's website at dtwd.wa.gov.au



Aboriginal School Based Training

The Aboriginal School Based Training (ASBT) program aims to provide Aboriginal students across the State with the opportunity to gain basic skills and training in school and to achieve a nationally recognised qualification, which will lead them into sustainable employment or further education or training. The Department manages the ASBT program with the support of the State Training Board's ASBT Steering Committee and has contracted group training organisations to coordinate the program.

For the period 1 January 2010 to 31 May 2010 there were 555 ASBT commencements in certificate I programs and 193 ASBT commencements in certificate II and above school based traineeships and apprenticeships. Further information can be found on the ApprentiCentre website at apprenticentre.wa.gov.au

Training contract variations

For the period 1 July 2009 to 30 June 2010, 30,968 training contract variations were approved, including 1,403 employer transfers, 3,581 extensions and 13,498 reductions for early completion. Further information can be found on the ApprentiCentre website at apprenticentre.wa.gov.au

Priority Start Building Policy

In 2009–10, the Department completed a review of the Priority Start Building Policy (PS-B Policy) with industry stakeholders and amended the policy effective 1 March 2010. At 30 June 2010 there were 16 State Government departments with a requirement to employ 379 apprentices and trainees under the PS-B Policy. The policy ensures that sub-contractors engaged in Western Australia's building and construction infrastructure projects employ apprentices and trainees.

Workforce Development Centres (formerly Employment Directions Networks)

From 1 April 2010, 14 Workforce Development Centres commenced operation throughout Western Australia. The centres provide a range of services to individuals to enable them to make education, training and occupational choices to manage their careers.

There are seven regional centres, based in the Great Southern–Albany, Kimberley, Pilbara, Goldfields, Wheatbelt, Southwest, and Midwest regions; six metropolitan centres, based in Midland, Cannington, Fremantle, Rockingham, Mandurah and Joondalup and two specialist centres assisting ex-offenders and culturally and linguistically diverse client groups.

Group training organisations

Group training is an employment and training arrangement where an organisation employs apprentices and trainees under a training contract and places them with host employers. The group training organisation (GTO) undertakes the employer responsibilities for the quality and continuity of apprentice and trainee employment and training.

In 2009–10, the Department monitored 29 GTOs and managed the Joint Group Training Program with the aim of assisting GTOs to employ apprentices and trainees in State priority areas. The group training initiative 'Securing Out of Trade Apprentices' was developed and implemented to assist out of trade and 'at risk' apprentices. Further information can be found on the Department's website at dtwd.wa.gov.au

Registered training organisations

During 2009–10, the Department funded training services from more than 380 registered training organisations (RTOs), of which 12 were State Training Providers, to provide training for apprentices and trainees. RTOs negotiate training plans with the employer, apprentice and trainee, provide training and assessment, and issue the qualifications. They must ensure that the quality of training in apprenticeships and traineeships is maintained in the implementation of any employment and training arrangements.

The Australian Quality Training Framework (AQTF) provides the quality assurance arrangements to underpin the quality of training delivery, assessment and issuing of qualifications. RTOs are required to meet and maintain the standards within the AQTF. Further information can be found on the Training Accreditation Council website at tac.wa.gov.au

Expansion of apprenticeship training

In 2009, there was an expansion of apprenticeship training markets through a call for applications process. This approach allowed training providers, with appropriate scope, to submit applications to deliver any apprenticeship qualification approved for delivery in Western Australia, in any region of the State. As a result, 10 new private training providers entered the market delivering training across a range of apprenticeships. This includes five apprenticeships not delivered previously in Western Australia. Further information can be found on the Department's website at dtwd.wa.gov.au

National Partnership for the Productivity Places Program

The National Partnership for the Productivity Places Program was implemented in 2009 to provide opportunities for job seekers and existing workers to access training suited to their specific needs. Referral pathways through Jobs Services Australia providers and enterprise organisations (through the Western Australia network of Industry Training Councils) were strengthened, leading to increased student uptake in priority training. Over 500 additional institutionally based qualifications were made available to private providers registered to deliver in this State.

Western Australia exceeded the target of 14,035 additional training places for the 2009 National Partnership for the Productivity Places Program, delivering 17,203 additional places in total. The strongest demand for training was in certificate III and certificate IV level qualifications, accounting for 90% of the growth attained. The highest growth industry areas were community services, health and education; building and construction; automotive; electrical trades; engineering and mining.

Of the 305 registered training providers publicly funded under the National Partnership for the Productivity Places Program, 12 were State Training Providers and 293 were private training providers.

Private providers accounted for 74% of the additional training places delivered through the National Partnership for the Productivity Places Program in 2009, with public training providers delivering the balance of the training. Further information can be found on the Department's website at dtwd.wa.gov.au

Workers' compensation rebate

The Department managed a \$10.6 million Workers' Compensation Rebate initiative for employers to offset the cost of employing apprentices and trainees during the economic downturn. This initiative relates to commencements after 1 January 2009 with claims to be made after the first year. Further information can be found on the ApprentiCentre website at apprenticentre.wa.gov.au

First and Second Click projects

Through the *First Click and Second Click* projects, the Department allocated \$750,000 to 53 not-for-profit community based organisations across the State to enable more than 3,000 people to access free computer literacy skills training.

Adult and community education programs

The Department allocated \$252,000 to 23 organisations to provide community learning opportunities for people who are under-represented in formal training, and provided \$435,022 for 10 Equity Development and Innovation projects. In addition, a new three year service agreement was developed and implemented with Learning Centre Link, the peak body that coordinates and promotes adult community education through the learning centre movement and across the State.

Adult Learners' Week

The Department coordinated Adult Learners' Week, which was held from 1 to 8 September 2009 to promote and celebrate adult community education opportunities and achievements. A total of 15 community organisations across the State shared in grant funding of \$30,000 to host adult learning activities during the week. State awards were presented for learners, tutors, community organisations and training organisations. Further information can be found on the Department's website at vetinfonet.wa.edu.au

Service Delivery

The Service Delivery Directorate provides the Department's external services such as, TAFE Admissions, ApprentiCentre, the Career Development Centre, Aboriginal Workforce Development Services, WestOne and Curriculum Services and sector workforce development. The following provides an overview of the services available.

Training together – working together Aboriginal workforce development strategy

Training together – working together, Aboriginal workforce development strategy was launched by the Minister for Training and Workforce Development on 1 September 2009 as the first step in a collective approach to closing the gap in the employment of Aboriginal and non-Aboriginal people in Western Australia. This initiative was undertaken by a sub-committee of the State Training Board and jointly chaired by Keith Spence and Sue Gordon AM.

Members of the committee, along with the Minister, conducted eight public consultation forums. The consultation process also allowed stakeholders to make phone and written submissions through the secretariat of the State Training Board, which were forwarded to the committee.

The committee undertook and completed a work plan focussing on three key areas: industry jobs growth; enterprise best practice; and transition support and coordination of services. The committee also convened a Strategic Work Group to begin the development of key strategic elements for an Aboriginal Workforce Development Strategy and the committee's draft proposed strategies were presented to the Minister on 3 February 2010.

The Aboriginal Workforce Development Strategy was launched by the Minister on 4 June 2010. Further information can be found on the State Training Board's website on www.stb.wa.gov.au/awdc

Aboriginal workforce development services

The Aboriginal Workforce Development Centre (AWDC) was launched by the Minister for Training and Workforce Development on 5 March 2010 and is the central coordinating point to support Aboriginal people moving into employment. The AWDC also assists employers to meet their workforce needs and works with industry, government and the Aboriginal community to remove barriers to Aboriginal participation in the workforce.

The first centre of its kind in Western Australia, the creation of the AWDC located in the Perth CBD is a major achievement for the Department and was the first response to recommendations emerging from the *Training together – working together, Aboriginal workforce development strategy* committee.

Career Centre

In 2009, over 105,000 people contacted the Career Centre either by telephone, face to face or via e-mail, representing an increase of 25,000 on the previous year.

The Career Centre introduced a Recognition of Prior Learning (RPL) referral service. Over 2,730 people made inquiries about RPL and 595 referrals were made to relevant training providers.

A new 'telephone guidance' service was established following a successful pilot program, to allow more people to access guidance services.

A Client Relationship Management System (CRM) was introduced as part of a drive to fully integrate operations of the Career Centre, which has successfully deployed a CRM system to capture all client and stakeholder interactions. Further information can be found on the Department's website at dtwd.wa.gov.au/careercentre

Career Centre website

Development of a new website is being undertaken by the Career Centre. Significant preparation work has been completed on the new website which will greatly extend the reach of the Career Centre. The Career Centre continues to support and encourage staff to gain qualifications. All career practitioners have either completed or are working towards the completion of appropriate qualifications and membership of the Career Development Association of Australia.

Overseas qualifications service

The overseas qualifications service is the main assessor of overseas qualifications in Western Australia and acts as an information support and referral point for skills recognition in the trades and professions. The assessment system provides clients with a single point of contact, with each application allocated to a specific assessment officer.

In 2009–10 over 10,000 people were assisted by the service by telephone, email and face-to-face and were provided with information and referral for skills recognition in the trades and professions.

Approximately 2,600 educational comparative assessments of overseas qualifications were provided to assist clients' access to further education and training participation in the workforce. Comparative assessments included qualifications awarded in India, the United Kingdom, the Philippines, South Africa and New Zealand.

The introduction of an on-line (eService) application process for clients was introduced in 2009. The eService channel will provide customers self-service capabilities through a portal. The new on-line application process went live in May 2010.

Intellectual property

Intellectual property of the Western Australian VET sector is managed by WestOne Services to ensure the intellectual property of third parties is used responsibly and that practitioners have access to as many resources as possible. Teachers, lecturers and support staff generate their own intellectual property while also using a wide range of copyright works such as text from books, music, software, vision and artworks. WestOne manages professional development relating to

the use of intellectual property to limit the costs related to copying under the Statutory Licence Agreements and to foster best practice throughout the sector.

Achievements in 2009–10, included:

- providing support and advice in relation to intellectual property contractual arrangements and policy positions;
- providing practical assistance to staff of publicly funded training providers through the presentation of nine workshops Statewide; and
- re-issuing the *Intellectual Property Guidelines for TAFEWA Colleges* to accommodate changes to the *Vocational Education and Training Act 1996*.

In 2009, the Department paid over \$824,000 in copyright costs on behalf of publicly funded training providers. These costs were paid mainly to collecting agencies so that education and training institutions could reproduce copyright material for educational purposes under the statutory licences. There was a cost increase of around \$110,000 from 2008.

Resource development

The following resource development projects were completed in partnership with registered training organisations and contributed to the strategic priorities of the Department and sector workforce development.

- Six nationally funded projects, including five toolboxes and one innovations project, producing digital resources in the areas of Training and Assessment, Children's Services, Education Support and Surveying.
- Digital, online and print resources supporting learning in the areas of Indigenous Early Childhood for remote communities in the West Kimberley, Geology, and Certificate of General Education for Adults (CGEA), Bilingual Studies and Allied Health.
- Multimedia development of 58 RPL tools and 22 assessment resources to support VET practitioners under the VET Workforce and Curriculum Development program.

Further information can be found on WestOne's website at westone.wa.gov.au

TAFE Admissions

The latest statistics show 23,755 applications for full-time study were received in 2009–10 for student intakes through TAFE Admissions, a 25% increase on the previous year. Of these applications, 32% were lodged by school leavers and 68% by mature age people. The public has enthusiastically taken up the opportunity to lodge applications online. TAFE Admissions received 82% of applications in this manner in 2009–10, the highest rate ever achieved. An outstanding 95% of successful applicants received offers for their first preference. The number of qualifications to which entry was competitive increased from 69 in the previous year to 192 in 2009–10. Further information can be found on the Department's website at tasonline.tafe.wa.edu.au



VET workforce development

The VET Curriculum and Workforce Development Grant received a total of 179 applications, of which 89 were funded for a total of \$2,658,992. The projects increased the capability and capacity of the sector in the areas of:

- Responsive and Flexible Training;
- work based delivery of higher level qualifications;
- VET scholarships to support the capacity of training providers to deliver qualifications at certificate IV and above;
- VET work based projects; and
- RPL assessment tool development.

Further information can be found on the Department's website on vetinfo.net.dtwd.wa.edu.au

In May 2010, 750 participants attended the Training Forum which provided professional development to practitioners.

Apprenticeship performance

The number of apprentices and trainees in training in Western Australia increased from 36,866 in May 2009 to 39,061 in May 2010.

The National Centre for Vocational Education Research (NCVER) statistics for the period September 2008 quarter compared to September 2009 shows that Western Australia has been very successful compared with other States.

- The number in training in traditional apprenticeships was 58.8% compared to 45.6% nationally.
- The number of apprentices and trainees under 20 years of age was 37.4% compared to 30.1% nationally.
- There was an increase in the overall completions over the previous year of 17.5% compared to 5.8% nationally.
- The number of females in training in apprenticeships and traineeships increased between February 2009 (9,912 or 26.8%) and February 2010 (10,405 or 27.1%).

ApprentiCentre

The demand for ApprentiCentre advice and support continued with 66,825 calls taken through the call centre from stakeholders including employers, apprentices and trainees, parents, training providers and Australian Apprenticeships Centres. The areas with the highest number of queries were from job seekers, clients seeking details from the Training Records System database and completion and certification information. Some 20,643 calls (31%) were referred to apprenticeship consultants for action. Further information can be found on the ApprentiCentre's website at apprenticentre.wa.gov.au

ApprentiCentre Jobs Board

The Jobs Board managed over 1,200 vacancies for employers, 2,500 new registrations from jobseekers and 400 advertised vacancies were filled. The industries with the highest number of vacancies advertised were wholesale, retail and personal services, light manufacturing and building and construction. Further information can be found on the ApprentiCentre's website at apprenticentre.wa.gov.au

Support for apprentices

All new first year apprentices received an induction from an apprenticeship consultant at their training provider or place of employment.

Recognition of prior learning

The 'Exploring Good Practice in RPL' Conference was attended by 311 participants. The conference, through the provision of 21 workshops, showcased and promoted good practice RPL models. The Department has delivered 'RPL as easy as 1, 2, 3, 4' workshops to develop the capability and capacity of assessors in RPL.

RPL leaders were funded at 16 registered training providers (seven private training providers and nine State Training Providers). The role of the RPL leader was to further develop and streamline RPL processes and services in their training organisations and work with the Career Centre to manage client referrals. The Department funded whole of qualification assessment kits making a total of 67 RPL assessment kits that are available as a free download from the Department's website at vetinfonet.wa.gov.au

The *Training WA Planning for the future 2009–2018* target of increasing RPL successful outcomes by 33% from 30,087 in 2008 to 40,000 in 2012 has already been exceeded. In 2009, there were 52,484 successful RPL outcomes, which represents a 74.4% increase when compared to 2008. From 1 July 2009 to 31 December 2009, 3,262 clients received either a 100% or a 50% fee exemption when enrolling for RPL.

RPL Exemptions for 2009–10

	Full fee exemption	50% fee exemption	Total
Number of clients	103	3,159	3,262
Number of units/modules	607	26,799	27,406

WorldSkills Australia

In 2009–10, the Department planned and implemented 36 WorldSkills competitions supporting 240 young people to compete against their peers in a Statewide competition. In May 2010, 56 young Western Australians competed in the National WorldSkills Competition in Brisbane, achieving one Gold and Best in Nation Award, four Silver and five Bronze medals. Further information can be found on the Worldskills Australia website at worldskills.org.au

Education and Training International

Education and Training International (ETI) is an institution under the Western Australian *Vocational Education and Training Act 1996* established to promote and market Western Australian education and training services for international students, including the development and implementation of international partnerships and agreements. In 2009–10, ETI received and processed more than 9,000 international student applications from over 100 countries. International student enrolments and offshore education and training projects generated gross revenues in excess of \$44 million in 2009–10.

Skilled Migration WA

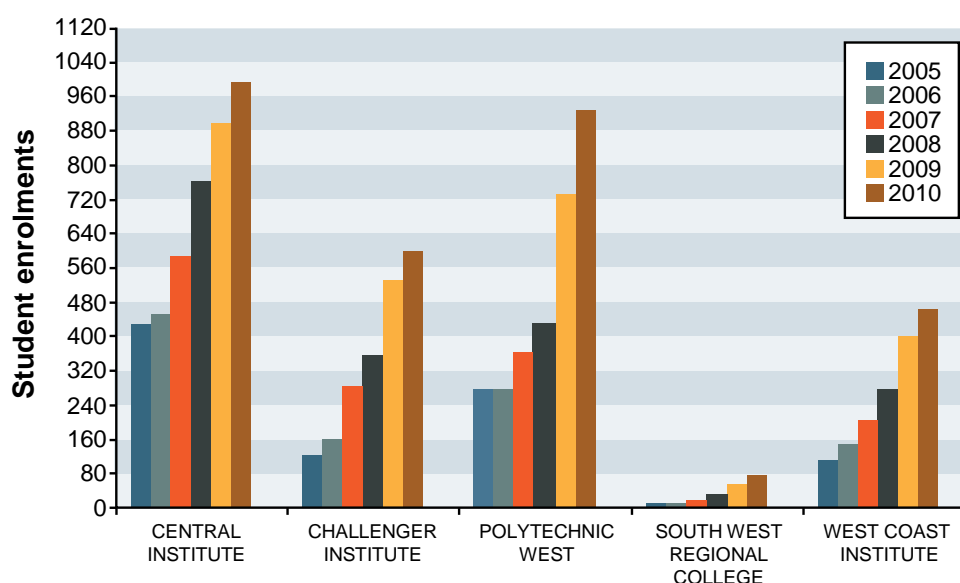
In late 2009, Cabinet approved a new Skilled Migration WA unit within the Department, transferring the skilled migration functions from the State Migration Centre at the Small Business Development Corporation to ETI. The Skilled Migration WA unit joined ETI in May 2010 and is responsible for processing overseas applications for State Sponsored Skilled Migration as a critical operation for the Department in the coordinated whole of government effort to provide a skilled workforce for Western Australia.

International student recruitment

ETI has six strategic marketers and a global network of 350 trained education agents who assist prospective students in selecting a school or State Training Provider and a course of study. In 2009–10 students were recruited from 111 countries.

At the commencement of semester one 2010 there were 3,548 full fee paying international students enrolled in schools, English Language Intensive Course for Overseas Students (ELICOS) centres and State Training Providers across Western Australia. Within the VET sector, 3,178 international students were enrolled in semester one 2010. This was a 20% increase on the 2,642 international students enrolled in semester one 2009.

Semester one enrolments by State Training Provider 2005–2010



Source: Department of Training and Workforce Development Education and Training International

International market trends

The national trend for semester one 2010 has been a 7% increase in enrolments in the VET sector. Western Australia defied the national trend and enjoyed a 20% increase in enrolments at State Training Providers for the same period. ELICOS enrolments for semester one 2010 declined nationally by 9% and by 17% in Western Australia.

International projects

ETI continued to manage several long term offshore partnerships and contracts as well as winning new projects to build system wide capacity for Western Australian State Training Providers in the international market.

VETASSESS

ETI continued as a participant in an Australian consortium, including Vocational Education and Training Assessment Services (VETASSESS) and registered training providers, contracted by the Department of Education, Employment and Workplace Relations (DEEWR) to send qualified assessors off-shore from Western Australian State Training Providers to conduct practical skills assessments under the General Skilled Migration Program for people residing in the United Kingdom, South Africa, Sri Lanka and the Philippines intending to migrate to Australia. The Consortium completed 958 assessments across eight trade areas of general plumber, general electrician, automotive mechanics, refrigeration and air-conditioning mechanics, carpenters and joiners, bricklayers, linesmen and cable joiners.

China Metallurgical Corporation

Toward the end of 2009 ETI commenced the implementation stage of the contract with China Metallurgical Corporation (the organisation refers to the company as MCC) to provide offshore trades skills assessments for MCC's international workforce. This project resulted in 100 skilled workers being assessed to Australian standards in welding and metal fabrication. These workers will now be able to work in Australia under a temporary 457 skilled visa for MCC in the construction phase of the Sino Steel project in Karratha.

457 Visa program

ETI, in conjunction with Victoria University, successfully bid for an expression of interest issued by DEEWR to undertake offshore assessment services for temporary 457 skilled visa applicants. The contract covers 10 countries and 15 trade areas. While the demand for services was slow in 2009 due mainly to the Global Financial Crisis, demand in 2010 is increasing. The 10 nominated countries are Brazil, the Philippines, China, South Africa, Fiji, Thailand, India, Vietnam, Papua New Guinea and Zimbabwe.



Corporate and Governance

The Corporate and Governance Directorate is responsible for maintaining, monitoring and evaluating the systems of the Department. Areas that fall under this directorate are human resources, industrial relations, finance services, information and communication technologies, governance and system performance and evaluation.

Demerge of education and training

On 30 October 2009, the demerge of the Department of Education and Training was effected including the disposition of officers, Senior Executive Service (SES) and public service officers in accordance with section 36 (4) of the *Public Sector Management Act 1994*. A Disposition Schedule was approved by the Public Sector Commissioner to change the employing authority for certain SES and public service officers from the former Department of Education and Training to the new Department of Training and Workforce Development. The disposition was as a result of an analysis of the positions involved in functions that were either fully or partially related to the work of the new Department.

Staff establishment

Since the establishment of the Department of Training and Workforce Development, a process of organisational restructuring has been implemented. This process has resulted in the realignment of the Department to a new organisational framework to enable it to better respond to the needs of the vocational education and training sector and Government, including its new role in leading workforce development for the State. The new organisational structure incorporates dedicated training and workforce development functions, as well as key corporate service functions such as human resources, finance and governance. The Department has an established full-time equivalent ceiling of 588.

Departmental governance

Work commenced on the development of a governance and accountability framework for the Department, which includes a:

- delegations framework that incorporates delegations under the VET Act and other legislation relevant to the agency;
- misconduct resistance framework and management system;
- complaints management system; and
- staff code of conduct.

In addition, the Department established its Freedom of Information service in January 2010.

Accountability Framework

The Accountability Framework was created and aims to promote certainty and consistency in the way in which resources are acquired and used, and to provide the necessary framework within which the Department can achieve its objectives in an appropriately controlled environment. The Framework was endorsed by the Department's Corporate Executive committee in June 2010.

Policy framework

A revised policy framework, including a coordinated approach for the approval of Departmental policies, was introduced during 2009–10. Development of a centralised system for Departmental policies commenced during the year and will be implemented before the end of 2010. The system will ensure that policies are stored in a central location and developed and reviewed as part of a regular cycle. Policies of the former Department of Education and Training continue to apply where relevant while the Department policies are finalised and endorsed by Corporate Executive as part of the regular policy cycle.

State Training Providers governance

A Governance Framework for State Training Providers is being progressed which aims to enable providers to work with greater independence and clearer accountability in an open and competitive training market. Key activities to support this include the:

- development of a communication agreement between the Minister for Training and Workforce Development and State Training Providers;
- re-branding of six State Training Providers, enabling them to market training services in a way that reflects their individual strengths; and
- facilitation of a direct relationship between the Department of the Premier and Cabinet Media Office and State Training Providers in relation to the advertising and communication campaigns.

Student Satisfaction Survey

The Department's annual *Student Satisfaction Survey* seeks the views of current State Training Provider students about the quality and relevance of VET services and uses this information to gain a better understanding of students and their learning needs.

Findings of note from the 2009 survey included the following.

- Overall student satisfaction levels have remained relatively high, with 85% of students in 2008 being either satisfied or very satisfied with their course, compared to 86% in 2009.
- Satisfaction levels of trainees have increased substantially from 81.5% in 2008 to 87% in 2009. Apprentice satisfaction has also remained high at around 86%.
- Student satisfaction with the quality of lecturers has increased from 78% in 2008 to 82% in 2009.

Employer satisfaction with vocational education and training services

The national survey of *Employers' use and views of the VET system* is conducted every two years. It focuses on employer engagement with the VET system and how employers make the choices they do with regard to meeting their skills' needs. Employers are also asked about their satisfaction with the VET system's products and services.

Findings of note from the 2009 survey included the following.

- The proportion of respondents using the VET system in Western Australia increased from 52% in 2007 to 56 % in 2009 (nationally, 54% to 57%).
- The proportion of respondents providing no training for their employees decreased from 14% in 2007 to 10% in 2009 (nationally, 14% to 9%).
- The proportion of employers of apprentices and trainees who were satisfied with VET as a way of meeting their skill needs increased substantially from 72% in 2007 to 87% in 2009 (nationally, 81% to 83%).

National Centre for Vocational Education Research (NCVER) student outcomes survey

NCVER has conducted an Australian Government-funded national VET graduate destination survey each year since 1995. The survey measures the employment and further education outcomes of students who have graduated from courses or completed at least one course module.

The 2009 survey showed that satisfaction ratings and outcomes for Western Australian graduates have remained high and are consistent with national trends, as indicated by the following.

- Employment rates of Western Australian graduates decreased from 81% in 2008 to 78% in 2009 (nationally, 80% to 77%). This reflects a decline in employment levels in the general population.
- The proportion of all graduates who fully or partly achieved their main reason for study decreased slightly from 89% in 2008 to 87% 2009 (nationally, 87% to 86%).
- Average annual earnings for Western Australia's State Training Provider graduates in full-time work remained consistent with 2008 figures with earnings of \$49,974 in 2009. This exceeded the national average of \$47,486 for 2009.

Information and communication technologies

Since the establishment of the new Department, Information and Communication Technologies (ICT) has been working with the Department of Education (formerly Department of Education and Training) to develop its own information and communication technologies systems.

Business systems development and support

E-Business products are now hosted and developed by the Department of Training and Workforce Development (with continued resources and support provided by the Department of Education) for use by State Training Providers and central office. This includes the management of TAFE Training Delivery Systems which incorporates student self service, enrolment, class management, course and assessment management capabilities which interface with systems such as financial management and the Training Records System.

During 2009, work commenced on a suite of business systems enhancements which were designed to support initiatives focusing on increasing the number of people undertaking training; the recognition of prior learning in the training sector; and the general improvement of existing systems.

In addition, the Lecturer Portal focuses on improving the systems and services provided to State Training Provider lecturers. The Lecturer Portal provides lecturers with access to a range of services through a single point. It includes services such as electronic attendance tracking, result processing, and access to learning management systems, general class and student information. The Lecturer Portal is now in use in most colleges and it is anticipated that all colleges will have implemented the Lecturer Portal by the end of 2010.

Approximately 120,000 students were successfully enrolled this financial year in State Training Provider colleges using online enrolment systems which are now supported by the Department. Approximately 20,000 students applied for full-time studies through the TAFE Admissions System. Of these approximately 75% applied using the online application system.

Corporate systems development

State Training and Recognition System (STARS) is a suite of applications designed to assist with the management of vocational and educational training in Western Australia. During 2009 work commenced on a review of the major components of STARS. The review includes the development of a strategic plan that will drive future projects for STARS. The review is expected to be completed in 2010.

Technical support

ICT support for the Department, including State Training Provider colleges, is currently provided through the Department of Education Customer Service Centre. The Department is in the process of setting up its own centre.

Certification

I hereby certify that the performance indicators are based on proper records, are relevant and appropriate for assisting users to assess the performance of the Department of Training and Workforce Development, and represent the performance of the Department for the year ended 30 June 2010.



DR RUTH SHEAN
DIRECTOR GENERAL
(ACCOUNTABLE AUTHORITY)

7 September 2010

Performance management framework

Government Goal Greater focus on achieving results in key service delivery areas for the benefit of all Western Australians	
Outcome	A responsive vocational education and training sector which meets the needs of Western Australian students and employers.
Effectiveness Indicators	<ul style="list-style-type: none"> ■ Vocational education and training participation rate ■ State module load completion rate ■ Employer satisfaction with vocational education and training services ■ Student overall satisfaction levels ■ Graduate achieved or partly achieved main reason for undertaking their course
Efficiency	<ul style="list-style-type: none"> ■ Cost per student curriculum hour

Performance information on the vocational education and training (VET) sector is provided by indicators on overall participation in VET; on the success of students in acquiring competencies, and on how satisfied employers and students are with the VET services they access.

The VET participation rate demonstrates the extent to which people engage in training funded by the Department. VET courses are available to those wishing to learn and to acquire qualifications, so this information provides an indication of how useful and relevant people judge these VET services to be, and how responsive the system is to changing needs. This indicator shows the extent to which the entire working age population (15 to 64 years old) participated in VET.

The module load completion rate provides information on the extent to which students are engaged with their training and achieve the competencies specified in the training packages. Students do not all reach the specified standard of competence and some do not complete their studies. This indicator also provides a year-by-year view.

Information on employer satisfaction is measured through a national survey carried out every two years, as to the extent to which graduates achieve their intended purpose for undertaking their course. Student satisfaction is measured through a yearly Statewide survey.

Vocational education and training participation rate

The vocational education and training (VET) participation rate demonstrates the extent to which people aged 15 to 64 years engage in training funded by the Department.

The more responsive the Department is to funding training that satisfies demand, the more likely it is that individuals will engage in VET. Therefore, the VET participation rate provides an indication of how well the Department responds to the needs of students and employers.

This indicator is defined as the number of VET students publicly funded through the Department, aged 15 to 64 years, expressed as a proportion of the estimated resident population (ERP) for Western Australians aged 15 to 64 years.

Table 1: Vocational education and training (VET) participation rate (percentages), 2005–2009

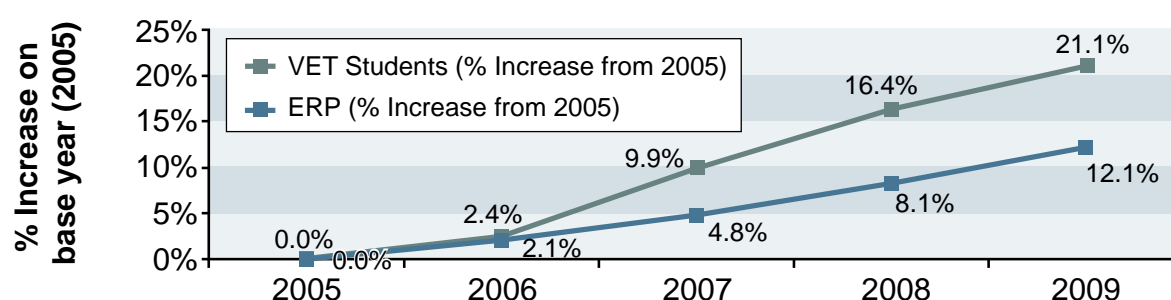
2005	2006	2007	2008	2009	Target in 2009–10 Budget Papers
7.9%	8.0%	8.4%	8.6%	8.6%	8%

Source: Department of Training and Workforce Development and Australian Bureau of Statistics (ABS), Australian Demographic Statistics, 3101.0, June Quarter 2009 (released March 2010).

In Western Australia, the estimated resident population of 15 to 64 year olds increased from 1,484,923 in 2008 to 1,539,226 in 2009: a growth of 3.7%. During the same period, the number of publicly funded VET students aged from 15 to 64 years increased from 127,974 in 2008 to 133,081 in 2009, representing an increase of 4%.

As presented in Figure 1, the cumulative percentage increase of VET students has continuously exceeded the growth rate of the estimated resident population. From 2005 (base year), the number of VET students has increased by 21.1% compared to an increase of 12.1% increase in the estimated resident population.

Figure 1: Percentage change in student numbers and estimated resident population (ERP) on base year (2005)



Source: Department of Training and Workforce Development and Australian Bureau of Statistics, Australian Demographic Statistics, 3101.0, June Quarter 2009 (released March 2010)

State module load completion rate

The module load completion rate (MLCR) is used to give an indication of the extent of the successful completion of modules. Although there are other factors that contribute to student completion of modules, the rate of module completion is an indication of the success of students in achieving the employment-related competencies specified in training packages.

The State MLCR is the sum of student curriculum hours (SCH) for successful completion modules expressed as a proportion of the total SCH across all module enrolments publicly funded through 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' or 'status' (or credit) granted through Recognition of Prior Learning'.

Table 2: State module load completion rate (percentages) ^(a) ^(b), 2005–2009

2005	2006	2007	2008	2009	Target in 2009–10 Budget Papers
74.7%	75.4%	76.5%	77.8%	79.4%	76%

(a) 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.

(b) National Agreement for Workforce Development (NASWD) scope, end-of-study basis.

Source: Department of Training and Workforce Development

Employer satisfaction with vocational education and training services

Employer satisfaction with the quality of vocational education and training (VET) is an indication of the extent to which the Department meets the needs of industry. The National Centre for Vocational Education Research (NCVER) conducts a national survey every second year, to assess employer engagement, awareness and satisfaction with the VET system.

The indicator is the proportion of Western Australian employers surveyed who were satisfied with the way vocational qualifications provided employees with the skills required to meet their needs.

In 2009, NCVER conducted telephone surveys with 5,244 employers, including 640 in Western Australia. The overall response rate for the survey in Western Australia was 68.9%. Of the 640 respondents in WA, 312 were employers that had vocational qualifications as a job requirement and they represented an estimated population of 27,769 employers. These respondents were asked to rate how satisfied they were on a five-point scale, where one was 'very satisfied' and five 'very dissatisfied'. Table 3 shows the proportion of respondents who were either very satisfied or satisfied.

Table 3: Employer satisfaction with vocational education and training services (percentages), 2005, 2007 and 2009

2005	2007	2009
83.8%	72.1%	87.2%

*Source: National Centre for Vocational Education Research (NCVER) (2005), (2007) and (2009)
Survey of Employers' Use and Views of the VET system*

NCVER advises that the confidence interval for the 2009 figure was $\pm 5.5\%$ (at the 95.0%). This indicates that the true value of the estimate lies between 92.7% and 81.7%.

Given the large variability between the 2005, 2007 and 2009 figures, the Department requested that NCVER investigate the possible reasons for this. The additional analysis conducted by NCVER indicated that the observed difference between 2005, 2007 and 2009 in satisfaction was real and statistically significant. NCVER compared the survey estimate with a predicted value based on a logistic regression model and concluded that the model-based approach confirmed the sample estimation approach.



Student overall satisfaction levels

Student satisfaction with the quality of accredited training courses gives an indication of the extent to which these courses meet student needs.

Full-time and part-time students who are enrolled in accredited courses at publicly funded State Training Providers (formerly known as TAFE colleges including Curtin VTEC and the Western Australian Academy of Performing Arts [WAPPA]) are invited to participate in the annual Student Satisfaction Survey. In 2009, 29,000 students were selected at random from the Department's student enrolment database, taking into account required sample sizes by State Training Provider and industry grouping. There were 8,523 usable responses, achieving an overall response rate for the survey of 29% and when statistically weighted, these responses represented the views of approximately 54,000 students.

Students were asked to respond to the question, 'Overall, how satisfied were you with your course?' on a five-point scale where one is 'very satisfied' and five is 'very dissatisfied'.

The confidence interval for the 2009 TAFE Student Satisfaction Survey was ± 0.7 (at the 95% confidence level). Confidence intervals below $\pm 5.0\%$ are considered very reliable and therefore represent the views of the overall population and not just the survey respondents.

If this survey were to be conducted 100 times, 95% of the time the overall satisfaction score would fall between 84.9% and 86.3% (the overall satisfaction figure (85.6%) plus or minus the confidence interval (± 0.7)).

Table 4 shows the proportion of respondents who were either very satisfied or satisfied with the overall aspects of their courses.

Table 4: Student overall satisfaction levels (percentages), 2005–2008

2005	2006	2007	2008	2009	Target in 2009–10 Budget Papers
85.4%	86.7%	86.8%	85.4%	85.6%	87%

Source: Colmar Brunton/Department of Training and Workforce Development, (2005), (2006), (2007), (2008) and (2009) Student Satisfaction Survey

Graduate achieved or partly achieved main reason for undertaking course

The Department aims to contribute to the development of individuals through the provision of initial and advanced-level education and training courses that give them skills and knowledge relevant to their employment and personal development needs.

Graduate achievement of reason for undertaking their course is defined as the number of publicly funded graduates who indicated they had 'wholly' or 'partly' achieved their main reason for undertaking their course, expressed as a percentage of the total number of publicly funded graduates who responded to the question.

NCVER conducts an annual national survey of publicly funded graduates who had completed their studies during the previous year and who had an Australian address as their usual address.

Questionnaires were sent to a stratified randomly selected sample of graduates derived to allow reporting at the national, state and institute levels and responses were weighted to the total population of graduates. In Western Australia, 7,211 graduates responded to the survey, giving an overall response rate for the survey in Western Australia of 42.8%. These responses represented an estimated population of 43,310.

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.

Table 5 shows the proportion of publicly funded graduates who achieved, either wholly or partly, their main reason for undertaking their course.

Table 5: Graduate achievement of main reason for undertaking their course (percentages), 2005–2009

2005	2006	2007	2008	2009	Target in 2009–10 Budget Papers
84.5%	87.6%	87.0%	89.1%	87.1%	89%

*Source: National Centre for Vocational Education Research (NCVER)
(2005), (2006), (2007), (2008), (2009), Student Outcomes Survey*

Vocational education and training services

Service description	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 meet industry, regional and community training needs and priorities.
Efficiency indicator	Cost per student curriculum hour

Cost per student curriculum hour

As a result of the establishment of the new Department of Training and Workforce Development, a new methodology has been adopted to calculate this key performance indicator. The new methodology makes it inappropriate to present previous years' data.

Table 6 provides an indication of the efficiency with which the Department strategically manages the investment of government resources in the State VET system

The cost per student curriculum hour (SCH) is calculated by dividing the total cost of services of the Department by the total SCH. Both the total expenditure and total SCH are based on calendar year data.

Table 6: Cost per student curriculum hour ^(a) ^(b), 2009

2009
\$16.21

(a) National Agreement for Workforce Development (NASWD) scope.

(b) Care should be taken in comparing cost per SCH in this KPI with data in publicly funded colleges annual reports, as the costs shown above 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, which are statutory authorities.

Source: Department of Training and Workforce Development



The Department of Education and Training listed the following significant issues in the 2009–10 Budget Papers.

- More flexible pathways between schools, vocational education and training (VET), universities and employment will continue to be developed and implemented to maximise learning opportunities for students will continue to be developed and implemented.
- Strategies to encourage employers to continue to engage in training and the employment of apprentices and trainees are being implemented in response to the economic downturn.
- Workforce management strategies continue to be developed and implemented to attract and retain employees, including Aboriginal and Torres Strait Islander employees, as well as strengthening support for school leaders.
- Continue to support community expectations of staff conduct and probity, the Standards and Integrity Prevention and Education strategy to support and educate staff will be implemented. Other initiatives will focus on compliance with Working With Children legislation, and misconduct and complaints management.
- The Department will plan, develop and implement joint National Partnership Agreements and work towards the Council of Australian Government (COAG) performance indicators and targets.

The Department of Training and Workforce Development listed the following significant issues in the 2010–11 Budget Papers.

- A skilled workforce is essential to underpinning the State's economic growth. The Department of Training and Workforce Development was established to improve training, apprenticeship and re-training opportunities for Western Australians.
- Ensuring the availability of suitably qualified workers to most areas of specific demand in a growing economy.
- Boosting participation rates of indigenous people in a skilled labour market will require collaboration and partnerships with Indigenous communities, industry, employers, training providers and Government. Following the 'Training together – working together' Committee's recommendations, support for indigenous job seekers was boosted with the recent opening of the new Aboriginal Workforce Development Centre.
- Part of the transformation of the training system involves re-branding and re-focusing State Training Providers as specialist training centres in areas of particular importance to Western Australia's economy.

In addition to those issues represented in the budget papers, there are other significant issues which will continue to impact on the Department.

- COAG agreed on 7 December 2009 to the establishment of a single national regulator for the VET sector and a national standards council. Western Australia has agreed to participate in the national VET regulatory system but has not agreed to refer power to the Commonwealth. Western Australia will continue to regulate providers operating only in this State and will enact legislation to mirror the Australian Government legislation.
- The disposition of offices, and officers of the former Department of Education and Training.
- The continued development of organisational structures, staff establishment, transition of staff and internal human resource systems, to meet external reporting requirements.
- Facilitating an organisational restructure that enables more effective alignment of functions to meet the needs of the sector, including the new role of the Department in leading workforce development for the State.
- Implementation of new arrangements for the delivery of transactional corporate services through the Education and Training Shared Services centre (ETSCC) including negotiation workforce development for the State.
- The delivery of centralised labour relations services to State Training Providers, including transitioning those services from the former Department of Education and Training.
- A new industrial agreement to replace the existing TAFE Lecturers Agreement.
- Focussing on the quality of education and training in Western Australia, ETI has initiated a number of strategies to address these factors including:
 - a significant upgrade to the ETI website;
 - the use of broader social networks such as Facebook; and
 - the development and implementation of a new electronic management system that streamlines the application process and improves service delivery.
- Implementing the Western Australian Migration Plan and meeting the targets for 2010–11 will also create challenges. The issues of sudden growth, skills shortages and the need for targeted immigration solutions has instigated a new approach to promoting State sponsored migration. As a result, new processes for planning, data collection, analysis and applications are being developed and will be implemented in 2010–11.
- The recommendations of the *Training together-working together, Aboriginal workforce development strategy* will be implemented to ensure that Aboriginal people in Western Australia are able to participate in the sustained economic growth of the State.
- Agency service delivery will be progressively and effectively achieved by the use of technology to meet growing demands and to encourage customer self-service within budgetary constraints.
- Equitable service delivery is required to satisfy the different needs of regions and their communities.



Auditor General

INDEPENDENT AUDIT OPINION

To the Parliament of Western Australia

DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT FINANCIAL STATEMENTS AND KEY PERFORMANCE INDICATORS FOR THE PERIOD 30 OCTOBER 2009 TO 30 JUNE 2010

I have audited the accounts, financial statements, controls and key performance indicators of the Department of Training and Workforce Development.

The financial statements comprise the Statement of Financial Position as at 30 June 2010, and the Statement of Comprehensive Income, Statement of Changes in Equity, Statement of Cash Flows, and Summary of Consolidated Account Appropriations and Income Estimates for the period 30 October 2009 to 30 June 2010, a summary of significant accounting policies and other explanatory Notes.

The key performance indicators consist of key indicators of effectiveness and efficiency.

Director General's Responsibility for the Financial Statements and Key Performance Indicators

The Director General is responsible for keeping proper accounts, and the preparation and fair presentation of the financial statements in accordance with Australian Accounting Standards and the Treasurer's Instructions, and the key performance indicators. This responsibility includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial statements and key performance indicators that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; making accounting estimates that are reasonable in the circumstances; and complying with the Financial Management Act 2006 and other relevant written law.

Summary of my Role

As required by the Auditor General Act 2006, my responsibility is to express an opinion on the financial statements, controls and key performance indicators based on my audit. This was done by testing selected samples of the audit evidence. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion. Further information on my audit approach is provided in my audit practice statement. This document is available on the OAG website under "How We Audit".

An audit does not guarantee that every amount and disclosure in the financial statements and key performance indicators is error free. The term "reasonable assurance" recognises that an audit does not examine all evidence and every transaction. However, my audit procedures should identify errors or omissions significant enough to adversely affect the decisions of users of the financial statements and key performance indicators.

**Department of Training and Workforce Development
Financial Statements and Key Performance Indicators
for the period 30 October 2009 to 30 June 2010**

Audit Opinion

In my opinion,

- (i) the financial statements are based on proper accounts and present fairly the financial position of the Department of Training and Workforce Development at 30 June 2010 and its financial performance and cash flows for the period 30 October 2009 to 30 June 2010. They are in accordance with Australian Accounting Standards and the Treasurer's Instructions;
- (ii) the controls exercised by the Department provide reasonable assurance that the receipt, expenditure and investment of money, the acquisition and disposal of property, and the incurring of liabilities have been in accordance with legislative provisions; and
- (iii) the key performance indicators of the Department are relevant and appropriate to help users assess the Department's performance and fairly represent the indicated performance for the period 30 October 2009 to 30 June 2010.



COLIN MURPHY
AUDITOR GENERAL
10 September 2010

Financial statements

Certification of Financial Statements

For the period 30 October 2009 to 30 June 2010

The accompanying financial statements of the Department of Training and Workforce Development have been prepared in compliance with the provisions of the *Financial Management Act 2006* from proper accounts and records to present fairly the financial transactions for the period 30 October 2009 to 30 June 2010 and the financial position as at 30 June 2010.

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



DR RUTH SHEAN
DIRECTOR GENERAL
(ACCOUNTABLE AUTHORITY)

6 September 2010



LINDA CANDY
A/DIRECTOR FINANCE SERVICES
(CHIEF FINANCE OFFICER)

6 September 2010

DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT
Statement of Comprehensive Income
For the period 30 October 2009 to 30 June 2010

	Note	2009-2010 (\$'000)
COST OF SERVICES		
Expenses		
Employee benefits expense	7	27 213
Supplies and services	8	22 117
Depreciation and amortisation expense	9	474
Grants and subsidies	10	389 838
Accommodation expense	11	3 167
Finance costs	12	1
Other expenses	13	28
Loss on disposal of non-current assets	14	1
Total cost of services		442 839
Income		
Revenue		
User charges and fees	15	13 754
Commonwealth grants and contributions	17	147 817
Interest revenue		834
Other revenue	16	3 089
Total revenue		165 494
Total Income other than income from State Government		165 494
NET COST OF SERVICES		277 345
INCOME FROM STATE GOVERNMENT	18	
Service appropriation		268 966
Resources received free of charge		254
Total Income from State Government		269 220
SURPLUS / (DEFICIT) FOR THE PERIOD (i)		(8 125)
OTHER COMPREHENSIVE INCOME		
Changes in asset revaluation reserve		-
Gains/(losses) recognised directly in equity		-
TOTAL COMPREHENSIVE INCOME FOR THE PERIOD		(8 125)

The Statement of Comprehensive Income should be read in conjunction with the accompanying notes.

- (i) Following the de-merger of the former Department of Education and Training, the transfer of appropriation to the Department of Training and Workforce Development for 2009-10 was under allocated with respect to Commonwealth funding for the purpose of capital works. There would have been a surplus for the period had the full allocation been received.

DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT
Statement of Financial Position
As at 30 June 2010

	Note	2009-2010 (\$'000)
ASSETS		
Current Assets		
Cash and cash equivalents	19	1 126
Restricted cash and cash equivalents	20	79 293
Amounts receivable for services	21	-
Receivables	22	8 948
Non-current assets classified as held for sale	23	21 000
Total Current Assets		110 367
Non-current Assets		
Restricted cash and cash equivalents	20	1 544
Amounts receivable for services	21	30 749
Property, plant and equipment	24	99 270
Total Non-Current Assets		131 563
TOTAL ASSETS		241 930
LIABILITIES		
Current Liabilities		
Provisions	27	8 187
Payables	28	7 087
Borrowings	29	8
Other current liabilities	30	21 116
Total Current Liabilities		36 398
Non-current liabilities		
Provisions	27	1 519
Borrowings	29	7
Total Non-Current Liabilities		1 526
TOTAL LIABILITIES		37 924
NET ASSETS		204 006
EQUITY		
Contributed equity	31	212 131
Reserves		-
Accumulated surplus (i)		(8 125)
TOTAL EQUITY		204 006

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

- (i) Following the de-merger of the former Department of Education and Training, the transfer of appropriation to the Department of Training and Workforce Development for 2009-10 was under allocated with respect to Commonwealth funding for the purpose of capital works. There would have been a surplus for the period had the full allocation been received.

DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT

Statement of Changes in Equity

For the period 30 October 2009 to 30 June 2010

	Note	Contributed Equity (\$'000)	Reserves (\$'000)	Accumulated Surplus/(deficit) (\$'000)	Total Equity (\$'000)
Balance as at 30 October 2009		-	-	-	-
Total comprehensive income for the 8 months		-	-	(8 125)	(8 125)
Transactions with owners in their capacity as owners:					
Capital appropriations		28 367	-	-	28 367
Other contributions by owners		183 764	-	-	183 764
Total		212 131	-	(8 125)	204 006
Balance as at 30 June 2010		212 131	-	(8 125)	204 006



DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT
Statement of Cash Flows
For the period 30 October 2009 to 30 June 2010

	Note	2008-2009 (\$'000)
CASH FLOWS FROM STATE GOVERNMENT		
Service appropriation		267 822
Capital contributions		28 367
Cash transferred as contribution by owner (i)		82 863
Net cash provided by State Government		379 052
Utilised as follows:		
CASH FLOWS FROM OPERATING ACTIVITIES		
Payments		
Payments Supplies and Services and Other		(34 061)
Payments Employee Benefits		(28 104)
Grants and Subsidy payments		(389 838)
Receipts		
User charges and fees		45 167
Commonwealth grants and contributions		145 501
Interest		834
Other Revenue		3 089
Net cash provided by / (used in) operating activities	32	(257 412)
CASH FLOWS FROM INVESTING ACTIVITIES		
Payment for non-current physical assets		(39 672)
Net cash provided by / (used in) investing activities		(39 672)
CASH FLOWS FROM FINANCING ACTIVITIES		
Payment of finance lease liabilities		(5)
Net cash provided by / (used in) financing activities		(5)
Net increase / (decrease) in cash and cash equivalents		81 963
Cash and cash equivalents at the beginning of the period		-
CASH AND CASH EQUIVALENTS AT THE END OF THE PERIOD		81 963

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

(i) Cash transferred from the Department of Education as a contribution by owner following the demerger of the former Department of Education and Training on 30 October 2009.

DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT
Summary of Consolidated Account Appropriation and Income Estimates
For the period 30 October 2009 to 30 June 2010

	2009-2010 Estimate (i) (\$'000)	2009-2010 Actual (\$'000)	Variance (\$'000)
Delivery of Services			
Section 25 transfer from Department of Education (ii)	254,106	254,448	342
Section 25 transfer from Department of Treasury and Finance (iii)		1,150	1 150
Section 27 Supplementary Funding from Consolidated Account (iv)	13,149	13,149	-
Amount authorised by other statutes			
- <i>Salaries and Allowances Act 1975</i>	219	219	-
Total appropriations provided to deliver services	267 474	268 966	1 492
Capital			
Section 25 transfer from Department of Education (ii)	34 826	34 826	-
Repayment of unspent Capital Appropriation to Department of Treasury and Finance		(6 459)	(6 459)
	34 826	28 367	(6 459)
GRAND TOTAL	302 300	297 333	(4 967)
Details of expenses by service			
Vocational Education and Training (v)	449 562	442 839	(6 723)
Total cost of services	449 562	442 839	(6 723)
Less total income	202 469	165 494	(36 975)
Net cost of services	247 093	277 345	30 252
Adjustments	20 381	(8 379)	(28 760)
Total appropriations provided to deliver services	267 474	268 966	1 492
Capital expenditure			
Purchase of non-current physical assets	43 299	39 672	(3 627)
Adjustments for other funding sources	(8 473)	(11 305)	(2 832)
Capital appropriations	34 826	28 367	(6 459)

Adjustments comprise movements in cash balances and other accrual items such as receivables, payables, accrued income and superannuation.

Note 43, 'Explanatory Statement', provides details of any significant variations between estimates and actual results for 2009-2010.

(i) The 2009-10 estimate reflects the estimate since the creation of the Department of Training and Workforce Development on 30 October 2009. Please note that the 2009-10 Estimated Actual as printed in the 2010-11 Budget Statements reflects a 12 month estimate.

(ii) The Section 25 transfer from the Department of Education relates to the establishment of the Department of Training and Workforce Development and the transfer of responsibilities and funding to the new department.

(iii) The Section 25 transfer from the Department of Treasury and Finance relates to Voluntary Severance Scheme payments authorised by the Department of Premier and Cabinet for both the department and the State Training Providers.

(iv) This is supplementary funding allocated to the Department since establishment on 30 October 2009.

(v) The Department had only one Service in 2009-2010 represented as Service 3 in the former Department of Education and Training 2008-2009 Financial Statements.

DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT
Notes to the Financial Statements
For the period 30 October 2009 to 30 June 2010

1. AUSTRALIAN ACCOUNTING STANDARDS

General

The Department's financial statements for the year ended 30 June 2010 have been prepared in accordance with Australian Accounting Standards. The term 'Australian Accounting Standards' refers to standards and interpretations issued by the Australian Accounting Standards Board (AASB).

The Department has adopted any applicable new and revised Australian Accounting Standards from their operative date.

Early Adoption of Standards

The Department cannot early adopt an Australian Accounting Standard unless specifically permitted by Treasurer's Instruction (TI) 1101 'Application of Australian Accounting Standards and Other Pronouncements'. No Australian Accounting Standards that have been issued or amended but not yet operative have been early adopted by the Department for the annual reporting period ended 30 June 2010.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) General Statement

The financial statements constitute general purpose financial statements that have been prepared in accordance with the Australian Accounting Standards, the Framework, Statements of Accounting Concepts and other authoritative pronouncements of the AASB 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 Management Act 2006* and the Treasurer's Instructions are legislative provisions governing the preparation of financial statements and take precedence over Australian Accounting Standards, the Framework, Statements of Accounting Concepts and other authoritative pronouncements of the AASB.

Where modification is required and has had a material or significant financial effect upon the reported results, details of that modification and the resulting financial effect, are disclosed in the notes to the financial statements.

(b) Basis of Preparation

The financial statements have been prepared on the accrual basis of accounting using the historical cost convention, except for land and buildings which have been measured at fair value.

The accounting policies adopted in the preparation of the financial statements have been consistently applied throughout all periods presented unless otherwise stated.

The financial statements are presented in Australian dollars and all values are rounded to the nearest thousand dollars (\$'000).

The judgements that have been made in the process of applying the Department's accounting policies that have the most significant effect on the amounts recognised in the financial statements are disclosed at note 3 'Judgements made by management in applying accounting policies'.

DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT
Notes to the Financial Statements
For the period 30 October 2009 to 30 June 2010

The key assumptions made concerning the future, and other key sources of estimation uncertainty at the end of the reporting period that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are disclosed at note 4 'Key sources of estimation uncertainty'.

(c) Reporting Entity

The reporting entity comprises the Department of Training and Workforce Development.

Mission

The Department of Training and Workforce Development's mission is to build on the strengths of the current training system, while at the same time leading change for the future.

The Department of Training and Workforce Development is predominantly funded by Parliamentary appropriations supplemented by funding received from the Australian Government.

The financial statements encompass all funds which the Department controls to meet its outcomes and services.

Services

The Department provides the following service:

Vocational Education and Training Services (VET)

This service provides the strategic management of the investment of public resources in the State VET system, including the planning, funding and monitoring of VET services.

(d) Contributed Equity

AASB Interpretation 1038 '*Contributions by Owners Made to Wholly Owned Public Sector Entities*' requires transfers in the nature of equity contributions, other than as a result of a restructure of administrative arrangements, to be designated by the Government (the owner) as contributions by owners (at the time of, or prior to transfer) before such transfers can be recognised as equity contributions. Capital appropriations have been designated as contributions by owners by Treasurer's Instruction (TI) 955 '*Contributions by Owners made to Wholly Owned Public Sector Entities*' and have been credited directly to Contributed Equity.

The transfer of net assets to/from other agencies, other than as a result of a restructure of administrative arrangements, are designated as contributions by owners where the transfers are non-discretionary and non-reciprocal (see note 31 '*Equity*').

DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT
Notes to the Financial Statements
For the period 30 October 2009 to 30 June 2010

(e) Income

Revenue recognition

Revenue is measured at the fair value of consideration received or receivable. Revenue is recognised for the major business activities as follows:

Sale of Goods

Revenue is recognised from the sale of goods and disposal of other assets when the significant risks and rewards of ownership transfer to the purchaser and can be measured reliably.

Provision of Services

Revenue is recognised on delivery of the service to the client or by reference to the stage of completion.

Interest

Revenue is recognised as the interest accrues.

Commonwealth Grants

Revenue is recognised in accordance with AASB 1004 '*Contributions*'. AASB 1004 requires contributions received or receivable to be recognised immediately as revenue when:

- (a) the Department obtains control of the contribution or the right to receive the contribution;
- (b) it is probable that the economic benefits comprising the contribution will flow to the Department; and
- (c) the amount of the contribution can be measured reliably.

Service Appropriations

Service Appropriations for the delivery of services comprise of two components – amounts to meet the immediate cash needs of the Department and amounts set aside in a suspense (holding) account in Treasury to meet relevant commitments in relation to depreciation (asset replacement) and leave liabilities when these emerge.

Service Appropriations are recognised as revenues at nominal value in the period in which the Department gains control of the appropriated funds. The Department gains control of appropriated funds at the time those funds are deposited into the Department's bank account or credited to the Amounts receivable for services (holding account) held at Treasury (see note 18 '*Income from State Government*' for further detail).

Net Appropriation Determination

The Treasurer may make a determination providing for prescribed receipts to be retained for services under the control of the Department. In accordance with the determination specified in the 2009-10 Budget Statements, the Department retained \$165 million from the following:

- User charges and fees;
- Commonwealth specific purpose grants and contributions; and
- Other departmental revenue

Grants, donations, gifts and other non-reciprocal contributions

Revenue is recognised at fair value when the Department obtains control over the assets comprising the contributions, usually when cash is received.

Other non-reciprocal contributions that are not contributions by owners are recognised at their fair value. Contributions of services are only recognised when a fair value can be reliably determined and the services would have been purchased if not donated.

DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT
Notes to the Financial Statements
For the period 30 October 2009 to 30 June 2010

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of, and amounts pertaining to, those undischarged conditions are disclosed in the notes.

Gains

Gains may be realised or unrealised and are usually recognised on a net basis. These include gains arising from the disposal of non-current assets and some revaluations of non-current assets.

(f) Property, Plant and Equipment

Capitalisation/Expensing of assets

Items of property, plant and equipment costing \$5,000 or more are recognised as assets and the cost of utilising assets is expensed (depreciated) over their useful lives. Items of property, plant and equipment costing less than \$5,000 are immediately expensed direct to the Statement of Comprehensive Income (other than where they form part of a group of similar items which are significant in total).

Initial recognition and measurement

All items of property, plant and equipment are initially recognised at cost.

For items of property, plant and equipment acquired at no cost or for nominal cost, the cost is their fair value at the date of acquisition.

Subsequent measurement

Subsequent to initial recognition as an asset, the revaluation model is used for the measurement of land and buildings and the cost model for all other property, plant and equipment. Land and buildings are carried at fair value less accumulated depreciation on buildings and accumulated impairment losses. All other items of property, plant and equipment are stated at historical cost less accumulated depreciation and accumulated impairment losses.

Where market-based evidence is available, the fair value of land and buildings is determined on the basis of current market buying values determined by reference to recent market transactions. When buildings are revalued by reference to recent market transactions, the accumulated depreciation is eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount.

Where market evidence is not available, the fair value of land and buildings is determined on the basis of existing use. This normally applies where buildings are specialised or where land use is restricted. Fair value for existing use assets is determined by reference to the cost of replacing the remaining future economic benefits embodied in the asset, i.e. the depreciated replacement cost. Where the fair value of buildings is determined on the depreciated replacement cost basis, the gross carrying amount and the accumulated depreciation are restated proportionately.

Independent valuations of land and buildings are provided annually by the Western Australian Land Information Authority (Valuation Services) and recognised with sufficient regularity to ensure that the carrying amount does not differ materially from the asset's fair value at the end of the reporting period.

The most significant assumptions in estimating fair value are made in assessing whether to apply the existing use basis to assets and in determining estimated useful life. Professional judgment by the valuer is required where the evidence does not provide a clear distinction between market type assets and existing use assets.

Refer to notes 24, 25 and 31 for further information on revaluations.

DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT

Notes to the Financial Statements**For the period 30 October 2009 to 30 June 2010***Derecognition*

Upon disposal or derecognition of an item of property, plant and equipment, any revaluation surplus relating to that asset is retained in the Asset Revaluation Surplus.

Asset Revaluation Surplus

The asset revaluation reserve is used to record increments and decrements on the revaluation of non-current assets as described in note 24 'Property, Plant and Equipment'.

Depreciation

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

Land is not depreciated. Depreciation on other assets is calculated on the straight-line method using rates, which are reviewed annually. Estimated useful lives of each class of depreciable asset are:

<i>Buildings</i>	<i>40 Years</i>
<i>Communication equipment</i>	<i>5 Years</i>
<i>Computer equipment</i>	<i>4 Years</i>
<i>Furniture and fittings</i>	<i>10 Years</i>
<i>Office equipment</i>	<i>8 Years</i>
<i>Plant and equipment</i>	<i>8 Years</i>

The Department of Training and Workforce Development owns works of art, which are anticipated to have 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.

(g) Non-current Assets Classified as Held for Sale

Non-current assets held for sale are recognised at the lower of carrying amount and fair value less costs to sell and are presented separately in the Statement of Financial Position. Assets classified as held for sale are not depreciated or amortised.

Non-current assets held for sale comprise of surplus Crown and Freehold land and buildings to be disposed of by the Department as a distribution to owner.

All land and holdings are Crown land vested in the Department by the Government. The Department of Regional Development and Lands (DRDL) is the only agency with the power to sell Crown land. The Department transfers Crown land and any attached buildings to DRDL when the land becomes available for sale.

(h) 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 income and as assets or expenses as appropriate at fair value.

DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT
Notes to the Financial Statements
For the period 30 October 2009 to 30 June 2010

(i) Impairment of Assets

Property, plant and equipment are tested for any indication of impairment at the end of each reporting period. Where there is an indication of impairment, the recoverable amount is estimated. Where the recoverable amount is less than the carrying amount, the asset is considered impaired and is written down to the recoverable amount and the impairment loss is recognised. As the Department is a not for profit entity, unless an asset has been identified as a surplus asset, the recoverable amount is the higher of an asset's fair value less costs to sell and depreciated replacement cost.

The risk of impairment is generally limited to circumstances where an asset's depreciation is materially understated, where the replacement cost is falling, or where there is a significant change in useful life. Each relevant class of asset is reviewed annually to verify that the accumulated depreciation/amortisation reflects the level of consumption or expiration of the asset's future economic benefits and to evaluate any impairment risk from falling replacement costs.

The recoverable amount of assets identified as surplus assets is the higher of fair value less costs to sell and the present value of future cash flows expected to be derived from the asset. Surplus assets carried at fair value have no risk of material impairment where fair value is determined by reference to market-based evidence.

Where fair value is determined by reference to depreciated replacement cost, surplus assets are at risk of impairment and the recoverable amount is measured. Surplus assets at cost are tested for indications of impairment at the end of each reporting period.

(j) Provisions

Provisions are liabilities of uncertain timing or amount and are recognised where there is a present legal or constructive obligation as a result of a past event and when the outflow of resources embodying economic benefits is probable and a reliable estimate can be made of the amount of the obligation. Provisions are reviewed at the end of each reporting period. (*see note 27 'Provisions'*)

(i) Provisions – Employee Benefits

Annual Leave and Long Service Leave

The liability for annual and long service leave expected to be settled within 12 months after the end of the reporting period is recognised and measured at the undiscounted amounts expected to be paid when the liabilities are settled. Annual and long service leave expected to be settled more than 12 months after the end of the reporting period is measured at the present value of amounts expected to be paid when the liabilities are settled. Leave liabilities are in respect of services provided by employees up to the end of the reporting period.

When assessing expected future payments consideration is given to expected future wage and salary levels including non salary components such as employer superannuation contributions. In addition, the long service leave liability also considers the experience of employee departures and periods of service.

The expected future payments are discounted using market yields at the balance sheet date on national government bonds with terms to maturity that match, as closely as possible, the estimated future cash outflows.

All annual leave and unconditional long service leave are classified as current liabilities as the Department does not have an unconditional right to defer settlement of the liability for at least 12 months after the end of the reporting period.

DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT

Notes to the Financial Statements

For the period 30 October 2009 to 30 June 2010

Deferred Leave

The provision for deferred leave relates to Public Sector employees who have entered into an agreement to self-fund up to an additional twelve months leave in the fifth year of the agreement. The provision recognises the value of salary set aside for employees to be used in the fifth year. This liability is measured on the same basis as annual leave. Deferred leave is reported as a non-current provision until the fifth year.

Superannuation

The Government Employees Superannuation Board (GESB) in accordance with legislative requirements administers public sector superannuation arrangements in Western Australia.

Employees may contribute to the Pension Scheme, a defined benefit pension scheme now closed to new members or the Gold State Superannuation Scheme (GSS) a defined benefit lump sum scheme also closed to new members.

The Department has no liabilities for superannuation charges under the Pension or the GSS. The liabilities for the unfunded Pension Scheme and the unfunded GSS transfer benefits due to members who transferred from the Pension Scheme, are assumed by the Treasurer. All other GSS obligations are funded by concurrent contributions made by the Department to the GESB. The concurrently funded part of the GSS is a defined contribution scheme as these contributions extinguish all liabilities in respect of the concurrently funded GSS obligations.

Employees commencing employment prior to 16 April 2007 who were not members of either the Pension or the GSS Schemes became non-contributory members of the West State Superannuation Scheme (WSS). Employees commencing employment on or after 16 April 2007 became members of the GESB Super Scheme (GESBS). Both of these schemes are accumulation schemes. The Department makes concurrent contributions to GESB on behalf of employees in compliance with the Commonwealth Government's *Superannuation Guarantee (Administration) Act 1992*. These contributions extinguish the liability for superannuation charges in respect of the WSS and GESBS Schemes.

The GESB makes all benefit payments in respect of the Pension and GSS Schemes, and is recouped by the Treasurer for the employer's share. (See also note 2(k) 'Superannuation Expense')

(ii) Provisions – Other

Employment On-Costs

Employment on-costs, including workers' compensation insurance, are not employee benefits and are recognised as liabilities and expenses when the employment to which they relate has occurred. Employment on-costs are included as part of 'Other expenses' and are not included as part of the Department's 'Employee benefits expense'. The related liability is included in Employment on-costs provision (see notes 13 'Other Expenses' and note 27 'Provisions').

(k) Superannuation Expense

The superannuation expense in the Statement of Comprehensive Income comprises of employer contributions paid to the GSS (concurrent contributions), the WSS, and the GESBS. Note that the employer contribution paid to the GESB in respect of the GSS are paid back into the Consolidated Account by the GESB.

The GSS is a defined benefit scheme for the purposes of employees and whole-of-government reporting. However, it is a defined contribution plan for agency purposes because the concurrent contributions (defined contributions) made by the agency to the GESB extinguish all agency obligations to the related superannuation liability.

DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT
Notes to the Financial Statements
For the period 30 October 2009 to 30 June 2010

(l) Leases

Finance lease rights and obligations are initially recognised, at the commencement of the lease term, as assets and liabilities equal in amount to the fair value of the leased item or, if lower, the present value of the minimum lease payments, determined at the inception of the lease. The assets are disclosed as miscellaneous assets, and are depreciated over the period during which the Department is expected to benefit from their use. Minimum lease payments are apportioned between the finance charge and the reduction of the outstanding lease liability, according to the interest rate implicit in the lease.

The Department holds operating leases for head office and a number of branch office buildings. Lease payments are expensed on a straight line bases over the lease term as this represents the pattern of benefits from the leased properties.

(m) Amounts Receivable for Services (Holding Account)

The Department receives funding on an accrual basis that recognises the full annual cash and non-cash cost of services. The appropriations are paid partly in cash and partly as an asset (Holding Account receivable) that is accessible on the emergence of the cash funding requirement to cover leave entitlements and asset replacement. (See note 18 'Income from State Government and note 21 'Amounts receivable for services'.)

(n) Cash and Cash Equivalents

For the purpose of the Statement of Cash Flows, 'Cash and cash equivalents' (and restricted cash and cash equivalents) comprise cash on hand and short-term deposits with original maturities of three months or less that are readily convertible to a known amount of cash, and which are subject to insignificant risk of changes in value.

(o) Receivables

Receivables are recognised and carried at original invoice amount less an allowance for uncollectible amounts (i.e. impairment). The collectability of receivables is reviewed on an ongoing basis and any receivables identified as uncollectible are written-off against the allowance account. The allowance for uncollectible amounts (doubtful debts) is raised when there is objective evidence that the Department will not be able to collect the debts. The carrying amount is equivalent to fair value as it is due for settlement within 30 days. (See note 2(q) 'Financial Instruments' and note 22 'Receivables').

(p) Payables

Payables are recognised at the amount payable when the Department becomes obliged to make future payments as a result of a purchase of assets or services. The carrying amount is equivalent to fair value, as they are generally settled within 30 days. (See note 2(q) 'Financial Instruments' and note 28 'Payables').

DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT
Notes to the Financial Statements
For the period 30 October 2009 to 30 June 2010

(q) Financial Instruments

In addition to cash, the Department has two categories of financial instruments:

- Loans and receivables; and
- Financial liabilities measured at amortised cost.

Financial Instruments have been disaggregated into the following classes:

Financial Assets

- Cash and cash equivalents
- Restricted Cash and cash equivalents
- Receivables
- Amounts receivable for service

Financial Liabilities

- Payables
- Employee Provisions
- Finance Lease Liabilities
- Other Liabilities

Initial recognition and measurement of financial instruments is at fair value which normally equates to the transaction cost or face value. Subsequent measurement is at amortised cost using the effective interest method.

The fair value of short term receivables and payables is the transaction cost or the face value because there is no interest rate applicable and subsequent measurement is not required as the effect of discounting is not material.

(r) Accrued Salaries

The accrued salaries suspense account (*see note 20 'Restricted cash and cash equivalents'*) 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.

Accrued salaries (*see note 28 'Payables'*) represent the amount due to staff but unpaid at the end of the financial year, as the pay date 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 fortnight of the financial year end. The Department considers the carrying amount of accrued salaries to be equivalent to its net fair value.

(s) Comparative Figures

The Department of Training and Workforce Development established on 30 October 2009 as a result of Machinery of Government Changes. Accordingly, no comparative figures are available.

3. JUDGEMENTS MADE BY MANAGEMENT IN APPLYING ACCOUNTING POLICIES

The Department has not made any judgements during 2009-10 in the process of applying accounting policies that have a significant effect on the amounts recognised in the financial statements.

DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT
Notes to the Financial Statements
For the period 30 October 2009 to 30 June 2010

4. KEY SOURCES OF ESTIMATION UNCERTAINTY

The Department makes key estimates and assumptions made concerning the future. These estimates and assumptions are based on historical experience and other factors that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year include:

Service

In calculating the Department's long service leave provision, several estimations and assumptions have been made. These include expected future salary rates, salary inflation, discount rates, employee retention rates and expected future payments. Any changes in these estimations and assumptions may impact on the carrying amount of the long service leave provision.

Assets Held for Sale

The Department has classified a parcel of Crown Land as held for sale during the 2009-10 financial year. An offer and acceptance was entered into in June 2010 between the State of Western Australia and Landcorp. However the value of the sale is yet to be determined. The offer and acceptance is conditional to a 'super deposit' of \$5 million being received. Settlement is not expected until July 2012.

5. CORRECTION OF PRIOR PERIOD ERROR

There have been no corrections of prior period errors in the 2009-10 Financial Statements.

6. DISCLOSURE OF CHANGES IN ACCOUNTING POLICY AND ESTIMATES

Voluntary changes in Accounting Policy

There have been no changes in accounting policy in the 2009-10 Financial Statements.

Initial application of an Australian Accounting Standard

The Department has applied the following Australian Accounting Standards effective for annual reporting periods beginning on or after 1 July 2009 that impacted on the Department:

Australian Accounting Standard 101 *Presentation of Financial Statements* (September 2007)

This Standard has been revised and introduces a number of terminology changes as well as changes to the structure of the Statement of Changes in Equity and the Statement of Comprehensive Income. It is now a requirement that owner changes in equity be presented separately from the non-owner changes in equity. There is no financial impact resulting from the application of this revised Standard.

AASB 2007-10 *Further Amendments to Australian Accounting Standards arising from AASB 101*.

This Standard changes the term 'general purpose financial report' to 'general purpose financial statements', where appropriate in Australian Accounting Standards and the Framework to better align with IFRS terminology. There is no financial impact resulting from the application of this Standard.

DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT
Notes to the Financial Statements
For the period 30 October 2009 to 30 June 2010

AASB 2008-13 Amendments to Australian Accounting Standards arising from AASB Interpretation 17 - Distributions of Non-cash Assets to Owners [AASB 5 & AASB 110].

This Standard amends AASB 5 Non-current assets Held for Sale and Discontinued Operations in respect of the classification, presentation and measurement of non-current assets held for distribution to owners in their capacity as owners. This may impact on the presentation and classification of Crown land held by the Department where the Crown land is to be sold by the Department of Regional Development and Lands (formerly Department for Planning and Infrastructure). The Department does not expect any financial impact when the Standard is first applied prospectively.

AASB 2009-2 Amendments to Australian Accounting Standards - Improving Disclosures about Financial Instruments AASB 4, AASB 7, AASB 1023 & AASB 1038.

This Standard amends AASB 7 and will require enhanced disclosures about fair value measurements and liquidity risk with respect to financial instruments. There is no financial impact resulting from the application of this Standard.

Future impact of Australian Accounting Standards not yet operative

The Department cannot early adopt an Australian Accounting Standard unless specifically permitted by Treasurer's Instruction 1101 '*Application of Australian Accounting Standards and Other Pronouncements*'. Consequently, the Department has not applied early the following Australian Accounting Standards that have been issued that may impact the Department. Where applicable, the Department plans to apply these Australian Accounting Standards from their application date.

AASB 2009-11

Amendments to Australian Accounting Standards arising from AASB 9 [AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 127, 128, 131, 132, 136, 139, 1023 & 1038 and Interpretations 10 & 12].

The amendment to AASB 7 requires modification to the disclosure of categories of financial assets. The Department does not expect any financial impact when the Standard is first applied. The disclosure of categories of financial assets in the notes will change.

DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT
Notes to the Financial Statements
For the period 30 October 2009 to 30 June 2010

2009-2010

(\$'000)

7. EMPLOYEE BENEFITS EXPENSES

Wages and Salaries	26 247
Superannuation - defined contribution plans (i)	2 059
Long Service Leave	(1 251)
Annual leave	53
Other related expense (ii)	105

27 213

- (i) Defined contribution plans include West State, Gold State and GESB Super Scheme (contributions paid).
(ii) These employers expenses include staff accommodation, Fringe Benefits Tax and other subsidies.

Employment on-costs such as workers' compensation insurance are included in note 13 'Other Expenses'. The employment on-costs liability is included in note 27 'Provisions'.

8. SUPPLIES AND SERVICES

Communication	627
Computer software and system support	204
Contract staff and consulting	7 019
Electricity and water expenses	170
Insurance	84
Minor Equipment Purchases	1 124
Operating leases	875
Other Staffing Costs	270
Printing and Publishing	728
Repairs, maintenance and minor works	712
Scholarships and allowances	23
Security	15
Travel	384
Commissions	1 897
Professional Services	4 563
Advertising	1 070
Other	2 352

22 117

9. DEPRECIATION AND AMORTISATION EXPENSE

Buildings	169
Plant and equipment	32
Computers	108
Communication equipment	4
Office equipment	154
Miscellaneous	7

474



DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT
Notes to the Financial Statements
For the period 30 October 2009 to 30 June 2010

2009-2010

(\$'000)

10. GRANTS AND SUBSIDIES

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 state training providers.

Contracts and Agreements for the Delivery of Training and Employment Services by:	
State Training Providers; Curtin VTEC Kalgoorlie and Western Australian Academy of Performing Arts	297 404
Private Training Providers	72 702
Other	4 880
<u>Capital grants (i)</u>	
State Training Providers; Curtin VTEC Kalgoorlie and Western Australian	11 047
Private Training Providers	3 805

389 838

(i) Capital grants are moneys granted to public sector and private providers and capital works expenditure incurred by the Department on behalf of the autonomous public sector providers.

11. ACCOMMODATION EXPENSE

Rental Premises (Office Accommodation)	3 167
	<hr/>
	3 167

12. FINANCE COSTS

Finance lease - finance charges	1
	<hr/>
	1

13. OTHER EXPENSES

Employment on-costs	28
Impairment expense - land	-
	<hr/>
	28

The employment on-costs includes workers compensation insurance and other employment on-costs. The on-costs liability associated with the recognition of the employee benefits liability is included in note 27 'Provisions'. Superannuation contributions accrued as part of the provision for leave are employee benefits and are not included in employment on-costs.

14. LOSS ON DISPOSAL OF NON-CURRENT ASSETS**Costs of Disposal of Non-Current Assets**

Buildings	-
Plant and equipment	-
Computers	-
Communication equipment	-
Office equipment	1
Miscellaneous assets	-
	<hr/>
	1

DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT
Notes to the Financial Statements
For the period 30 October 2009 to 30 June 2010

2009-2010

(\$'000)

Proceeds from Disposal of Non-Current Assets

Buildings	-
Plant and equipment	-
Computers	-
Communication equipment	-
Office equipment	-
Miscellaneous assets	-
	<u>-</u>

Net loss1**15. USER CHARGES AND FEES**

Overseas student course fees	12 469
Other charges and fees	1 285
	<u>13 754</u>

16. OTHER REVENUE

Sale of goods and services	2 293
Recoveries and refunds	79
Other miscellaneous revenue	717
	<u>3 089</u>

17. COMMONWEALTH GRANTS AND CONTRIBUTIONS

Commonwealth Grants	147 817
	<u>147 817</u>

Undischarged Grants

The Department of Training and Workforce Development receives Commonwealth grants on the condition that the moneys shall be expended in a particular manner. Grants which are yet to be fully spent as at the balance sheet date do not constitute a liability but do require disclosure. Commonwealth grants yet to be fully spent at 30 June 2010 total \$39 433 and comprise the following:

- COAG National Partnership Program	2 143
- COPE	6 551
- Special Projects - DEEWR	3 444
- Special Projects - Other	11 695
- Skills Centres	9 355
- Training Other	6 245
	<u>39 433</u>



DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT
Notes to the Financial Statements
For the period 30 October 2009 to 30 June 2010

2009-2010

(\$'000)

18. INCOME FROM STATE GOVERNMENT

Service appropriation (i)	268 966
Resources received free of charge (ii)	254
	269 220

Resources received free of charge is determined on the basis of the following estimates provided by agencies:

Department of Treasury and Finance	225
Landgate	21
State Solicitors' Office	8
	254

(i) Service appropriations are accrual amounts reflecting the full cost of services delivered. The appropriation revenue comprises a cash component and a receivable (asset). The receivable (holding account) comprises the depreciation expense for the year and any agreed increase in leave liability during the year (see note 2(e) 'Income' and note 22 'Receivables').

(ii) Where assets or services have been received free of charge or for nominal consideration, the Department recognises revenues equivalent to the fair value of the assets and/or the fair value of those services that can be reliably determined and which would have been purchased if not donated, and those fair values shall be recognised as assets or expenses, as applicable. The exception occurs where the contribution of assets or services are in the nature of contributions by owners, in which case the Department makes the adjustment direct to equity.

19. CASH AND CASH EQUIVALENTS

Operating bank account	1 108
Cash on hand and advances	18
	1 126

20. RESTRICTED CASH AND CASH EQUIVALENTS**Current**

Commonwealth grants trust accounts (see notes 2(e) and 17 (i))	36 219
Training Interest Bearing Account	33 315
Capital Funding	9 759
	79 293

Non-Current

Accrued Salaries suspense account (27th pay) (ii)	1 544
	1 544

Total Restricted Cash and Cash Equivalents**80 837**

(i) The amounts held in the Commonwealth Grant Trust Accounts are only to be used for the purpose as determined by the Commonwealth.

(ii) The amounts held in the Training Interest Bearing Account is only to be used for the purposes as determined by the *Vocational Education and Training Act 1996*.

(iii) The amount held in the suspense account is only to be used for the purpose of meeting the 27th pay in a financial year that occurs every 11 years (see also note 2(r) 'Accrued Salaries').

DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT
Notes to the Financial Statements
For the period 30 October 2009 to 30 June 2010

2009-2010

(\$'000)

21. AMOUNTS RECEIVABLE FOR SERVICES

Current	-
Non-current	30 749
	30 749

The asset represents the non-cash component of service appropriations. See also note 2(m) 'Amounts receivable for services (Holding Account)'. It is restricted in that it can only be used for asset replacement or payment of leave liability.

22. RECEIVABLES

Receivables	6 179
GST Receivable	2 208
Prepayments	592
Allowance for impairment of receivables	(31)
Accrued income	-
	8 948

Reconciliation of changes in the allowances for impairment of receivables:

Balance at start of year	-
Doubtful debts expense recognised in the income statements	31
Amounts written off during the year	-
Amounts recovered during the year	-
	31

The Department does not hold any collateral as security or other credit enhancements relating to receivables

See also note 2(o) 'Receivables' and note 40 'Financial Instruments'

23. NON-CURRENT ASSETS CLASSIFIED AS HELD FOR SALEOpening balance

Land and buildings	-
Less write-down from cost to fair value less selling costs	-
	-

Assets reclassified as held for sale

Land and buildings	21 000
Less write-down from cost to fair value less selling costs	-
	21 000

Total assets classified as held for sale

Land and buildings	21 000
Less write-down from cost to fair value less selling costs	-
	21 000

Less assets sold

Land and Buildings	-
Less write-down from cost to fair value less selling costs	-
	-

Closing Balance

Land and Buildings (i)	21 000
Less write-down from cost to fair value less selling costs	-
	21 000

DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT
Notes to the Financial Statements
For the period 30 October 2009 to 30 June 2010

2009-2010

(\$'000)

(i) The Department intends to dispose of Carine TAFE. The sale is expected to proceed during the 2010-11 financial year. However settlement is not expected until 2012-13.

See also note 2(g) 'Non-current asset classified as held for sale' and note 14 'Loss on disposal of non-current assets'

24. PROPERTY, PLANT AND EQUIPMENT

Land (i)

At fair value	8 400
Accumulated impairment losses	-
	8 400

Buildings (i)

At fair value	8 944
Accumulated depreciation	(169)
	8 775

Plant and equipment

At cost	135
Accumulated depreciation	(32)
	103

Computers

At cost	316
Accumulated depreciation	(108)
	208

Communication equipment

At cost	7
Accumulated depreciation	(4)
	3

Office equipment

At cost	379
Accumulated depreciation	(147)
	232

Miscellaneous assets

At cost - central office	187
Accumulated depreciation	(7)
	180

Miscellaneous assets include leased property, plant and equipment, works of art and furniture and fittings. Although Works of Art are included under Miscellaneous assets, no accumulated depreciation is recorded in relation to them as they have long and indeterminable useful lives.

DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT
Notes to the Financial Statements
For the period 30 October 2009 to 30 June 2010

2009-2010

(\$'000)

Capital works in progress (at cost)

Transfer of Capital Works in progress from the Department of Education	41 806
Additions and improvements to State Training Providers	39 563
	<hr/>
	81 369

The Department carries out capital works projects on behalf of the State Training Providers. Upon completion of construction, these assets are transferred out to State Training Providers as distributions to owners.

Total property, plant and equipment

99 270

(see also note 25 'Reconciliation of Property, Plant and Equipment')

- (i) A valuation, provided by the Western Australian Land Information Department (Valuation Services) was recognised for the year ended 30 June 2009. A valuation, from Valuation Services was obtained for the year ended 30 June 2010. As assessment of the movement did not materially differ so a revaluation has not been performed for the year ended 30 June 2010.

DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT
Notes to the Financial Statements
For the period 30 October 2009 to 30 June 2010

25. RECONCILIATION OF PROPERTY, PLANT AND EQUIPMENT

Reconciliations of the carrying amounts of total buildings, property, plant, equipment, and miscellaneous assets at the beginning and end of the current financial year are set out below.

The Department has adopted any applicable new and revised Australian Accounting Standards Board from their operative date.	Land (\$'000)	Buildings (\$'000)	Plant & equipment (\$'000)	Computers (\$'000)	Communications (\$'000)	Office Equipment (\$'000)	Misc. assets (\$'000)	Capital Works in Progress (\$'000)	Totals (\$'000)
Carrying amount at start of year	-	-	-	-	-	-	-	-	-
Assets transferred in (i)	29 400	8 944	135	226	7	297	267	41 806	81 082
Additions				90		101	5	39 563	39 759
Disposals						(5)			(5)
Transferred to non-current assets for sale	(21 000)								(21 000)
Transfers to/from Works in Progress									-
Revaluation									-
Impairment losses									-
Depreciation		(169)	(32)	(108)	(4)	(154)	(6)	-	(473)
Transfers / Adjustments						(8)	(85)		(93)
Carrying amount at end of the year	8,400	8,775	103	208	3	231	181	81,369	99,270

(i) Assets transferred to the Department from the Department of Education as a result of the demerger of the former Department of Education and Training on 30 October 2009.

DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT
Notes to the Financial Statements
For the period 30 October 2009 to 30 June 2010

2009-2010

(\$'000)

26. IMPAIRMENT OF ASSETS

All surplus assets at 30 June 2010 have either been classified as assets held for sale or written-off.

27. PROVISIONS

The Department considers the carrying amount of employee benefits to be approximately their net fair value.

Current*Employee Benefits Provision*

Annual leave (i)	3 563
Long service leave (ii)	4 580
	8 143

Other Provision

Employment on-costs (iii)	44
	44
	8 187

Non-current*Employee Benefits Provision*

Long service leave (ii)	1 511
	1 511

Other Provision

Employment on-costs (iii)	8
	8
	1 519

(i) Annual leave liabilities have been classified as current as there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period. Assessments indicate that actual settlement of the liabilities will occur as follows:

Within 12 months of balance sheet date	2 180
More than 12 months after balance sheet date	1 402
	3 582

(ii) Long service leave liabilities have been classified as current where there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period. Assessments indicate that actual settlement of the liabilities will occur as follows:

Within 12 months of balance sheet date	3 449
More than 12 months after balance sheet date	2 675
	6 124

(iii) The settlement of annual and long service leave liabilities gives rise to the payment of employment on-costs including workers' compensation insurance. The provision is the present value of expected future payments. The associated expense, apart from the unwinding of the discount (finance cost), is disclosed in note 13 as 'Employment on-costs'.

DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT
Notes to the Financial Statements
 For the period 30 October 2009 to 30 June 2010

2009-2010

(\$'000)

Employee benefit liabilities

The aggregate employee benefit liability recognised and included in the Financial Statements is as follows:

Provision for employee benefits:

Current	8 187
Non-current	1 519
Total employee benefit liabilities	9 706

Movements in other provisions

Movements in each class of provisions during the financial year, other than employee benefits are set out below:

Workers Compensation On-Costs

Carrying amount at start of year	-
Additional provisions recognised	52
Unwinding of the discount	-
Carrying amount at end of year	52

28. PAYABLES**Current**

Trade Debtors	6 251
Accrued expenses	202
Accrued salaries	634
	7 087

See also note 2(p) 'Payables' and note 40 'Financial Instruments'

29. BORROWINGS

Lease liabilities are effectively secured as the rights to the leased assets revert to the lessor in the event of default.

Current

Finance lease liabilities (secured) (i)	8
---	---

Non-Current

Finance lease liabilities (secured) (i)	7
---	---

Total borrowings	15
-------------------------	-----------

(i) Lease liabilities are effectively secured as the rights to the leased assets revert to the lessor in the event of default.

30. OTHER CURRENT LIABILITIES

Income received in advance	15 529
Overseas Student Course Fees	5 014
Overseas Student Health Insurance	557
Other	16
	21 116

DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT
Notes to the Financial Statements
For the period 30 October 2009 to 30 June 2010

2009-2010

(\$'000)

31. Equity

Equity represents the residual interest in the net assets of the Department of Training and Workforce Development. The Government holds the equity interest in the Department on behalf of the community. The Asset Revaluation Surplus represents that portion of equity resulting from the revaluation of non-current assets.

Contributed Equity

Balance at the start of the period	-
Contributions By Owners	
Capital appropriation (i)	28 367
Contribution by Department of Education (ii)	183 764
Total Contributions By Owners	<u>212 131</u>
Balance at the end of the period	<u>212 131</u>

(i) Capital contributions have been designated as contributions by owners and are credited directly to equity in the Statement of Financial Position.

(ii) Following the demerger of the former Department of Education and Training, a contribution by owner was made from the Department of Education to the Department of Training and Workforce Development reflecting the assets and liabilities transferred.

Summary of Assets and Liabilities transferred from Department of Education

Assets	
Cash and restricted cash	82 863
Property Plant and Equipment	81 082
Other Assets	<u>31 350</u>
	<u>195 295</u>
Liabilities	
Employee Benefits	11 231
Other Liabilities	<u>300</u>
	<u>11 531</u>
Net Assets	<u>183 764</u>

Reserves**Asset revaluation surplus**

Balance at the start of the period	-
Transfer to Accumulated Surplus	-
Balance at the end of the year	<u>-</u>

Accumulated surplus/(deficit)

Balance at the start of the year	-
Result for the period	<u>(8 125)</u>
	<u>(8 125)</u>

Income and expense recognised directly in equity	-
--	---

Balance at the end of the year	<u>(8 125)</u>
---------------------------------------	-----------------------



DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT
Notes to the Financial Statements
For the period 30 October 2009 to 30 June 2010

2009-2010

(\$'000)

32. NOTES TO THE STATEMENT OF CASH FLOWS**(a) Reconciliation of cash**

Cash at the end of the financial year as shown in the Cash Flow Statement is reconciled to the related items in the Balance Sheet as follows:

Cash and cash equivalents	1 126
Restricted cash and cash equivalents (<i>See note 20 - Restricted Cash and cash equivalents</i>)	80 837
Total	81 963

(b) Reconciliation of net cost of services to net cash flows provided by operating activities

Net cost of services (277 345)

Non-cash items:

Depreciation and amortisation expense (i)	467
Bad and Doubtful Debts Expense	31
Resources received free of charge	254

(Increase)/decrease in assets:

Current receivables (i)	(4 633)
Prepayments (i)	(376)

Increase/(decrease) in liabilities:

Provisions (i)	(1 525)
Current Payables and other liabilities	27 923

Net GST Receipts/(Payments)	2 207
Change in GST in receivables and payables	(4 415)

Net cash provided by/(used in) operating activities (257 412)

Non-cash investing and financing activities (ii)

- (i) These items exclude non-cash transfers from the Department of Education.
- (ii) The Department has not entered into any new finance lease arrangements during the reporting period.
- (iii) Assets were transferred from the Department of Education as a result of the demerger of the former Department of Education and Training. See note 25 'Reconciliation of Property Plant and Equipment' for details of the assets transferred.

33. COMMITMENTS**(a) Capital expenditure commitments**

Capital expenditure commitments, being contracted capital expenditure additional to amounts reported in the Financial Statements, are payable as follows:

Within one year	56 832
Later than one year and not later than five years	74 506
Later than five years	24 710
	156 048

(b) Lease commitments**Operating leases (i)**

Commitments in relation to non-cancellable operating leases contracted for at the balance sheet date but not recognised as liabilities are payable:

Within one year	1 187
Later than one year and not later than five years	3 900
Later than five years	970
	6 057

- (i) Operating leases relate to accommodation and vehicle leases.

DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT
Notes to the Financial Statements
For the period 30 October 2009 to 30 June 2010

2009-2010

(\$'000)

Finance leases

Minimum lease payments in relation to finance leases are payable as follows:

Within one year	8
Later than one year and not later than five years	7
Minimum finance lease payments	15
Less future finance charges	(1)
Present Value of finance lease liabilities	14

The present value of finance leases payable is as follows:

Within one year	8
Later than one year and no later than five years	7
	15

Current (see note 29 'Borrowings')	8
Non-current (see note 29 'Borrowings')	7
	15

The Department has the option to purchase leased assets at their agreed fair value on expiry of the lease. These leasing arrangements do not have escalation clauses, other than in the event of payment default. There are no restrictions imposed by these leasing arrangements on other financing transactions (see also note 29 'Borrowings').

34. 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 and publications
- Delivery support systems – wide-area network
- College management information systems support
- Asset and building management services
- Industrial relations support
- Secondments
- Administration support

Department of Education	168
Department of Education Services	134
Department of State Development	62
Department of Housing	3
	367

The estimated value of these services provided to the following State Training Providers, VTEC Kalgoorlie (Curtin) and Western Australian Academy of Performing Arts is:

Central Institute of Technology	1 076
Challenger Institute of Technology	617
C. Y. O'Connor College of TAFE	65
Durack Institute of Technology	100
Great Southern Institute of Technology	120
Kalgoorlie VTEC (Curtin University)	9
Kimberley TAFE	56
Pilbara TAFE	78
Polytechnic West	975
South West Regional College of TAFE	207
WA Academy of Performing Arts (Edith Cowan University)	9
West Coast Institute of Training	296
	3 608



DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT
Notes to the Financial Statements
For the period 30 October 2009 to 30 June 2010

2009-2010

(\$'000)

35. REMUNERATION OF SENIOR OFFICERS (i)

The number of senior officers, whose total fees, salaries, non-monetary benefits, superannuation and other benefits for the financial year, fall within the following bands are:

\$20 001 - \$30 000	1
\$80 001 - \$90 000	1
\$100 001 - \$110 000	3
\$130 001 - \$140 000	1
\$160 001 - \$170 000	1
Total remuneration of senior officers	720

(i) Includes senior officers where period of service is greater than 3 months. Salary ranges are based on a maximum 8 months of total remuneration from when the Department was established on the 30 October 2009.

No senior officers are members of the Pension Scheme.

36. REMUNERATION OF AUDITOR

Remuneration payable to the Auditor General in respect of the audit for the current financial year is as follows:

Auditing the accounts, financial statements and performance indicators	96
--	-----------

These amounts are due and payable in the next financial year.

37. SUPPLEMENTARY FINANCIAL INFORMATION

Asset Register

During the financial year \$24,630 was written off the Department's asset register under the authority of:

Accountable Authority	25
The Minister	-
Executive Council	-
	25

38. FUNDING TO NON-GOVERNMENT BODIES

Other educational institutions and non-government organisations (i)	24 517
	24 517

(i) See Appendix 1 for further details.

DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT
Notes to the Financial Statements
For the period 30 October 2009 to 30 June 2010

2009-2010

(\$'000)

39. AFFILIATED BODIES

The following table below are government affiliated bodies that received a grants from the Department. These Training Councils are not subject to operational control.

Building and Construction Industry Training Fund	206
Community Services, Health and Education Training Council	226
Electrical, Utilities and Public Administration Training Council	184
Engineering and Automotive Training Council	254
Financial, Administrative and Professional Services Training Council	283
Futurenow - Learning for Life	283
Logistics Training Council	206
Primary Food and Beverage Furnishing & Textiles Industry Training Council	254
Retail and Personal Service Training Council	184

2 080

40. FINANCIAL INSTRUMENTS**(a) Financial Risk Management Objectives and Policies**

Financial instruments held by the Department are cash and cash equivalents, restricted cash and cash equivalents, finance leases, receivables and payables. The Department's cash is held in the public bank account (both interest bearing and non-interest bearing). The Department has limited exposure to financial risks. The Department's overall risk management program focuses on managing the risks identified below.

Credit risk

Credit risk arises when there is a possibility of the Department's receivables defaulting on their contractual obligations resulting in a financial loss to the Department.

The maximum exposure to credit risk at the end of the reporting period in relation to each class of recognised financial assets is the gross carrying amount of those assets inclusive of any provisions for impairments, as shown in the table Note 40(c) 'Financial Instruments Disclosures' and Note 22 'Receivables.'

Credit risk associated with the Department's financial assets is minimal because the main receivable is the amounts receivable for services (holding account). For receivables other than government, the Department trades only with recognised, creditworthy third parties. The Department has policies in place to ensure that sales of products and services are made to customers with an appropriate credit history. In addition, receivable balances are monitored on an ongoing basis with the result that the Department's exposure to bad debts is minimal. There are no significant concentrations of credit risk.

Allowance for impairment of financial assets is calculated based on objective evidence such as observable data indicating changes in client credit rating. For financial assets that are either past due or impaired, refer to Note 40(c) 'Financial Instrument Disclosure.'

Liquidity risk

Liquidity risk arises when the Department is unable to meet its financial obligations as they fall due. The Department is exposed to liquidity risk through its trading in the normal course of business.

The Department has appropriate procedures to manage cash flows including drawdown's of appropriations by monitoring forecast cash flows to ensure that sufficient funds are available to meet its commitments.

Market risk

Market risk is the risk that changes in market prices such as foreign exchange rates and interest rates will affect the Department's income or the value of its holdings of financial instruments. The Department does not trade in foreign currency and is not materially exposed to other price risks. Other than as detailed in the Interest rate sensitivity analysis table at Note 40(c) 'Financial Instrument Disclosure', the Department is not exposed to interest rate risk because apart from minor amounts of restricted cash, all other cash and cash equivalents and restricted cash are non-interest bearing, and have no bearing, and have no borrowings other than the Treasurer's advance (non-interest bearing) and finance leases (fixed interest rate).



DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT
Notes to the Financial Statements
For the period 30 October 2009 to 30 June 2010

(b) Categories of Financial Instruments

In addition to cash, the carrying amounts of each of the following categories of financial assets and financial liabilities at the balance sheet date are as follows:

	2009-2010 (\$'000)
Financial Assets	
Cash and cash equivalents	1 126
Restricted cash and cash equivalents	80 837
Receivables ^(a)	6 148
Amounts receivable for services	30 749
Financial Liabilities	
Payables	7 087
Employee Benefit Provisions	9 706
Finance lease liabilities	15
Other Liabilities	21 116

(a) The amount of receivables excludes the GST recoverable from the Australian Taxation Office (statutory receivable).

DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT
Notes to the Financial Statements
For the period 30 October 2009 to 30 June 2010

(c) Financial Instruments Disclosures

Credit Risk and Interest Rate Risk Exposure

The following table discloses the Department's maximum exposure to credit risk, interest rate exposures and the ageing of financial assets at the end of the reporting period. The Department's maximum exposure to credit risk at the balance sheet date is the carrying amount of financial assets as shown below. The table discloses the ageing of financial assets that are past due but not impaired and impaired financial assets. The table is based on information provided to senior management of the Department.

The Department does not hold any collateral as security or other credit enhancement relating to the financial assets it holds.

The Department does not hold any financial assets that had to have their terms renegotiated that would have otherwise resulting them in being past due or impaired.

Interest rate exposure and ageing analysis of financial assets

	Weighted Average Effective Interest Rate %	Interest Rate Exposure			Past due but not Impaired							Impaired Financial Assets (\$'000)	
		Carrying Amount (\$'000)	Variable Interest Rate (\$'000)	Non-interest Bearing (\$'000)	Up to 3 Months (\$'000)	3 - 12 Months (\$'000)	1 - 2 Years (\$'000)	2 - 3 Years (\$'000)	3 - 4 Years (\$'000)	4 - 5 Years (\$'000)	More than 5 years (\$'000)		
Financial Assets													
2009-2010													
Cash and cash equivalents		1 126		1 126	-	-	-	-	-	-	-	-	-
Restricted cash assets (i)	4.21%	80 837	33 315	47 522	-	-	-	-	-	-	-	-	-
Receivables (ii)		6 148	-	6 148	95	68							31
Amounts receivable for services		30 749	-	30 749									31
		118 860	33 315	85 545	95	68	-	-	-	-	-	-	62

(i) The Training Interest Bearing Account is the only cash balance within Restricted Cash subject to interest earnings.

(ii) The amount of receivables excludes the GST recoverable from the Australian Taxation Office (statutory receivable).

DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT
Notes to the Financial Statements
For the period 30 October 2009 to 30 June 2010

(c) Financial Instruments Disclosures

Liquidity Risk

The following table details the contractual maturity analysis for financial liabilities. The contractual maturity amounts are representative of the undiscounted amounts at the end of the reporting period. The table includes both interest and principal cash flows. An adjustment has been made where material.

Interest rate exposure and ageing analysis of financial liabilities

	Weighted Average Effective Interest Rate	Interest Rate Exposure			Total Nominal Amount	Maturity Dates					
		Carrying Amount	Variable Interest Rate	Non-interest Bearing	Adjustment for Discounting	Up to 3 Months	3 - 12 Months	1 - 2 Years	2 - 3 Years	3 - 4 Years	4 - 5 Years
	%	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)
Financial Liabilities											
Payables	-	7 087	-	7 087	-	7 087	-	-	-	-	-
Employee Benefit Provisions	-	9 706	-	9 706	-	-	-	-	-	-	-
Finance Lease Liabilities	5.86%	15	-	-	1	16	9	4	2	1	-
Other liabilities	-	21 116	-	21 116	-	-	-	-	-	-	-
		37 924	-	37 909	1	16	9	4	2	1	-

The amounts disclosed are the calculated undiscounted cash flow of each class of financial liabilities

DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT
Notes to the Financial Statements
For the period 30 October 2009 to 30 June 2010

Interest rate sensitivity analysis

The following table represents a summary of the interest rate sensitivity of the Department's financial assets and liabilities at the end of the reporting period on the surplus for the period and equity for a 1% change in interest rates. It is assumed that the change in interest rates is held constant throughout the reporting period.

	Carrying Amount (\$'000)	-1% change		+1% change	
		Surplus (\$'000)	Equity (\$'000)	Surplus (\$'000)	Equity (\$'000)
2009-2010					
Financial assets					
Restricted cash and cash equivalents (i)	33 315	(333)	(333)	333	333
Totals	33 315	(333)	(333)	333	333

(i) The Training Interest Bearing Account is the only cash balance within Restricted Cash subject to interest earnings.

All financial assets and liabilities recognised in the Statement of Financial Position, whether they are carried at cost or fair value, are recognised at amounts that represent a reasonable approximation of fair value unless otherwise stated in the

41. CONTINGENT LIABILITIES AND CONTINGENT ASSETS

In addition to the liabilities included in the financial statements, the Department has the following contingent liabilities:

Contaminated Sites

Under the *Contaminated Sites Act 2003*, the Department is required to report known and suspected contaminated sites to the Department of Environment and Conservation (DEC). In accordance with the Act, DEC classifies these sites on the basis of the risk to human health, the environment and environmental values. Where sites are classified as contaminated - remediation required or possibly contaminated, the Department may have a liability in respect of investigation and remediation expenses.

During 2009-10, the Department did not have any known or suspected contaminated sites.

During 2009-10, the Department did not identify any contingent liabilities or assets.

42. EVENTS AFTER THE BALANCE SHEET DATE

The Department has classified a parcel of Crown Land as held for sale during the 2009-10 financial year. An offer and acceptance has been entered into in June 2010 between the State of Western Australia and Landcorp. However the value of the sale is yet to be determined. The offer and acceptance is conditional to a 'super deposit' of \$5 million being received. Settlement is not expected until July 2012.

DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT

Notes to the Financial Statements

For the period 30 October 2009 to 30 June 2010

43. EXPLANATORY STATEMENT

Significant variations between estimates and actual results for income and expense as presented in the financial statement titled 'Summary of Consolidated Account Appropriations and Income Estimates' are shown below. Significant variations are considered to be those greater than 10% or \$5 million.

Significant variances between estimate and actual for 2009-10

Capital appropriations

2009-10 Estimate \$000's	2009-10 Actual \$000's	Variance \$000's
34 826	28 367	(6 459)

This decrease is due to unexpected delays in completion times of some capital works projects. This additional funding has been returned to the Department of Treasury and Finance to be re-allocated in the forward estimates.

Total income

	2009-10 Estimate \$000's	2009-10 Actual \$000's	Variance \$000's
User charges and fees	37 797	13 754	(24 043)
Grants and subsidies	163 072	147 817	(15 255)
Other income	1 600	3 923	2 323
			(36 975)

The decrease in total income is mainly due a significant decrease in user charges and fees revenue and grants and subsidies revenue. This decrease is due to revenue received in advance in 2009-10 for services to be provided in 2010-11. It is further impacted by the demerger of the former Department of Education and Training accounting process. The decrease in grants and subsidies revenue is due to timing differences between revenue received by the Department of Education and Training and the Department of Training and Workforce Development.

Capital expenditure

	2009-10 Estimate \$000's	2009-10 Actual \$000's	Variance \$000's
Purchase of non-current assets	43,299	39,672	(3 627)
Adjustments for other funding sources	(8,473)	(11,305)	(2 832)
			(6 459)

This decrease is due to unexpected delays in completion times of some capital works projects.

The following summarises all supplementary funding (Section 27 of the FMA) received by the Department for 2009-10:

Other Adjustments	(\$'000)
Additional Training Places	9,540
Skilled Migration Strategy	66
	<u>9,606</u>

DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT

Notes to the Financial Statements**For the period 30 October 2009 to 30 June 2010**

2009-2010

(\$'000)

44. INDIAN OCEAN TERRITORIES

Reconciliation of Commonwealth funds received and expended for the Indian Ocean Territories

Opening Balance (i)	62
Receipts	63
Payments	44
Closing Balance	81

(i) Transferred from the Department of Education as a result of the demerger of the former Department of Education and Training.

Ministerial directives

Treasurer's Instruction 903 (s12) requires the Department to disclose details of any Ministerial directives relevant to the setting of desired outcomes or operational objectives, the achievement of desired outcomes or operational objectives, investment activities and financing activities. No such directives were issued by the Minister during 2009–10.

Ministerial and executive services

The Ministerial and Executive Service Unit provides services to the Office of the Minister for Training and Workforce Development and the Department's Director General and Corporate Executive. Services include ministerial liaison relating to responses to correspondence, requests for briefings and speech notes, media releases, parliamentary questions and cabinet comments, updates on contentious issues, and daily monitoring of the media. Executive Officer support is provided to the Department's Corporate Executive, the Corporate Leadership Group, the Public Providers Group, and the Governing Council Chairs and Managing Directors Group.

Table 7: Ministerial requests processed*

Type	
Correspondence	243
Briefing notes	181
Answers to parliamentary questions	80
Contentious issues briefings	41
Cabinet comments	16
Event briefings (including speeches)	40
Total	601

Table 8: Executive services provided*

Type	
Regional Cabinet briefings	1
Parliamentary estimates briefings	1
Total	2

** Data provided accounts for the period 30 October 2009 to 30 June 2010. Comparative data to previous years are not available.*

Other financial disclosures

Capital works

During 2009–10, the Department completed the following infrastructure projects to increase the trades training capability of publicly funded colleges in Western Australia.

State Training Providers	Item	\$Amount
Durack Institute of Technology, Wiluna Campus	A contemporary training centre	3.0 million
Curtin VTEC, Kalgoorlie Campus	Purpose built metal fabrication workshop	3.9 million
Great Southern Institute of Technology, Albany Campus	A new automotive workshop	2.0 million
Polytechnic West, Jandakot Campus	New aviation training centre	2.0 million
West Coast Institute of Technology, Joondalup Campus	A new commercial training kitchen	2.1 million

Projects commenced in the 2009–10 period include the following.

State Training Providers	Item	\$Amount
South West Regional College of TAFE, Bunbury Campus	A new light and heavy automotive training centre	16.0 million
Challenger Institute of Technology, Rockingham Campus	New building and construction centre	28.6 million

Fees and charges for publicly funded vocational education and training providers

The fees charged by publicly funded providers for VET delivery are governed by Section 67 of the *Vocational Education and Training Act 1996*, and the accompanying Regulation 12 and Schedule 1 of the *Vocational Education and Training (Colleges) Regulations 1996*. Other publicly funded VET providers are required to charge fees in accordance with the Department's *VET Fees and Charges in 2010* policy.

For vocational courses, a course fee is charged which is the sum of fees for all units in which the student enrolls. Students pay one of four fees per unit (Band 1, Band 2, Band 3 or Band 4). The course fee structure for vocational courses is outlined in Table 9. A resource fee may also apply.

Table 9: Vocational course fees for a semester 2010

Category of enrolment	Unit fee (\$)	Semester maximum (\$)
Vocational courses		
Non concession student		580.00
Band 1 – Units between 1 and 14 hours	14.00	
Band 2 – Units between 15 and 24 hours	30.00	
Band 3 – Units between 25 and 50 hours	62.00	
Band 4 – Units with 51 hours or more	124.00	
Concession student		290.00
Band 1 – Units between 1 and 14 hours	7.00	
Band 2 – Units between 15 and 24 hours	15.00	
Band 3 – Units between 25 and 50 hours	31.00	
Band 4 – Units with 51 hours or more	62.00	
Access and bridging courses		
Flat fee of \$25.00 per semester		25.00

A comparison of semester maximum fees from previous year is provided in Table 10.

Table 10: Semester maximum charges for vocational courses, Department of Training and Workforce Development, 2005–2010

Year	Semester maximum (\$)	Semester maximum (concession) (\$)
2005	481.80	251.85
2006	496.40	259.15
2007	518.30	270.10
2008	550.00	275.00
2009	570.00	285.00
2010	580.00	290.00

Recognition of Prior Learning for vocational courses pay 50% of the unit fees prescribed in accordance with the Department's *VET Fees and Charges in 2010* policy. A maximum course fee of \$290.00 (\$145.00 concession) per semester is payable.

Table 11: Recognition of prior learning 2010

Category of enrolment	Unit fee (\$)	Semester maximum (\$)
Recognition of prior learning		
Non concession student		290.00
Band 1 – Units between 1 and 14 hours	7.00	
Band 2 – Units between 15 and 24 hours	15.00	
Band 3 – Units between 25 and 50 hours	31.00	
Band 4 – Units with 51 hours or more	62.00	
Concession student		145.00
Band 1 – Units between 1 and 14 hours	3.50	
Band 2 – Units between 15 and 24 hours	7.50	
Band 3 – Units between 25 and 50 hours	15.50	
Band 4 – Units with 51 hours or more	31.00	

Students entitled to concession rates on course fees include holders of Pensioner Concession Cards, Repatriation Health Benefits Cards (issued by the Department of Veterans Affairs) or Health Care Cards, and their dependants; those receiving Austudy or Abstudy, and their dependants; those receiving Youth Allowance, and their dependents; inmates of custodial institutions; and young people who are at least 15 years of age but are not due to reach 18 years of age in the calendar year in which they enrol.

Employment and industrial relations

The Department employs public service officers and award-free education officers primarily located in the metropolitan area. The Department's workforce has been established through the disposition of offices and officers of the former Department of Education and Training where the duties performed were fully or partially related to the work of the new Department.

As at March 2010, the Department employed 473 full-time employees with a headcount of 545. The table below details the demographic profile of the Department's workforce.

Table 12: Workforce profile

Descriptor	Male	Female
Employees by gender (headcount)	158	387
Employees median age (headcount)	45.2 years	45.1 years
Employment arrangement (headcount) – part-time	24	105
Employment arrangement (headcount) – full-time	131	269
Employee work location (FTE)	metropolitan 462	regional 13.4
Employment status (headcount) – permanent	329 (male and female)	
Employment status (headcount) – fixed term	200 (male and female)	
Employment status (headcount) – casual	16 (male and female)	

Source: HRMIS March 2010

* includes officers on secondment from other Govt agencies

Human resources policy development and review

In conjunction with the establishment of the Department's policy framework, a key task has been the review of human resources (HR) policies of the former Department of Education and Training. This has resulted in key HR policies being reviewed and updated to ensure their relevance and appropriateness for the new Department. In the coming year, new policies that reflect the culture and ethos of the new Department will be developed and implemented.

A feature of the new policy framework is a program of regular review to ensure that policies remain contemporary, reflecting the changing needs of the Department and the Government policy framework.

Labour relations

The Human Resources Services Branch of the Department provides full labour relations services for the Department and State Training Providers. The Department employs public service officers and award-free education officers. The State Training Providers employ public service officers, Government officers, State Training Provider lecturers, miscellaneous workers and engineering trades' employees.

New industrial agreements negotiated by government central agencies are soon to be registered by the Western Australian Industrial Relations Commission (WAIRC). Government central agencies have commenced negotiations for new industrial agreements for public service officers and Government officers. The Department has commenced preparations for negotiating a replacement agreement for State Training Provider lecturers commencing in September 2010.

Labour relations advice and support are provided to the Department and State Training Providers on matters including discipline and sub-standard performance management. The Department has represented State Training Providers on joint consultative committees with the State School Teachers' Union and before the WAIRC and the Public Service Appeal Board on various matters, including alleged unfair dismissal and general industrial disputes.

Professional learning

The new Department has responsibility for the State's workforce development and to ensure that it provides leadership to develop its own workforce. An important first step in determining a workforce profile for the new Department has been to initiate a training needs analysis program which will identify key areas of skill and training needs which will in turn inform the Department's investment in professional learning. Key focus areas for the new Department will be to establish programs which address the Department's new focus on governance and accountability, and ensure that the Department attains skilled employees in emerging areas such as procurement strategy and workforce development.

Governance disclosures

In accordance with Treasurer's Instruction 903 all senior officers advised they had no conflict of interest in a contract existing, or proposed to exist, between the Department and a company in which respectively they have an interest.



Advertising

Section 175ZE of the *Electoral Act 1907* requires government agencies to report expenditure with advertising and market research, polling, direct mail and media advertising organisations. Only total expenditures per category of more than \$1,800 are reported.

Table 13: Department expenditure on advertising agencies and media advertising organisations from 30 October 2009 to 30 June 2010

Category	Provider	(\$)
Media advertising organisations	AdCorp	21,600
	Mitchell and Partners	1,000,100
Total media advertising organisations		1,021,700
Advertising agencies ^(a)	RARE creativethinking	840,200
Total advertising agencies		840,200
Market research organisations	TNS	36,000
Total market research organisations		36,000
Total		1,897,900

(a) These agencies provide a full range of creative services not limited to advertising, including graphic design, printing, video production and related services.

Source: Corporate and Governance
Department of Training and Workforce Development

Disability Access and Inclusion Plan and Outcomes

The *Western Australian Disability Services Act 1993* (amended 2004) requires State Government agencies to develop and implement a Disability Access and Inclusion Plan (DAIP) replacing the 1995 Disability Services Plan.

The Department of Education and Training established and implemented the *Disability Access and Inclusion Plan 2007–2011* which articulates directions for a more inclusive teaching and learning system. This plan remains current. The new Department is now in the early stages of developing a separate DAIP and this will be submitted to Disability Services Commission in July 2011. The combined 2009–10 outcomes are reported in the Department of Education annual report.

Record Keeping Plan

The *State Records Act 2000* requires the Department to have appropriate management of records and this is an auditable legal requirement. The Department is required, under Sections 12 and 61 to have a Record Keeping Plan (RKP), approved by the State Records Commission, which describes how records are created, maintained, managed and disposed of in accordance with the Commission's Standards and Principles.

The Department of Education and Training submitted the original Record Keeping Plan in 2004. Following the establishment of the Department of Training and Workforce Development in October 2009, to comply with Section 28(2) of the Act, the new Department was required to submit a new Record Keeping Plan (RKP) by 30 April 2010. The RKP applies to five worksites and details the Department's compliance with State Records Commission (SRC) requirements, as outlined in the table below.

Table 14: Compliance with State Records Commission Standard 2 Record Keeping Plan (Principal 6 – Compliance), 2009–10

SRC requirement

The efficiency and effectiveness of the organisation's record keeping systems are evaluated at least once every five years.

Department compliance

- The Department of Training and Workforce Development Record Keeping Plan has been reviewed and a new plan developed in accordance with section 28(2) of the *State Records Act 2000* to reflect the current structure and practices due to the demerger of Education and Training in October 2009.
- The Department of Education continues to provide record keeping services to the Department of Training and Workforce Development through a service level agreement.
- Staff in Corporate Information Services (CIS) has responsibility for best practice in information management training, consulting and monitoring RKP compliance for the Departmental worksites.
- Record keeping responsibilities have been devolved to Departmental business units.
- Staff in these worksites record all their significant communication, actions and decisions into TRIM. Record Keeping consultants are available to assist and advise all worksites.
- Record keeping queries are centralised through the Records Management Help Desk as first contact point for Departmental business units seeking advice about record keeping.
- CIS in Central Office is responsible for the disposition of all the Department's office records. In 2009–2010 the Department of Education and the Department of Training and Workforce Development jointly had 21,376 inactive files transferred to commercial storage and 6,682 files destroyed in accordance with the Department's approved retention schedule.
- A plan is being developed to make line of business applications compliant with record keeping requirements.



SRC requirement

The organisation conducts a record keeping training program.

Department compliance

■ **Record keeping awareness training**

The Department's online training course is designed to increase staff awareness of their obligations, rights and responsibilities under the *State Records Act 2000*. This course is accessed through the Department Intranet Portal. As at 30 April 2010, 184 or 30% of Departmental staff have completed the online record keeping awareness training program.

■ **TRIM training**

TRIM training continues to be offered to staff of the Department of Training and Workforce Development through the service level agreement. To date 308 (51%) officers have been trained in TRIM context. More advanced training on specific topics is also offered to staff who have completed basic training.

■ **Department's induction program**

Corporate Information Services presents recordkeeping information at the Department's induction program.

SRC requirement

The efficiency and effectiveness of the record keeping training program are revised from time to time.

Department compliance

- The online record keeping awareness training program was revised in February 2010. TRIM online training is being developed and will be made available through the Department's iLearning facility. TRIM context training materials have been reviewed and updated and are available to all staff.

Compliance with public sector standards and ethical codes

The Department of Training and Workforce Development managed Breach of Standard claims as required by the *Public Sector Management (Breaches of Public Sector Standards) Regulations 2005*. The Department ensures compliance with Public Sector Standards by:

- including information about the Standards in relevant human resource management policies and resources;
- providing an advisory and consultancy service to staff on Standards related matters;
- raising awareness of the Standards in induction programs, and selection panel training;
- notifying job applicants of their rights and obligations prescribed in the Recruitment, Selection and Appointment Standard;
- monitoring compliance through the Department's breach of standards process;
- reporting allegations of breaches of the Standards; and
- through the Annual Agency Survey and the Employee Perceptions Survey, providing information to the Office of the Public Sector Standards Commissioner and the Director of Equal Opportunity in Public Employment on compliance with the Standards.

Complaints and misconduct management

The Department of Education currently coordinates screening of employees on behalf of State Training Providers and the Department of Training and Workforce Development, with decisions relating to criminal screening outcomes made by this Department. The Department is currently establishing a misconduct policy and will manage its own misconduct processes once this has been established and implemented.

Since November 2009, the Standards and Integrity Branch of the Department of Education, on behalf of the Department of Training and Workforce Development, has undertaken the receipt, recording, assessment, coordination and allocation of complaints involving staff misconduct. The Department of Education on behalf of the Department of Training and Workforce Development finalised/processed one complaint.

There were four complaints since the establishment of the new Department and these were managed by the Office of the Director General. Three have been addressed and one is being investigated by the Office of the Auditor General.

Public interest disclosure

The *Public Interest Disclosure Act 2003* facilitates the disclosure of information in the public interest about matters of wrong doing, corruption or improper conduct within the State Public Sector. The legislation provides a number of protections, both for the person raising the disclosure and any person about whom the disclosure is made.

The Department has two Public Interest Disclosure (PID) officers, the Director General and the Executive Director, Corporate and Governance, who are fully trained and experienced PID officers. The Department has developed an induction program that provides information and raises awareness of the Public Interest Disclosure legislation including the process for making disclosures.



Substantive equality

The Department of Education and Training established a joint Substantive Equality policy in June 2009 and has been working on implementing appropriate processes. The recent demerge of Education and Training has sharpened the focus on substantive equality implementation. A Departmental policy on substantive equality has been endorsed and negotiation has commenced with the Commissioner for Equal Opportunity on the scope of the policy framework implementation.

Employee screening

New employees of the Department are required to undertake criminal screening as part of the employment process. The Department is currently developing new frameworks and policies to enhance its processes for employee screening.

During 2009–10, the screening unit screened 1,356 applicants on behalf of the Department. This figure includes applicants from State Training Providers. This information is currently unable to be reported separately for Department staff. This will be corrected in 2010–11.

Working with children

The legislation which came into effect on 1 January 2006 makes it compulsory for people in child-related work to apply for a Working with Children check. Through the Professional Standards and Conduct Division of the Department of Education, support and advice on the legislation is provided, along with monitoring of the Department's compliance.

In 2009–10, \$77,800 was issued by way of reimbursement for those in the training sector who were required to obtain a Working with Children check. This figure includes applicants from State Training Providers. This information is currently unable to be reported separately for Department staff. This will be corrected in 2010–11.

Occupational safety and health and injury management

The Department is committed to providing assistance to injured or ill employees as soon as practicable, to facilitate their return to work. The Department has an Injury Management and Workers' Compensation policy, developed in accordance with the requirements of the *Workers' Compensation and Injury Management Act 1981*. The policy follows the WorkCover injury management model, documents the Department's injury management process. The policy was developed by the former Department of Education and Training remains current for the Department of Training and Workforce Development.

The coordination of the management of workers' compensation claims and injury management programs for all Department employees is conducted by the Employee Support Bureau. The Bureau's workers' compensation officers and injury management consultants held regular claims review meetings with RiskCover to ensure the implementation of best practice strategies in the management of workers' compensation claims.

There have been no workers' compensation claims since the establishment of the new Department at 30 October 2009. The Department of Education (formerly Department of Education and Training) collected this information and is unable to separate the data between education and training before this date.

The following table 15 shows the number of incidents since the establishment of the Department at 30 October 2009. Any previous incidents were managed by the Department of Education and Training (now Department of Education, Employee Support Bureau).

Table 15: Occupational safety and health performance indicators from 30 October 2009 to 30 June 2010

Indicator	
Number of fatalities	Zero (0)
Lost time injury/diseases (LT/D) incident rate	Zero (0)
Lost time injury severity rate	Zero (0)
Percentage of injured workers return to work within 28 days	na
Percentage of manager training in occupational safety, health and injury management	unknown

- (a) There is no discrete data available prior to 30 October 2009.
- (b) The lost time injuries/diseases incidence rate is the number of lost time injuries/diseases claims, where one day/shift or more was lost in the financial year, per 100 FTE employees. I.e. the number of incidents resulting in lost time per 100 FTE employees.
- (c) The severity rate is the number of severe injuries (actual or estimated 60 days/shifts or more lost from work) divided by the number of lost time injuries multiplied by 100, i.e. the percentage of incidents resulting in lost time that were classified as severe.
- (d) Not available. The database is unable to perform the sophisticated tracking required to report those that were classified as severe.
- (e) Percentage of current managers who have received training in OSH and injury management in the past three years. The Employee Support Bureau is unable to provide figures for the Department at this time.

Source: RiskCover

Occupational safety and health training

The coordination and management of occupational safety and health programs and training programs for the new Department is managed by the Employee Support Bureau.

Since the establishment of the Department in 30 October 2009, occupational safety and health and injury management training has continued to be offered to staff of this Department by the Department of Education and therefore such information cannot be addressed in this report but will be addressed in the 2010–11 reporting year.



APPENDIX 1

Support for other training institutions and non-government organisations

This function involves payments by way of grants to certain national organisations and Western Australian organisations that support or provide education or training services ⁽ⁱ⁾ ⁽ⁱⁱ⁾.

Table 15: Department of Training and Workforce Development grants to public and private registered training organisations

Vendor (i)	2008–09
	(\$'000)
ABN Consolidated Holdings Pte Ltd	274
Aboriginal Employment Strategy Limited	197
Access Training Institute Pty Ltd	611
AFL Sportsready Ltd	108
Ashley Institute of Training	740
Aspire Performance Training	613
ATC Midwest	207
Austral Training & Human Resources	102
Australia-International Institute of Workplace Training	637
Australian Industry Training Provider Pty Ltd	284
Australian Railroad Group Pty Ltd	147
Australian Technical College – Perth South Limited	601
AWC Training Pty Ltd	229
Balga Job Link Inc	241
BCA National Training Group	317
Betterlink Business Consultancy and Training	115
BJ Network Consulting Australia	101

Vendor (i)	2008–09
	(\$'000)
BJL Connecting Communities	250
Bloodwood Tree Assoc Inc	118
Canberra Institute of Technology	318
Centacare Employment And Training	459
Chamber of Minerals & Energy	187
Childcare Training Professionals	249
College of Retail Training	156
Combined Team Services	246
Community Solutions Inc	105
Education AU Limited	248
Electrotech Skills Centre	224
Empower Education	108
Empyrean Hospitality Training	234
Extra Edge Services Inc	417
Fits Training Services	200
Flex Medical Training Services	201
Forest Heritage Centre Inc	405
Frontline Safety And Training Services	158
Gold Star Child Care Training	270
Harlequin Business and Training Consultants	136
Health Ageing Training Services	173
Hortus Australia Pty Ltd	346
Housing Industry Association (HIA)	117
Induction Training Services Pty Ltd	172
Infinity Training Australia	132
Joblink Enterprises Inc	348

Vendor (i)	2008–09
	(\$'000)
Joblink Midwest Inc	313
Kangan Batman Institute of TAFE	173
Kimberley Aboriginal Medical Services Council (Inc)	237
Kimberley Group Training	478
Lamon Interactive Systems	463
Legendary Development And Training Pty Ltd	139
Lewelmo Pty Ltd t/a United Transport Solutions	130
Logikal Training International Pty Ltd	120
Macquarie Community College	105
Managerial Resource Training	190
Maxis Solutions	113
Mccusker Learning and Development	145
Meditrain	103
Melbourne Workplace Training Pty Ltd	104
Mhs Training Pty Ltd	155
Midland Job Link Inc	400
Murray House Resource Centre	105
Nara Training and Assessing	228
National Institute of Training Pty Ltd	465
Paragon Corporate Training	136
Peedac Pty Ltd	350
Perth Hospitality Professionals P/L	122
Pharmacy Guild Of Australia	245
Phoenix Business College	437
Pindan College Limited	2,284
Programmed Maintenance Services Limited Trading as Tungsten Group	221

Vendor (i)	2008–09
	(\$'000)
Regional Training Services	580
Renouf Personal Trainers Academy	171
Royal Melbourne Institute of Technology (RMIT)	210
Safety Direct Solutions Pty Ltd	266
Safetynet Management Solutions Pty Ltd	133
Service Industries Training Advisory Council	123
Skill Hire Pty Ltd	486
Small Business Centre Bunbury-Wellington	110
Small Business Centre Stirling	195
Spring into Training Company	136
Sustainability Pty Ltd	479
TAFE NSW – Sydney Institute	110
TAFE SA – Adelaide North Institute	141
Taylor Weir School of Hairdressing	816
The National Council of the Young Men's Christian Associations of Australia	262
Time Pty Ltd	131
Trainwest	309
Transport Training Solutions Pty Ltd	171
Wunan Foundation Inc	226
Total	24,517

(i) Only grants/subsidies of \$100 000 or more are listed

(ii) Excludes payments made under service delivery agreements to State Training Providers and registered training organisations, and grants to other government departments, which are not considered 'grants' for the purposes of this table.

APPENDIX 2

Acronyms and glossary of terms

ACE	Adult community education
AQF	Australian Qualifications Framework
AQTF	Australian Quality Training Framework: The quality assurance and recognition arrangements underpinning the National Training Framework. The main elements include nationally-recognised competency standards, qualifications and training organisations
ASBT	Aboriginal School Based Training program
CALD	Culturally and linguistically diverse
CAT	Competitive allocation of training
COAG	Council of Australian Governments
Competency standard	Reflects knowledge and skills and their application to the standard of performance required in employment
Completion	Fulfilment of all of the requirements of a course or module enrolment.
Credit	Progress toward a qualification granted to an individual on the basis of achievement of relevant competencies or learning outcomes. Credit can be based on prior agreement between organisations about the credit value of specific courses and programs
ELICOS	English Language Intensive Courses for Overseas Students
ESL	English as a Second Language
ETI	Education and Training International
ETSSC	Education and Training Shared Services Centre
Fee-for-service activity	Activity funded by fees received from individuals and organisations, other than regular student fees, including Commonwealth and State-specific funded programs (such as labour market programs and Adult Migrant English Services)
FTE	Full-time equivalent
GTO	Group Training Organisation

ICT	Information and Communication Technologies
KPI	Key performance indicator
Load pass rate	Ratio of students who pass assessment in an assessable module or competency to all students who pass, fail or withdraw. The calculation is based on the nominal hours supervised for each assessable module or unit of competency
MLCR	Module load completion rate
Module	Unit of training in which a student can enrol and be assessed
Module completer	Student who completes at least one module in a vocational program of study successfully
NSF	The National Skills Framework comprises the Australian Quality Training Framework and Training Packages. Identifies the main components of the VET system at the national level, the relationships between those components and the quality assurance and recognition arrangements that enable individuals to gain national recognition
NPA-PPP	National Partnership Agreement for the Productivity Places Program
NASWD	<p>NASWD Scope delivery is all VET delivered through the Department under the terms of the National Agreement for Skills and Workforce Development. It includes publicly funded training provider activity funded by the Department; VET enrolment activity of the WA Academy of Performing Arts (Edith Cowan University) and Curtin VTEC; private providers' enrolment activity funded by the Department; VET in Schools delivered through Profile funding in publicly funded training providers; and VET activities of Canning and Tuart Senior Colleges</p> <p>It does not include VET in Schools which is not delivered through Profile funding, VET delivered on a fee-for-service basis, VET delivered to overseas full-fee-paying students, or VET delivered under Commonwealth programs outside the NASWD agreement. NASWD Scope delivery is measured on an end-of-study basis</p>
NCVER	National Centre for Vocational Education Research
OPSSC	Office of the Public Sector Standards Commissioner

Participation rate	Number of full-time students of a particular age, expressed as a proportion of the estimated resident population of the same age at June
PPP	Productivity Placement Program
Publicly funded training providers	Both public and private registered training organisations receiving public funding
RAFT	Responsive and flexible training
Registration	Formal process of assuring the quality of a training provider
RPL	Recognition of Prior Learning acknowledges competencies acquired through training, work or life experiences that may be used to grant status or credit in a subject or module
RTO	Registered training organisation
SAL	School Apprenticeship Link
SCH	Student curriculum hour
State Training Providers	State Training Providers form part of an integrated system (formerly TAFE colleges) which provides publicly funded vocational education and training (VET) in Western Australia, including Curtin VTEC and the Western Australian Academy of Performing Arts (WAAPA)
TAC	The Training Accreditation Council is Western Australia's State Registering/Course Accrediting Body and is responsible for quality assurance and recognition of vocational education and training services in Western Australia
TI	Treasurer's Instruction
Training Contract	Contractual agreement between an employer and employee (apprentice or trainee) specifying the competencies to be developed over the period of the contract and the rights and obligations of each party

Training Package	A nationally endorsed, integrated set of competency standards, assessment guidelines and AQF qualifications for a specific industry, industry sector or enterprise. A package can also include non-endorsed components: assessment materials, learning strategies and professional development materials
TTT	Transforming Trade Training
VET	Vocational Education and Training
VTEC	Vocational Training and Education Centre
WAAPA	Western Australian Academy of Performing Arts
WDC	Workforce Development Centres
YAT	Youth Attainment and Transition
VETiS	Vocational Education and Training in Schools
WACE	Western Australian Certificate of Education



APPENDIX 3

Contacting State Training Providers

Metropolitan	
Central Institute of Technology	T: 1300 300 822 E: enquiry@central.wa.edu.au W: central.wa.edu.au
Challenger Institute of Technology	T: 9239 8200 E: info@challenger.wa.edu.au W: challenger.wa.edu.au
Polytechnic West	T: 9267 7777 E: info.centre@polytechnic.wa.edu.au W: polytechnic.wa.edu.au
West Coast Institute of Training	T: 1300 134 881 W: wcit.wa.edu.au
WA Academy of Performing Arts	T: 9370 6594 E: waapa@ecu.edu.au W: waapa.ecu.edu.au
Regional	
Curtin Vocational Training and Education Centre (VTEC)	T: 9088 6857 (Kalgoorlie) T: 9071 9570 (Esperance) E: enquiries@kalg.curtin.au (Kalgoorlie) E: espclientserv@curtin.edu.au (Esperance) W: kalg.curtin.edu.au
C. Y. O'Connor College of TAFE	T: 1800 627 256 E: info@cyoctafe.wa.edu.au W: cyoctafe.wa.edu.au
Durack Institute of Technology	T: 1800 672 700 T: 9956 2700 (Geraldton) T: 9941 0100 (Carnarvon) T: 9949 2624 (Exmouth) E: info@durack.edu.au W: durack.edu.au

Regional	
Great Southern Institute of Technology	T: 1800 675 781 E: info@gstafe.wa.edu.au W: gstafe.wa.edu.au
Kimberley TAFE	T: 9168 0877 E: info@kimtafe.wa.edu.au W: kimberley.tafe.wa.edu.au
Pilbara TAFE	T: 1300 304 244 E: info@pilbaratafe.wa.edu.au W: pilbaratafe.wa.edu.au
South West Regional College of TAFE	T: 1800 621 445 or 9780 7070 E: courseinfo@swrc.wa.gov.au W: swrc.wa.edu.au



APPENDIX 4

Contacting Workforce Development Centres

Metropolitan		13 64 64
Midland	3 The Avenue	(08) 9250 1516
Cannington	Unit 4, 15 Pattie Street	(08) 9333 2000
Fremantle	29 Queen Victoria Street	(08) 9335 4730
Rockingham	32 Tesla Street	(08) 9592 2680
Mandurah	32 Sutton Street	(08) 9581 4606
Joondalup	Unit 1, 45 Central Walk	(08) 9300 3322
Specialists		
Culturally and Linguistically Diverse (CALD)	4 Brewer Place, Mirrabooka	(08) 9344 2468
	4 View Street, North Perth	(08) 9344 2468
	Unit 13/64–66 Kent Street, Cannington	(08) 9344 2468
	64 Wellington Street, Dianella	(08) 9344 2468
ExOffenders	27 Moore Street, East Perth	(08) 6263 8622
Regional		13 64 54
Great Southern	121 Aberdeen Street, Albany	(08) 9842 1012
	Unit 2, 88 Albany Highway, Kojonup	(08) 9842 1012
Kimberley	Cnr Messmate Way and Konkerberry Drive, Kununurra	(08) 9166 5775
	197 Great Northern Highway, Halls Creek	(08) 9166 5775
	2 Weld Street, Broome	(08) 9192 8759
	Unit 2, 47 Loch Street, Derby	(08) 9192 8759
	Great Northern Highway, Fitzroy Crossing	(08) 9192 8759

Regional		13 64 54
Pilbara	Shop 36, Karratha Shopping Village, Karratha	(08) 9144 4748
	36 Roberts Street, South Hedland	(08) 9172 3622
	Newman House, 46 Iron Ore Parade, Newman	(08) 9177 9000
Goldfields	Suite 3, 37 Brookman Street, Kalgoorlie	(08) 9022 4299
	Dutton Arcade, 75 Dempster Street, Esperance	(08) 9022 4299
Wheatbelt	135 Fitzgerald Street, Northam	(08) 9622 0534
	Shop 3, 31 Fortune Street, Narrogin	(08) 9622 0534
	19 Dapping Street, Katanning	(08) 9622 0534
	110 Barrack Street, Merredin	(08) 9622 0534
	56 Darai Street, Moora	(08) 9622 0534
SouthWest	Unit 3, Albert Square, Busselton	(08) 9751 4760
	Volunteer and Resource Centre, 45 Rose Street, Manjimup	(08) 9751 4760
	33 Tunbridge Street, Margaret River	(08) 9757 9153
	3 Burke Street, Bunbury	(08) 9721 5033
	Shop 3, 55 Johnston Street, Collie	(08) 9721 5033
MidWest	Margaret House, Bill Sewell Complex, Chapman Road, Geraldton	(08) 9964 1022
	2 Camel Lane, Carnarvon	(08) 9964 1022

APPENDIX 5

Feedback Form

The Department of Training and Workforce Development is interested in your feedback and comments regarding the 2009–10 Annual Report. This will help to improve the report in the future and make it more informative to readers.

What was your overall impression of this Annual Report?

☐ Very poor
 ☐ Poor
 ☐ Average
 ☐ Good
 ☐ Excellent

Please rate the following elements of the Annual Report, using a number from the rating scale below.

1-Very poor 2-Poor 3-Average 4-Good 5-Excellent

Score		Comments
	Ease of understanding	
	Meets your information needs	
	Appropriate length	
	Clarity of charts and tables	
	Relevance of information	
	Ease of finding information	

For what purpose did you read or refer to the Annual Report?

☐ Background information on The Department of Training and Workforce Development

☐ Information on the direction of the Department of Training and Workforce Development

☐ Other (please specify)
.....
.....

In what ways do you think the Annual Report could be improved?

.....
.....

Other comments:

.....
.....
.....

Please indicate the group that best describes you: (Please tick one box only)

☐ Private individual

☐ Private sector

☐ Department of Training
and Workforce
Development employee

☐ Western Australian
Government employee

☐ Other Government
employee

☐ Industry association

☐ Other (please specify)

Thank you for participating in the survey**Please return completed form to:**

System Performance and Evaluation Branch
Department of Education and Training
Level 2, 151 Royal Street, East Perth WA 6004

T: (08) 9238 2674

F: (08) 0238 2631

E: spe@dtwd.wa.gov.au

