Department of Training

ANNUAL **REPORT**
2001/2002

Annual Report 2001/2002

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Welcome to the Department of Training's Annual Report for 2001-02.

The Annual Report of the Department is submitted to the Minister for Training by 31 August each year and later tabled by the Minister in State Parliament, under the requirements of the *Financial Administration and Audit Act 1985*.

The Annual Report contains a wide range of information about the Government's investment, programs and services within the vocational education and training (VET) and employment sectors, as well as the Department's key performance indicators and financial statements.

This Report is available online in PDF format for downloading and html format, so it may be viewed directly from the Department's website at www.training.wa.gov.au If you are unable to view this document online please contact the Department's Community Relations Branch, on 9235 6319, to arrange a copy in an alternative format.

The Department of Training strives for continuous improvement in our performance reporting and welcomes comments on its contents and presentation, which may be directed to:
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Message to Minister

To the Hon John Kobelke MLA
Minister for Training

In accordance with Section 62 of the *Financial Administration and Audit Act 1985*, I hereby submit for your information and presentation to Parliament, the Department of Training's 2001-02 Annual Report.

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

Ian C Hill
Director General
Department of Training

August 2002

From the Director General

The provision of vocational education and training (VET) and employment services have been extensively reviewed throughout 2001-02 to ensure services and programs are appropriately targeted to meet the needs of all Western Australians and reflect changes in Government priorities.

Reviews have included those undertaken at a Ministerial level, which have included the Review of the WA Training Sector and Review of the Building and Construction Industry Training Council, and those conducted by the Department in relation to the operation of its programs or services. These assessments have included the Review of Employment Programs and the currently ongoing Review of the College Funding Model.

Overall these Reviews have found the sectors to be in good shape, having achieved significant successes over the past few years at a time of considerable pressure resulting from increases in demand for services. This has included increases:

- in demand for VET, with student numbers increasing from 74,502 in 1993 to 128,966 in 2001, an increase of 73.1%;
- in the number of people assisted into employment, education or training from 7,117 in 1997-98 to 11,399 in 2001-02; and
- in employment based training from 12,705 in 1994 to a record high of 20,823 as at 30 June 2002.

In recognising the unique and dynamic nature of the VET sector, and in response to Federal Government services currently providing employment assistance, a number of areas for improvement have been recommended, both within and external to the Department of Training.

Significant developments are already being implemented as a result of these Reviews and will continue to impact on the operations of the Department in 2002-03 and beyond. In consideration of the various Reviews of the sector and of the recommendations and the priorities outlined in the State Government's report *Laying the Foundations*, the Department of Training has set as its strategic priorities during 2002-03:

- **Job growth**, support the creation of new jobs and sustainable work through the provision of employment and VET services targeted to the current and future needs of industry and local communities;
- **Young people**, increase participation of 15-19 year olds in post-compulsory education and training and improving the transition of young people into the workforce;
- **Community and industry participation**, increase broad-based community and industry participation in decision making and priority setting for VET and employment;
- **Quality and value**, by increasing client confidence in the quality, effectiveness and value of VET;
- **Lifelong learning and employability for all**, increase access and pathways in education, training and employment for all and raise community awareness of the important relationship between training and employment; and
- **Indigenous employment and training**, support of Aboriginal and Torres Strait Islander people in achieving employment and training outcomes equal to the rest of the wider community.

It is with great pride that I present the Department of Training's 2002-03 Annual Report.

Ian C Hill
Director General

Training In Brief

Vision

Our Vision for training and employment in this State is the best trained, most employable people in the world.

Mission

The Department works with its partners on behalf of the State Government, to ensure the provision of quality vocational education, training and employment programs, products and services that meet the needs of its clients.

Objectives, Outcomes and Outputs

Reflecting the Department's responsibility for the provision of quality VET and employment programs, Training is a key agency in achieving the State Government's strategic objective of developing *'an educated and skilled future for all Western Australians'* (Laying the Foundations, February 2002).

The table below demonstrates the linkages between this Government level strategic objective and the agency level desired outcomes and outputs.

Government Strategic Objective
An educated and skilled future for all Western Australians

Desired Agency Outcome
Maximise training and employment opportunities for Western Australians

Agency Outputs	
1. Vocational Education and Training	2. Employment Programs

Output 2, which relates to the Department's role in maximising the employability of Western Australians, was revised in 2001-02 to reflect the agency's expanded responsibilities resulting from the Government's *Old-Growth Forest* policy. In addition to the change in title, from *'Employment and community development programs'* to *'Employment programs'*, a further statement was added to the overview of the Output relating to the *Workers' Assistance Program*.
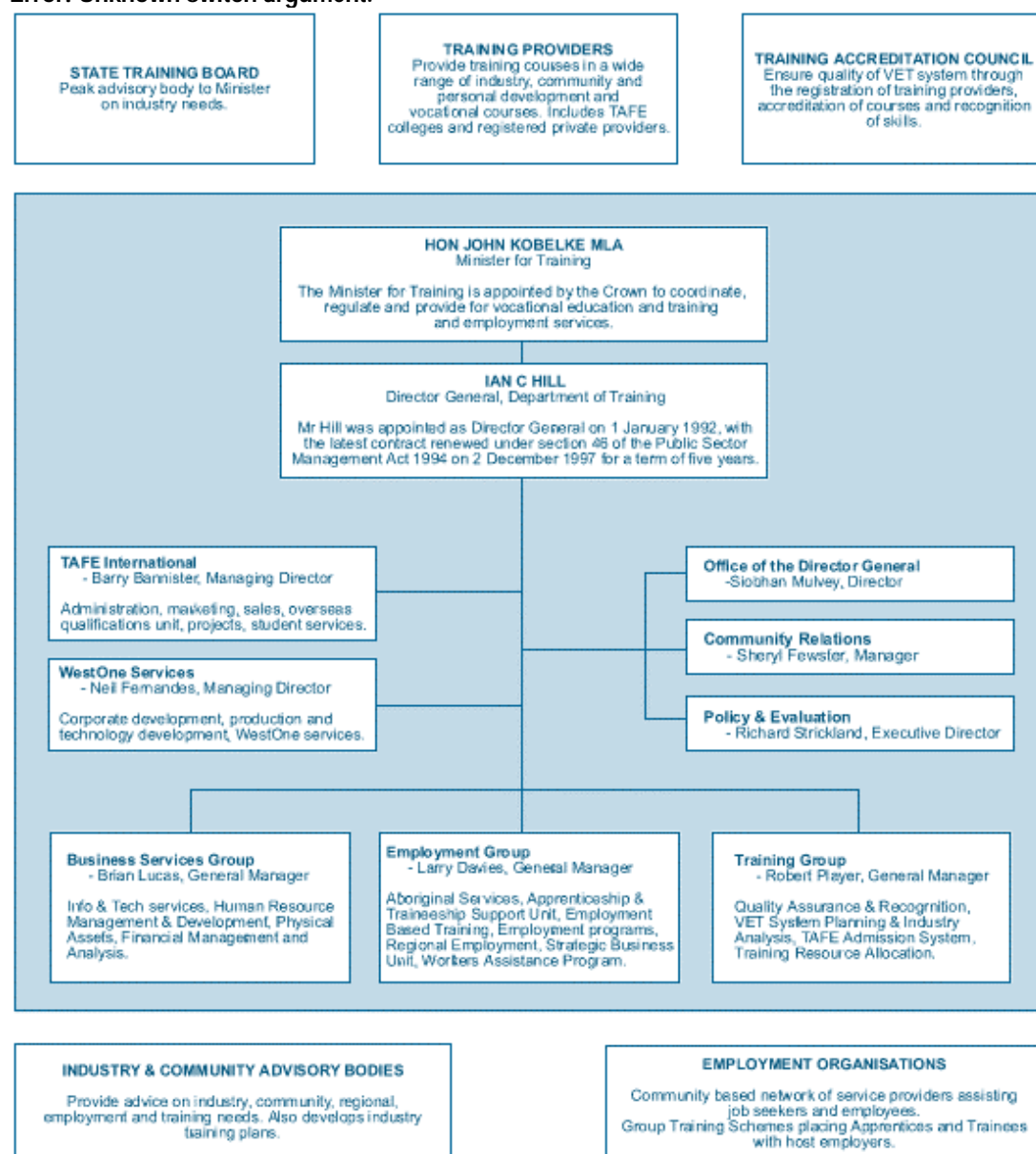
A full description of Outputs 1 and 2 is provided in the 'Report of Operations – Outputs' section of this Report.

Sector Profile

A spirit of collaboration and support is essential to meeting the Department's objectives and is embodied in the Department's alliances with stakeholders, which include State and Commonwealth Government agencies, training providers, industry, communities and employers.

The following table provides an overview of the interrelationship of key players within the VET and employment sectors, and includes an overview of the Department of Training's corporate structure.

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STATE TRAINING BOARD
Peak advisory body to Minister on industry needs.

TRAINING PROVIDERS
Provide training courses in a wide range of industry, community and personal development and vocational courses. Includes TAFE colleges and registered private providers.

TRAINING ACCREDITATION COUNCIL
Ensure quality of VET system through the registration of training providers, accreditation of courses and recognition of skills.

HON JOHN KOBELKE MLA
Minister for Training

The Minister for Training is appointed by the Crown to coordinate, regulate and provide for vocational education and training and employment services.

IAN C HILL
Director General, Department of Training

Mr Hill was appointed as Director General on 1 January 1992, with the latest contract renewed under section 46 of the Public Sector Management Act 1994 on 2 December 1997 for a term of five years.

TAFE International
- Barry Bannister, Managing Director

Administration, marketing, sales, overseas qualifications unit, projects, student services.

WestOne Services
- Neil Fernandes, Managing Director

Corporate development, production and technology development, WestOne services.

Office of the Director General
-Siobhan Mulvey, Director

Community Relations
- Sheryl Fewster, Manager

Policy & Evaluation
- Richard Strickland, Executive Director

Business Services Group
- Brian Lucas, General Manager

Info & Tech services, Human Resource Management & Development, Physical Assets, Financial Management and Analysis.

Employment Group
- Larry Davies, General Manager

Aboriginal Services, Apprenticeship & Traineeship Support Unit, Employment Based Training, Employment programs, Regional Employment, Strategic Business Unit, Workers Assistance Program.

Training Group
- Robert Player, General Manager

Quality Assurance & Recognition, VET System Planning & Industry Analysis, TAFE Admission System, Training Resource Allocation.

INDUSTRY & COMMUNITY ADVISORY BODIES

Provide advice on industry, community, regional, employment and training needs. Also develops industry training plans.

EMPLOYMENT ORGANISATIONS

Community based network of service providers assisting job seekers and employees.
Group Training Schemes placing Apprentices and Trainees with host employers.

Highlights

- The State received an additional $8.75 million (for the financial year) in growth funding from the Commonwealth under the new ANTA Agreement, which was matched by the State Government.

- During 2001, 24.8 million student curriculum hours were delivered.

- The portion of training funded under the State Training Profile that is delivered through Training Packages increased from 21% to 35%.

- The State Employment Assistance Strategy provided assistance to approximately 36,500 job seekers, of which 12,000 were assisted into employment, education or training.

- The *International Employment Futures Conference – Working Visions 2001* was held during November 2001. The Conference focussed on how employment is evolving globally and the likely impacts for Western Australia.

- The Training Forum 2002 was held over two days. This initiative featured workshops, keynote addresses and other professional development activities and was attended by 400 delegates.

- In response to industry need, the administration of the apprenticeship and traineeship system returned to the Department as a core function on 1 November 2001 and is now managed by the newly established Apprenticeship and Traineeship Support Network. The Network delivers a range of services to approximately 7,000 employers and 21,000 apprentices and trainees.

- Youth employment was given greater emphasis by increasing the focus on youth participation in traineeships through the *State Youth Training and Employment Pathways Strategy*. Priority in traineeships was given to young people up to the age of 19 years, and training targeted to meet their needs in moving from school to work.

- *Regional Access*, which provides an online point of access to regional services for young people and extended community involvement in Joblinks services, was made available via the network of 92 Telecentres.

- The *Workers Assistance Program* assisted 417 workers in the native forest hardwood timber industry affected by the Government" *Old Growth Forest* policy.

- The *Priority Access* initiative, that aims to use Government contracting and procurement policy to increase apprenticeships and traineeships for young Western Australians, successfully registered 1,349 employers.

- A $1 million *First Click* fund was established to increase computer literacy among the 400,000 Western Australians who have no computing or Internet skills. *First Click* provides free learning resource materials and grants for community-based, not-for-profit organisations. Seventy-four organisations were funded throughout the State, targeting 6,000 participants, with more than 2,300 free learning resource packages distributed.

- The *School Leaver Program* was expanded to include all State Government schools. A model for the non-Government sector was trialed with 15 schools in the metropolitan region.

- The *Science and Technology Innovation Strategy* continues to enhance the science and technology capacity of the VET sector through its competitively allocated funding. In 2001-02 almost $1 million was awarded to seven projects that demonstrated the capacity to improve the position of the VET sector in delivering training in science and technology.

- The *Skilling WA* program allocated $1 million for training programs to assist workers to gain new employment related skills across metropolitan and regional Western Australia in a range of industry areas, for example aged care, safety in the mining industry, dental assisting, telecommunications, welding and road transport safety.

- *Making It Happen: Improving Training and Employment Opportunities for Indigenous Western Australian's 2000-2005* was launched and the Making It Happen in WA Committee established to assist the Department to implement the plan and advise on emerging issues.

- Expanded the *Aboriginal School-Based Traineeship* program to 260 places. This school to work transition initiative targets Indigenous youth and is a joint initiative between the Department, the Aboriginal and Torres Strait Islander Commission and the Department of Education.

- Successfully managed the *Indigenous Career Development* program, a new joint initiative between the Department of Training, Premier and Cabinet and Indigenous Affairs, the program is designed to facilitate development opportunities for Indigenous Public Servants at middle management level. 73 people participated from 26 agencies.

- A major evaluation of the Curriculum Services Support Network was undertaken in 2001. Recommendations from the evaluation include the refunding of the network for the next two years and the establishment of the Teaching, Learning and Assessment Strategy Group.

- During 2001, 171 registered training organisations were monitored for compliance with the Australian Recognition Framework and the Department's contractual requirements. This monitoring initiative covered schools registered as RTOs, private and public training providers and a strategic industry audit of the security industry.

- The *Graded Assessment Pilot* program was expanded to include a wider range of industry areas and qualifications. The program, supported by extensive professional development, was delivered across the State. In November 2001 the program progressed to staged implementation across the study areas of Community Services, Information Technology, Hospitality, Business Services and General Construction.

- Two Training Forums were held, September 2001 – Assessment – 400 participants and May 2002 – Training Packages – 650 participants. These initiatives featured workshops, key note addresses and other professional development activities.

- The development of a framework for shared services across the TAFE network was commenced with the preparation of a high level Business Plan. The Shared Services Steering Committee was established and has met regularly.

- The *Universal Access Audit Tool* was used to implement a Statewide audit program that will provide a strategic approach to improving access to TAFE infrastructure.

- Ministerial endorsement of Intellectual Property management guidelines were prepared and distributed to Western Australian TAFE colleges.

- The Department implemented the *Capital Infrastructure Technology Fund*, valued at $7 million. Of that, $2.8 million was allocated to TAFE colleges for equipment and new technology for training delivery, $1.7 million was allocated for the procurement of PCs, data projectors and notebooks for use by lecturers and students and $2.5 million allocated for networking infrastructure for the TAFE sector.

Significant Issues and Trends

- Since 2000-01 the Department has undertaken a number of initiatives to reduce expenditure and operating costs to take account of budget reductions. These reductions have been undertaken in an environment of increasing demand for VET and employment services.

- Demand for VET continues to increase due to a variety of factors, including:
    - increased workforce demand for new and higher skill levels due to ongoing structural changes in the labour market, including developments in information technology, globalisation of markets and the move to knowledge based industries;
    - increases in resource development activities;
    - a significant increase in the State population, which continues to grow at a faster rate than the National average; and
    - the introduction of a variety of training products has increased participation rates, increasing the proportion of the workforce for which VET qualifications are available, up from 57% to 82%.

- With the 'traditional' working week becoming less common, while casual, seasonal, home-based, part time employment, job sharing, fixed term employment, contract and sub-contract labour and outsourcing are becoming more common, demand for services to assist workers maintain their employability is increasing.

- The Western Australian economy has been very resilient in the face of a downturn in global economic activity. However, this strong economic growth has not lead to a significant increase in employment in the State, with employers instead favouring overtime and increased productivity rather than new recruitment. Nevertheless, a range of recent economic and business indicators point to a favourable employment outlook for the State over 2002.

- Western Australia continues to have the highest labour force participation rate of any State, a sign of continuing confidence in job prospects. Over the past 12 months, Western Australia recorded the strongest employment growth in the following industry sectors: personal/other services; finance/insurance; retail/wholesale trade; and cultural/recreation services.

- Western Australia's full time youth unemployment rate fell to 18.9% in June 2002, the lowest of all States. The youth total unemployment to population ratio declined to 9.6% in June 2002.

- A comprehensive review of the training sector, chaired by Mr Tony McRae MLA and completed in December 2001, resulted in the Government's endorsement of a number of changes designed to enhance the VET sector in Western Australia. The planned changes include: the amalgamation of Eastern and West Pilbara colleges of TAFE; the amalgamation of the Balga Campus of West Coast College of TAFE and South East Metropolitan and Midland colleges of TAFE; and the $2 million funding commitment to support teaching, learning and assessment.

- International marketing faces the challenge of instability as a result of recent world events. This may create both opportunities and difficulties in developing markets, with the events of September 11 encouraging potential students to consider alternatives to studying in North America and Europe.

- The Overseas Qualifications Unit and the Independent Assessment Service are influenced by Federal Government policies on immigration and as such throughput will be affected by changes in migration numbers.

Legislation

Enabling Legislation

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

Legislation administered by the Minister with the assistance of the Department

As published in the 2 July 2002 edition of the *Government Gazette*, entitled *Administration of Departments, Authorities, Statutes and Votes*, administration of the following statutes have been placed under the control of the Minister for Training, with the assistance of the Department of Training:

- Building and Construction Industry Training Fund and Levy College Act 1990;
- Building and Construction Industry Levy Fund Act 1990;
- Industrial Training Act 1975; and
- Vocational Education and Training Act 1996.

Changes to Legislation and Significant Judicial Decisions

Amendments to Acts administered with the assistance of the Department include:

- the *Vocational Education and Training Amendment Regulations 2001* and *Vocational Education and Training Amendment Regulations (No.3) 2001* Gazetted on 2 November 2001 and 14 December 2001 respectively; and
- the *Industrial Training (Apprenticeship Training) Amendment Regulations 2001* and *Industrial Training (Apprenticeship Training) Amendment Regulations (No. 2) 2001* Gazetted on 12 October 2001 and 2 November 2002 respectively.

Legislation Impacting on Activities

The following State and Federal statutes impact upon the Department of Training in the performance of its functions:

- Aboriginal and Torres Strait Islander Commission Act 1989;
- Australian National Training Authority Act 1992;
- Building and Construction Industry Training Fund and Levy College Act 1990;
- Building and Construction Industry Training Levy Act 1990;
- Disability Services Act 1993;
- Education Services for Overseas Students (Registration of Providers and Financial Regulation) Act 1991;
- Education Services Providers (Full Fee Overseas Students) Registration Act 1991;
- Employment, Education and Training Act 1988;
- Equal Opportunity Act 1984, and Amendment Acts 1992 and 1998;
- Financial Administration and Audit Act 1985;
- Freedom of Information Act 1992;
- Government Employees Superannuation Act 1987;
- Immigration (Education) Act 1971, and Immigration (Education) Charge Act 1992;
- Industrial Relations Act 1979;
- Industrial Training Act 1975;
- Occupational Safety and Health Act 1984;
- Public and Bank Holidays Act 1972;
- Public Sector Management Act 1994;

- Salaries and Allowances Act 1975;
- State Grants (Technical and Further Education Assistance) Act 1989;
- State Records Act 2000;
- State Supply Commission Act 1991;
- Trade Practices Act 1974;
- Vocational Education and Training Act 1996;
- Vocational Education and Training Funding Act 1992;
- Western Australian Electoral Act 1907; and
- Workers Compensation and Rehabilitation Act 1981.

Declaration of Interests

In accordance with the requirements of Treasury on disclosure of interests of senior officers:
- no senior officer has had any shareholding in the Department; and
- to the best of our knowledge no senior officer has any interest in contracts made or proposed with the Department.

Significant Changes

In consideration of the State Government's commitment to improve retention rates to 90%, from the current 67%, Cabinet endorsed on 1 July 2002 a number of strategies developed by the Department of Training for implementation in the immediate to short term, with an estimated value of $13.825 million in 2003.

Cabinet also endorsed a review being commissioned by the Minister for Education and the Minister for Training to examine the most appropriate means of achieving a coherent and cost effective strategy to improve the retention of 15 to 19 year old students in education and training beyond year 10. The scope of the review will cover:
- clarification of the purpose of *VET in Schools* and the respective roles of each sector;
- the optimal use of public education and training resources;
- quality assurance arrangements, including assessment and recognition;
- articulation arrangements between sectors;
- resourcing; and
- agreed statistical measurement and reporting.

This development is reported under Treasurer's Instruction 903 (4)(xii) as a circumstance that has occurred since the end of the financial year, and up to the date 20 August 2002.

Report of Operations – Outputs

Overview of Outputs

The Department of Training reports on two key outputs.

Output 1: Vocational education and training services

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

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

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

The Department funds training delivered by Registered Training Organisations (RTOs), which are monitored for quality, compliance and agreed outcomes. The quality of training services and outcomes are monitored through client surveys and other means to identify strategic areas for improvement and trends over time.

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

Output 2: Employment programs

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

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

- the placement of 13 Regional Employment Coordinators who work with regional communities through over 150 regional committees to provide localised knowledge and increased employment opportunities for the regions;

- 50 community-based projects that assist job seekers into employment, education or training, by providing advice, resumé preparation, interview skills, work experience and job placement assistance;

- specific assistance to school leavers through the School Leaver Program;

- employment related assistance to disadvantaged groups such as youths at risk and mature aged job seekers;

- a system of Group Training Schemes by which apprentices and trainees are registered to a central body and placed in employment with participating employers on a rotational basis;

- management of the Aboriginal Economic and Employment Development Officer (AEEDO) program involving the funding of 10 officers providing localised, economic development, employment and training services relating to Indigenous matters to communities across Western Australia; and

- management of the Regional Forest Agreement Workers Assistance Package to assist workers in the native forest hardwood timber industry directly affected by the Government's new forest policy.

Output 1: Vocational Education and Training Services

As most people would be aware, significant changes have, and continue to, alter workplaces and labour forces within both Australia and internationally. The 'new world of work' in which enterprises, workers and communities are already operating are characterised by changes related to increased globalisation and the need to compete within the international marketplace.

Drivers of change to the workforce include demographic changes to the gender and age balance of the workforce, rapid growth in part time, casual and contract employment, an increasingly flexible and less secure workforce and growth in knowledge based jobs and newly emerging industries and occupations.

The ability of nations to be able to develop, adapt and utilise skills and knowledge in an innovative manner is primarily the responsibility of the VET sector more so than the general and higher education sectors, as it is responsible for:

- **Most directly meeting enterprise skill needs** – whilst the higher education sector provides valuable theoretical foundation, the VET sector imparts the more specifically applicable skills[1], and is the major provider of qualifications[2];
- **Upskilling people to handle rapid technological and structural changes** – given that if the application and manipulation of knowledge is of increasing importance, workers have to be skilled accordingly to benefit from new forms of work organisation[3]; and
- **Reskilling** - currently the long-term unemployment rate of people aged between 45 – 54 is increasing, a trend which will need to be reversed. As the proportion of young people available for work declines as a result of the ageing population, older people of working age will be required to provide a major source of skills and expertise for industries.[4]

Given the role of VET services in ensuring the development of the State's skill base, this sector is of critical importance to industry, employers, regional communities, the Government and students.

In assisting the Minister for Training to administer the *Vocational Education and Training Act 1996*, the Department of Training promotes the development of an efficient and effective State training system that adequately meets the needs of students, employers, regional areas, communities and industry, through the appropriate identification and funding of training places and through sector-wide services provided to the TAFE college network and other training providers.

In its role of **coordinating the VET sector** the Department of Training undertook, during 2001-02, planning, funding, recognition and assessment processes.

The Department of Training balances training delivery with community and industry needs, State priorities and local responsiveness through the comprehensive collection of labour market research from over 400 sources. This collection of information is undertaken as part of the development of the *State Training Strategy*, which provides the framework through which the Department of Training consults on VET issues and the information is evaluated and analysed to inform the training priorities and strategies for Western Australia.

The key output of the *State Training Strategy* is the S*tate Training Profile*, which the Department produces on behalf of the State Training Board for the Minister for Training's endorsement. The *State Training Profile* gives a summary of Statewide skills priorities based on 41 occupational categories.

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[1] Skills in the Knowledge Economy: Australia's National Investment in VET, The Allen Consulting Group, March 2001, pg 21.

[2] Skills in the Knowledge Economy: Australia's National Investment in VET, The Allen Consulting Group, March 2001, pg 5.

[3] The future of work in a knowledge based economy, Training Agenda, Vol 9 No 1, February 2001.

[4] Workforce of the future, presentation by Mr Ian Hill, Director General, Department of Training, to AIM May 2002

Also produced under the *State Training Strategy* are 14 industry and nine regional reports. These reports identify labour market, employment and population trends, as well as specialised intelligence gathered through ongoing consultation with a range of industry, regional and Government sources.

Stakeholders are provided with an opportunity to have input into the development of the *State Training Profile* and industry and regional reports through the *State Training Strategy* interactive website, the establishment of portfolio managers, consultative mechanisms and research which is undertaken both within the Department and by external bodies.

In response to the skill needs identified by the *State Training Profile*, the Department of Training provided funded for accredited training under 49 Training Packages through:

- Delivery and Performance Agreements negotiated with 12 TAFE colleges and two universities;
- *User Choice* arrangements for apprentices and trainees; and
- the *Competitive Allocation of Training* (CAT) program.

During 2002 a total of $242.1 million worth of training will be funded Statewide, which will include $220 million provided to TAFE colleges for delivery under their *College Training Profiles*, approximately $9 million to be distributed to private providers under *User Choice* arrangements and a further $15 million provided to public and private training providers through the CAT program.

A total of $38.6 million will be provided in 2002 for the accredited training component of more than 19,300 apprenticeships and traineeships. This will include 4,131 apprentices and trainees employed by 31 Group Training Scheme, 12,164 apprentices, 7,163 trainees, 224 traineeships in schools and 58 Aboriginal school based traineeships.

With over 900 Registered Training Organisations in Western Australia, of which 125 receive public funding through contestable means, it is estimated that approximately 25 million student curriculum hours of training and 120,000 course enrolments will be funded during 2002.

In 2001, 128,966 people enrolled in VET courses and an additional 24,444 people participated in Adult Community Education courses. Of those people enrolled in VET courses 27.7% were aged 19 years or under, 13.7% were undertaking training related to their apprenticeship or traineeship, 5.6% were of Aboriginal or Torres Strait Islander descent and 34.2% were enrolled within regional areas. 26,845 people were fee for service or full fee paying international students.

As the State Training Authority, the Department provides advice and information in relation to the *Annual National VET Plan*, the *National Priorities for VET*, the *Skill Centre Infrastructure* program, *VET in Schools* program, National consistency arrangements and AVETMISS data collection processes. The Department also coordinates compliance and recognition arrangements on behalf of the Training Accreditation Council. This occurs within the Department's obligations under the National Training Framework, and specifically in relation to Training Package Implementation, the Australian Quality Training Framework (AQTF) and the Australian Qualification Framework (AQF)

Throughout 2001-02 the Department progressed, on behalf of the Training Accreditation Council, the implementation of the AQTF, both the Standards for Registered Training Organisations and the Standards for State and Territory Registering/Course Accrediting Bodies, and the revised recognition arrangements in Western Australia.

The Department **provides sector-wide services, advice and assistance** to the TAFE college network and other training providers to enhance the quality of training delivery and ensure the efficient use of resources by public training providers. These functions included in 2002-02:

- the provision of advice to prospective students on how to choose an RTO to best meet their needs;

- the management of the *Capital Works Program* for public training providers, to ensure the use of existing infrastructure is maximised and new facilities support planned future training delivery;

- promotion of the TAFE brand, on behalf of the 12 TAFE colleges and in accordance with the recommendations of the McRae Review, and awareness raising of the VET sector through such events as the Training Excellence Awards;

- production of the TAFE Handbook, which was provided free to 22,000 high school students and an additional 16,000 copies sold throughout Western Australia;

- public access to the Training Info Centre, a 'one-stop-shop' which offers information about all types of training offered by TAFE colleges and private providers;

- the provision of an equitable merit-based admission system for entry to VET award courses, which processed 22,000 applications on behalf of TAFE colleges;

- the introduction of the Professional Development Unit to expand professional development opportunities provided to VET practitioners;

- joint corporate support services, such as human resources, financial and information technology resources, provided to the TAFE college network;

- TAFE International Western Australia, which coordinates TAFE colleges' international activities; and

- WestOne Services, which facilitates expanded opportunities in training through the innovative use of information and communication technology.

Output Measure

	2001-02 Budget	2001-02 Actual
Quantity		
Student Curriculum Hours (SCH) delivered – Apprentices/Trainees [a] [b]	5,000,000	4,200,000
SCH delivered – Other students [a]	19,800,000	21,100,000
Participation rate (15-64 year olds) [c]	9.6%	9.8%
Quality		
Successful training completions - Module Load Completion Rate (MLCR) – Other students [d]	69%	69%
Employers feedback on relevance of skills and knowledge – Apprentices/Trainees [e]	80%	56%
Employers feedback on relevance of skills and knowledge – Other students [e]	71%	65%
Student satisfaction – Apprentices/Trainees [f]	84%	87%
Student satisfaction – Other students [f]	80%	87%
Successful training completions - (MLCR) – Apprentices/Trainees [e]	80%	79%
Timeliness		
College Delivery and Performance Agreements issued	November	November
Cost (Efficiency)		
Average cost per SCH – Apprentices/Trainees [g]	$17.63	$16.82
Average cost per SCH – Other students [h]	$15.75	$15.82
Full Time Equivalents (FTEs)	324	334

(a) These performance measures are adjusted for Invalid Module Enrolments (IME) and calculated from calendar year data. The 2001-02 estimate assumes the same IME rate as for 2000, ie 2.8%. The target for 2002-03 assumes an IME rate of 3%.

(b) It is estimated that between 19,000 and 20,000 apprentices/trainees will be in training at any point in time during the course of the year.

(c) The participation rate is the proportion of Western Australians aged 15-64 years enrolled in VET courses funded by the Department of Training. It is a measure of the Department's responsiveness in meeting industry and community needs for a highly skilled workforce.

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

(e) The percentage is based on those employers responding 'agree/strongly agree' in response to the question 'the vocational education and training system is providing graduates with skills appropriate to employers needs' in the national Survey of Employer Views. In the 2001-02 budget papers, the figure for Apprentices/Trainees from the 1999 survey was incorrectly reported at 79% and the target for 2000-01 of 80% was over-estimated as a result. Notwithstanding this, the Department will take steps to address the significant decline in employer ratings of satisfaction across the board. As no survey was undertaken in 2000, figures for 2000-01 are based upon the 1999 survey. Similarly, there are no targets set for 2002-03 as the next national survey will not take place until 2003.

(f) A student satisfaction survey is undertaken across the State, including apprentices and trainees, annually with 11,912 respondents in 2001 from a population of over 50,000 students. The percentages represent those apprentices/trainees or other students responding satisfied/very

satisfied to the question "how satisfied are you overall with your course of study". Further information on survey results is presented in the Department's annual report. Caution should be used in comparing information across the survey years due to changes in survey methodologies and populations. In addition, the 2001 Students Satisfaction Survey returned a significantly lower response rate than recorded in previous years (21% in 2001 compared to 35% in 2000). Results from this survey generally will have a higher standard error than results from previous surveys, particularly for disaggregated data populations.

(g) The average cost per SCH is calculated by dividing the total expenditure for publicly funded VET by the total SCH. The total expenditure includes costs associated with labour market, regional and community analyses; policy research and development; and delivery profiling and contracts purchasing, quality monitoring and support services.

(h) The average cost per SCH (apprentices and trainees) is similar to the formula outlined in (g) above. However, there are an additional number of services/costs for apprentices/trainees including: the training records system which involves the collection, monitoring and central administration of reporting of employment contracts; and travel costs.

Output 2: Employment Programs

Western Australia's labour market is traditionally characterised by:

- higher than average labour force participation, the highest in Australia in 2001 with a participation rate of 66.8%;

- a lower than average unemployment rate, with Western Australia experiencing the third lowest unemployment rate within Australia at 6.8% during 2001; and

- a lower than average youth unemployment rate, the second lowest in Australia with an average rate of 22.2% during 2001 compared to 24.2% Nationally.

Consistent with National trends, Western Australia has seen a gradual improvement in its labour market over the past ten years and has, during 2001-02, experienced some of the lowest unemployment rates recorded in the past decade.

In line with international trends, Western Australia's labour market faces significant challenges. In general these relate to:

- changes occurring as a result of movement towards an increasingly technology driven, knowledge based economy, which includes the continued expansion of the service sector, a labour market influenced by the impact of information and communication technology and growth in part time and casual employment; and

- the problem of underemployment, unemployment, and particularly, long term unemployment and the hollowing out of the labour market.

The Department of Training undertook, during 2001-02, various research projects and consulted widely on major issues for employment.

In November 2001, the Department hosted the *Working Visions 2001 Conference*, which saw an extensive team of international speakers, including leading labour market commentators, corporate executives, policy makers and futurists, guide discussions and debates about the possible form and impact of the future of employment and training.

More than 408 delegates from Australia and Asia attended the Conference, which ran in conjunction with a *Working Visions Knowledge Expo*. Topics raised at the Conference covered various aspects of the future of employment and include, as examples, *Jobs for All: Can It Be a Reality?*, *Technochasm and The Digital Divide*, *Innovate or Stagnate* and *Survival of the Most Knowledgeable*.

Research into underemployment, unemployment and the hollowing out of the labour market was undertaken during 2001-02, centering on factors contributing, or likely to contribute in the future, to increase in the number of people effected by these situations and the likely impacts of these trends.

This research included the report *Trends in Hidden Unemployment and Underemployment*, prepared for the Department in October 2001 by the Centre for Labour Market Research, which examined ways of identifying, and therefore directing efforts to assist, persons not identified as unemployed or who are underemployed.

The polarisation of the workforce into high-skilled and low-skilled groups was identified by the NSW Board of Vocational Education and Training, in its report *The future of work in a knowledge based economy*. The implications of this polarisation, or 'hollowing out', continuing were outlined by the Director General of the Department of Training, in May 2002, in a speech to the Australian Institute of Management.

Through the earlier identification of trends impacting on the composition or function of the labour

market, the Department of Training aims to inform Government, industry and enterprises on how best to manage its most important asset.

This knowledge also allows the Department to provide effective assistance and information to job seekers, employees and self-employed persons, which the Department provides through its five main employment assistance functions:

- **Regional Employment –** which aims to develop innovative community initiatives for regional job creation and minimising the impact of regional labour market restructuring.

  These functions are undertaken by a network of locally based Regional Employment Coordinators, situated in eight regional and five metropolitan locations. Regional Employment Coordinators provide an essential service in building networks, managing employment initiatives and contributing to the Department's policy and planning through the provision of intelligence on local employment and training needs and issues.

  In addition to this, Regional Employment Coordinators liaise with community-based assistance agencies, including Joblinks and Aboriginal Economic and Employment Development Officers (AEEDOs), funded under the Department's State Employment Assistance Strategy (SEAS) to provide support and ensure the achievement of contracted targets. Over $6 million in funding is provided to 49 SEAS projects, that assist over 35,000.

- **Apprenticeships and Traineeships –** the Department implements, maintains and administers apprenticeships and traineeships across many industry areas and throughout Western Australia. This is facilitated through the Apprenticeship and Traineeship Support Network and Group Training Operators.

  The development of strategies to increase apprenticeship and traineeship opportunities has been undertaken by the Department of Training, in relation to the Government's election commitment to increase apprenticeships and traineeships by 800 places each, with a third being provided in regional Western Australia. Strategies developed to increase apprenticeship and traineeship opportunities include the *Priority Access* program, *Public Sector Traineeships* and the *State Youth Training and Employment Pathways Strategy*.

  Workers Assistance Program – The *Workers' Assistance Program* is part of the Government's *Old Growth Forest* policy timber industry restructure.

  The Department of Training's responsibility over the period 2001-05, is to assist eligible native forest hardwood timber industry workers with post redundancy support, top-up redundancy payments, mortgage and rent assistance, VET, wage subsidies and relocation allowances. The Department's focus in delivering this Program has been service provision to assist workers with training and re-employment.

  During 2001-02, a total of 417 forest timber workers were assisted by the Department. Of those unemployed and assisted with redundancy packages (251), 163 were assisted into employment, 8 into retirement and 15 into disability pensions. The average redundancy package was $20,768

- **Indigenous Employment –** the Department of Training develops and implements a range of strategic training and employment programs to support and enable Aboriginal and Torres Strait Islander peoples of Western Australia to achieve the same training and employment outcomes as other groups in our community.

These include:

- activities to directly implement the State Government strategy to *Improve Training and Employment Opportunities for Aboriginal and Torres Strait Islander People in Western Australia*;
- a range of initiatives to provide Indigenous people with improved career development opportunities;
- local and responsive initiatives to promote economic development for Indigenous communities and organisations; and
- support to TAFE colleges to enable college initiatives to more effectively address access and participation issues for Indigenous clients and ensure initiatives achieve State Government priorities.

- **Employment Programs –** a range of employment programs are provided by the Department, designed to address the barriers faced by various groups within the community. These programs provide information and/or assistance to job seekers, and include *GetAccess, Small Business Smart Business, Profit from Experience, JobWorks, Bunch of Tickets, Regional Access, Business Works*, the *School Leaver Program, Pathways*, and *Jobs, Jobs, Jobs*.

The relevance of these and other employment programs developed by the Department were reviewed during 2001-02 in response to a Government election commitment, to ensure they meet the needs of individuals, the community and industry and are cost effective.

The Review of Employment Programs comprised four key components including:

- a review of international literature on best practice in labour market programs;

- extensive regional consultations involving 600 people throughout the State as well as experts from interstate and overseas;

- a review of current labour market programs operated by the Department; and

- an examination of working partnerships with other State and Commonwealth Government agencies.

A discussion paper presented to the Minister for Training in April 2002, recommended a new direction for employment programs in Western Australia, consistent with the priorities in Government's first year report of operations, entitled *Laying the Foundations*. The *New Direction for Employment* aims to increase job-growth, facilitate strong and vibrant regions and a skilled future for all Western Australians and involves a significant shift in focus from employment placement to employability skills development through strong career guidance assistance.

The key proposals for improving the delivery of labour market programs include:

- the development of programs designed to assist individuals develop employability and entrepreneurial skills and support the development of new and emerging industries, resulting in growth and diversification of the State's regional economy;

- the establishment of a single point of communication in each region of the State for all employment related matters; and

- stronger local area planning initiatives to improve the identification of regional employment opportunities and needs to enable more relevant policy development.

Output Measures

	2001-02 Budget	2001-02 Actual
Quantity		
People assisted through employment strategies [a]	36,000	36,551
People supported in apprenticeships and traineeships [b]	19,000	20,000
People assisted through Regional Forest Workers Assistance Package [c]	1,000	500
Quality (d)		
Under review......................................	-	-
Timeliness		
Labour market programs are funded annually at commencement of financial year................................	Yes	Yes
Cost (Efficiency)		
Average cost per person assisted through employment strategies [e]	$474	$477
Average cost per people supported in apprenticeships and traineeships	$370	$334
Average cost per person assisted through Regional Forest Workers Assistance Package	$22,412	$20,823
Full Time Equivalents (FTEs)	117	114

(a) This figure is a combined count from all employment programs and activities and may include people who receive assistance from more than one of the services offered. The aim of Employment Strategies is to maximise employment opportunities for Western Australians by creating more employment opportunities for clients and assisting them to become more employable. Those who are not placed directly into employment, education, and training continue to be provided assistance to minimise the likelihood of becoming long term unemployed.

(b) This is an estimated point in time figure for 30 June 2002.

(c) The Department will manage the Regional Forest Agreement Workers Assistance Package from 2001-02 to 2004-05. Government made available a total of $22.412 million towards this initiative in 2001-02, $12 million of which was deferred to 2002-03. The package assists workers in the native forest hardwood timber industry directly affected by the Government's new forest policy and includes redundancy payments, relocation allowances, reskilling and retraining initiatives. The 1,000 budget figure for 2001-2002 refers to the total number of people that would be eligible for assistance over the life of the program with 500 estimated to have been helped in 2001-02 and a further 400 targeted for assistance in 2002-03.

(d) An appropriate quality measure is still to be developed in this output. For information on quality measures associated with apprenticeship and traineeship training see Output 1.

(e) Costs are affected by the insourcing of the administration of the apprenticeship and traineeship system in 2001.

Report of Operations – Customer Services Group

Regional Western Australians

VET and employment services play a key role in regional development. Regional Western Australia is very diverse and includes regions that are strongly dependant on the exploitation of natural resources, regions with substantial manufacturing industry, regions that are predominantly agricultural or pastoral, and regions that are important centres of tourism and hospitality.

Given the vastly different characteristics of many regions, globalisation and structural economic change affects them in different ways. Whilst some regions prosper and can become self-sustaining, other disadvantaged regions can experience a downward spiral of seemingly irreversible decline.[5]

As a result of the findings of the New Directions for Employment Review, the Department of Training's regional employment function will be refocussed. The Department's current employment role is to promote initiatives that assist job seekers, industry and the community. Project activities are varied depending on the needs of the particular community being serviced.

The proposed new model represents a philosophical shift from short-term programs and services to an emphasis on the development of the individual and their capacity to direct and manage their future employment.

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[5] *The Future of Work in a Knowledge based Economy*, Training Agenda, Vol 9 No 1, February 2001, pg 4.

Small Business

Small business comprises 96.7% of all businesses in Western Australia, employing 50% of the State's workforce.

The Department of Training assists small businesses through the development of an appropriately skilled labour market and has developed a number of programs and services specifically aimed at assisting small business.

These initiatives include:

- **Small Business Smart Business**
  In July 1999 the Department of Training, Small Business Development Corporation, State Training Board and eight representatives from business associations developed the *Small Business - Smart Business* initiative.

  Small Business Smart Business involves the provision of training vouchers to small business operators to redeem for training or training related expenses of their choice.

  During 2002 nearly $1.4 million worth of $200 vouchers is being made available for small businesses and may be accessed through 36 Business Enterprise Centres Statewide. This includes funding of nearly $800,000 to small businesses operating in regional Western Australian.

- **Skilling WA**
  The *Skilling WA* program was developed in response to the State Government's election commitment to provide $4 million over four years to enable workers to gain new skills. Upskilling of the workforce is essential to both organisations and individuals. Oganisations need contemporary skills to compete effectively in their business environments and individuals need to undertake lifelong learning to enable them to adapt to workplace and lifestyle changes.

  Benefits of the *Skilling WA* initiative, include:
  - improved training opportunities for employees;
  - improved career opportunities for employees;
  - improved training opportunities for workers employed in aged care facilities; and
  - increased training opportunities for up-skilling workers throughout the State.

  During 2001-2002, *Skilling WA* training programs to the value of $670,000 were allocated in the industry areas of forest industries, community services, mineral processing, telecommunications cabling, hospitality, transport, metals and engineering and the funeral industry. During 2002 a further $390,000 was allocated for training workers employed in residential aged care facilities.

- **Assistance to young people establishing a small business**
  Young Western Australians are introduced to the option of self-employment through the *BusinessWorks* program. The program is accessible to young people aged up to 25 years and may be accessed though selected Joblink agencies in the metropolitan area.

  Shell LiveWIRE is designed to increase the number of new businesses established and managed by young people by assisting them to explore the option of self-employment as a viable alternative to traditional paid employment. The competition, sponsored nationally by Shell Australia, is supported through a series of business plan development Seminars delivered live in the metropolitan area and telecast via the television channel Access 31 to all regional areas. Since the introduction of the competition by the Department in 1986, more than 1100 Shell LiveWIRE WA participants have gone on to establish viable business ventures.

Indigenous Australians

The 2001 Census revealed that Aboriginal and Torres Strait Islander people represent 3.2% (66,000) of the Western Australian population—and 14% of the total Indigenous population of Australia.

The Indigenous population is dispersed across the State. The largest Indigenous population lives in the Perth ATSIC region, followed by the regional areas of Narrogin, Geraldton, Kununurra, South Hedland, Derby, Broome, Kalgoorlie and Warburton. This dispersal of the population results in high levels of cultural, linguistic and socio-economic diversity.

Like Indigenous people around the world, Aboriginal and Torres Strait Islander people in Western Australia are striving to maintain their languages and cultures and are increasingly seeking services that respond to their specific needs and help them to achieve the same employment and training outcomes as other groups in our community.

Training and employment play a critical role in addressing the social and economic disadvantage experienced by Aboriginal and Torres Strait Islander people across Western Australia.

Indigenous participation in VET has increased markedly during the past decade, rising from 1,000 in 1990 to 7,807 in 2001. While representing 3.2% of the Western Australian population, Indigenous people now represent around 5.6% of the total number of VET students.

While Indigenous participation in training has exceeded the numbers needed to achieve parity with the wider community, outcomes are at lower levels than for students generally: Indigenous students are concentrated in a narrower range of fields of study; over-represented at the lower end of the qualification spectrum; and experience a lower module load completion rate than other VET students. The challenge for the sector is to ensure that Indigenous participation results in continuously improved outcomes—higher pass marks, reduced attrition, increased participation in higher level and industry relevant courses, and employment.

Although participation in VET improves employment opportunities, Indigenous students experience higher unemployment rates after participating in VET than do other students and are less likely to have clear employment goals or to be supported by an employer. This is despite the significant growth in recent years in the number of Indigenous people undertaking employment-based training.

The extreme disadvantage suffered by Indigenous people in the labour market is compounded by the fact that Indigenous people are twice as likely to live outside major urban centres, often in regions where conventional labour market activity is limited. While Indigenous people in the metropolitan area compete for employment with a generally better educated and skilled non-Indigenous majority, opportunities for regional residents are often restricted to participation in the Community Development Employment Program—essentially receiving payment to work on development projects within their own communities. The majority of Indigenous people employed under the CDEP work fewer hours and receive lower incomes than Indigenous people in waged positions.

The Department supports Aboriginal and Torres Strait Islander people in their endeavour to achieve the same employment and training outcomes as other groups in our community. It does this through a range of mechanisms, including:

- fostering Indigenous participation in VET through funding public and private providers to deliver courses that meet specific needs. Courses include entry level for those seeking a 'second chance' at education, Indigenous specific, mainstream, and traineeships and apprenticeships. Training is delivered in classrooms, as well as on-site in Indigenous communities. Delivery is flexible (flexible venues, multiple entry/exit, self-pacing) and supported in some instances by computer assisted learning;

- encouraging increased retention of Indigenous students at Years 11 and 12 and an easier transition from school to work;

- facilitating economic development, particularly in regional areas, through the increased involvement of Indigenous communities and organisations in developing locally-based enterprise, employment and training initiatives; and

- promoting strong, competitive and effective Indigenous leadership in the Western Australian Public Service through facilitating professional and career development for Indigenous officers at middle management level across the public sector.

Notable achievements during 2001-02 financial year included:

- the release by the Minister for Training of *Making It Happen: Improving Training and Employment Opportunities for Indigenous Western Australian 2001-2005* (Department of Training, 2001). The plan outlines action that the Department, TAFE colleges and other publicly funded training organisations will take in partnership with stakeholders to ensure continuously improved outcomes for Indigenous clients. The Department has established the *Making It Happen* in WA Committee to assist with promotion and implementation. *Making It Happen* will ensure that Australia's National Aboriginal and Torres Strait Islander Strategy for Vocational Education and Training is implemented in a way that meets Western Australian needs and priorities;

- the expansion of the Indigenous Career Development Program—a joint initiative between the Department of Training, the Department of the Premier and Cabinet and the Department of Indigenous Affairs. By the end of the financial year, the Program had attracted 76 individual participants from 23 agencies including the Department of Justice, the Department of Education, the Department of Industry and Technology and the Mid West Development Corporation; and

- the expansion of the Aboriginal School Based Traineeship Program to 260 places—a joint initiative between the Department, the Aboriginal and Torres Strait Islander Commission, the Department of Education and the Commonwealth Government to improve the retention rate of Indigenous students in Years 11 and 12. The program has been acknowledged as making a real difference to the lives of Indigenous youth.

Seniors

The number of people aged 45 to 64 in Western Australia is expected to increase by a very substantial 93 per cent, from 293,889 in 1990 to 567,535 in 2010. As the proportion of young people available for work declines, older people of working age will be required to provide a major source of skills and expertise for industries. The importance of providing reskilling and upskilling opportunities for mature age workers can only be expected to increase over the next 20 years.

The Department of Training has designed a number of programs specifically designed to assist mature aged workers.

- **Profit from Experience**
  In its pre-election policy statements, the Government committed to expanding the Department's Profit from Experience program by 800 positions over four years. Profit from Experience is an early intervention initiative to assist those aged 45 plus, into employment. The program specifically targets mature age job seekers who have been unemployed less than 12 months and provides:
  - a network of support officers providing personal assistance and advice;
  - assistance to equip people to get back to work;
  - assistance to identify and explore work options which suit the individual; and
  - formal recognition of current skills.

  The Department of Training will host a number of Profit from Experience events in 2002. These include:
  - participation in the *Life begins at 40* Expo in May;
  - Profit From Experience Week scheduled for September 2002 in partnership with the Positive Ageing Foundation, TMP.Worldwide and DOME (Joblink);
  - development of a publication of Case Studies; and
  - participation in 'Maturity Matters International Conference on Ageing' in October.

- **First Click**
  The *First Click* program is part of the Department of Training's Information and Communication Technology (ICT) Strategy. Research commissioned by the Department in 2001 (Market Equity, *Bridging the Digital Divide in Western Australia*) showed that approximately 65% of the population of Western Australia is computer literate and a further 20% use computers, but find the Internet and e-mail a mystery. The research also identified specific groups with significantly lower computer literacy levels. These groups included: low income families, non-working women aged 40-54 years, the unemployed, seniors, people with disabilities and Indigenous people.

  In 2001, a $1 million fund was established to provide free Learning Resource Packages and *First Click* Grants. Approximately 2,300 free *First Click* Learning Resource Packages were distributed to various organisations and interested individuals in 2001-02.

  72 projects were funded during 2001-02, targeting more than 5,000 participants throughout Western Australia. Grants of up to $20,000 were awarded to various community organisations throughout the State, and included 47 projects specifically for seniors.

- **Career Restart**
  The Department has provided, via its Career Restart Program, specialised counselling and job placement services for workers involved in large-scale redundancies. Career Restart provides a blueprint for local intervention strategies when redundancies and retrenchments occur.

Women

Women, with 46% of enrolments, accounted for almost half of all VET course enrolments in 2001.

During 2001-02 the Department of Training developed a vital tool in helping the Department and training providers to better understand and respond to the training needs and the preferred learning styles of students, through the identification of six key student segments.

Student segmentation includes: career changes/reskillers; apprentices/trainees; skill improvers; further education; self-employed; and labour market entrants. The category Career Changes/Reskillers identifies those students seeking a different career or who are re-entering the labour market. Women returning to the workforce after family responsibilities are an important part of this segment, for which, gaining a qualification may be an important factor for career change or attainment.

Students identified as Career Changes/Reskillers are characterised as being predominantly female, across all age groups, with the largest single educational grouping being female with previous attainment of Year 11 or less and are most often part time persons aged 25 to 39. Business and Clerical, and Community Services, Health and Education are popular areas of study for these students.

Through the identification of women in need, the Department of Training is able to develop programs specifically designed to meet their requirements. One such program is the Department's First Click initiative (detailed in the 'Seniors' section of this report).

First Click was designed to specially assist the 65% of the Western Australian population who are computer illiterate, and has targeted as a particular equity group non-working women aged 40-54 years. 57 projects specifically designed to assist non-working women aged 40-54 years were funded under the First Click initiative in 2001-02.

Positive feedback from participants within this project was received by the Department. Examples include:

> *'Dear Ian Hill,*
> *My name is Kathy, I live in Mukinbudin, W.A. I am writing to thank you very much for the idea of First Click for people like me who have never touched a computer before. My fear of computers has all but gone. I work at our local school and as you know, computers are now in every class. I can now feel confident to turn a computer off if left on by mistake. No running around looking for help! I have learnt so much. Royce has been very patient with us. I would like to see a booklet bought out for complete learners like me explaining every thing right from the turning on of the computer in basic simple instructions. Once again I thank you very much. Yours faithfully, Kathy'*

A further $1 million was allocated for First Click in 2002/03 with a total of 141 applications received. Grant recipients will be announced in late September 2002.

Through its Building Diversity program the Department funded Midland College of TAFE to pilot flexible delivery of a training program targeting young women participating in the Hills Community Support Group Young Mother's Program. The project will incorporate participating in work experience with supportive employers and include development of a work experience database. Literacy and numeracy support will be an integral part of the project.

Youth

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

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

- The School Leaver Program was expanded in 2001-02 to include all State Government schools and a model for the non-Government sector was trialed with 15 schools.

- The Aboriginal School Based Traineeship pilots has a high participant retention rate of 85% and additional funding has been secured for the expansion of this program to 260 placements during the next two years.

- Construction of the Youth Headquarters in Leederville was completed in late 2001 and was launched by the Minister for Training on 23 February 2002.

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

- Online services were expanded through the enhancement of Departmental websites. These included:
  - the expansion of GetAccess, which features comprehensive careers and employment information and which attracted approximately 470,000 hits during 2001-02, representing an increase of 50% over the previous financial year;
  - the introduction of Regional Access, which provides an online point of access to regional services to young Western Australians; and
  - the Apprenticeship and Traineeship website, to improve information dissemination and increased marketing opportunities to prospective apprentices and trainees.

- A four hour series of career profiling programs titled Jobs, Jobs, Jobs and eight half hour news-style career television programs titled Pathways were produced and broadcast in 2001.

- Through the *Building Diversity* program three projects were funded targeting 'at risk' youth.
  - Midland College of TAFE, in collaboration with Swan City Youth Centre, will pilot innovative delivery methods to deliver Certificate I in General Education for Adults (CGEA), combining art and design skills development and literacy and numeracy skills support;
  - Central TAFE will develop and establish a system for skills recognition for young people attending Youth Headquarters in Leederville. The program will help students through the Skills Recognition process for computing and other generic skills to facilitate entry to a mainstream TAFE course; and
  - WA Arts, Sport and Recreation Industry Training Council will build on a Building Diversity 2000 project and develop a database of sport and recreation programs targeting young people at risk in WA, interstate and internationally, document case studies of 'best practice' programs and update its *Making Arts Work* website to include new research on relevant programs.

Objective: Increase the employability of young people

- The State Youth Training and Employment Pathways Strategy was introduced, providing greater opportunities in traineeships for young people, particularly up to the age of 19 years, with training targeted to meet their needs in moving from school to work.

- In 2002 all suitably qualified school leavers, who applied for a position in TAFE, were provided with an offer of a position.

People with Disabilities

The Department of Training is committed to increasing the participation and achievement in education, training and employment for people with disabilities. In accordance with the *Disability Services Act 1993,* the Department of Training's strategies to ensure participation and achievement are presented under six key outcome areas:

1. Existing services are adapted to ensure they meet the needs of people with disabilities

The Department developed strategies to increase the representation of people with disabilities across the VET sector and at all levels of achievement.

The Department funded additional support and customised specialised programs to meet the specific education and training needs of people with disabilities. This included providing funding to TAFE colleges to increase participation and achievement across the full range of TAFE courses and, via competitively allocated funding processes, across the wider VET sector for programs that improve the participation of people with disabilities in VET.

Under the Department's *Building Diversity* program projects were funded to adapt existing services to meet the needs of people with disabilities.

- A project to develop a practical teaching program to train Deaf lecturers to teach AUSLAN to hearing adults was funded by the Department. Special tutorial support was built into the project via 'study skills' which included stress management and self esteem building techniques as well as employment skills.

- The Department funded a project to research student enrolment data collected over 4-5 year period to examine ways in which we can measure or monitor success of delivery to students with a disability with the aim of improving performance.

Under the national *Australians Working together"* package the Department funded projects to adapt existing services to meet the needs of students with disabilities.

- A mentoring project aimed at increasing student retention rates by using mentors to provide the students with a range of support mechanisms.

- A collaborative Cross-Government project with the Department of Housing and Works to provide computers in students' homes and training in using the computers and TAFE.

2. Access to buildings and facilities is improved

The Department is committed to providing TAFE colleges that meet the requirements of the Building Code of Australia in respect to providing access for people with disabilities and to liaising with the Department of Transport to ensure ready access from public transport to TAFE colleges.

The Department commenced an audit of the physical accessibility of TAFE colleges for people with disabilities. This will be a six-year project. Where colleges do not meet current best practice, the Department will make the college accessible.

3. Information about services is provided in formats which meet the communication requirements of people with disabilities

The Department is committed to providing information about the Department's services and programs in formats that meet the communication requirements of people with disabilities.

Work was commenced on a project to make the Departmental web site accessible to all people with disabilities.

Under the Department's *Building Diversity* program projects were funded to provide information about services in formats that cater for the needs of people with disabilities.

- The Department funded a project to develop, promote, monitor and evaluate the 'myjob' website providing information, advice and/or referrals for school leavers with disabilities, VET students with disabilities, career advisers, VET lecturers, disability employment agencies, employers and mentors. The 'myjob' web- site was linked to the Department of Training's Access All Areas website and offered links to other relevant government and non-government providers of services for people with disabilities.

4. Advice and services are delivered by staff who are aware of and understand the needs of people with disabilities

The Department is committed to training staff so that advice and services are delivered by people who are aware of and understand the needs of the Department's customers with disabilities.

A Disability Awareness Training program was developed and delivered to Departmental staff. Staff of funded organisations were also encouraged to participate in the Disability Awareness Training program.

5. Opportunities are provided for people with disabilities to participate in public consultations, grievance mechanisms and decision-making processes

The Department is committed to consulting with people in the community with disabilities in order that policies and practices meet the needs of the Department's customers with disabilities.

The Department has established a Reference Group of people with disabilities to provide advice on the development of Departmental policies and practices and to provide a link to the wider community of people with disabilities.

6. Employment programs and practices recognise and include people with disabiliites

The Department is committed to providing people with disabilities the skills, knowledge and information to access employment across the full range of existing and emerging industries.

This has included funded a project to increase the participation and achievement of people with disabilities in apprenticeships. The project assisted 30 people with disabilities to gain an apprenticeship and provided support to them through the first two years of their training.

The Department is continuing to implement *Bridging Pathways,* the national plan of action for increasing opportunities for people with a disability in vocational education and training. The Department is also developing strategies to ensure that the *Australians Working Together* funds are used effectively to ensure the best possible outcomes for people with a disability.

Culturally and Linguistically Diverse (CaLD)

The Department is committed to improving training and employment opportunities for people from culturally and linguistically diverse (CaLD) backgrounds. In 2001-02 three projects were funded through the Department's Building Diversity program to address the specific needs of people from CaLD backgrounds.

- Anglicare WA will adapt and pilot the Practice Firm concept for delivery of VET to CaLD clients. The project will investigate ways of incorporating English language support, include a feasibility study and test its effectiveness in the context of the Business Studies training package.
- Central TAFE will research the specific skills required for bilingual community workers and match these requirements with competencies in existing Training Packages. The second phase of the project will develop a traineeship program in collaboration with community service employers to provide training bilingual workers.
- A second project through Central TAFE will develop an intervention program for Deaf adults to gain relevant literacy, workplace and teaching skills. The outcome will be a practical teaching program to train Deaf Lecturers to teach AUSLAN to hearing adults.

The Department's Language Services Plan was endorsed in 2001 and aims to ensure that its information, programs and services can be understood and accessed by people for whom language may be a barrier. The Plan is in accordance with the Western Australian Government's Language Services Policy and WA One (the Western Australian Multicultural Policy). *WA One* pledges the removal of any barriers based on race, ethnicity, religion, language and culture that may prevent equitable access to, and outcomes from Government services. State agencies are committed to:

- developing policies, programs and practices designed to benefit all Western Australians through the delivery of culturally appropriate and responsive services; and

- utilising and promoting the linguistic and cultural assets of the Western Australian population.

The Plan targets people from CaLD backgrounds and Aboriginal and Torres Strait Islander peoples who do not speak English as their first language, members of the Deaf community and those who have a hearing impairment. Since the endorsement of the Plan the following outcomes have been achieved:

- implementing a range of strategies to promote the activities of the Department's Training Info Centre to ethnic communities including printing and distribution of postcards advertising the Centre's services targeting migrant women;

- surveys to identify the generic profile of the clients of the Training Info Centre and the level of satisfaction with the services;

- a brochure translated into eight languages other than English promoting VET options and State employment programs to people from CaLD backgrounds;

- strategies relating to staff recruitment, selection and development have been included in the Department's *Equity and Diversity Management Framework*; and

- a further five cross-cultural workshops have been conducted aimed at assisting staff develop a better understanding of cross-cultural issues and guide staff towards appropriate actions when working with people from CaLD backgrounds, Indigenous people and deaf people. 202 participants have attended the training to date. Feedback from the sessions has been extremely positive.

Through its State Employment Assistance Strategy (SEAS) the Department funded three projects assisting migrants and refugees into employment. The projects are located at the South Metropolitan Migrant Resource Centre, Catholic Migrant Centre and Multicultural Services Centre Incorporated

(formerly North Perth Migrant Resource Centre)

The Department continued to contribute to the National Integrated Settlement Strategy (NISS) through the State Settlement Planning Committee (SSPC). The SSPC is a forum for State and Commonwealth Government agencies, Local Government and community organisations to collectively plan and develop ways to provide migrants, refugees and humanitarian entrants in WA with the services essential to their settlement needs

In 2001 the SSPC identified employment and training as the key priority for consideration and established a subcommittee on Employment, Education and Training. A key initiative was implementation of a fast track recognition and training process for overseas-trained cooks developed by the Overseas Qualifications Unit. A similar model is being considered for overseas trained mental health workers.

In 2001-02 the Department funded a project implemented by Central TAFE to identify learning barriers for migrants and refugees from the Horn of Africa. The project examined learning strategies for the target group and developed a set of resources to support learners through mainstream VET courses.

Institutions

TAFE International

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

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

During 2001-02 TIWA facilitated a growth of 22% in the English language (ELICOS) sector of TAFE. This reflects the general trend in the ELICOS enrolments across Australia, as well as the expansion of TIWA's marketing effort in ELICOS markets, including Europe, South America and the Middle East. Certificate and Diploma enrolments were supported by a sharp increase in the number of African students, as well as steady enrolments from Japan, Hong Kong, Europe and Thailand. The implementation of a revised student visa program on 1 July 2001 has impacted negatively on student enrolments from Indonesia, India and Sri Lanka. However despite this, TIWA has managed to maintain growth in enrolments despite a seven percent downturn in International VET numbers across Australia.

TIWA continues its mandated role in the provision of a range of services in international projects, including identifying and developing business opportunities, contract checking and advice on strategic matters including risk management. TIWA identified a number of business opportunities in China, India and in the Gulf region in respect of delivery of Western Australian TAFE courses offshore, as a strategy to also attract a flow of students to TAFE WA. The Gulf region in particular has seen significant growth in the last twelve months. This is in line with TIWA's strategy of developing relationships with educational institutions as well as public and private sector organisations. TIWA has also signed an agreement with a major group of Institutions that also involves Australian organisations one of which is the University of Southern Queensland (USQ). As a result TIWA has signed an agreement with USQ that will provide overseas students with a guaranteed direct articulation pathway to USQ degrees, which they will be able to study on TAFE WA campuses on behalf of USQ. TIWA's on-going liaison with Australian-based Managing Contractors has seen colleges acquire a number of short and long term contracts with this group.

TIWA continuously improved its services to overseas trained people in Western Australia through its Overseas Qualifications Unit, which provided educational comparison, advocacy and information to over 2,000 migrants. It facilitated a partnership teacher orientation program with Murdoch University and the WA Department of Education that delivered a saving in training costs estimated at $1.9 million. Research identifying good practice in recruitment of overseas trained teachers was also conducted and this resulted in a report, the introduction of a mentoring system, a cross-cultural training package and a Good Practice website. The Independent Assessment Service (IAS) provides English language assessments and referral to TAFE Colleges for those recently arrived migrants who are eligible for the Commonwealth Government's Adult Migrant English Program (AMEP). In 2001-02 the IAS continued to build on its successful evaluation of the previous year and exceeded required contractual client numbers by over 20% with 99% of its clients indicating they were highly satisfied with the level of customer service provided. The IAS also established a translation lodgement service on behalf of the Department of Immigration Multicultural and Indigenous Affairs in April of this year.

WestOne Services

WestOne Services was established by the Minister for Training in August 1999 under section 57 of the *Vocational Education and Training Act 1996*. Mr Neil Fernandes, General Manager, who was appointed on 11 January 2000, reports directly to the Director General of the Department of Training.

WestOne Services was established to facilitate expanded opportunities in training through the innovative use of information and communication technology, which it does by:

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

During 2001-02 WestOne Services developed learning resources, in online, television and print formats, to facilitate equity of opportunity and access to materials for learner groups with different needs. Specialist products were developed to meet the learning needs of specific learner groups, which included, for participants of the *First Click* initiative, a resource package including print, CD and video resources targeted for novice users of computers and the Internet. Development also commenced on specific learning resources for Indigenous learners.

Increased services were provided to TAFE college students during 2001-02 through the development of inventive online resources. Online college portals catalogues, enrolment and payment facilitates were produced and made available to all TAFE colleges, allowing prospective students the ability to apply for admission, review application outcomes, gain timely access to current course information, enrol, pay, complete a course of study and access results online.

Graduating students were benefited by the introduction of the *TAFE JobNet project*, which was developed in collaboration with TAFE colleges. *TAFE JobNet* is an online employment service, which brings together TAFE graduates and employers. Through this service graduates and employers are encouraged to register their personal details and job vacancies respectively so that college staff can match graduates with employment opportunities.

Job seekers were aided through the further expansion of *Get Access* and production of a series of television programs entitled *Pathways*. *Get Access* is an award-winning, online service featuring comprehensive careers and employment information, which continues to enjoy over 45,000 'hits' per week with an average length of stay of 15 minutes (this constitutes 16,000 individual clients per month). *Pathways* is a pilot series of eight news-style television programs profiling careers and on the job learning. The series was transmitted throughout both metropolitan and regional areas and received positive feedback.

Learning solutions to support teaching and learning were developed to effectively meet client needs with consideration for efficiency to achieve maximum benefit to the State. This was undertaken through a tripartite collaborative resourcing model, which includes TAFE colleges, public sector employees and the private sector.

In support of the TAFE sector, WestOne Services prepared and distributed Intellectual Property Management Guidelines to TAFE colleges with Ministerial endorsement.

WestOne Services' staff were recognised in 2001-02 for the achievements of this Institution, which included receipt of Australian National Training Authority awards of both the *Flexible Learning Fellowship* and the *Flexible Learning Leadership Scholarship*, and the Department of Training's *Innovation in Work Practices Scholarship*.

Managing Human Resources

Compliance Report – Public Sector Management Act 1994

To the Commissioner for Public Sector Standards

In the administration of the Department of Training, I have complied with the Public Sector Standards in Human Resource Management, the Public Sector Code of Ethics and the Department's Code of Conduct.

The Department has policies, guidelines and processes that support the Standards, including compliance checks. Policies are available to all staff through the Department's Intranet site.

A review of the Department's Code of Conduct will be undertaken in 2002/03 and staff will again be provided with training sessions.

Since the introduction of the Public Sector Standards in Human Resource Management, the Department has had external consultants undertake comprehensive compliance reviews. During 2002 the Department's external auditors completed a cyclical based audit, using a risk analysis methodology, which evaluated the effectiveness of the internal controls operating in the major areas as part of an overall compliance framework developed by the Department.

The 2002 cyclical review assessed compliance against the Recruitment, Selection, Appointment, Transfer and Secondment Standards. The audit found that the procedures followed by the Department were in compliance with the respective Public Sector Standards.

Applications for a review of the Standards and the corresponding outcomes for the period to 30 June 2002 are:

Total No Lodges: 3
Breaches Found: Nil
Non material breaches found: Nil
Applications under review   Nil

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

Ian C Hill
Director General
Department of Training

August 2002

Equal Employment Opportunity Management

The Department of Training developed an *Equity and Diversity Framework*, which contains strategies aimed at building upon individual talents and experiences, recognising and responding to the diversity of individual needs and offering flexibility to cater for individual circumstances. The Framework includes performance objectives, aimed at achieving the Government's equity and diversity sector wide objectives.   These performance measures were submitted to the Office of Equal Employment Opportunity.

Current status for Women and Indigenous Australians is above public sector objectives for 2005 and the Department is on target to meet its objectives for People from Culturally Diverse Backgrounds, People with Disabilities and Youth by 2005.

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

The data collected is mainly related to:
- People of Culturally Diverse Background;
- Indigenous Australians;
- People with Disabilities;
- Management Profile;
- Age within the workforce; and
- Employee Gender.

The following outlines the Department's reporting against these categories.

People of Culturally Diverse Backgrounds

People from Culturally Diverse Background 2001
13.5%
others 86.5%

People from Culturally Diverse Background 2002
19.1%
others 80.9%

Indigenous Australians

Indigenous Australians 2001
4.9%
others 95.1%

Indigenous Australians 2002
4.3%
others 95.7%

People with Disabilities

People with Disabilities 2001
5.4%
others 94.6%

People with Disabilities 2002
4.5%
others 95.5%

Employees by Gender

Employees by Gender 2001
Men 38.9%
Women 61.1%

Employees by Gender 2002
Men 39.8%
Women 60.2%

The Department undertook a demographic survey of staff in May 2002. There was a high response rate of around 60%. The increase in respondents over previous surveys, has resulted in a decreased proportionate representation of some equity groups between 2001 and 2002.

Employment Relations and Resources

In 2001-02 the Department of Training was successfully re-accredited for the third year as an *Investor in People* organisation. The Department uses the *Investors in People* framework and principles as its guiding philosophy in planning and developing its people, with the focus of human resource activities being to:

- help managers meet business objectives through a range of contemporary human resource programs, initiatives and practices;

- meet compliance requirements of the: *Public Sector Management Act 1994*, Regulations and Approved Procedures; *Equal Opportunity Act 1984*; *Industrial Relations Act 1979*; Public Sector Standards in Human Resource Management and Code of Ethics; and a range of Government Circulars and directives; and

- provide certain services to TAFE Colleges.

Staff Resources

Staff resources for the Department of Training, including TAFE International Western Australia (TIWA) and WestOne Services, are illustrated by classification on a full time equivalent basis in the below table.

	Total 2000-01	Total 2001-02
Training	328	360
TIWA	31	34
WestOne Services	52	66
Total	**411**	**460**

Within its staffing resources, the Department provides a range of services to the TAFE colleges free of charge, including Industrial Relations support, Marketing and Publications, Delivery Support Services - Wide Area Network, College Management Information System Support, Accounting Services and Asset and Building Management Services.

During the current year, the Department insourced the Training Advisory bodies as well as took on responsibility for the Timber Assistance Project, a major factor in increased staffing numbers. The increase in FTE for WestOne Services, was predominantly to facilitate the resourcing of externally funded products and services provided to the VET sector.

Leave Management Policy and Guidelines

Table: Comparison of the 2001-02 and 2000/2001 Leave Liabilities

Whilst the Department's average leave liability per employee has increased over the last 12 months, the rate remains well below the average for the Western Australian Government Sector as published in the *Profile of the Western Australian State Government Workforce: 30 June 2001*. The Department's average rate of Long Service Leave reduced slightly over the last 12 months, however, Annual Leave

liability has increased by 20 hours per employee. Overall leave liability increased by 18 hours per employee. Several factors, including the cessation of the previous practice of cashing in accrued leave, have contributed to this increase.

This Department is closely monitoring internal compliance with its Leave Management Policies and Guidelines, to ensure ongoing prudent management of leave liabilities.

During the year, the Executive Information System was enhanced to allow e-mail messages to be sent to Managers alerting them of staff becoming due for long service leave and identifying staff with more than 150 hours accrued annual leave, to further assist in the management of the Department's leave liability.

Policy Implementation, Reviews and Development

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

Major initiatives undertaken during 2001-02 have included:

- Completion of the Department's Strategic Human Resource Plan for 2002 –2005, which included Managers and Directors meeting to prioritise goals and strategies for 2002/03.

- The establishment of a Human Resource Reference Group comprising representation of senior management to guide the strategic development and implementation of HR initiatives across the Department.

- The completion of the review and inclusion of all HR policies on the Departmental Intranet site.

- The establishment of a Joint Consultative Committee to facilitate staff input on significant issues. The first meeting of this Committee is planned for early 2002/03.

- Following participation in a Human Resource (HR) Quantitative Benchmarking Project, as part of a consortium of 12 Western Australian public sector agencies, the Department embarked on a HR Qualitative benchmarking project with eight other public sector agencies to measure the perceptions of staff about the Department's people management practices through interviews, focus groups and surveys. The first stage was completed in October 2001, with a further collection of data schedule for 2002-03.

- Re-established a Classification Review Committee to assess classification/reclassification requests.

- Ongoing implementation of the recommendations of a major review of the recruitment, selection and appointment processes including staff selection training, development of an On-Line Coach, training for applicants and the production of a booklet called *Winning Ways – A Guide for Successful Job Applications and interviews*, and the continued introduction of new Role Description Form which focuses on outcomes and outputs.

- A revised Performance Planning and Development System has been developed which allows more flexibility and links training and development needs to the organisation's business goals. Training for staff on the new system will be commenced early in the next year.

The Department ensures employee and sector development through its coordination of targeted professional development services for staff throughout the VET and employment portfolios.

Development opportunities offered to Department staff included customised coaching and mentoring programs, secondments, skills development, the Managers and Directors Network, an Administration Support Staff Network, staff Scholarships, Information and Skill Sharing Forums, management

development initiatives, special projects and defensive driver training for staff who are required to undertake regional travel. Also undertaken was a major upskilling of staff in using technology more effectively.

A high priority during 2001-02 was in further developing the skills of lecturers and trainers, and in supporting this priority the Professional and Career Development Unit (PACD) significantly increased activities in the sector during the latter half of 2001. In December 2001 PACD was split into two discrete units, one to provide a staff resource dedicated to increased effort in the sector and the other unit being responsible for staff development within the Department.

Additional development effort for sector practitioners was provided through the *Assessment Forum 2001 – Assessment Under the Microscope* and *Training Forum 2002 – Hands On Training Packages*. The Department hosted these Forums in September 2001 and May 2002 as part of its role to continuously improve quality in teaching, learning and assessment.

During 2001/2002, 238 group training events were coordinated involving 5,062 Department and VET participants along with 72 special needs training for individual Department staff.

Table: VET Development Activities

	No. of events coordinated by the Department	Department staff participants	TAFE College participants	*Other VET sector public and private participants
Group events	238	1188	879	2995
Special needs training for individual staff	72	72	0	0
Totals	310	1260	879	2995

* Additional events open to Department staff, public and private providers and industry.

In February 2002 the Department embarked on the strategic development of the DOT• (Developing our Thinking Centre of Excellence) as a tangible way in which the Department will grow as a Learning Organisation. Key objectives for this initiative are to create a learning organisation with a culture of creativity and innovation at all levels of the Department and to provide leadership by example.

This initiative is unique in Australia and embraces the Department's commitment to investing in its people by providing all employees with the opportunity to develop their thinking skills and competencies for better problem solving, continuous improvement and innovation.

Employment Relations

Under Ministerial direction the Department coordinates industrial and workplace relations policy on issues with implications across the TAFE college network. Labour relations' consultancy and advisory services provided to the Department and TAFE colleges in 2001-02 included:

- commencement of negotiations with the Australian Education Union (AEU) and registration of new Certified Agreements for lecturers at each TAFE college;

- coordination of bipartisan working groups of the AEU and TAFE employers to implement aspects of lecturers' agreements;

- reaching in-principle agreement with the AEU for new Certified Agreements for lecturers at Eastern and West Pilbara Colleges;

- commencement of negotiations with the Civil Service Association regarding TAFE agency specific provisions to supplement General Agreement for public service and government officers at the Department and TAFE colleges;

- representation of the Department and colleges before State and Federal Industrial Relations Tribunals and ongoing simplification of TAFE Lecturers' Award in the Australian Industrial Relations

Commission;

- representation of the Department and colleges' interests at central agency forums and in the development and implementation of whole of government labour relations policies;

- coordination of Department and colleges' Strategic Workforce Plan Steering Committee and Working Groups; and

- coordination of the implementation of new labour relations policies across the public sector VET system, including the one-off conversion of 320 fixed term contract TAFE lecturers' to permanent employment status.

Workers' Compensation and Rehabilitation

For the 2001-02 financial year, there have been a total of four workers' compensation claims, with a total of 12 days lost time. No injuries required the intervention of rehabilitation providers, or return to work programs. There was also a total of four claims in both 2000-01 and 1999-2000.

Occupational Health, Safety and Welfare

The Department of Training has a comprehensive Safety Management Framework, which provides the basis for the management of Occupational Health, Safety and Welfare programs and activities throughout the agency. Occupational Health, Safety and Welfare information is available to all staff on a dedicated web page on the Department's Intranet.

Occupational, Health and Safety Employee Representatives are provided from each area of the Department and regular meetings with management have ensured the resolution of issues to ensure a safe and healthy work environment.

The Department's health awareness and wellness programs encourage staff to maintain a healthy lifestyle, with staff being encouraged to participate in the Heartmovers program, the gymnasium, annual exercise programs, corporate games, and activities organised by the social club. For the fifth consecutive year the Department has offered free influenza immunisation to staff.

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

In November 2001, the Department undertook and managed a further organisational health survey to promote continuous improvement and benchmarking in Western Australian training organisations. Thirty organisations across Australia participated in the survey.

Quantitative analysis compared statistical results with similar organisations around Australia and included comparison against the previous year. An overall satisfaction rating score for the Department, showed staff satisfaction increased from 73.6 in 2000 to 76.7 in 2001 with improvements in most areas, with a slight decline in others. An organisational psychologist was engaged to analyse the results and identify areas for improvement.

Information Statement

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

The Western Australian Department of Training has appointed a FOI Coordinator to ensure its compliance with the provisions of the Act and facilitate the handling of requests made under this Statute.

For the year ending 30 June 2002, 5 applications for access to information, in accordance with the FOI Act, were processed by the Department of Training. Of these, 4 related to personal information and 1 was for non-personal information. All applications have been finalised with full access to information permitted in 4 cases. One application was deferred under section 25 of the FOI Act.

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

Requests for access to documents are most often related to programs and services or processes undertaken in the executive of the Department's primary function of the strategic management of the investment of Government resources in the State VET system and the development, promotion, coordination and strategic management of employment services.

As a result of the wide scope of its functions, the Department of Training's programs and services are extremely varied, targeting a broad client group, which includes:

- **youth and job seekers**, who are provided with employment and training assistance through the Department's *GetAccess* web site, the Training Info Centre, the Access Career Program, *School Leaver Program* and through the annual *Career Expo* held at the Fremantle Passenger Terminal;
- **students**, with course information provided through the production of the *TAFE Handbook*, interactive training programs delivered via WestOne Services and management of international student activity by TAFE International;
- **apprentices, trainees and employers**, with assistance managed through the Department's newly established Apprenticeship and Traineeship Support Network and opportunities created through the Priority Access Policy;
- **local communities,** particularly those in crisis as a result of job losses or industry closures who are aided through the *Workers' Assistance Program* and *Career Restart*;
- **industry**, through a program of industry analysis of future employment and training needs and funding of industry advisory bodies;
- **training providers,** with funding provided under various programs, professional development opportunities available for VET practitioners through the Professional Development Unit and delivery of the information forums, such as *Training Forum 2002*; and
- **Government agencies and public sector staff**, with funding provided to other agencies to support such programs as the Business Enterprise Centres (BEC) Network, promotion of the public sector traineeship program and management of the *Indigenous Career Development Program.*

In addition to the programs which the Department delivers directly to the above stakeholders, a large number of services are provided to the public through funding arrangements with other agencies or community based organisations. Most notably the Department funds public and private training providers to deliver VET services and community based employment assistance agencies under a range of programs including the *Joblink, AEEDO, Regional Employment Initiatives Grants, Small Business Smart Business, Enterprising Options, Business Works* and *Landcare Training* programs.

As highlighted above, the Department of Training has a very broad range of stakeholders who interact with, and contribute to, the Department's policy and decision-making functions in a large variety of ways. A more detailed explanation of the Department's responsibilities and the people it works with may be gained through the 'Sector Profile' and 'Report of Operations' sections of this Report.

Given its diverse client group the Department produces a range of publications about training and employment issues targeted to the needs of different stakeholders. Information is provided through publications and information products grouped into categories. A full description of the types of documents available and target audiences of each of these categories are available in the 'Publications, Promotions and Research' section of this Report.

Many of the Department's publications can be easily down-loaded from the Department's website at www.training.wa.gov.au The Department's Training Information Centre also provides an essential service, where members of the public can access Department and external agencies' documents related to training and employment. More detailed information about the Training Information Centre is available further in this Report (in the 'Publications, Promotions and Research' section).

Applications for access to agency documents, or amendments of personal information, may be lodged at any Department of Training office throughout the State. Contact details and locations of Department offices are listed in the 'Contact Details' section of this Report.

Applications for access or amendments should be in writing, giving enough details to identify the documents in question and give an address in Australia where the applicant can be contacted. In addition to this, applications for amendments should provide an explanation as to which information, and why the applicant believes this information, is inaccurate, incomplete, out of date or misleading, and the amendment they wish to be made. Requests for access to non-personal information should also include an application fee of $30.

For assistance in lodging an application under the FOI Act or for further information about FOI processes, please contact the FOI Coordinator at Level 2, 151 Royal Street, East Perth; by fax on (08) 9235 6224; or by phone on (08) 9235 6222.

Evaluations

The Department of Training undertook a number of significant evaluations and reviews in 2001-02 to improve the efficiency of its programs and services.

Title	Summary of Evaluations	Key Findings and Results
Review of Employment Programs	In response to a Government election commitment the Western Australian Department of Training has recently undertaken a review of its labour market programs to ensure they continue to meet the needs of the Western Australian community.	The proposed new model represents a philosophical shift from short-term programs and services to an emphasis on the development of the individual and their capacity to direct and manage their future employment. This approach is reflected in the four key themes proposed in the new model: - Vision and futures orientation; - Enhancement of employability; - Demonstrating a culture of inclusion; - Support of entrepreneurship.
Shared Services Model	The Machinery of Government Taskforce noted the current work being undertaken by the colleges in conjunction with the Department of Training to develop a shared services model. The findings of the Review of the WA Training Sector also supported the shared services approach.	A proposal for an expanded shared services model was developed and approved by the Department and college managing directors during 2001. This proposal formed the basis for a request for proposal for consultants to design and implement an expanded model.
Risk Management	Stamfords – (Advisors and Consultants) were appointed to undertake a review of Risk Management Activities that have been initiated at the Department.	Significant resources and effort have been assigned to Risk Management. Both Internal audit and the Risk Management Committee have taken a leadership role in addressing Strategic Risks. The current Risk Management system complies with TI109.
Funding Model Review	Extensive consultations undertaken with TAFE colleges and within the Department revealed broad support for the current funding model, but the need for refinement of a number of strategic priority areas to reflect changes to the VET system since the introduction of the model.	An interim report, presented to the Director-General in June 2002, outlined a phased approach to the remainder of the Review, with some recommendations to be implemented in the 2003 academic year.
Review of Recognition Arrangements	Results of the Review of Recognition Arrangements were implemented by the Department.	These arrangements included: - a new selection process for the appointment of validators and monitors; - a new fees structure for RTOs; and - the provision of a range of new support materials and advisory services to RTOs.

Publications, Promotions and Research

Electoral Act 1907

In accordance with section 175ZE of the Electoral Act 1907, the Western Australian Department of Training incurred the following marketing expenses in 2001-02.

	Expenditure $ 2001-02
Advertising Agencies	
Market Force	248,322
Media Decisions	183,184
Total	**431,506**
Market Research Organisations	
Total	**Nil**
Polling Organisations	
Total	**Nil**
Direct Mail Organisations	
Total	**Nil**
Media Advertising Organisations	
Vinten Browning	10,063
Total	**10,063**
Total	**$441,569**

Publications

The Department of Training produces a number of publications where people can find out more about training and employment related issues. Many of these publications are available from the Department's Training Information Centre (see below) or are available in PDF format and can be easily down-loaded from the Department's website at www.training.wa.gov.au

Information is provided through publications and information products grouped under the following categories:

➢ **Building Diversity in Vocational Education and Training -** provide information on how the training and employment needs of diverse groups are met by different programs and initiatives being implemented by the Department.

➢ **Employment and Labour Market Trends -** provide regular information about the WA Labour Market following the release of official employment and unemployment statistics by the Australian Bureau of Statistics. They also present the latest labour market indicators and job vacancy trends.

➢ **General Training, Education and Employment Information -** provide information on a range of training, education and employment services in Western Australia.

➢ **Information for Job Seekers -** publications and information for those seeking employment in Western Australia.

➢ **Information for Registered Training Organisations (RTOs) –** a large range of publications and information aimed at registered training organisations to assist them in delivering training.

- ➢ **Special Reports** - information and publications reporting on work conducted by the department on special issues including regional needs, industry needs and best practice case studies.

- ➢ **TAFE courses and publications for people seeking training -** Online TAFE Handbook and information for individuals seeking training and careers options and advice.

Training Info Centre

The Training Info Centre is located centrally in the CBD and provides information to anyone seeking new learning experiences, a career change or assistance in looking for a job.

The Centre represents a 'human face' of training to the public of Western Australia with skilled and knowledgeable staff offering expert advice in areas such as career counselling and job-search methods. Staff specialises in providing information and advice about training and further education courses, particularly TAFE; how to get any other qualifications and skills recognised and how to go about looking for work or making a career change.

For the year 2001/2002, the Centre had 6,228 visitors walk in to its CBD premises, received 46,395 phone calls and had 3,328 email enquiries.

Promotions

The Department of Training is responsible for the development and implementation of a wide range of training and employment programs and initiatives aimed at various stakeholder groups identified as most in need of training in the State Training Strategy.

The Department undertakes promotional activities in relation to the target groups identified, as well the media and general public. Promotions usually take the form of extensive community and media liaison and relations campaigns as well as targeted advertising, and are supported by database marketing and publications production and distribution

A number of promotions were run in 2001/2002, including:

- ➢ **First Click** – part of the Information and Communication Technologies Strategy, designed to increase computer literacy among the 400,000 adult Western Australians who have no computing or Internet-skills and who do not want to enrol in a formal course at TAFE or a university.

- ➢ **Small Business Smart Business** – funding was provided through this initiative to small businesses in the form of training vouchers to encourage them to use training to improve their skills in running a small business and to develop a culture of training within small organisations.

- ➢ **Skilling WA –** this program provides funding for the training of existing workers across a range of industries including forestry, mineral processing, telecommunications, hospitality, transport, engineering and residential aged care facilities in Western Australia.

- ➢ **Skills Recognition - a**dults who do not have formal qualifications were encouraged to take part in skills recognition processes and evaluation to receive formal qualifications.

- ➢ **Science and Technology Innovation Fund -** part of the Department's Science and Technology Innovation Strategy and provides financial support for Western Australian training providers to collaborate with industry, university, government and other bodies to undertake innovative science and technology projects. This commitment is designed to ensure a highly skilled workforce and position Western Australia nationally and internationally as a progressive and innovative place to do business.

➢ **Working Visions -** the Department staged an international conference on the future world of work held over three days in November 2001. The conference dealt with issues facing the workplace at present and how future events and circumstances would impact on current planning for training and employment strategies.

➢ **Career Choices Expo -** each year the Department stages what has become the premier careers event in Western Australia. Between 15,000 and 20,000 people, including many high schools, attend the Expo each year to source information and advice about the latest career, training and employment opportunities available.

➢ **Adult Learners Week -** organised annually by the Department of Training to encourage continuous and life-long learning by adult learners. Last year thousands of people all over Western Australia benefited from Adult Learners' Week grants and events were held to showcase the variety of lifelong learning activities available and to enable people to experience the excitement and satisfaction of learning.

➢ **Access Careers -** a safety-net campaign held each January to support school leavers in making further study and career decisions, especially if they do not receive a first-round university or TAFE offer. This service is used increasingly by adults seeking to return to learning.

➢ **Training Excellence Awards –** stage by the Department each year to showcase the very best in Western Australian vocational education and training. Now in its eighth year, the Awards recognise the outstanding endeavours of apprentices, trainees and vocational students, and the contribution to training made by trainers, training organisations and employers.

➢ **Full time and Part time TAFE courses -** each year, the Department produces a part time and full time supplement in the West Australian newspaper to advertise courses available at all TAFE colleges. The TAFE Full time Studies handbook is also produced advertising courses available in the following year. It is supported by an extensive advertising campaign to increase enrolments and raise the brand profile.

➢ **Getaccess -** this careers information website provides information on a wide range of careers and the training and education required to gain access to those careers.

➢ **Apprenticeships & Traineeships -** the Department has used a range of communication tools including advertising, brochures, school lists, direct mail to employers, and the use of industry champions to raise the profile of work-based training and encourage more employers to take on apprentices and trainees.

➢ **Access Options and Opportunities** - a specialist youth strategy to encourage young people to use the available resources to research their training and career options.

➢ **Priority Access** - this program requires employers tendering for major Government projects to demonstrate a commitment to training and the employment of apprentices and trainees.

➢ **Profit from Experience** - a support service is provided to unemployed people aged 45 year and over, at risk of becoming long-term unemployed, to identify future career options and training requirements. It is supported by advertising and community relations.

Pricing Policy

Fees and Charges for Publicly Funded VET Providers

The level of fees and charges differ dependent on the course being studied. There are three types of courses for which varying fees may apply:

- Vocational award courses;
- Entry to employment or further education; and
- Recreation, leisure and personal enrichment courses.

In cases of severe financial hardship the accountable officer may waive all fees and charges.

Vocational Award (initial and subsequent courses):
Streams 3000 and 4000 — including traineeships and apprenticeships

Students in vocational award courses pay a tuition, enrolment and resource fee.

Tuition Fee
The total tuition fee is calculated on the basis of nominal curriculum hours irrespective of the number of hours of off-the-job training actually attended. The tuition fee was increased by the Consumer Price Index (CPI) of 2.5% between 2001 and 2002. The tuition fee is charged per student curriculum hour, to a semester maximum.

	Fee per student curriculum hour	Semester maximum	Fee per student curriculum hour (concession)	Semester maximum (concession)
2001	$1.15	$420	$0.60	$210
2002	$1.18	$430.50	$0.62	$215.25

Enrolment Charge
The enrolment charge in 2001 was $20 per semester. This fee was increased by 2.5% (CPI) in 2002 to $20.50

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

Concessions for standard enrolment
The following students are entitled to the concession rate on tuition fees:

a) Persons and dependants of persons holding:
   - A Pensioner Concession Card.
   - A Repatriation Health Benefits Card issued by the Department of Veterans Affairs.
   - A Health Care Card.

b) Persons and dependants of persons in receipt of AUSTUDY or ABSTUDY.

c) Persons and dependants of persons in receipt of the Youth Allowance.

d) Persons who are inmates of a custodial institution.

Entry to employment or further education:

(Access and equity courses): Stream 2000

Students enrolling in access and equity courses are exempt from a tuition fee, however, students are still liable for the enrolment fee of $20.50 per semester and the resource fee.

Recreation, leisure and personal enrichment:

(Adult community education courses): Stream 1000

Students in these courses pay a tuition, enrolment and resource fee.

Tuition Fee

The total tuition fee is calculated on the basis of nominal curriculum hours. The tuition fee is intended to achieve cost recovery and was increased in 2002 to better reflect the cost of delivery of these courses.

	Fee per student curriculum hour	Subject maximum	Fee per student curriculum hour (concession)	Subject maximum (concession)
2001	$5.00	NIL	$2.50	$50.00
2002	$7.00	NIL	$3.50	$70.00

Enrolment Charge

The enrolment charge is $20.50 maximum per semester or $10.25 per term.

Resource Fee

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

Concessions for standard enrolment

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

a) Persons and dependants of persons holding:
    - A Pensioner Concession Card.
    - A Repatriation Health Benefits Card issued by the Department of Veterans Affairs.
    - A Health Care Card.

b) Persons who hold a Seniors Card issued by the Western Australian Officer of Seniors Interests.

Major Capital Works

Completed Works for 2001-02

	Total Cost $ '000
Academy of Performing Arts Funding totalling $7.9 million has been committed over the period 2000-2003 to provide new facilities at Edith Cowan University's Mt Lawley campus that houses the Western Australian Academy of Performing Arts. The new facilities will accommodate the dance, production, lighting and design programs and will provide essential performing, studio and staff space for VET programs funded by the Department.	3,500
Capital Infrastructure Technology Fund New technology and infrastructure was procured to support training delivery through the following: - Desktop – Procurement of PCs, data projectors and notebook computers for TAFE colleges - New technology to support training delivery in all industries including emerging industries	1,670 2,730
Challenger TAFE e-Tech A pilot concept in the form of e-Tech was opened at an existing heritage building at the South Terrace site on 3 August 2001. This project represents significant redevelopment and refurbishment of an historically significant building into a leading edge technology centre for essential information technology services that can be readily accessed by the general public, business, industry and students.	796
Challenger TAFE's Environmental Sciences The construction of the environmental science and applied rural studies facilities on the Murdoch TAFE Campus has created a centre of specialisation. The facility was completed in April 2002 and provides the highest possible standard of facilities for contemporary environmental science learning.	5,000
Geraldton Manufacturing Trade Facilities – Central West College of TAFE Extensions and refurbishment of facilities at the Geraldton campus, completed in October 2001. The works provide a substantial upgrade of core training delivery facilities in the engineering, automotive, buildings, construction and art delivery areas as well as works to revise the site master plan.	8,200
Statewide Physical Access Audit The Universal Access Audit aims to maximise access to training through identifying and removing barriers to physical access. During 2001 the Universal Access Audit project carried out pilot audits of the facilities at Leederville Campus of Central TAFE and Great Southern TAFE to ensure compliance with the Commonwealth *Disability Discrimination Act 1992* and the Western Australian *Disability Services Act 1993*.	684
Total	**22,580**

Continuing Works

	Estimated Total Cost $ '000	Estimated Completion
Capital Infrastructure Technology Fund The Capital Infrastructure Technology Fund was established to provide strategic funding from within the Department's 10 year Capital Works Program to fund new technology and infrastructure to support training delivery. The Department has consulted extensively with colleges to develop bulk procurement strategies for common infrastructure and technology, in order to capitalise on greater economies of scale. Funding has been allocated to the following:		
- Backbone infrastructure (switches, cabling etc); - New technology and infrastructure to support training delivery - Laptops for Lecturers	4,800 1,100 1,200	2002-03 2002-03 2003-05
Variation: Additional funding has been provided, based on college demand, for new technology and infrastructure to support training delivery. Funding for backbone infrastructure has been carried over to 2002/2003 to support the significant upgrade required for existing information technology infrastructure at TAFE colleges.		

	Estimated Total Cost $ '000	Estimated Completion
Central TAFE – e-Central land acquisition The consolidation of site acquisition for e-Central campus at East Perth.	2,000	2003-04
Central West College - Marine Industry Education Training and Research Centre The project will provide training and research to support current and future needs in the Mid West/Gascoyne fishing aquaculture industry.	4,730	2003-04
Central West College Geraldton – Training Vessel A new training vessel is to be procured to replace the "Lady TAFE" for Central West College. The vessel will support the cray fishing, long line tuna fishing and aquaculture industry. It will also act as a dive platform, sea search and rescue vessel and will be designed to provide universal access.	1,300	late 2002
Challenger TAFE – Marine Industry Training Centre The development of a Marine Centre at Jervois Bay will replace the existing leased property used for maritime training. The facility will be custom built and service ship building and industry trades.	4,000	2005-06
Challenger TAFE – WA Centre for Maritime Studies The current facilities in Fremantle will be extended. Site yet to be determined.	6,500	2004
Great Southern TAFE Albany a) Agriculture landcare: Facilities are to be upgraded as planned to support emerging agriculture and land care issues throughout the Great Southern region. b) Student services to be refurbished at the Albany campus.	750 500	2003 2003
Hospitality Skills Centre A new, world class Hospitality Centre is to be provided that will offer a seamless pathway from school through to advanced training. Given the jobs growth in the tourism and hospitality industry, this project is seen as a priority.	5,500	2003-04
Pilbara College of TAFE - Roebourne workshop The existing Roebourne workshops will be refurbished and existing workshop facilities extended for the Roebourne community.	400	2003-04
South West Regional College of TAFE - Margaret River Wine Centre A site has been approved for the new Centre for Wine Excellence at Margaret River. The Department is working with the Department of Education, Curtin University and Edith Cowan University to establish a centre for VET, higher learning and research to support the wine industry. **Variation:** It was estimated in the 2000-2001 Annual Report that the Department's contribution would be $4.5m. Detailed planning and increased scope of delivery outcomes has lead to an increase in the budget.	5,000	2004
Statewide Physical Access Audit Initial remedial works identified in the pilot audits (outlined above) are currently out to tender. The Department is continuing to audit the balance of the portfolio and ensure all new works are designed to meet universal access needs.	675 430	2002-03 2003-04
Swan TAFE Student services are to be upgraded, including the refurbishment of the Bentley TAFE Cafeteria and Balga parking and entrance. A new headquarters for the College is ear-marked in Midland.	500 2,000	2002-03 2004-05
West Coast College Carine Campus is to be decanted to other colleges at a cost of $1m to facilitate the sale of the site. The realignment of the Joondalup site to form part of the Education precinct created by the Police Academy and Edith Cowan University.	1,000 1,200	2003-04 2002-03

Waste Paper Recycling

The Department of Training's Waste Paper Recycling Program actively encourages waste paper recycling, including secure waste and gloss and coloured paper. Recycling bins are strategically located throughout the Department, with additional bins being supplied to meet periods of high demand.

Consistent with Government policy, the Department achieves high collection rates. The actual tonnage collected is recorded jointly with the Department of Education at the agencies' shared site in East Perth.

Key Performance Indicators

Certification Statement **(Treasurers' Instruction 905)**

I hereby certify that the following key performance indicators are based on proper records and fairly represent the performance of the Western Australian Department of Training for the year ending 30 June 2002.

Ian C Hill
Director General
Western Australian Department of Training

(Accountable Officer)
13 August 2002

Introduction

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

The indicators relate to the Department's two output areas (Output 1: Vocational education and training services and Output 2: Employment and community development programs) and provide measures of effectiveness and efficiency at the State level.

The vocational education and training courses are provided by all TAFE colleges and private providers in receipt of public funding from the Department. CY O'Connor College became autonomous in January 2001 and the management and control of CY O'Connor College is now vested with the college. The current year's key performance indicators do not contain information related to C.Y.O'Connor College as they were reported in the College's 2001 Annual Report. Indicators for international students were introduced in 2000-2001, as TAFE International WA is an institution under Section 57 of the Act.

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

Description of Key Performance Indicators

Outcome:	To maximise training and employment opportunities for Western Australians

Effectiveness Indicators:	1.1	Proportion of the Western Australian population aged 15 to 64 enrolled in publicly funded VET through the Western Australian Department of Training
	1.2	State Module Load Completion Rate
	1.3	Employer satisfaction with the overall performance of vocational education and training services
	1.4	Student overall satisfaction levels
	1.5	Graduate achievement of reason for undertaking their course
	1.6	Graduate employment outcomes before and after study

Output 1:	Vocational education and training services

Output Description:	The strategic management of the investment of government resources in the State VET system including the planning, purchasing, and monitoring of VET services.
Efficiency Indicators:	1.7	Cost per student curriculum hour
	1.8	Cost per successful student curriculum hour

Output 2:	Employment and community development programs

Output Description:	To improve the employment environment in Western Australia through a number of initiatives that assist job seekers, industry and the community.
Efficiency Indicators:	2.1	Cost per apprenticeship or traineeship
	2.2	Cost per person assisted through Employment Strategies
	2.3	Cost per person assisted through the Workers' Assistance Program

Actuals

Output 1: **Vocational education and training services**

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

PROPORTION OF WA's POPULATION AGED 15-64 ENROLLED IN PUBLICLY FUNDED VET COURSES

```
Percentage of Population
10%
 9%          7.8%          8.3%          8.2%          8.1%
 8%
 7%
 6%
 5%
 4%
 3%
 2%
 1%
 0%
            1998          1999          2000          2001
                        Calendar Year
```
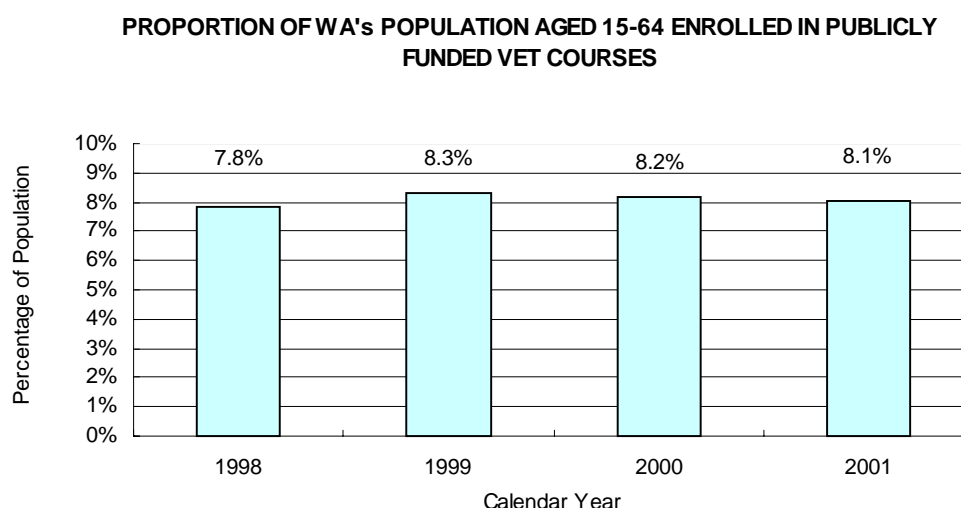
Source: Western Australian Department of Training (Statistics Unit - AVETMISS student data system); Australian Bureau of Statistics (ABS), (Population by Age and Sex: Australian States and Territories cat. 3201.0)

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

The proportion of the Western Australian population aged 15 to 64 years enrolled in VET courses is a measure of the Department's responsiveness in meeting industry and community needs for a highly skilled workforce as well as improving the employment and further education prospects of individuals. It also demonstrates the accessibility and relevance of vocational education and training programs to the population. In 2001, the estimated population of 15 to 64 year olds increased by 1.7 per cent. Publicly funded clients aged 15 to 64 years in 2001 remained comparable to previous years (105,356 compared to 105,370 in 2000).

Note: The proportions reported above for 1998 to 2000 have been slightly amended from last year's report due to the omission from the calculation of the SENP adjustment to the VET client count.

1.2   State Module Load Completion Rate
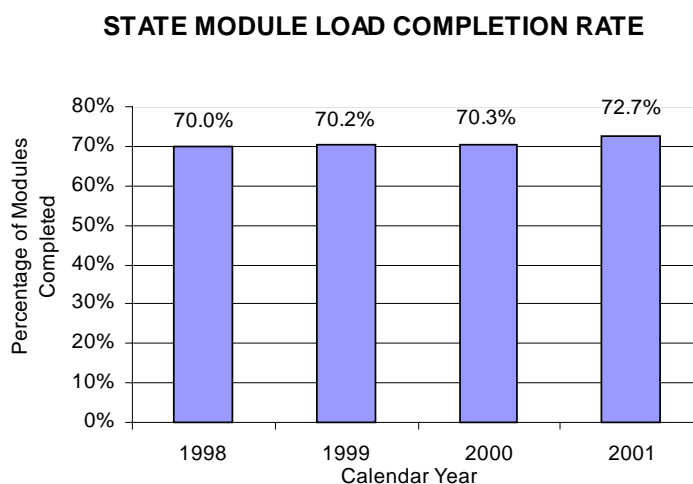
STATE MODULE LOAD COMPLETION RATE

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

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

State Level

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

TAFE International WA

The module load completion rate for overseas students (fee-for-service) was 86.4 per cent in 2001 compared to 86.6 per cent and 86.9 per cent in 2000 and 1999, respectively.

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

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

EMPLOYER OVERALL SATISFACTION
WITH VET SERVICES

□ Satisfied (7-10)   ■ Neutral (5-6)   □ Dissatisfied (1-4)

Calendar Year			
2001	65%	16%	19%	6.6
1999	73%	19%	8%	7.0
1997	62%	29%	9%	6.7

0%   20%   40%   60%   80%   100%

Percentage of Employers
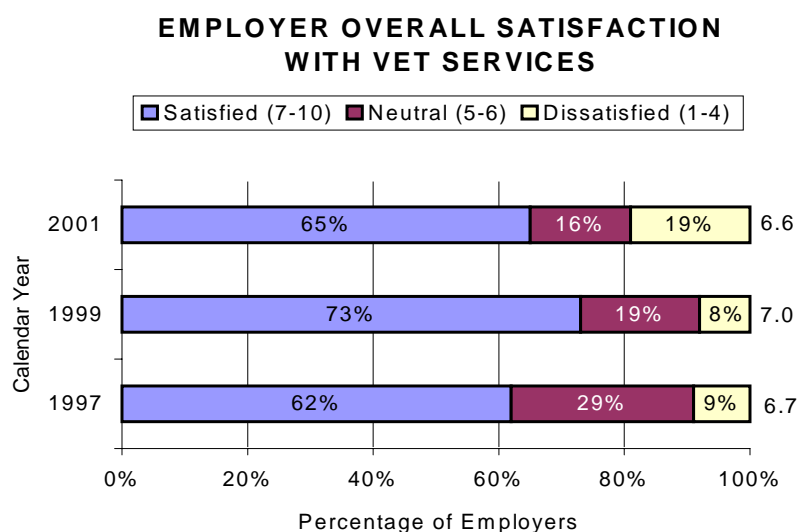
Source: 2001 Survey of Employer Views on Vocational Education and Training; 1999 Survey of Employer Views on Vocational Education and Training; Employer Satisfaction with Vocational Education and Training 1997, Australian National Training Authority (ANTA) and National Centre for Vocational Education Research (NCVER)

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

ANTA and NCVER undertake national employer surveys biannually. The 2001 survey results are reported in this report along with the 1997 and 1999 results.

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

A national survey of 3,271 employers by ANTA/NCVER was conducted in 2001. In Western Australia views were obtained from 409 employers, whose employees had a vocational training qualification attained in the previous two years. Employers on average rated their level of satisfaction with the overall performance of VET services as 6.6 on the ten point scale compared to 7 in 1999 and 6.7 during the 1997 survey (sample sizes of 451 and 369, respectively).

Notes:
[1]   The 2001 data for WA: estimated in scope population 9,935 employers; 409 interviews conducted; and the Standard Error for 2001 data = 2.1 per cent age points at 95 per cent confidence level. The sample was derived by an initial telephone contact to establish whether an employer was within the scope of the survey. The scope from which the above graph for 2001 data is derived included: a recent graduate (within the previous two years) of a course of at least 200 hours, size of business, type of industry and state/territory. The final data was weighted to reflect the population. Employers that did not fit within this scope (for example who did not have a VET graduate) were also interviewed on a range of other questions.

[2]   The figures for 1997, 1999 and 2001 have been proportionately adjusted to total 100 per cent.

1.4   Student overall satisfaction levels

OVERALL SATISFACTION: STUDENTS, APPRENTICES & TRAINEES
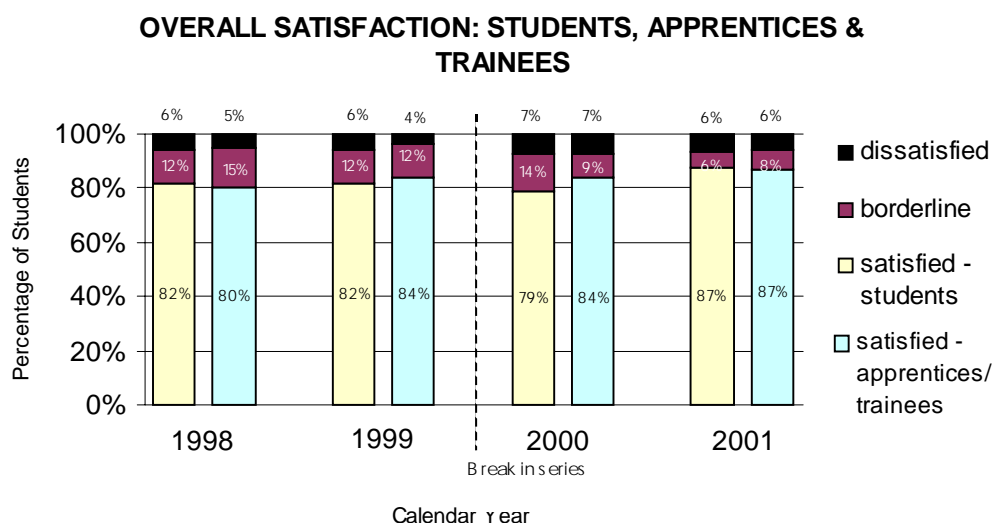
Source: 2001 Student Satisfaction Survey, Market Equity Pty Ltd., 2000 Student Satisfaction State Report, 1999 Student Satisfaction Survey and 1998 Student Census Western Australia.

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

State Level

In the year 2001, full-time and part-time students who were enrolled in TAFE award courses, at TAFE Colleges, or with private providers, in receipt of public funds from the Department were surveyed. Both apprentices/trainees (9,076 clients; 15 per cent response rate) and other students (48,099 students; 22 per cent response rate) were surveyed using slightly different survey instruments. In 2001, as with 1998 and 1999, all students, including apprentices/trainees, were asked to rate 'overall, how satisfied were you with your course'. In the 2000 survey, apprentices and trainees were asked 'taking all aspects of your apprenticeship/traineeship into consideration, how satisfied would you say you are overall with your apprenticeship/traineeship'.

The above graph provides an important benchmark to determine the performance of the VET system. Feedback from customers from the total range of questions aims to identify areas for quality assurance improvements. An improvement in the level of satisfaction for both students (87 per cent satisfied/very satisfied in 2001 compared to 79 per cent in 2000) and apprentices and trainees (87 per cent satisfied/very satisfied for 2001 compared to 84 per cent in 2000) was noted.

Note:

> 2001 data for apprentices/trainees: mail out 9,076; returns 1,392; response rate 15 per cent; standard error for overall satisfaction +/-1.7 per cent at 95 per cent confidence level. Other students: mail out 48,099; returns 10,535; response rate 22 per cent; standard error for overall satisfaction +/-0.6 per cent at 95 per cent confidence level. The required number of addresses were selected at random from current students, taking into account required sample sizes by college and industry grouping. Responses were weighted to reflect population benchmarks.

1.5   Graduate achievement of reason for undertaking their course
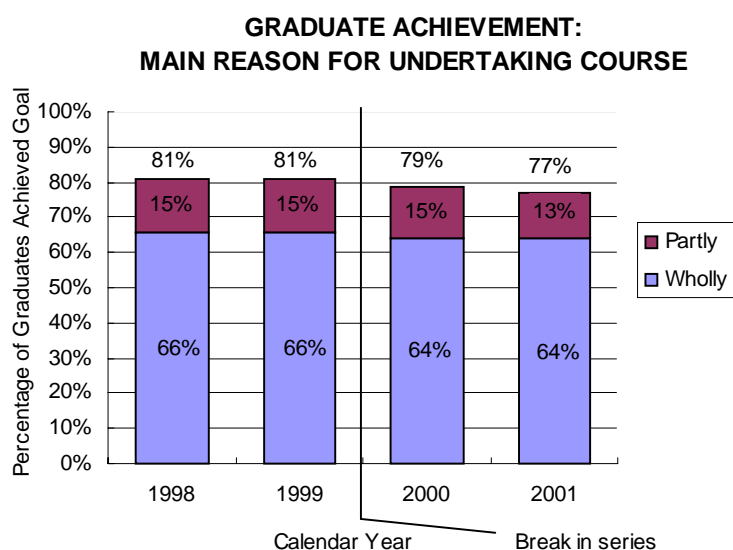
GRADUATE ACHIEVEMENT:
MAIN REASON FOR UNDERTAKING COURSE

Source: *2001 Student Outcomes Survey, 2000 Student Outcomes Survey, Student Outcomes Survey 1999* and *TAFE Graduate Destination Survey 1998*, Australian National Training Authority (ANTA) and National Centre for Vocational Education Research (NCVER)

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

State Level

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

In the year 2001 the ANTA and NCVER conducted a national survey of TAFE graduates who had completed their studies during the previous year.

The survey can be used to identify the success of the vocational education and training system in meeting the training needs of students and their employment and personal development aspirations. The graph above shows 77 per cent of WA graduates achieved, either wholly (64 per cent) or partly (13 per cent), their main reason for undertaking their course. Of the remaining respondents, 10 per cent responded in the negative and13 per cent did not know at the time of the survey. Nationally 80 per cent of graduates indicated they either wholly or partly achieved their main reason for study (67 per cent wholly and 13 per cent partly).

Notes:
[1]   The 2001 data for WA: population 11,434, returns 6,110, response rate 53.4 per cent, standard error = +/- 0.9 percent at 95 percent confidence level. All graduates with a known mailing address within Australia were sent a questionnaire.

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

1.6   Graduate employment outcomes before and after study
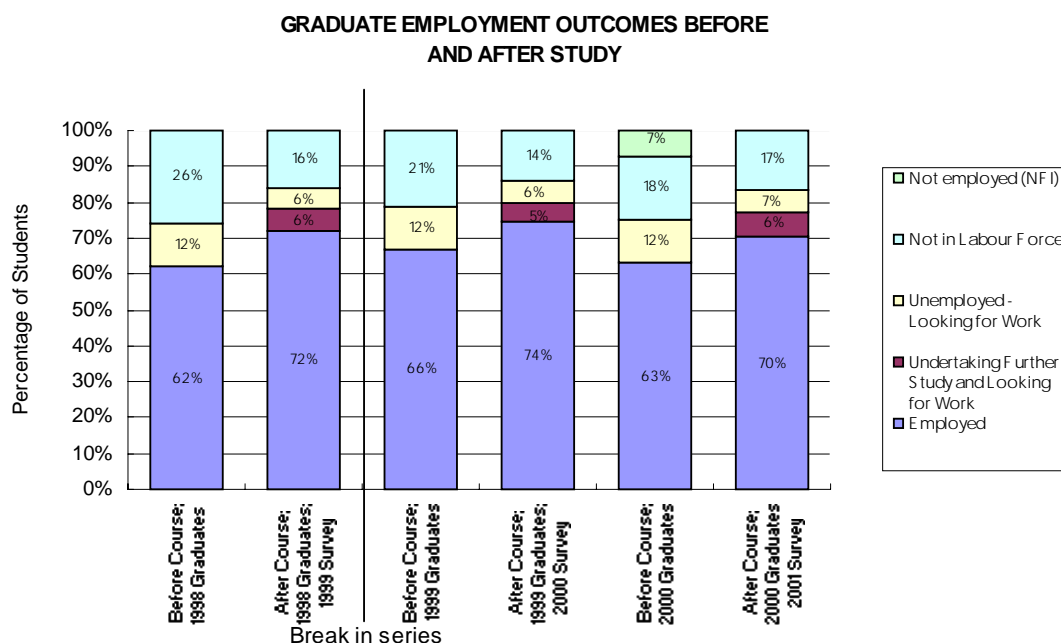
GRAPH EMPLOYMENT OUTCOMES BEFORE AND AFTER STUDY

GRADUATE EMPLOYMENT OUTCOMES BEFORE AND AFTER STUDY

Source: *2001 Student Outcomes Survey; 2000 Student Outcomes Survey, Student Outcomes Survey 1999* and *TAFE Graduate Destination Survey* 1998, Australian National Training Authority (ANTA) and National Centre for Vocational Education Research (NCVER)

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

State Level

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

The above graph for the year 2001 shows 70 per cent (4,087) of graduates were employed on 26 May 2001 compared to 63 per cent (3,701) employed before training. Of those employed 2,102 were in full-time employment compared to 1,558 prior to the course.

Notes:
[1]   The 2001 data for WA: population 11,434, returns 6110, response rate 53.4 per cent, standard error = +/- 0.9 percent at 95 per cent confidence level. All graduates with a known mailing address within Australia were sent a questionnaire.

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

[3]   Each year, a small percentage of respondents indicate that they are not employed but fail to indicate whether or not they are seeking employment. This has previously had no effect on the percentages shown in the graph. However in the 2001 survey this was unusually large at 7.2% of respondents and has therefore been included to maintain accuracy of estimates.

1.7   Cost per student curriculum hour
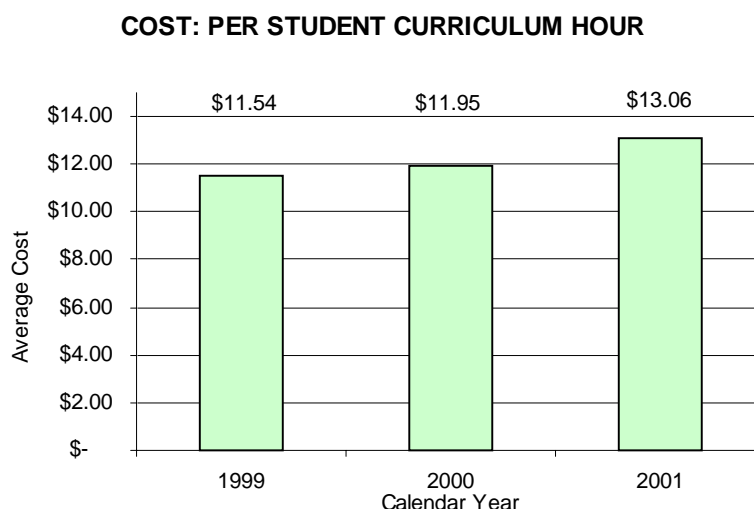
COST: PER STUDENT CURRICULUM HOUR

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

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

State Level

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

TAFE International WA

The average cost for all fee-for-service Student Curriculum Hours (836,952 SCH) for 2001 was $13.09, compared to $11.72 in the previous year (864,770 SCH).

Notes:
[1]   No adjustments for inflation have been incorporated into the above figures. Figures for 1999 and 2000 have been adjusted to be comparable with calendar year 2001.

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

[3]   The introduction of the Capital User Charge and superannuation funding to Colleges from July 1, 2001 has significantly increased total expenditure and accounts for a large proportion of the increase in the cost per Student Curriculum Hour from $11.95 in 2000 to $13.06 in 2001.

1.8   Cost per successful student curriculum hour
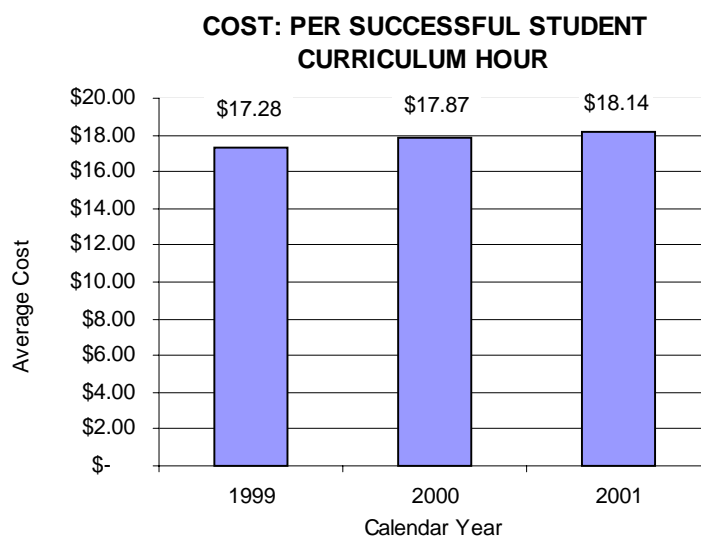
COST: PER SUCCESSFUL STUDENT CURRICULUM HOUR

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

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

The cost per Successful Student Curriculum Hour is an indication of the overall efficiency of the vocational education and training system. The indicator adds yet another perspective to that of the cost per SCH as outlined in the previous Key Performance Indicator 1.7, as it reflects the cost of providing vocational education and training to students who have actually completed and passed a module of study. The above graph indicates a 5.0 per cent cost increase over the three years from 1999 to 2001. The number of successful SCH increased by 12.4 per cent over the same period (18,140,764 SCH, year 2001).

Notes:
[1]   No adjustments for inflation have been incorporated into the above figures. Figures for 1999 and 2000 have been adjusted to be comparable with calendar year 2001.

[2]   The introduction of the Capital User Charge and superannuation funding to Colleges from July 1, 2001 has significantly increased total expenditure and accounts for a large proportion of the increase in the cost per successful Student Curriculum Hour from $17.87 in 2000 to $18.14 in 2001.

Output 2:   **Employment and community development programs**

2.1   **Cost per Apprenticeship or Traineeship**
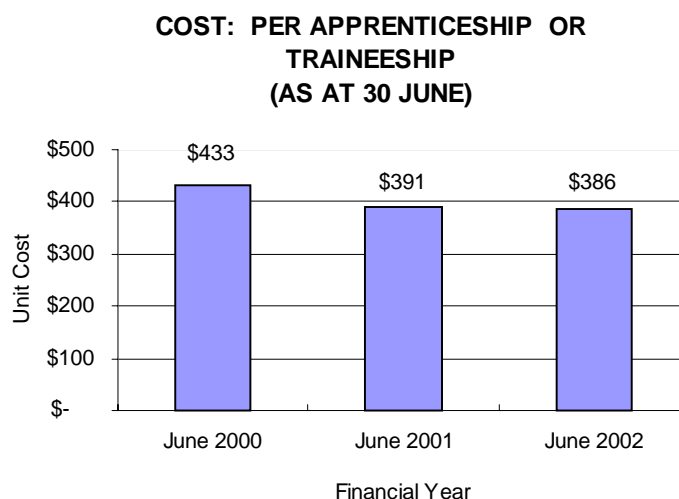
**COST: PER APPRENTICESHIP OR TRAINEESHIP
(AS AT 30 JUNE)**

Source: Western Australian Department of Training, Employment Group

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

The cost per person in an Apprenticeship or Traineeship relates to the administration of the Apprenticeship and Traineeship system. The Department is responsible for co-ordinating the promotion and marketing of Apprenticeships and Traineeships, supporting and monitoring and providing a statewide information service. The total number of apprentices and trainees as at
30 June 2002 was a record high of 20,823 (11,424 apprentices and 9,399 trainees). This represented a 14 percent increase on the previous year June 2001 (18,213, 11,625 apprentices and 6,588 trainees). In financial year June 2000, 19,327 apprentices and trainees were in training.

The cost per person in an Apprenticeship or Traineeship in 2000-02 was $386. This cost excludes expenditure for the training of Apprentices and Trainees at public and private providers as this is reported in indicators 1.7 and 1.8.

2.2   Cost per person assisted through Employment Strategies
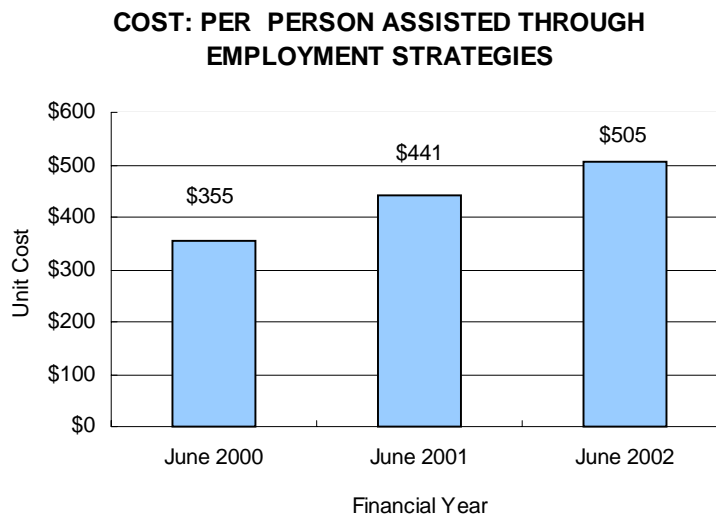
**COST: PER PERSON ASSISTED THROUGH
EMPLOYMENT STRATEGIES**

Source: Western Australian Department of Training, Employment Group

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

The Department contributes to the growth of the Western Australian economy through Employment Assistance initiatives, and aims to provide job seekers with individualised assistance to enhance their employment opportunities and help small business and industry, by matching job seekers to employment opportunities.   Another way is by improving the employment opportunities of the unemployed through further education and training. During the period 2001-02 a total of 35,576 people were assisted by 39 Joblinks funded by the Department for a range of employment based services, which included employment counselling, interview preparation, job search techniques, referrals, Apprenticeship and Traineeship information. (This compares with 36,523 persons in the previous year.) A number of these clients were successfully placed into employment or further education (11,399 compared to 11,217 in 2000-01). The cost for this assistance as a cost per individual in 2001-02 was $505.

2.3   Cost per person assisted through the Workers' Assistance Program

COST: PER PERSON ASSISTED THROUGH
THE WORKERS' ASSISTANCE PROGRAM
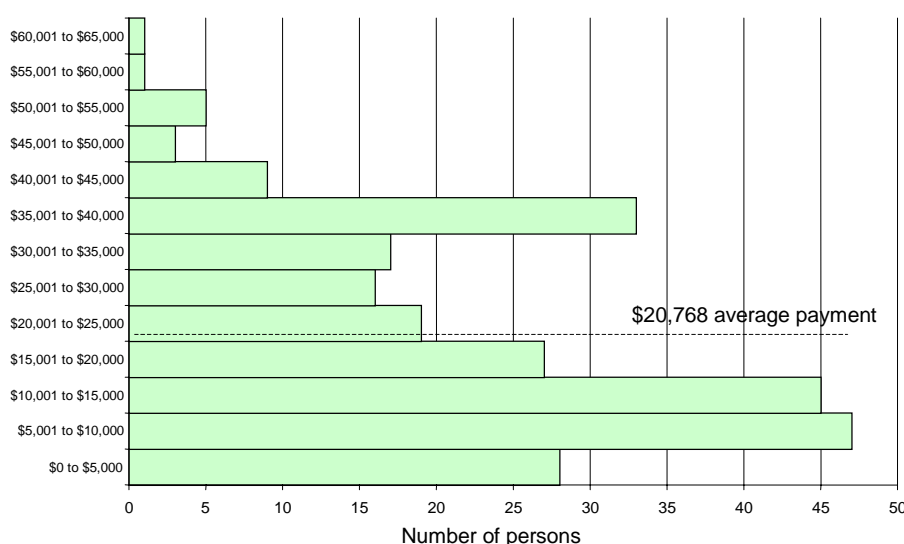
Source: Western Australian Department of Training, Employment Group

Derivation: Payments to persons qualifying for a redundancy package under the Workers' Assistance Program.

The Workers' Assistance Program is part of an integrated package, between the Office of The Minister for the Environment, the Department of Industry and Technology, CALM, the Forest Products Commission, Community Services, the South West Development Commission and the Department of Training, to assist timber workers affected by the implementation of the State Government Forest Policy in Western Australia - "Protecting Our Old Growth Forests". The Department of Training's responsibility over the period 2001-2005, is to assist eligible native forest hardwood timber industry workers with post redundancy support, redundancy payments, mortgage assistance, vocational training, wage subsidies and relocation allowances. During the period 2001-02, a total of 417 forest timber workers were assisted by the Department. Of those unemployed and assisted with redundancy packages (251), 163 were assisted into employment, (8 retired, 15 accessed disability pensions and the remainder continued to receive intensive assistance).   **The average redundancy package payment was $20,768.**

Note: At the direction of a Sub-Committee of Cabinet, other funds have been paid ($1.2 million), but not directly to individual workers.

Financial Statements

Certification of Financial Statements

For the year ending 30 June 2002

The accompanying financial statements of the Department of Training have been prepared in compliance with the provisions of the Financial Administration and Audit Act 1985 from proper accounts and records to present fairly the financial year ending 30 June 2002 and the financial position as at 30 June 2002.

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

Ian C Hill
Director General
Western Australian Department of Training

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

(Accountable Officer)
13 August 2001

(Principal Accountable Officer)
13 August 2001

Statements

DEPARTMENT OF TRAINING
STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDING 30 JUNE 2002

	Notes	2001-02 $'000	2000-01 $'000
COSTS OF SERVICES			
Expenses from Ordinary Activities			
Employee Expenses	4	29,759	28,877
Services and Supplies	5	36,067	34,794
Grants, Subsidies and Training Services	6	360,015	276,390
Borrowing Costs Expense	7	7	7
Depreciation Expense	8	2,754	2,917
Capital User Charge		3,938	0
Other Expenses from Ordinary Activities	11	207	1,039
Total Cost of Services		**432,747**	**344,024**
Revenue from Ordinary Activities			
User Fees and Charges	12	10,781	9,747
Commonwealth Grants and Contributions	13	103,372	90,124
Net Profit on Disposal of Non Current Assets	9	12	55
Trading Profit	10	883	872
Other Revenues from Ordinary Activities	14	1,511	1,936
Total Revenue from Ordinary Activities		**116,559**	**102,734**
NET COST OF SERVICES	32	**(316,188)**	**(241,290)**
Revenues from Government			
Output Appropriations	15	316,904	243,348
Resources Received Free of Charge	16	104	473
Liabilities Assumed by the Treasurer	17	200	2,486
Total Revenues from Government		**317,208**	**246,307**
Change in Net Assets Before Restructuring		1,020	5,017
Net Revenues/(Expenses) from Restructuring	18	0	(7,635)
CHANGE IN NET ASSETS AFTER RESTRUCTURE		**1,020**	**(2,618)**
Net Increase/(Decrease) in Asset Revaluation Reserve	31	626	(810)
Total Revenues, Expenses and Valuation Adjustments Recognised Directly in Equity		**626**	**(810)**
TOTAL CHANGES IN EQUITY OTHER THAN THOSE RESULTING FROM TRANSACTIONS WITH WA STATE GOVERNMENT AS OWNERS		**1,646**	**(3,428)**

The State of Financial Performance should be read in conjunction with the accompanying notes.

DEPARTMENT OF TRAINING
STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDING 30 JUNE 2002

	Notes	2001-02 $'000	2000-01 $'000
Current Assets			
Cash Assets	19	20,759	20,878
Restricted Cash Assets	20	11,388	10,431
Receivables	21	2,298	3,228
Inventories	22	232	237
Amounts Receivable For Outputs	23	1,453	0
Other Assets	24	4,602	5,737
Total Current Assets		**40,732**	**40,511**
Non Current Assets			
Amounts Receivable For Outputs	23	2,065	0
Property, Plant, Equipment and Vehicles	25	13,423	13,236
Works of Art	26	117	117
Other Assets	24	61	0
Total Non Current Assets		**15,666**	**13,353**
TOTAL ASSETS		**56,398**	**53,864**
Current Liabilities			
Payables	27	1,623	1,982
Provisions	28	4,833	3,589
Interest Bearing Liabilities	29	5	4
Other Liabilities	30	6,478	6,561
Total Current Liabilities		**12,939**	**12,136**
Non Current Liabilities			
Provisions	28	1,422	1,332
Interest Bearing Liabilities	29	3	8
Total Non Current Liabilities		**1,425**	**1,340**
Total Liabilities		**14,364**	**13,476**
Equity			
Accumulated Surplus	31	30,635	29,615
Asset Revaluation Reserve	31	11,399	10,773
Total Equity		**42,034**	**40,388**
TOTAL LIABILITIES AND EQUITY		**56,398**	**53,864**

The State of Financial Performance should be read in conjunction with the accompanying notes.

DEPARTMENT OF TRAINING
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDING 30 JUNE 2002

	Notes	2001-02 $'000	2000-01 $'000
CASH FLOWS FROM GOVERNMENT			
Output Appropriations		313,386	235,538
Capital Contributions (2001 Appropriations)		0	7,810
NET CASH FLOWS FROM GOVERNMENT		**313,386**	**243,348**
Utilised as follows:			
Cash Flows from Operating Activities			
Payments			
Employee Costs		(27,345)	(26,093)
Supplies and Services		(36,589)	(34,902)
Grants, Subsidies and Training Services		(359,297)	(279,636)
Capital User Charge		(3,555)	0
GST Payments on Purchases		(7,937)	(7,609)
GST Payments on Investing Activities		0	(212)
Other Payments		(80)	(301)
Receipts			
User Fees and Charges		10,423	10,424
Commonwealth Grants and Contributions		103,139	92,529
Trading Activity and Other		2,988	652
GST Receipts		8,227	6,202
Net Cash Provided By / (Used In) Operating Activities	32b	**(310,026)**	**(238,946)**
Cash Flows from Investing Activities			
Purchase of Non-Current Physical Assets		(2,528)	(3,534)
Proceeds from Sale of Non-Current Physical Assets		6	372
Net Cash Flows from Investing Activities		**(2,522)**	**(3,162)**
Cash Flows from Financing Activities			
Finance Lease Repayment of Principal		0	(165)
Net Cash Flows from Financing Activities		**0**	**(165)**
Cash Flows from Restructuring Activities			
Net Cash Inflows (Outflows) Resulting from Net Revenues and Expenses from Restructuring		0	(1,789)
Net Cash Flows Provided by/(used in) Restructuring Activities		**0**	**(1,789)**
Net Increase (Decrease) in Cash Held		**838**	**(714)**
Cash Assets at the Beginning of the Financial Year		31,309	32,023
CASH ASSETS AT THE END OF THE FINANCIAL YEAR	32a	32,147	31,309

The State of Financial Performance should be read in conjunction with the accompanying notes.

DEPARTMENT OF TRAINING
OUTPUT SCHEDULE OF EXPENSES AND REVENUES
FOR THE YEAR ENDED 30 JUNE 2002

	Notes	Vocational Education and Training Services		Employment Programs		Office of Youth Affairs Policy Development		Office of Youth Affairs Programs & Initiatives		TOTAL	TOTAL
		2001-02 $'000	2000-01 $'000	2001-02 $'000	2000-01 $'000	2001-02 $'000	2000-01 $'000	2001-02 $'000	2000-01 $'000	2001-02 $'000	2000-01 $'000
COST OF SERVICES											
Expenses from Ordinary Activities											
Employee Expenses	4	22,879	23,130	6,880	4,700	0	452	0	595	29,759	28,877
Services and Supplies	5	30,423	27,915	5,644	6,024	0	280	0	575	36,067	34.794
Grants, Subsidies and Training Services	6	340,578	260,908	19,437	12,323	0	15	0	3,144	360,015	276,39
Borrowing Costs Expense	7	6	6	1	1	0	0	0	0	7	7
Depreciation Expense	8	2,417	2,612	337	294	0	9	0	2	2,754	2,917
Capital User Charge		3,347	0	591	0	0	0	0	0	3,938	0
Other Expenses from Ordinary Activities	11	191	999	16	21	0	22	0	(3)	207	1,039
Total Operating Expenses		**399,841**	**315,570**	**32,906**	**23,363**	**0**	**778**	**0**	**4,313**	**432,747**	**344,024**
Revenues from Operating Activities											
User Fees and Charges	12	10,535	9,666	246	50	0	0	0	31	10,781	9,747
Commonwealth Grants and Contributions	13	102,201	89,511	1,171	542	0	0	0	71	103,372	90,124
Assets	9	10	46	2	9	0	0	0	0	12	55
Trading Profits	10	883	872	0	0	0	0	0	0	883	872
Other Revenues from Ordinary Activities	14	1,511	1,432	0	213	0	4	0	287	1,511	1,936
Total Revenues from Operating Activities		**115,140**	**101,527**	**1,419**	**814**	**0**	**4**	**0**	**389**	**116,559**	**102,734**
NET COST OF SERVICES	32	**(284,701)**	**(214,043)**	**(31,487)**	**(22,549)**	**0**	**(774)**	**0**	**(3,924)**	**(316,188)**	**(241,290)**
REVENUES FROM GOVERNMENT											
Output Appropriations	15	285,402	216,119	31,502	22,509	0	734	0	3,986	316,904	243,348
Resources Received Free of Charge	16	90	459	14	14	0	0	0	0	104	473
Liabilities Assumed by Treasurer	17	153	2,003	47	396	0	38	0	49	200	2,486
TOTAL REVENUES FROM GOVERNMENT		**285,645**	**218,581**	**31,563**	**22,919**	**0**	**772**	**0**	**4,035**	**317,208**	**246,307**
Change in Net Assets Before Restructuring		**944**	**4,538**	**76**	**370**	**0**	**(2)**	**0**	**111**	**1,020**	**5,017**
Net Revenues/(Expenses) from Restructuring	18	0	(7,357)	0	0	0	(63)	0	(215)	0	(7,635)
CHANGE IN NET ASSETS AFTER RESTRUCTURING		**944**	**(2,819)**	**76**	**370**	**0**	**(65)**	**0**	**(104)**	**1,020**	**(2,618)**

The State of Financial Performance should be read in conjunction with the accompanying notes.

DEPARTMENT OF TRAINING
SUMMARY OF CONSOLIDATED FUND APPROPRIATIONS AND REVENUE ESTIMATES
FOR THE YEAR ENDING 30 JUNE 2002

	Notes	2001-02			2000-01		
		Estimate $'000	Actual $'000	Variance $'000	Estimate $'000	Actual $'000	Variance $'000
Item 56 – Net Amount Appropriated to Purchase Outputs	(c)	362,082	316,712	9,370	242,777	245,434	(2,657)
Approved Section 25(1) Transfer from Contract and Management Services		-		-		(2,278)	2,278
Amount Authorised by other Statues – Salaries and Allowances Act 1975		192	192	-	185	192	(7)
Total Appropriations Provided to Purchase Outputs		326,274	316,904	9,370	242,962	243,348	(386)
Details of Expenditure by Outputs							
1. Vocational Education and Training Services		409,667	399,841	9,826	333,915	315,570	18,345
2. Employment Programs		46,509	32,906	13,603	19,318	23,363	(4,045)
3. Youth Policy Development and Coordination	(b)	-			1,575	778	797
4. Youth Programs and Initiatives	(b)	-			5,946	4,313	1,633
Total Cost of Outputs		456,176	432,747	23,429	360,754	344,024	16,730
Adjustments – Add/(Less): Other funding sources		-	-	-	(3,588)	-	(3,588)
		456,176	432,747	23,429	357,166	344,024	13,142
Less Retained Revenue		(121,810)	(116,559)	(5,251)	(111,364)	(102,734)	(8,630)
Net Cost of Outputs		334,366	316,188	18,178	245,802	241,290	4,512
Adjustment for Movement in Cash Balances and Other Accrual Items		(9,545)	716	(10,261)	(2,840)	2,058	(4,898)
Total Appropriations Provided to Purchase Outputs		324,821	316,904	7,917	242,962	243,348	(386)
CAPITAL							
Capital Contribution		-	-	-	-	-	-
Capital Expenditure							
Capital Appropriations	(c)	-	-	-			
Adjustment for Movement in Cash Balances and Other Funding Sources						-	-
Holding Account Draw-downs	(d)	1,453	-	1,453			
Total Capital Expenditure							
GRAND TOTAL OF APPROPRIATIONS		326,274	316,904	9,370	242,962	243,348	(386)

Note   (a) The comparative figures for 2000-01 have been revised to report accrual information rather than the cash information reported in this Summary for 2000-01.
(b) The Department lost reporting responsibilities for the Office of Youth Affairs in March 2001, as a result of change in Ministerial portfolios.
(c) Monies previously allocated to the Department for capital purposes are now included in the annual estimates as net amount appropriated to purchase outputs.
(d) Cash drawn down in 2002-03.
The Summary of Consolidated Fund Appropriations, Variance to Actual and Budget should be read in conjunction with the accompanying notes.
This Summary provides the basis for the Explanatory Statement information requirements of TI 645 (refer Note 40).

DEPARTMENT OF TRAINING
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDING 30 JUNE 2002

1 Departmental Mission and Funding

The Department's mission is to strategically manage, develop, and grow the State's investment in the employment and training of Western Australians.

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

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

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

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

2 Significant Accounting Policies

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

General Statement

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

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

Basis of Accounting

The financial statements have been prepared in accordance with Australian Accounting Standard AAS 29.

The statements have been prepared on the accrual basis of accounting using the historical cost convention, except for certain assets and liabilities which, as noted, are measured at fair value.

Net Revenues and Expenses From Restructuring

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

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

DEPARTMENT OF TRAINING
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDING 30 JUNE 2002

(a) Output Appropriations

Output appropriations are recognised as revenues in the period in which the Department gains control of the appropriated funds. The Department gains control of the appropriated funds at the time those funds are deposited into the Department's bank account or credited to the holding account held at the Department of Treasury and Finance. From 1 July 2001, monies previously allocated to the Department for capital purposes are now included in the output appropriation. Refer to note 15 for further commentary on output appropriations.

(b) Net Appropriation Determination

Pursuant to section 23A of the Financial Administration and Audit Act, the Treasurer may make a determination providing for prescribe revenue to be retained by a department. Receipts in respect of all revenue recognised in the Statement of Financial Performance are the subject of a net appropriation determination by the Treasurer.

The net appropriation determination by the Treasurer provides for retention of the following moneys received by the Department:
- Commonwealth Grants and Contributions; and
- User fees and charges

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

(c) Grants and Other Contributions Revenue

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

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

Where contribution recognised as revenues during the reporting period were obtained on the condition 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 required to be disclosed in the notes to the financial statements.

(d) Revenue Recognition

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

(e) Acquisition of Assets

The cost method of accounting is used for all acquisitions of assets. Cost is measured as the fair value of the assets given up or liabilities undertaken at the date of acquisition plus incidental cost directly attributable to the acquisition.

Assets acquired at no cost or for nominal consideration, are initially recognised at their fair value at the date of acquisition.

(f) Depreciation of Non-Current Assets

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

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

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

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

(g) Revaluation of Land and Buildings

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

The annual revaluations of the Department's land and buildings undertaken by the Valuer General Office are recognised in the financial statements.

(h) Leases

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

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

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

(i) Cash

For the purpose of the Statement of Cash Flows, "cash" includes cash on hand and amounts in suspense, cash at bank and restricted cash.

(j) Accrued Salaries

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

DEPARTMENT OF TRAINING
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDING 30 JUNE 2002

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

(k) Inventories

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

(l) Receivables

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

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

(m) Payables

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

(n) Employee Entitlements

Annual Leave

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

Long Service Leave

A liability for long service leave is recognised, and is measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date. Consideration is given, when assessing expected future payments, to expected future wage and salary levels including relevant on-costs, experience of employee departures and periods of service. Expected future payments are discounted using interest rates to obtain the estimated future cash outflows.

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

Superannuation

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

All of these schemes are administered by the Government Employees Superannuation Board (GESB).

DEPARTMENT OF TRAINING
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDING 30 JUNE 2002

The superannuation expense comprises the following elements:

(i)   change in the unfunded employer's liability in respect of current employees who are members of the Pension Scheme and current employees who accrued a benefit on transfer from that Scheme to the Gold State Superannuation Scheme; and

(ii) employer contributions paid to the Gold State Superannuation Scheme and the West State Superannuation Scheme.

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

A revenue "Liabilities assumed by the Treasurer" equivalent to (i) is recognised under Revenues from Government in the Statement of Financial Performance as the unfunded liability is assumed by the Treasurer. The GESB makes the benefit payments and is recouped by the Treasurer.

From 1 July 2001 employer contributions were paid to the GESB in respect of the Gold State Superannuation Scheme and the West State Superannuation Scheme. Prior to 1 July 2001, the unfunded liability in respect of these Schemes was assumed by the Treasurer. An amount equivalent to the employer contributions which would have been paid to the Gold State Superannuation Scheme and West State Superannuation Scheme if the Department had made concurrent employer contributions to those Schemes, was included in superannuation expense. This amount was also included in the revenue item "Liabilities assumed by the Treasurer".

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

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

(p) Joint Venture Operations

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

(q) Capital User Charge

A capital user charge rate of 8% has been set by the Government for 2001/02 and represents the opportunity cost of capital invested in the net assets of the Department used in provision of outputs. The charge is calculated on the net assets adjusted to take into account of exempt assets. Payments are made to the Department of Treasury and Finance on a quarterly basis.

(r) Comparative Figures

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

(s) Rounding

Amounts in the financial statements have been rounded to the nearest thousand dollars.

3 Outputs of the Department

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

The two key outputs of the Department:

Output 1: Vocational Education and Training Services
> The strategic management of the investment of government resources in the State VET system including the planning, purchasing and monitoring of VET services.

Output 2: Employment Programs
> To improve the employment environment in WA through a number of initiatives that assist job-seekers, industry and the community in general.

DEPARTMENT OF TRAINING
NOTES TO THE FINANCIAL STATEMENTS

	2001-02 $'000	2000-01 $'000
4 Employee Expenses		
Salaries (a)	25,881	26,085
Change in employee entitlements provisions	1,415	306
Superannuation	2,463	2,486
	29,759	**28,877**

(a) This also includes oncosts relating to superannuation and WorkCover premiums associated with the recognition of annual and long service leave liability. The related on-costs liability is included in employee entitlement liabilities at Note 28.

5 Services and Supplies

	Expenses Incurred	Resources received free of charge	Total 2001-02	Total 2000-01
	$'000	$'000	$'000	$'000
Other Staffing Costs (including staff development)	796	0	**796**	**730**
Communications	2,818	0	**2,818**	**3,051**
Energy and Water Costs	194	0	**194**	**234**
Fees and Charges	22,548	100	**22,648**	**21,401**
Repairs and Maintenance	2,053	0	**2,053**	**1,721**
Travel and Transport	1,277	0	**1,277**	**1,324**
Rent and Operating Lease Charges	3,280	4	**3,284**	**3,391**
Consumable Supplies and Minor Equipment	2,892	0	**2,892**	**2,607**
Minor Capital Works	67	0	**67**	**302**
Finance Charges	38	0	**38**	**33**
	35,963	104	**36,067**	**34,794**

6 Grants, Subsidies and Training Services

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

Mainstream Delivery of Training and Education Services	330,246	249,645
Other Operating Grants and Subsidies	6,686	3,962
Capital Grants (a)	23,083	22,783
	360,015	**276,390**

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

7 Borrowing Expense		
Finance lease finance charges	7	7
8 Depreciation Expense		
Buildings	349	430
Motor Vehicles, Trailers and Marine Craft	0	10
Plant, Furniture and General Equipment	328	343
Computer, Communications Equipment and Software	2,073	2,019
Leased Plant, Furniture and General Equipment	4	6
Leased Computer, Communications Equipment and Software	0	109
Total	2,754	2,917

	2001-02 $'000	2000-01 $'000
9 Net Profit (Loss) on Disposal of Non-Current Assets		
Motor Vehicles, Caravan and Marine Craft	0	11
Plant, Furniture and General Equipment	1	(23)
Computer, Communications Equipment and Software	11	67
	12	55
Proceeds from disposal of non-current assets	6	372
Trade-in value from disposal of non-current assets	7	67
Total proceeds on disposal of non-current assets	13	439
10 Trading Profit		
Publications	883	886
Book Shop	0	(14)
Trading Profit	883	872
Sales	1,176	1,296
Less: Cost of goods sold	293	424
Trading Profit	883	872
11 Other Expenses from Ordinary Activities		
Student Prizes / Awards	25	218
Provisions, Losses and Write-offs	54	0
Bad and Doubtful Debts	10	24
Prior Year Adjustments	109	711
Miscellaneous (a)	9	86
	207	1,039

Write-offs expensed in the Statement of Financial Performance, will differ from the amounts above as most bad debts are written off against the provision for doubtful debts. Amounts written off in accordance with section 45 of the *Financial Administration and Audit Act*:

By Accountable Officer	32	13
By Minister	134	13
By Executive Council	0	0
	166	26

Losses of public moneys and public and other property through theft or default. Amount recovered:

	1	6
	(1)	(6)
	0	(0)

(a) Gifts of Public Properties
Miscellaneous includes Gifts of Public Properties provided by the Department — 19 | 53

	2001-02	2000-01
12 User Fees and Charges		
Fees and Charges	575	838
Fee for Service	10,206	8,909
	10,781	9,747
13 Commonwealth Grants and Contributions		
Recurrent	89,281	74,705
Capital	14,091	15,419
	103,372	90,124

	2001-02 $'000	2000-01 $'000
14 Other Revenues from Ordinary Activities		
Joint Ventures (a)	0	14
Interest Received	639	783
Recoveries, Refunds and Recoups	551	552
Donations	4	162
Miscellaneous Revenue	317	425
	1,511	1,936

(a) TAFE International WA entered with SMEC International Pty Ltd, Bourne Griffiths (Vietnam) Ltd, Bourne Griffiths International Pty Ltd & Denboer Pty Ltd into a joint venture to provide consultancy services to the Power Company No. 1 of Hanoi City, Vietnam. TAFE International WA's role is to provide project management services and is one of five parties to the joint venture. TAFE International WA has no interest in the assets employed and liabilities incurred in the joint venture. The joint venture was inactive during 2001-02.

The operating results for the year are:		
Gross Revenue	0	17
Gross Expenditure	0	(3)
	0	14

15 Output Appropriations		
Appropriation Revenue received during the year:		
Output Appropriations (a)	316,904	235,538
Capital Appropriations (b)	0	7,810
	316,904	243,348

(a) Output Appropriations are accrual amounts as from 1 July 2001, reflecting the full price paid for outputs purchased by Government. 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 increased in leave liability during the year.

(b) From 1 July 2001, monies previously allocated to the Department for capital purpose are included in the output appropriation.

16 Resources Received Free of Charge		
Resources received free of charge have been determined on the basis of the following estimates provided by agencies:		
Office of the Auditor General – external audit services	82	80
Department of Housing and Works – property management services*	4	8
Education Department – accommodation and associated charges	1	1
Department of Land Administration 0 valuation and associated services	2	3
Crown Solicitor's Office – legal services	15	16
	104	108
Assets Transferred in from College**	0	365
Refer to note 5 for resources received free of charge by expense category.	104	473

* This item was reflected under Ministry of the Premier and Cabinet in 2001-02.
** Represents land transferred from Kimberley College in July 2000.

Where assets or services have been received free of charge of for nominal consideration, the Department recognises revenue 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.

17 Liabilities Assumed by the Treasurer		
Superannuation	200	2,486

	2001-02 $'000	2000-01 $'000

Where a liability has been assumed by the Treasurer or other entity, the Department recognises revenues equivalent to the amount of the liability assumed and an expense relating to the nature of the event or events that initially gave rise to the liability. For 2001-02, the balance relates to the Pension Scheme.

From 1 July 2001 employer contributions were paid to the GESB in respect of the Gold State Superannuation Scheme and the West State Superannuation Scheme. The associated funding for these contributions in included under Output Appropriations (under Revenues from Government) at Note 15.

18 Net Revenue/(Expenses) from Restructuring
Effective from 1 January 2001, CY O'Connor College was ceased as an Institution under the management and control of the Director General of the Department and established as a Statutory Authority in accordance with the Order made by the Minister for Employment and Training under section 35 of the *Vocational Education and Training Act 1996.*

The Office of Youth Affairs was transferred from Department of Contract and Management Services to Department of Training on 3 March 2000 as a result of change in Ministerial portfolios. Subsequently March 9, 2001 the Office of Youth Affairs was transferred out to Department of Family and Children Services as a result of a change in Ministerial portfolios.

	2001-02	2000-01
Transfer Out		
Current Assets	0	(2,022)
Non Current Assets	0	(8,326)
Current Liabilities	0	1,378
Non Current Liabilities	0	525
Asset Revaluation Reserve	0	810
	0	(7,635)
Net Result of Net Assets Transferred In/Out	0	(7,635)

19 Cash Assets		
Cash on Hand and other amounts in suspense	18	46
Operating Bank Account	20,741	20,832
	20,759	20,878

20 Restricted Cash Assets		
Commonwealth Specific Purpose Funds	5,934	4,609
Capital Program Trust Account (a)	3,658	4,211
Income Tax Deductions Account	48	0
Salaries Deduction Account	31	4
Accrued Salaries Suspense Account (b)	1,717	1,607
	11,388	10,431

(a) Capital Funds comprise Commonwealth and State Funds designated for Capital Works Program.
(b) Amount held in suspense account is only to be used for the purpose of meeting the 27th pay in a financial year that occurs every 11 years.

21 Receivables
Receivables includes general debtors, student debtors and over paid salaries.

	2001-02	2000-01
Receivables	1,355	2,007
Provision for doubtful debts	(2)	(14)
GST Receivable	945	1,235
Net Receivable	2,298	3,228

	2001-02 $'000	2000-01 $'000
22 Inventories		
Non Trading Inventory	27	27
Trading Inventory		
Publications	205	210
	205	210
	232	237
23 Amounts Receivable for Outputs		
Current	1,453	0
Non-current	2,065	0
	3,518	0

This represents the non-cash component of output appropriations. It is restricted in that it can only be used for asset replacement or payment of leave liability.

	2001-02 $'000	2000-01 $'000
24 Other Assets		
Current		
Prepayments	3,950	3,157
Accrued Income	652	2,580
	4,602	5,737
Non Current		
Prepayments	61	0

25 Non Current Assets

25a Property, Plant, Equipment and Vehicles

	2001-02 $'000	2000-01 $'000
Land		
At Fair Value (a)	3,574	3,225
	3,574	3,225
Buildings		
At Fair Value (a)	14,005	13,640
Accumulated Depreciation	(8,893)	(8,456)
Written Down Value	5,112	5,184

(a) The revaluation of land and buildings was performed in July 2001 in accordance with an independent valuation by the Valuer General's Office.

Fair value has been determined on the following basis:

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

	2001-02 $'000	2000-01 $'000
Motor Vehicles, Caravan and Marine Carft		
At Cost	0	33
Accumulated Depreciation	0	(32)
Written Down Value	0	1

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	2001-02 $'000	2000-01 $'000
Plant, Furniture and General Equipment		
At Cost	2,505	2,353
Accumulated Depreciation	(1,372)	(1,072)
Written Down Value	1,133	1,281
Computer, Communications Equipment and Software		
At Cost	12,357	11,118
Accumulated Depreciation	(9,063)	(7,586)
Written Down Value	3,594	3,532
Leased Plant, Furniture and General Equipment		
At Cost	21	21
Accumulated Depreciation	(11)	(8)
Written Down Value	10	13
Total Property, Plan, Equipment and Vehicles	13,423	13,236

25b Reconciliations
Reconciliations of the carrying amounts of property, plant, equipment and vehicles at the beginning and end of the current financial year are set out in note 25(b) below.

25b Non Current Assets Reconciliation

2001/02

	Land	Buildings	Motor Vehicles, Caravan & Marine Craft	Plant, Furniture & General Equipment	Computer, Communications Equipment & Software	Leased plant, furniture & General Equipment	TOTAL
	$'000	$'000	$'000	$'000	$'000	$'000	$'000
Carrying amount at start of year	3 225	5 184	1	1 281	3 532	13	13 236
Additions	0	0	0	180	2 348	0	2 528
Disposals	0	0	(1)	0	(212)	0	(213)
Additions through acquisitions	0	0	0	0	0	0	0
Revaluation increments	349	277	0	0	0	0	626
Revaluation decrements	0	0	0	0	0	0	0
Depreciation and amortisation	0	(349)	0	(328)	(2 073)	(4)	(2 754)
Restructuring activities	0	0	0	0	0	0	0
Write-off of assets destroyed by earthquake	0	0	0	0	0	0	0
Change in accounting policy	0	0	0	0	0	0	0
Carrying amount at end of year	**3 574**	**5 112**	**0**	**1 133**	**3 595**	**9**	**13 423**

	2001-02 $'000	2000-01 $'000

26 Works of Art

At Valuation	117	117

The valuation of works of art is in accordance with an independent valuation which was undertaken by Gregsons Flanagan Fine Art Auctioneers on the basis of current market value at 15/06/98.

27 Payables

Accounts Payable for Goods and Services Received	1,545	1,986
Payroll Related Deductions Suspense Accounts	78	(4)
	1,623	1,982

28 Provisions

Employee Entitlements
(a) Current

Annual Leave	2,148	1,465
Long Service Leave	2,685	2,124
	4,833	3,589

(b) Non Current

Long Service Leave	1,422	1,332
	1,422	1,332

The settlement of annual and long service liabilities give rise to the payment of employment on-costs including superannuation and WorkCover premiums. The liability for such on-costs is included here. The associated expense is included under Salaries (under Employee Expenses) at Note 4.

29 Interest Bearing Liabilities
(a) Current

Leased Plant, Furniture and General Equipment	5	4
	5	4

(b) Non Current

Leased Plant, Furniture and General Equipment	3	8
	3	8

30 Other Current Liabilities
Current

Income Received in Advance	2,713	3,027
Accrued Expenses for Goods and Services Received	2,447	2,903
Accrued Salaries	1,260	574
Other	58	57
	6,478	6,561

31 Equity
Equity represents the residual interest in the net assets of the Department. The Government holds the equity interest in the Department on behalf of the community. The asset revaluation reserve represents that portion of equity resulting from the revaluation of non current assets.

DEPARTMENT OF TRAINING
NOTES TO THE FINANCIAL STATEMENTS

	2001-02 $'000	2000-01 $'000
(a) Accumulated Surplus		
Opening balance	29,615	32,233
Change in net assets after restructuring	1,020	(2,618)
Closing balance	30,635	29,615
(b) Asset Revaluation Reserve		
Opening balance	10,773	11,583
Revaluation During the Year (i)	626	0
	11,399	11,583
Asset Revaluation Transferred due to Restructure (refer to Note 18)	0	(810)
Closing Balance	11,399	10,773
(i) Revaluations recognised during the year were in respect of:		
Land	349	0
Buildings	277	0
	626	0

32 Notes to the Statement of Cash Flows

(a) Reconciliation of Cash

Cash at the end of the financial year as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial Position as follows:

Cash Assets (Note 19)	20,759	20,878
Restricted Cash Assets (Note 20)	11,388	10,431
Total cash as at year end	32,147	31,309

(b) Reconciliation of Net Cash Flows Provided by / (used in) Operating Activities to the Net Cost of Services:

Net cash provided by / (used in) operating activities	(310,026)	(238,946)
Change in Operating Assets and Liabilities		
Increase/(Decrease) in receivables	(654)	1,024
Increase/(Decrease) in inventories	(5)	6
Increase/(Decrease) in prepayments	836	(89)
(Increase)/Decrease in payables	422	17
(Increase)/Decrease in liability for employee entitlements	(1,415)	(306)
(Increase)/Decrease Income Advances	313	(1,056)
(Increase)/Decrease in other current liabilities and accrued expenses	(275)	690
Increase/(Decrease) in accrued income	(1,928)	2,201
GST Cashflows recoverable from ATO	(291)	1,040
Adjustments for non cash items		
Profit/(Loss) on disposal on non-current assets	12	55
Depreciation Expense	(2,753)	(2,917)
Write-off and losses	(64)	(24)
(Add) / Less prior year and non cash adjustments	(56)	(390)
Resources received free of charge	(104)	(109)
Notional superannuation (liability assumed by the Treasurer)	(200)	(2,486)
Net cost of services as per statement of financial performance	(316,188)	(241,290)

	2001-02 $'000	2000-01 $'000
33 Leased Commitments		
(a) Commitments in relation to leases contracted for at the reporting date but not recognised as liabilities are payable:		
Within 1 year	2,254	2,382
Later than 1 year and not later than 5 years	2,925	6,151
Later than 5 years	0	0
	5,179	8,533
Representing:		
Cancellable operating leases	0	0
Non-cancellable operating leases	5,178	8,532
Future finance charges on finance leases	1	1
	5,179	8,533
(b) Finance Lease Commitments		
At the reporting date, the Department had the following obligations under finance leases (these obligations are recognised as liabilities, refer to note 29).		
Not later than 1 year	5	5
Later than 1 year and not later than 5 years	3	5
Later than 5 years	0	3
Minimum lease payments	8	13
Less future finance charges	(1)	(1)
Finance lease liabilities	7	12
Included in the financial statements as:		
Current (Note 29)	5	4
Non-current (Note 29)	3	8
(c) Non-Cancellable Operating Lease Commitments		
At the reporting date, the Department had the following obligations under non-cancellable operating leases (these obligations are not recognised as liabilities).		
Not later than 1 year	2,254	2,382
Later than 1 year and not later than 5 years	2,925	6,151
Later than 5 years	0	0
Total	5,179	8,533
34 Expenditure Commitments		
General expenditure commitments (a)		
Within 1 year	12,191	119,255
Later than 1 year and not later than 5 years	3	663
Later than 5 years	0	9
	125,194	119,927
(a) Includes commitments for 2002 College resource agreements of approximately $102M		
Capital expenditure commitments		
Within 1 year	5,454	4,902
Later than 1 year and not later than 5 years	3,170	700
Later than 5 years	0	0
	8,624	5,602
Total	113,818	125,529

	2001-02 $'000	2000-01 $'000

The capital commitments include amounts for:

Buildings	8,624	5,602

35 Remuneration of Senior Officers

Remuneration
The Senior Officers include the Director General, General Managers and Executive Director, Policy and Evaluation of the Department, the Managing Director of Tafe International WA, the General Manager of WestOne, the Managing Director of CY O'Connor College of TAFE (2001 only) and the Executive Director of the Office of Youth Affairs (2001 only). The number of Senior Officers whose total of fees, salaries, superannuation and other benefits for the financial year, fall within the following bands are:

	No.	No.
$60,001 - $70,000	0	2***
$70,001 - $80,000	0	1***
$90,001 - $100,000	0	1
$110,001 - $120,000	4	2
$120,001 - $130,000	2	0
$130,001 - $140,000	0	1
$200,001 - $210,000	0	1*
$230,001 - $240,000	1	0
$250,001 - $260,001	0	1**

* The Senior Officer in the $200,001 to $210,000 bracket received a retirement payout.
** The Department adopted a policy which enable employees to "cash-in" their leave entitlements. Where applicable, remuneration relating to the "cash-in" leave entitlements has been included in determining the senior officer's remuneration.
*** Represents senior officers where period of service is less than 12 months.

	$'000	$'000
The total remuneration of Senior Officers is:	954	1,136

The superannuation included here represents the superannuation expense incurred by Department in respect of senior officers. No senior officers are members of the Pension Scheme.

36 Resources Provided Free of Charge
The following types of services are provided to other government agencies free of charge for functions outside the normal operations of the Department:
- Marketing & Publications;
- Delivery Support Systems - Wide Area Network;
- College Management Information Systems Support;
- Accounting Services;
- Asset & Building Management Services;
- Industrial Relations Support; and
- Fees, Taxes and other expenses incurred on behalf of Colleges.

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NOTES TO THE FINANCIAL STATEMENTS

	2001-02 $'000	2000-01 $'000
The estimated value of these services provided to the following agencies are:		
Central TAFE	2,169	1,443
Central West College of TAFE	336	423
Challenger TAFE	1,162	1,076
C Y O'Connor College of TAFE (a)	223	210
Eastern Pilbara College of TAFE	243	306
Great Southern TAFE	320	445
Kalgoorlie Campus of Curtin University	20	27
Kimberley College of TAFE	231	403
Midland College of TAFE	567	583
South East Metropolitan College of TAFE	1,110	911
South West Regional College of TAFE	486	566
West Coast College of TAFE	1,048	897
West Pilbara College of TAFE	163	252
	8,078	7,542

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

	2001-02 $'000	2000-01 $'000

37 Related and Affiliated Bodies

The Department has no related bodies for 2001/2002 and 2000/2001.
The nature of assistance provided in the form of grants and subsidies to all non-government agencies during the year are outlined below:

	2001-02	2000-01
Abmusic	930	518
Aboriginal Group Training	78	174
Academie ACCOR	13	0
Agtrain Services	10	7
AISWA	287	338
Albany & Districts Skills Training Committee	34	28
Albany Business Centre	73	11
Albany Worklink Inc	313	206
Alexander College	48	31
Anglicare	467	371
Apprenticeship and Traineeship Company - South West, The	200	347
AQIS Training Services	330	224
Armadale Community Family Centre	1	0
Armadale Kelmscott Joblink	154	136
Arts, Sport & Recreation ITC	230	244
ASCET TAFE Pty Ltd	3	0
Association for the Blind of Western Australia Inc	76	47
Atsim Bible College	31	45
Augusta Telecentre Inc	14	0
Australasian Hotel Services Pty Ltd	144	328
Australian Child Care Academy	1	1
Australian College of Hair Design and Beauty	1	0
Australian Institute of Legal Secretaries	2	4
Australian Nail Academy	1	0
Australian Qualifications Framework Advisory Board	38	0
Australian Red Cross	27	0
Australian School of Tourism and Hotel Management	815	0
Automotive Training and Technology Centre	25	62
Avon Catchment Council	88	0
Avon Personnel and Training	13	3
Balga Joblink	173	153
Bateman Primary School P&C	10	0
Bedford Workforce	110	100
Bega Gambirringu Health Services	32	0
Belmont BEC Inc	78	0
Bennett Brook Catchment Group	10	14
Bloodwood Tree Association	203	84
Boogurlarri Community House	22	0
Boyup Brook Telecentre	16	0
Bridging the Gap - South	196	89
Bridging the Gap Rockingham/Kwinana	583	521
Broadening Horizons	19	112
Broome Enterprise Centre	28	3
Building & Construction ITC	177	92
Business Starters Training and Advice Centre	82	212
Busselton Dunsborough Business Enterprise Centre	41	0
Busselton Hospice Care	1	0
Catholic Education Office	446	830

	2001-02 $'000	2000-01 $'000
Catholic Migrant Resource Centre Employment Project	116	18
CCI Skills Centre	3	0
CCI Training Services	919	591
Central Area Regional Training Scheme Inc	402	386
Central Coastal Districts Business Enterprise Centre	18	6
Central Great Southern BEC	22	1
Central Midlands Business Enterprise Centre	24	0
Central Wheatbelt Enterprise Centre	6	0
Centrecare Skills Training Centre	277	188
Clontarf Aboriginal Football	77	0
Co - Scope Job Link	182	163
Coastal and Rural Training	74	0
College of Electrical Training Inc	851	795
College of Retail Trading	216	233
Colley Muir & Associates	1	8
Collie and Districts Enterprise Agency Inc	18	0
Community and Youth Training Services	111	196
Community Arts Network (WA) Inc	8	36
Community Housing Coalition of WA Inc	147	5
Community Services, Health and Education ITC	216	111
Corrigin Community Telecentre	20	1
Council of the Ageing (WA) Inc	20	18
Cunderdin and Districts Telecentre	1	0
Cyber Joblink	192	163
Daqua Training Services	34	18
Denmark Telecentre	12	0
Dental Nursing Australia	426	327
Derby Enterprise Centre	15	0
Derby Senior Citizens Association Inc	1	0
Derby/West Kimberley Skillshare	32	16
Dillon Whitelaw & Associates	369	415
DOME Incorporated	226	279
Donnybrook Community Telecentre	12	0
East Kimberley Business Enterprise Centre	23	10
Eastern Districts Business Centre	10	1
Ed French and Associates	16	26
Edge Training Solutions	175	91
Education Au Limited	83	0
Electrical Group Training	198	169
Empower Education	53	0
Esperance Business Enterprise Centre	54	3
Esperance Community College	17	0
Esperance Group Training Scheme Inc	287	190
Essential Personnel	22	0
Ethnic Child Care Resource Unit	1	0
Express Train	26	140
Fairbridge Western Australia Inc	74	44
Farm Information Services Pty Ltd	55	42
Film and Television Institute	199	0
Finance, Property & Business Services ITC	198	190
Fletcher International WA	395	325
Flowers Design School	50	82
Food & Beverage ITC	176	92

	2001-02 $'000	2000-01 $'000
Forest Heritage Centre Inc	329	233
FutureStaff Limited	16	7
Gascoyne Business Enterprise Centre	14	1
Geraldton Street Workers Aboriginal Corporation	73	63
Gnowangerup Aboriginal Corporation	4	0
Gnowangerup Telecentre	1	0
Goldfields Business Enterprise Centre	65	57
Goldfields Esperance TAB	0	265
Goldfields Group Training	238	81
Goldfields Job Link	327	275
Goldfields Women's Healthcare	17	0
Goomalling Telecentre	16	0
Gosnells Women's Health Service Inc	12	0
Goulburn Ovens Institute of TAFE	12	13
Grape Grower's Association of WA	25	0
Great Southern Group Training Inc	65	125
Green Skills	228	253
Greenbushes Telecentre	12	0
Group Training Australia	22	36
Headquarters - Youth Recreation, Cultural and Arts Centre	118	20
Health Training Australia	45	96
Hedland Business Information Centre	19	1
Herdsman Neighbourhood Centre	1	0
Hills Community Support Group Inc	166	65
Holmesglen Institute of TAFE	6	0
Hospitality & Tourism ITC	212	198
Hospitality Group Training	697	387
HTC Vocational Institute Pty Ltd	161	329
Hyden Resource and Telecentre	2	2
IE Learning and Development	2	3
Indian Ocean Group Training Association Christmas Island	67	65
Interactive Training Network	1	4
ISHAR Multicultural Centre	8	0
Italian Australian Apprentice of the Year Award	11	0
Jerramungup BEC	22	2
Jerramungup Telecentre	1	0
Job Generation Inc	208	132
Job Link Enterprises	189	231
Job Link Joondalup	227	148
Job Link Midwest	715	144
Jobs Australia Ltd	37	91
Jobs South West	696	1 070
Jobs West	259	189
Joondalup Business Association	33	0
Kambalda Telecentre Inc	15	0
Kangan Bateman TAFE	7	10
Kan-Work Options Centre Inc	139	147
Karratha Business Enterprise Centre	10	1
Karrayili Adult Education Centre	689	366
Kensington PCYC	163	78
KETE	86	94
KIC Excellence in Education	36	47
Kimberley Group Training and Joblink	324	297

	2001-02 $'000	2000-01 $'000
Kojonup Telecentre	11	0
Kondinin Telecentre	1	1
Koorda Telecentre	19	2
KRSP Pty Ltd t/as Kimberley Regional Service Providers	196	0
Kulbardi Aboriginal Centre	44	0
Kuljak Aboriginal Employment & Culture	104	94
Kununurra Neighbourhood House	1	0
Lancelin Telecentre	10	1
Laverton Leonora Cross Cultural Association	97	128
Learning Centre Link	112	100
Leinster Telecentre	1	0
Leschenault Business Enterprise Centre	261	0
Light Manufacturing ITC	211	176
Lower Great Southern Community Living	10	0
M & EJ Whitby Operator Trainer and Assessor	98	86
Malaga Business Enterprise Centre	67	0
Mandurah Joblink	655	310
Margaret River Community Resource Centre	7	0
Margaret River Enterprise Centre	35	0
Marr Mooditj Aboriginal Health College	423	395
Marra Worra Worra	54	63
Master Cleaners Guild of WA Inc	111	204
Materials Institute of WA	1	0
McFarleane House Learning Centre Inc	1	0
Meerilinga Training College	19	12
Men of the Trees	3	3
Merredin Telecentre	7	4
Metals Manufacturing & Services ITC	226	193
Midland Joblink	482	386
Midland Women's Health Care Place Inc	22	0
Midwest Business Enterprise Centre	63	2
Midwest TAB	0	209
Midwest Training Group (ATC)	128	56
Milligan Foundation Housing Association	14	0
Milligan House, Bunbury	3	0
Mingenew Community Telecentre	13	0
Mirima Council Aboriginal Corporation	35	0
Mission Australia	26	0
Moora Telecentre Inc	21	0
Morawa Community Telecentre Inc	20	0
Morley Training Centre	18	0
Morrison Consulting & Training	65	71
Motor Industry Training Association of WA Inc	1 409	1 184
Mount Lawley SHS P&C	15	0
Mukinbudin Telecentre	15	0
Mullewa Telecentre	11	0
Murray Joblink Inc	98	96
Nannup Telecentre	1	0
Narembeen Telecentre	22	4
Narrogin Business Enterprise Centre	17	4
National Corporate Training	18	0
Nationwide Transport Training	163	178
Nefarious Films	74	33
Neil Headford and Associates Pty Ltd	74	10

	2001-02 $'000	2000-01 $'000
Newdegate Telecentre Inc	7	1
Newman Employment Taskforce	118	88
Newman Jobmate	0	97
Newman YMCA Youth Services Inc	4	0
Ngaanyatjarra Community College	23	59
Ngaanyatjarra Health Services	55	0
Ngaanyatjarra Services	275	386
Nindilingarri Cultural Health	55	50
Nirrumbuk Aboriginal Corporation	61	95
Noongar Employment and Enterprise Development Aboriginal Corporation	53	143
North Eastern Wheatbelt Business Enterprise Centre	17	5
North Midlands Enterprise Agency Inc	18	0
North Perth Migrant Resource Centre *	191	116
Northam District BEC	39	3
Northern Agricultural Catchments Council Inc	94	52
Northern Group Training Ltd t/as NGT Perth	8	5
Northern Suburbs - Stirling Joblink	513	87
Northern Suburbs Career Options	312	127
Northern Suburbs Employment (Guidance Service)	10	338
Northern Suburbs Migrant Resource Centre Inc	108	29
Northern Suburbs Youth Options	116	0
Nursery & Garden Industry Australia Ltd	37	15
Ocean Reef Primary School P&C	8	0
Ongerup District Telecentre Inc	8	0
Onslow Employment Project	75	73
Outcare Inc	76	208
Over 50's Recreation Association	11	0
P J MacDonald and Associates	86	123
Peel Area Consultative Committee	4	0
Peel Business Enterprise Centre	32	2
Peel Training and Employment Inc	159	213
Pemberton Community Telecentre	1	0
Pep Employment Services (Inc)(Pep)	598	975
Perenjori Telecommunications & Resource Centre	1	0
Perth Harmony Chorus	1	0
Pharmacy Guild of Australia	123	74
Pilbara Employment Information	0	88
Pingelly Telecentre	2	0
Plumbing and Painting Training Co Inc	1 421	1 775
Pre-Press Skills Pty Ltd	29	241
Primary ITC	203	198
Process Manufacturing ITC	157	104
Progressive Training	20	5
RAAFA Meadowsprings Computer Group	19	0
Radcliffe Holdings T/as Satterthwaite Consulting	169	150
Rainbow Coast Neighbourhood Centre	19	0
Ravensthorpe & Districts Rural Communities Program	10	0
Ravensthorpe Land Conservation District Committee	3	0
Read Write Now Rockingham Kwinana Mandurah	1	0
Regional Training Services	323	222
Roberta Jule Community Care Association	1	0
Rockingham Business Development Centre	89	0
Rockingham Women's Health and Information	10	0
Rocky Bay Inc	126	229

	2001-02 $'000	2000-01 $'000
Rosaflora Academy in Floristry	2	6
Security Training Services	1	0
Services Job Link	85	85
Shearing Industry Consultants	0	190
Sir James McCusker Training Foundation	59	47
South East Metropolitan Business Enterprise Centre	67	0
South East Metropolitan Youth Action - Willetton	198	140
South Metropolitan Migrant Resource Centre	165	131
South Metropolitan Youth Link Inc	797	731
South Perth Learning Centre	3	0
South West Environment Centre	2	6
Southern Avon Enterprise Agency	12	1
Southern Cross Cleaning Service	1	0
St John Ambulance Australia	4	7
State of Queensland through Wide Bay Institute of TAFE	8	0
Steps Incorporated	197	39
Stirling Business Enterprise Centre	67	0
Stirling Job Link	513	98
Subiaco BEC	67	0
Swan Education Industry (Training Association)	6	0
Swan Region Business Enterprise Centre	133	8
Swan Valley Tourism Council	10	0
Swinburne University of Technology	1	0
Taylor Weir School of Hairdressing	715	474
Texskill Ltd	48	29
The Calix Group	113	112
The Caterpillar Institute (WA) Pty Ltd	123	0
The Gowrie (WA) Inc	79	54
The Isolated Childrens' Parents Association	8	0
The Royal Life Saving Society Australia (WA Branch)	62	12
The Training and Skills Co	614	664
The University of Notre Dame	418	559
TOIA Training Brokers	2	9
Toodyay Community Resource Centre	13	0
Total Corrosion Control Skills Training and Assessment Centre	13	16
Training Administration	0	836
Training Synergies Australia	11	0
Transport & Storage ITC	170	173
Transport Forum WA Inc	18	27
Transport Workers Union of Australia WA Branch	5	0
Trees South West	3	0
Utilities, Electrotechnology and Printing ITC	212	202
Victoria Park Jobmate	907	460
Voak and Associates	11	4
WA College of Construction	48	70
WA Community Advisory Group on Mental Health	1	0
WA Information, Electrotechnology & Utilities ITC	212	222
WA Skills Training	9	112
WA Telecentre Kununurra Inc	74	0
Wagin Telecentre	1	0
Wangaka Maya	11	0
Warren Blackwood Business Assistance Centre	39	0
Werribee Creek	1	0

	2001-02 $'000	2000-01 $'000
West Arthur Telecentre	1	0
West Australian Group Training Scheme Inc, The	144	225
West Coast Institute of Management and Technology Pty Ltd	5	0
West Coast TAB	0	910
West Stirling Neighbourhood House	1	0
WESTN Inc	22	0
Westnet Employment Services	104	94
Wholesale, Retail & Personal Services	202	127
Wickepin District Resource and Telecentre	17	0
Wila Gutharra	39	0
Williams Telecentre	6	0
Winjan Aboriginal Corporation	35	63
Winterfold Primary School P&C	3	0
Womens Healthworks	7	0
Wooden Boat Works	308	180
Workplace Employment and Training Services Inc	174	117
Wyndham Action Group	39	63
XLT Industrial Training Pty Ltd	543	768
York Telecentre	1	1
Young Adults Support Scheme	1	0
	40 184	34 798

*   The 2000/01 figure for the North Perth Migrant Resource Centre was overstated by $0.741m. The comparative figure ($0.116m) has been restated as a result of the error in 2000/01.

38 Events Occurring After Reporting Date
The Department is not aware of any significant events occurring after the reporting date.

39 Contingent Liabilities
The Department is not aware of any contingent liabilities.

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

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

(a) Significant variances between estimate and actual - Total appropriation to purchase outputs.

Output1: Vocational Education and Training Services

2002 Budget $'000	2002 Actual $'000	Variance $'000	%
409,667	399,841	9,826	2.39

During the year a number of programs were delayed resulting in a lower than anticipated actual expenditure. Key programs affected include Capital Projects $3.5m, Professional Development in Colleges $2.0m, Local Learning Enterprise Network $1.9m and the Science & Technology Program $0.8m.

DEPARTMENT OF TRAINING
NOTES TO THE FINANCIAL STATEMENTS

	2001-02 $'000	2000-01 $'000

Output2: Employment Programs

2002 Budget	2002 Actual	Variance	
$'000	$'000	$'000	%
46,509	32,906	13,603	29.25

During the year expenditure on the Regional Forest Agreement-Workers Assistance Packages did not achieve expected levels. As a result these funds ($12.0m) were reallocated to DOIT in the mid year review, additional funding will be received in future years to maintain the Governments commitment to this program.

(b) Significant variances between actual and prior year actual - Total appropriation to purchase outputs.

Output1: Vocational Education and Training Services

2002	2001	Variance	
$'000	$'000	$'000	%
399,841	315,570	84,271	21.07

The inclusion of the Capital User Charge ($37.0m) and Superannuation ($15.9m) as Grants to Colleges had a significant impact on growth in expenditure between the two financial years. Additionally Grants expenditure for Training delivered by Colleges increased by $16.1m, as did expenditure on Technology Training (ICT) $1.2m and Professional Development for Colleges ($2.0m). The change in the treatment of Capital contributed $8.5m to the increase between the periods.

Output2: Employment Programs

2002	2001	Variance	
$'000	$'000	$'000	%
32,906	23,363	9,543	29.00

The commencement of the Regional Forest Agreement - Workers Assistance Packages ($10.4m) resulted in a significant increase in expenditure for this output.

Output3: Youth Policy Development and Coordination

2002	2001	Variance	
$'000	$'000	$'000	%
000	778	(778)	0.00

As a result of change in Ministerial responsibilities, the Office of Youth Affairs was transferred to the Department of Family and Children's Services in March 2001.

Output3: Youth Programs and Initiatives

2002	2001	Variance	
$'000	$'000	$'000	%
000	4,313	(4,313)	0.00

As a result of change in Ministerial responsibilities, the Office of Youth Affairs was transferred to the Department of Family and Children's Services in March 2001.

(c) Supplementary funding received during 2001/2002.
The Training Output received additional funding of $2.8M for the maintenance of activity levels.

Glossary

AEU   Australian Education Union
AMEP   Adult Migrant English Program
AEEDO   Aboriginal Economic and Employment Development Officer
BEC   Business Enterprise Centres Network
CaLD   Culturally and Linguistically Diverse
ELICOS   English Language Intensive Courses for Overseas Students
HR   Human Resources
IAS   Independent Assessment Service
NCVER   National Centre for Vocational Education Research
RTOs   Registered Training Organisations
TIWA   TAFE International Western Australia
USQ   University of Southern Queensland
VET   Vocational Education and Training
VET Act   Vocational Education and Training Act 1996

Contact Details

Central Office

Level 2, 151 Royal Street
EAT PERTH   WA   6004

Switch Board   Telephone: 9235 6222   Facsimile: 9235 6224
Community Relations   Telephone: 9235 6319   Facsimile: 9235 6014

Western Australian Training Info Centre

Ground Floor, Albert Facey House
469-489 Wellington Street
Perth WA 6000
Telephone: 061 8 9325 9322 or 1800 999 167
Facsimile: 061 8 9321 1422
E-mail: information@afh.training.wa.gov.au

TAFE Admissions Centre

Level 5, 190 St Georges Tce
Perth WA 6000
Telephone: 061 8 9235 8888
Facsimile: 061 8 9235 8881

TAFE International Western Australia

Level 7, 190 St Georges Tce
Perth WA 6000
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E-mail: study@tiwa.com.au

Overseas Qualifications Unit

Level 7, 190 St Georges Tce
Perth WA 6000
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WestOne Services

1 Prospect Place
West Perth WA 6005
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Facsimile: 061 8 9227 8393
E-mail: infodesk@westone.wa.gov.au

www.training.wa.gov.au
www.tafe.wa.gov.au
www.getaccess.wa.gov.au
www.westone.wa.gov.au

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

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

Metropolitan Employment Offices

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

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

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

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

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

Regional Employment Offices

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

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

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

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

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

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

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

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

The Department of Training's Apprenticeship and Traineeship Support Network includes offices situated both within metropolitan and regional locations:

Metropolitan Apprenticeship and Traineeship Support Offices

Metropolitan officers are located at Tower Level 3, Prospect Place, WEST PERTH   WA   6005, and may be contacted on:

Central Metropolitan Region	9229 5465 or 9229 5463
North Metropolitan Region	9229 5460 or 9229 5459
North East Metropolitan Region	9229 5462 or 9229 5461
South East Metropolitan Region	9229 5473 or 9229 5474
South Metropolitan Region	9229 5471 or 9229 5472

Regional Apprenticeship and Traineeship Support Offices

Goldfields Region
29 Cheetham Street
KALGOORLIE WA 6430
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Facsimile: 061 8 9021 3405

Peel Region
32 Sutton Street
MANDURAH WA 6210
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Facsimile: 061 8 9535 7109

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

Pilbara Region
Unit 3, 3 Warambie Road
KARRATHA WA 6714
Telephone: 061 8 9185 1946
Facsimile: 061 8 9143 1433

Kimberley Region
Cable Beach Road
BROOME   WA   6725
Telephone: 061 8 9192 1029
Facsimile: 061 8 9193 6253

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

Mid-West Region
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Telephone: 061 8 9921 1022
Facsimile: 061 8 9921 3842

Wheatbelt Region
90 Fitzgerald Street
NORTHAM WA 6401
Telephone: 061 8 9622 7910
Facsimile: 061 8 9622 5217