



# 2010-2011

DEPARTMENT OF  
TRAINING  
AND  
WORKFORCE  
DEVELOPMENT

ANNUAL  
REPORT



Government of Western Australia  
Department of Training  
and Workforce Development



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## STATEMENT OF COMPLIANCE

For the year ended 30 June 2011

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

In accordance with Section 63 of the *Financial Management Act 2006*, I hereby submit for your information and presentation to Parliament, the Annual Report of the Department of Training and Workforce Development for the financial year ended 30 June 2011.

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

DR RUTH SHEAN  
DIRECTOR GENERAL  
(ACCOUNTABLE AUTHORITY)  
DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT  
9 September 2011

## FROM THE DIRECTOR GENERAL



The defining achievement of the Department of Training and Workforce Development during its first full financial year of operation was the launch of *Skilling WA* — A workforce development plan for Western Australia (*Skilling WA*). Minister Collier's launch of *Skilling WA* at Chamber of Commerce and Industry headquarters in December 2010 launched more than a plan to manage the workforce development needs of Western Australia; it launched the framework for the business of our Department into the future.

*Skilling WA* lists five strategic goals for our Department. These are:

- Growing the workforce through participation;
- Growing the workforce through migration;
- The attraction and retention of skilled workers;
- Training, skills development and utilisation; and
- Planning and coordination of the above strategies across our State of Western Australia.

So robust are these strategies that they have now become the basis of our planning and operations. Our new strategic plan is based on this workforce planning framework, and our budget initiatives this year were similarly constructed. And while training remains a priority for the workers, school leavers and jobseekers in our State, it is the broader agenda of workforce planning which seeks to reach all with an interest in contributing to Western Australia's economic development.

Other major announcements during the last financial year included the launch of the *Western Australian skilled migration strategy* — our commitment to employers to help them find the labour they require when the local workforce falls short. Workforce participation is close to an all-time high in Western Australia, and our challenge is to continue this trend, against the expected trend of reduced participation as the baby boomers retire.

During the 2010–11 financial year, Minister Collier opened regional Aboriginal Workforce Development

Centres (AWDCs) in Geraldton and Broome, and centres in Kalgoorlie and Bunbury will be officially opened in July and August, 2011. These centres are a key part of the *Training together — working together* initiative (TTWT). With the support of the Perth-based AWDC, which opened in March 2010, they will seek to 'join the dots' between Aboriginal people and service providers in the four regional centres to provide better employment outcomes.

The Department's commitment to the increased autonomy of our State Training Providers has been enshrined in a new governance framework, which guides governing councils and managing directors in their leadership of our government training institutions. Consistent with this direction, the transition of the former Curtin Vocational Training and Education Centre (VTEC) to the Department on 1 January 2011 is a step towards autonomy for the Goldfields-Esperance provider, with independent operation expected by 1 July 2012. Our success with 'Royalties for Regions' funding will build new capacity into our State Training Providers which means that our regional commitment will be stronger than ever before.

We continued to reform our purchasing of training to enable a more direct relationship between the student and the training market, and plan to make significant changes in this respect in the year ahead. Our Skilled Migration WA unit launched a system for online applications for state sponsored visas, and we developed our new portal to encourage overseas skilled workers to consider Western Australia as their future home.

Along with the milestone of the Department's first full financial year of operation go a range of associated milestones — our first year under our own operational plan, working within our own budget and policy framework. We have also been led for more than 12 months by the Department's 'new' Corporate Executive — a highly committed team of professionals who now know and lead their respective areas very well indeed.

Perhaps the most apparent of our structural achievements from 2010–11 was the relocation of our head office from East Perth to the Optima Centre in Osborne Park. We are now working in a contemporary office environment which facilitates our work across directorates as well as within branches. Great outcomes notwithstanding, this move has taken considerable planning, forbearance and goodwill on the part of all staff. It is a tribute to our teams that we continued to operate throughout with optimism and good humour, despite a few inevitable glitches during transition.

It is not possible to encapsulate the achievements of a year in a few pages, and the report which follows will give the reader a fuller summary of the long list of remarkable achievements which the Department of Training and Workforce Development has notched up over the last 12 months. I would, however, like to take this opportunity to say thank you to the many, many people who have worked collaboratively with us in 2010–11.

First and foremost, my sincerest thanks go to all my colleagues at the Department. They are a talented and

committed team whose work is evidence of resourcefulness and energy. And of course, my thanks and admiration to my own Corporate Executive team applies in abundance: thank you and congratulations on your strong leadership and hard work.

Second, I would like to thank our training providers, both public and private, without whom our goal of skilling the State would not be achievable. Our State Training Provider managing directors and their governing councils are key partners in our State agenda and our private providers offer niche and speciality training, which strengthens the training system as a whole.

Third, thank you to our industry partners, the peak groups who not only provide us with wisdom and advice on the workforce and training needs of the State, but who also extend to us a conduit for dialogue with industry, employers and employees. I would like to make special mention of our own Training Councils, the Training Accreditation Council and the State Training Board in this respect: we value your contributions and support enormously. Thanks too to those corporations and businesses who engage with us to provide feedback and intelligence which we require for our planning and service delivery.

I would like to make special mention of my colleagues in other government agencies. I frequently call on other government Chief Executive Officers (CEOs) to work with us, and am always impressed with the response, especially those in central agencies in whom we invest much expectation.

The next year presents us with opportunities and challenges. Our mission is to support the State's sustained economic expansion by leading and coordinating workforce development strategies and driving a responsive, flexible training system within a State and national framework. One challenge is to continue to provide responsive training in the newly introduced framework of national regulation. At the same time, we are embarking on a major reform of our training sector with a view to widening access to training in priority skills areas — in other words, growing our workforce.

The year ahead is one of promise. We have great capacity but even greater expectation. We project a shortfall of 150 000 workers in this State by 2017. We will be depending on the efforts of all of our stakeholders in addressing this shortfall, and we invite you to engage in our workforce planning agenda in this common quest.

Dr Ruth Shean

Director General







## OVERVIEW



### EXECUTIVE SUMMARY

The Department's first year of operation produced some remarkable successes and posed some challenges as we strove to meet our goal of creating a skilled workforce to maximise the State's economic potential. With our expanded scope of workforce development, the Department aims to build, attract and retain a skilled workforce that will meet the economic needs of Western Australia, minimise skill shortages, and enhance the State's ability to respond to new opportunities.

In 2010–11, in collaboration with the State Government, the Department developed *Skilling WA — A workforce development plan for Western Australia (skilling WA)*.

*Skilling WA* lists five strategic goals for our Department. These are:

- Growing the workforce through participation;
- Growing the workforce through migration;
- The attraction and retention of skilled workers;
- Training, skills development and utilisation; and
- Planning and coordination of the above strategies across our state of Western Australia.

These strategies form the basis of the Department's planning operations and the core of our new strategic plan.

In 2010–11 the Department administered a budget of over \$684.5 million dollars and completed \$10.7 million dollars worth of infrastructure projects to increase the training capability of publicly funded colleges in Western Australia. A further \$41.8 million dollars was spent on new capital projects to meet the increasing demand for quality training infrastructure for the people of our State.



The Department enrolled over 110 000 clients funded under National Training Agreements, who engaged in the equivalent of over 36 million Student Curriculum Hours. Over 40 000 apprentices and trainees were in training<sup>1</sup>, which will help increase the skilled labour force for Western Australia's growing economy.

In line with national and State priority areas, the Department purchased apprenticeships in 113 trade occupations. A range of apprenticeship pathways and opportunities were made available, including school-based apprenticeships, traineeships and pre-apprenticeships. In 2010–11 the Department worked with 28 registered group training organisations (GTOs) who employed approximately 5700 apprentices and trainees in Western Australia.

Students are increasingly happy with the training options provided in Western Australia with 87% of surveyed students expressing satisfaction in their chosen area of study. With 80% of these students finding employment after training, we know that the services provided by the Department are relevant and in demand by today's employers.

Four regional Aboriginal Workforce Development Centres (AWDCs) started operating in January 2011. The role of the centres is to achieve sustainable employment outcomes for Aboriginal people and to do this with cultural sensitivity. The two key client groups are employers and Aboriginal jobseekers. The centres work with existing services to broker and facilitate access to training and employment opportunities for Aboriginal people.

The *Western Australian skilled migration strategy* was developed in collaboration with the Chamber of Commerce and Industry and the Chamber of Minerals and Energy. This strategy, launched in March 2011, is designed to supplement the local labour force by delivering a more consistent and integrated planning approach to skilled migration, thereby ensuring Western Australia has the skilled workforce needed for sustainable economic growth.

On 1 January 2011, Vocational Training and Education Centre (VTEC) commenced operations under the management of the Department. VTEC is the largest registered training organisation in the Goldfields-Esperance region and delivers over 150 courses across a number of regional and remote locations.

Through its Education and Training International (ETI) directorate, the Department became a registered training organisation on 29 June 2011. In the year preceding this, ETI received over 6000 applications from prospective students from over 90 countries, and international student enrolments and offshore education and training projects generated revenue in excess of \$39.0 million.

These are just some of the Department's considerable achievements over the last year. In 2011–12 the Department will build on these strong foundations and continue to work with the community to develop the State's workforce.

Note: Throughout this report every attempt has been made to provide full financial year data; however, there are some exceptions. Enrolment data is reported on a calendar-year basis by convention, due to the nature of collection procedures

for Vocational Education and Training (VET) enrolment information. This will impact on efficiency performance measures that combine financial and enrolment information. In addition, student survey information on satisfaction and employment outcomes is based on a calendar year. For this reason, the specific reference periods are indicated for all data items shown in this report.



<sup>1</sup> Data as at 30 June 2011



## THE DEPARTMENT AT A GLANCE

Outcomes	2010–11
High level of student satisfaction <sup>1</sup>	87%
Graduates finding employment after study <sup>1</sup>	80%
Indigenous students happy with their courses <sup>1</sup>	90%

Outputs	2010–11
Apprentices and trainees in training <sup>2</sup>	40 675
Number of VET student course enrolments under National Training Agreements <sup>3</sup>	143 429
Number of people funded under National Training Agreements <sup>3</sup>	116 098
Number of Student Curriculum Hours <sup>3</sup>	36 million
Number of commencements for apprentices and trainees <sup>4</sup>	29 080
■ Apprentice commencements	9868
■ Trainee commencements	19 212

Inputs	2010–11
Spending on training and workforce development	\$684.5 million
Registered training organisations contracted to provide public training	316
Workforce Development Centres	14
Full-time employees	585
Spending on training infrastructure	\$41.8 million

<sup>1</sup> Data from surveys conducted in 2010

<sup>2</sup> Data as at 30 June 2011

<sup>3</sup> Data for the 12 months to 31 December 2010

<sup>4</sup> Data for the 12 months to 30 June 2011



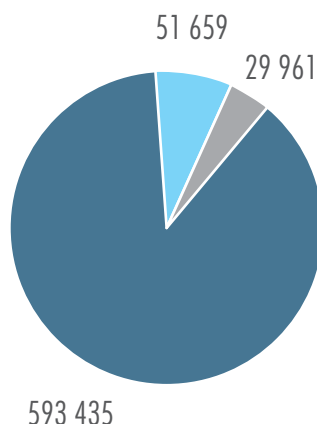
## FINANCIAL OVERVIEW

### Total expenditure by category \$ 000

The major expense categories were:

- Grants and subsidies (88%);
- Employee benefits (6%); and
- Supplies and services (5%).

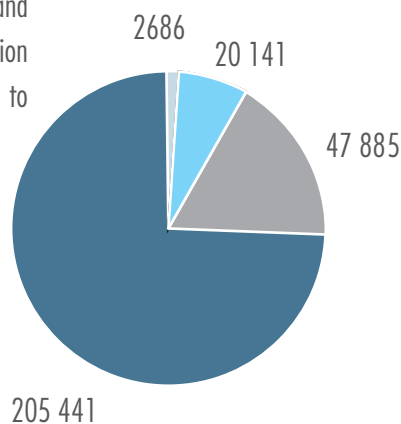
- Grants and subsidies
- Employee benefits expense
- Supplies and services



### Total appropriations and revenue by category \$ 000

In 2010–11, \$704.65 million in appropriations and revenue was raised. The majority of the State appropriation is generated by service appropriation — funds provided to the Department to deliver services.

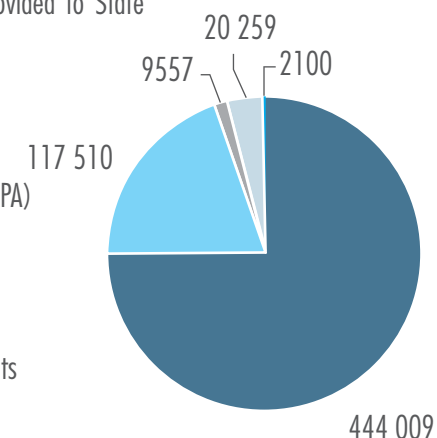
- User charges and fees
- Commonwealth grants and contributions
- Interest revenue
- Other revenue



### Grants and subsidies \$ 000

The Department administered \$593.43 million of grants and subsidies in 2010–11. The majority of grants and subsidies were provided to State Training Providers for the delivery of training programs.

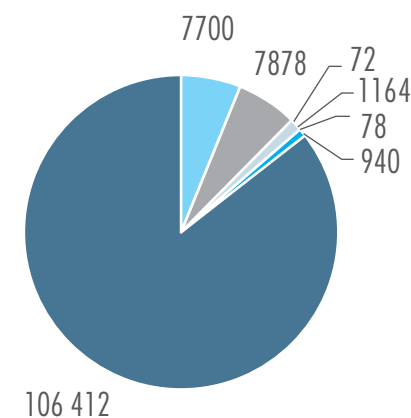
- State Training Providers, Curtin VTEC and Western Australian Academy of Performing Arts (WAAPA)
- Private training providers
- Others
- State Training Providers; Curtin VTEC and WAAPA grants
- Private training providers capital grants



### Assets by category \$ 000

The Department managed a diverse asset base totalling \$124.24 million. The chart shows the distribution by asset class with the majority of the holdings in capital works.

- Land
- Plant and equipment
- Motor vehicles
- Capital works in progress
- Buildings
- Machinery
- Computers, office equipment and misc





## OVERVIEW OF THE DEPARTMENT'S OPERATING ENVIRONMENT

### What we do

The VET system is administered by the Department of Training and Workforce Development in its role as the State Training Authority. The Department contributes primarily to the State Government goals related to the delivery of services as stated in the State Government policy 'greater focus on achieving results in key service delivery areas, for the benefit of all Western Australians', the desired outcome being 'a skilled workforce that meets the needs of Western Australia'.

To meet these goals, the Department manages the investment of public resources in the State VET system, including planning, funding and monitoring services. It funds training which is delivered by a statewide network of State Training Providers and private training providers. The Department also has the lead role for workforce development for Western Australia. In 2010 we launched the framework for the business of our Department into the future, under the title *Skilling WA*. This outlines five overarching strategies that encapsulate our training and workforce development functions and provide the basis of our planning and operations. The five strategies are:

- Growing the workforce through participation;
- Growing the workforce through migration;
- The attraction and retention of skilled workers;

- Training, skills development and utilisation; and
- Planning and coordination of the above strategies across our state of Western Australia.

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

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

The Department also provides high level strategic advice on Australian and State policy related to VET and workforce development. This advice provides input to the Council of Australian Governments (COAG), the Ministerial Council for Tertiary Education and Employment (MCTEE) and various national committees and groups.

In 2010–11, the Department was represented on the following MCTEE bodies:

- National Foundation Skills Strategy Working Group
- Australian Apprentices Action Group
- Green Skills Agreement Implementation Group
- National Quality Council Quality of Assessment Action Group
- National VET Data Strategy Action Group
- National Adult and Community Education (ACE) Action Group.

The Department monitors and reports on the progress of the implementation of the following COAG agreements:

- National Agreement for Skills and Workforce Development
- National Partnership Agreement on Productivity Places Program
- National Partnership Agreement on Pre-Apprenticeship Training (Kickstart)
- National Partnership Agreement on Youth Attainment and Transitions

- National Partnership Agreement on TAFE Fee Waivers for Child Care Qualifications

In supporting the work of MCTEE, the Department provided:

- support to the Minister for Training and Workforce Development to enable the State's objectives to be promoted at the meetings held in 2010–11;
- support to the Director General to promote State objectives at the MCTEE National Senior Officials Committee; and
- executive support to the MCTEE Workforce Development, Supply and Demand Principal Committee, chaired by the Minister for Training and Workforce Development.

## How we do it

The Department operates around a funder/purchaser/provider model. The following table describes the framework in which the Department operates.

<b>Funder</b>	<ul style="list-style-type: none"> <li>■ Provides strategic advice on, and coordination of, workforce development, labour market requirements, State migration and workforce planning to meet the needs of the State.</li> <li>■ Develops, monitors and evaluates the Department's Strategic Plan and strategic policies.</li> <li>■ Provides input into national policy reforms, and monitors and reports on Western Australia's implementation of national agreements and national partnerships.</li> <li>■ Plans and delivers training infrastructure.</li> <li>■ Develops marketing of workforce development and training.</li> </ul>
<b>Purchaser</b>	<ul style="list-style-type: none"> <li>■ Increases the range of training courses publicly purchased in metro and regional areas that meet the State's skill priority areas.</li> <li>■ Undertakes strategic planning, formation and management of service agreements, contracts or grants for the purchase of training and related services.</li> <li>■ Purchases training to meet the needs of industry.</li> </ul>
<b>Provider</b>	<p>Provides services through:</p> <ul style="list-style-type: none"> <li>■ ApprentiCentre</li> <li>■ Career Centre</li> <li>■ Overseas Qualifications Unit</li> <li>■ AWDCs</li> <li>■ Training Curriculum Services</li> <li>■ WestOne Services</li> <li>■ Sector Capability</li> <li>■ State Training Admissions</li> <li>■ ETI: skilled migration and coordination of international students</li> </ul>

## What we achieved

In the 2010–11 financial year, the Department achieved the following outcomes.

Key performance indicators	Actual	Target
Employer satisfaction with the skills of their employees (biennial)	87.2%	*
Apprenticeship and traineeship training rate	3.2%	3.0%
Apprenticeship and traineeship completion rate	66.1%	*
Graduate employment rate (annual)	80.1%	79.0%
Cost per Student Curriculum Hour – Institution Based Training	\$18.72	\$20.08
Cost per Student Curriculum Hour – Employment Based Training	\$19.31	\$19.90

\* No target specified for these KPIs see pages 38–39 for details

## GOVERNANCE

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

### Strategic planning

- The Department undertook the development of the inaugural *Strategic plan 2010–2013*, which was released in February 2011. Development of the *Strategic plan 2010–2013* included an extensive consultation process with key stakeholders in the

training and workforce development sector. The *Strategic plan 2010–2013* identifies the vision, mission and values of the Department.

### Operational planning

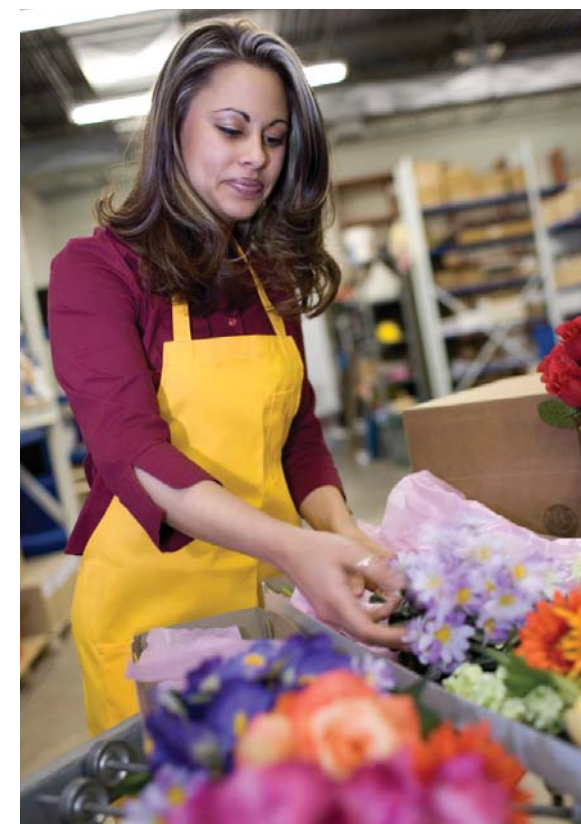
- Operational plans are in place to support the *Strategic plan 2010–2013* to achieve the Department's goals.

### Budget

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

## Internal audit

- An independent internal audit function reviews and evaluates the effectiveness of the Department's business operations and controls as a service to management. The Department's Internal Audit and Risk Management Committee monitors and guides the internal audit function to ensure that audit coverage is adequate, relevant, efficient, appropriate and that audits add value in bringing about positive change.







## OPERATIONAL STRUCTURE

### Responsible Minister

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

### Accountable authority

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

### Relevant legislation

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

The VET Act is administered by the Minister with the assistance of the Department.

### Changes to the Vocational Education and Training Act 1996

The *Training Legislation Amendment and Repeal Act 2008* was assented to on 10 December 2008 and came into operation on 10 June 2009. This legislation, which amended the VET Act and repealed the *Industrial Training Act 1975*,

provided a new legislative framework which allows for greater flexibility and a more contemporary training system.

### Governance of State Training Providers

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

One of the key strategies contained within the *Training WA* plan is the development of a vibrant and diverse training market. This includes measures such as providing the State Training Providers with a greater level of independence so that they can compete more effectively in an open training market.

A working group was established to develop a robust governance framework — underpinned by the *Office of the Public Sector Standards Commissioner Good Governance Guide* — to enable State Training Providers to:

- work with greater autonomy;
- have clearer accountability; and
- have streamlined and transparent reporting relationships.

The governance framework, which came into effect from January 2011:

- defines a new relationship of greater autonomy;
- develops minimum standards of governance; and
- reduces the burden of regulation.

In February 2011, the Minister for Training and Workforce Development and each of the State Training Providers signed the Governance Charter. In signing the Charter, the State Training Providers formally committed to implementing the governance framework in their organisation.





## ORGANISATIONAL STRUCTURE – CORPORATE EXECUTIVE



DR RUTH SHEAN  
Director General

- The Director General is directly responsible for the management and performance of the Department of Training and Workforce Development, and the achievement of its approved strategies and outcomes.



SIMON WALKER  
Executive Director Policy, Planning & Innovation

- Develops and maintains *Skilling WA*.
- Develops the *Western Australian State Migration Plan* and Strategy.
- Develops the regional industry and Aboriginal Workforce Development plans.
- Develops the Indigenous workforce plan for the Browse Liquefied Natural Gas project for the West and East Kimberley.
- Develops the Department's *Strategic Plan 2010–2013*.
- Manages the reporting framework for the COAG National Agreement on Skills and Workforce Development and National Partnership Agreements.
- Develops marketing and communications strategies.
- Supports the State Training Board in developing the State Training Plan.
- Leads system performance and evaluation.
- Develops apprentice and trainee policy.



LIAN BORLACE  
Executive Director Service Resource Management

- Develops and maintains the framework for procurement under the VET Act.
- Procures training from State Training Providers through Delivery and Performance Agreements.
- Procures training from private registered training organisations through a competitive tendering process.
- Procures training delivery support programs from not-for-profit community organisations through competitive tendering processes.
- Manages the Department's budget for the purchase of training and related support services statewide.
- Involved in the strategic planning, formation and management of service agreements, contracts and/or grants with external providers, State Training Providers, private registered training providers and not-for-profit community organisations.



SUE LAPHAM

Executive Director Service Delivery

- Implements strategies to achieve *Training WA* plan targets in service delivery areas.
- Provides effective career advice and planning to individuals.
- Provides recognition, information, support and referrals for clients regarding overseas qualifications.
- Provides administration and support for Western Australia's apprenticeship system.
- Administers and reviews the admissions process for access to publicly funded training.
- Implements the *Training together – working together* (TTWT) strategies.
- Implements training curriculum.
- Provides advice and support for the management and use of intellectual property.
- Provides advice and support for the management and use of intellectual property.
- Supports training sector workforce development through contemporary learning technology, resources and tools.



PENNY BIRD

Executive Director Corporate & Governance

- Administers the Department's human, financial, physical and information technology resources and ensures compliance with resource management frameworks.
- Develops and maintains business and governance processes, structures and frameworks.
- Ensures compliance of the Department and the publicly funded VET sector internally and in accordance with legislative and other reporting requirements.
- Provides ICT systems and support for the Department and State Training Providers, including the development and coordination of statewide infrastructure and training applications.
- Provides leadership in strategic planning of publicly funded statewide infrastructure for State Training Providers.
- Provides leadership for the separation of Curtin VTEC from Curtin University.



PHIL DE GARIS

Managing Director Education & Training International

- Operates the Department's international education and training business as a self-funded entity.
- Recruits international students for State Training Providers and government schools.
- Recruits and manages an education agent network.
- Provides policy advice on issues related to international business in the public education and training sector.
- Manages the admissions process for international students for State Training Providers and government schools.
- Ensures system-wide compliance with Australian Government and State international education and training legislative requirements.
- Establishes and builds relationships for transnational education.
- Builds the capacity of the Australian training system for offshore projects.

## AGENCY PERFORMANCE

The Western Australian economy continues to expand, fuelled by growth in the State's resources sector. This expansion has been matched by pressure on other sectors of the economy, causing the supply of skills in the domestic labour market to be stretched to the limit. In response to this, the Department of Training and Workforce Development has developed a suite of strategies to ensure that industry has access to the skills it requires. These strategies maximise the opportunities for Western Australians to participate in the State's booming economy, while also making the State the premier destination for Australian and international skilled workers.

In December 2010 the Department launched *Skilling WA*. This whole of government plan provides a framework and strategies to build, attract and retain a skilled workforce and includes five strategic goals:

- Growing the workforce through participation;
- Growing the workforce through migration;

- The attraction and retention of skilled workers;
- Skills training and development and utilisation; and
- Planning and coordination of the above strategies across our state of Western Australia.

These have been used to focus the Department's activities and resources and drive its policy development and coordination efforts in the training sector. This section sets out the Department's major activities and achievements under these strategic goals in 2010–11.



## STRATEGIC GOAL 1 – GROWING THE WORKFORCE THROUGH PARTICIPATION

### At-Risk School-Aged Students program

This program provides training to school-aged students who have disengaged from school, or who have been identified by a Regional Education Office as being at risk of disengaging. The program provides a pathway for these students to undertake further education, training and/or employment or to re-engage with the school system. This program funded 12 private training providers to provide employability skills and work preparation training to 506 students, across 15 industry areas including construction, hairdressing, community services, sport (coaching) and hospitality.

### Adult and Community Education strategy

This strategy provides a number of grant programs for community based organisations. These support non accredited learning activities that provide pathways for under represented groups in the community to re engage with education, training and/or employment. In 2010, the Department allocated \$123 000 to 11 organisations to provide community learning activities that contribute to the development of a person's skills and knowledge and encourage social participation. It also provided \$557 000 for 13 Equity and Development and Innovation projects to provide pathways for participants into further education, training and employment. The Department continued to manage the service agreement with Linkwest

(formerly Learning Centre Link), the peak body that coordinates and promotes adult community education through the Learning Centre movement across the State.

**The At-Risk School-Aged Students Program provided training to 506 students and funded 12 private training providers to improve students' employability.**

### First Click and Second Click programs

These programs help people take the first steps toward computer literacy. In 2010–11, the Department allocated \$630 000 to 46 not for profit community based organisations across the State to provide free computer literacy skills training. In 2010–11, more than 2800 people participated.

### Access Program

Through the Access Program, the Department purchases training from State and private training providers for equity target groups. This meets the needs of community members who face barriers, due to their personal circumstances, which prevent them from accessing mainstream training programs. This includes Aboriginal and Torres Strait Islanders, culturally and linguistically diverse (CALD) people, people with disabilities, unemployed people, and youth with a

demonstrated learning disability or other disadvantage. The Access Program provided 3590 course enrolments.

### Workforce Development Centres

The Workforce Development Centres (WDCs) became fully operational on 1 July 2010. The objective for the WDCs is to provide career development services to assist individuals of any age at any point in their lives with

making informed educational, training and occupational choices. WDCs provide services statewide through four metropolitan centres in Canning, Fremantle-Peel, Swan and West Coast and eight regional centres, located in the Albany, Bunbury, Goldfields-Esperance, Kimberley, Mid West, Midlands-Narrogin, Pilbara and Warren-Blackwood regions. In addition, two specialist centres have been established to assist ex-offenders and CALD client groups throughout the State.

In their first year of operation, WDCs assisted 22 609 clients, over 10% of whom were CALD clients who received a range of intensive and customised career development support to help them to participate in the State's workforce.

## Career Centre

In 2010–11, 172 098 people contacted the Career Centre. This number of enquiries indicates the effectiveness of the Centre's shopfront information and referral services, and its more in-depth career guidance service. The Career Centre's recognition of prior learning (RPL) referral service helped 2520 people with their enquiries about RPL and made 630 referrals to relevant training providers.

The Department has enhanced its Career Centre website to improve online access to its services. Ongoing development will improve delivery of information, guidance and self help services to a diverse user group.

## Four Regional Aboriginal Workforce Development Centres started operating in January 2011 in Broome, Bunbury, Geraldton and Kalgoorlie.

The telephone guidance service introduced last year is now well established with 3000 people accessing it so far. This service complements the walk-in, and face to face services already offered, and the Centre can now meet increasing demand with three levels of integrated service delivery including information, advice and guidance.

### *Training together — working together* Aboriginal workforce development strategy

Dr Sue Gordon AM and Mr Keith Spence chaired a Joint Steering Committee to guide the implementation of the

*Training together — working together* (TTWT) Aboriginal workforce development strategy. The committee benefited from Dr Gordon's extensive knowledge of Aboriginal and Torres Strait Islander social and economic conditions, and Mr Spence's 30 years' experience in the resources sector and in workforce development. Their combined expertise was invaluable in bringing the TTWT strategy to fruition.

The TTWT strategy aims to achieve training and employment outcomes for Aboriginal people that are meaningful, culturally appropriate and long-lasting. It comprises five main strategic themes, and the Department's activities have been aligned to these.

*TTWT theme 1: Connecting employers and Aboriginal jobseekers to meet Western Australia's growing work opportunities.*

### Aboriginal Workforce Development Centres

Four regional Aboriginal Workforce Development Centres (AWDCs), in Broome, Bunbury, Geraldton and Kalgoorlie were established in 2010 and started operating in January 2011. The role of the centres is to achieve sustainable employment outcomes for Aboriginal people and to do this with cultural sensitivity. The two key client groups are employers and Aboriginal jobseekers. The centres will work with existing services to broker

and facilitate access to training and employment opportunities for Aboriginal people. They will not duplicate existing services but may provide services where gaps are identified. The Perth AWDC started operating in March 2010, and since July 2010 has assisted over 80 Aboriginal people in gaining job opportunities. It also presented a series of Industry Spotlight workshops to link jobseekers and employers.

*TTWT theme 2: Engaging local knowledge and capacity — recognising that a one-size-fits-all approach does not work.*

### Community engagement

All five AWDCs have commenced the establishment of a steering committee in their region. The committees will be comprised of local Aboriginal community representatives and other local stakeholders. The role of each committee will be to guide the development of locally relevant approaches by providing input into each AWDC's Business Plan. In June 2011 the Minister endorsed the establishment of steering committees for the Perth and West Kimberley centres.

### Aboriginal Education, Training and Employment Officer program

The Aboriginal Education, Training and Employment Officer (AETEO) program purchases training from community based organisations, fostering regional employment for Aboriginal people, and economic development initiatives. The AETEO program complements the work being carried out by the regional AWDCs and operates in the Great Southern, Kimberley, Mid West, Peel, Pilbara, South West and Wheatbelt regions of



Western Australia. Outcomes have so far been positive, with increasing numbers of Aboriginal people accessing training and employment opportunities.

*TTWT theme 3: Improving the transitioning of Aboriginal people through quality mentoring and other support.*

### Aboriginal Mentoring Strategy

An Aboriginal Mentoring Strategy was developed that comprises four planks:

- an evidence based research project;
- a referral service which links larger enterprises requiring mentoring services to established Aboriginal mentoring services;
- the purchase of mentoring services to assist small to medium enterprises that require mentoring for their Aboriginal employees; and
- provision of information and advice about mentoring best practice and employment of Aboriginal people.

The research project comprised a literature review of best practice mentoring models, consultations with Aboriginal people on best practice mentoring models and the development of a database of Aboriginal mentoring services in Western Australia. The findings from the research project will be published on the AWDC website and used to inform mentoring services and published resources.

*TTWT theme 4: Developing a strategic systematic response to individual and institutional barriers to Aboriginal participation in the workforce.*

### Indigenous Training Support program

This program purchases vocational education and training (VET) support services to enhance the employment outcomes for Aboriginal people in regional and remote areas of the State.

In 2010–11, the program allocated almost \$1.6 million to 15 organisations to support training programs for Aboriginal people across regional Western Australia. Programs included driver training in the Ngaanyatjarra Lands, work readiness programs in the Great Southern, Kimberley and Peel regions, and mentoring and student support services in the Kimberley, Pilbara, Mid West and South West regions.

**\$1.6 million was allocated to 15 organisations to support training for Aboriginal people in regional Western Australia.**

### Aboriginal School Based Training program

The Aboriginal School Based Training (ASBT) program provides Aboriginal students across the State with the opportunity to gain basic work readiness and training while in school. This can lead to a school-based traineeship or apprenticeship. The Department has contracted seven group training organisations to coordinate this program.

As at 30 June 2011, there were 390 ASBT students registered in certificate I programs and 279 ASBT students in training in certificate II and above traineeships and apprenticeships. For further information on this program, visit the ApprentiCentre website at [www.apprenticentre.wa.gov.au](http://www.apprenticentre.wa.gov.au)

*TTWT theme 5: Raising awareness of Aboriginal employment opportunities and promoting new Aboriginal role models.*

### Aboriginal Role Model strategy

Established in 2010, this strategy aims to raise awareness of Aboriginal employment opportunities through six video clips of interviews with Aboriginal role models. The video clips are available on the AWDC website and feature successful professionals from many fields, including former West Coast Eagles star David Wirrpanda. Due to the popularity of these

videos, the program will be extended with 20 additional Aboriginal role models invited to participate in the strategy.



## STRATEGIC GOAL 2 – GROWING THE WORKFORCE THROUGH MIGRATION

### The Western Australian skilled migration strategy

This Strategy was launched in March 2011 and includes initiatives designed to supplement the local labour force. The strategy was developed in collaboration with the Chamber of Commerce and Industry (WA) and the Chamber of Minerals and Energy. Extensive consultations were undertaken with other industry, government and community stakeholders in 2010–11.

The *Western Australian skilled migration strategy* focuses on the six key themes of:

- delivering a more consistent and integrated planning approach to skilled migration;
- providing easily accessible, high quality information on skilled migration;
- developing attraction and retention strategies;
- refining migration processes to support a more flexible and responsive migration program;
- implementing a range of settlement services to help skilled migrants to integrate into the local workforce; and
- maintaining an ongoing dialogue with the Australian Government to positively influence skilled migration policy direction.

### Formal skills assessments

In 2010 Education and Training International (ETI) partnered with Victoria University to undertake offshore assessment services for people seeking Temporary Business visas under a contract with the Department of Education, Employment and Workplace Relations (DEEWR).

ETI partnered with West Coast Institute of Training, Polytechnic West and Victoria University to provide offshore skills assessments to potential migrants for 16 trades in 10 countries under the General Skilled Migration program. ETI

Formal skills of 600 potential migrants were assessed, to help fill Western Australia's shortages.

also secured contracts in North America and China to provide skills assessments for workers to fill critical skills shortages in Western Australian mining construction projects. By May 2011, over 600 potential migrants had been assessed.

### Overseas Qualifications Unit

In 2010 the Overseas Qualifications Unit was integrated into the Department's Career Centre. This has streamlined the

referral system, making it easier for clients to have their skills recognised by the relevant trade or profession. Applicants for overseas qualifications assessment originate from a range of countries including India, the United Kingdom, the Philippines, China, South Africa and New Zealand, and 65% are temporary residents. In 2010–11, there was a 28% growth in the number of educational comparative assessments provided to clients. These assessments allow clients to access further education and training opportunities.

### Advocacy

The Department has supported the Minister for Training and Workforce Development in advocating for changes to the national migration program to provide greater flexibility for Western Australian employers. This has included Enterprise

Migration Agreements, streamlining visa processing, concessions for Western Australia for semi-skilled occupations in demand and having Perth designated as a region under the Regional Sponsored Migration Scheme.



## Skilled Migration Forums

To provide the business community with information on visa pathways and how to get the best out of the national skilled migration program, the Department ran nine Skilled Migration Forums in metropolitan and regional Western Australia in June 2011. The Department was assisted by local Chambers of Commerce and Industry, Regional Development Commissions and Regional Workforce Development Alliances. The Forums included presentations by the Department, and the Department of Immigration and Citizenship (DIAC).

## State Sponsored Skilled Migration

The Department's Skilled Migration Western Australia unit has expanded its services with a web-based application process for the State Sponsored Skilled Migration Program. This automated system streamlines the application process and allows applicants to submit information and attachments, register documents and pay fees online. Staff can view documents while processing applications and crosscheck client files. Following negotiations with DIAC, Western Australia was allocated 2500 primary nominations for State Sponsorship. This makes a total of 6000 nominations, including secondary applicants for the 2011–12 program year.

## State Skilled Migration Portal

The Department of Training and Workforce Development has developed a State Skilled Migration Portal. The development of the portal was informed by consultations with an internal working group, and workshops with internal and external stakeholders and recently arrived migrants.

The Department continues to work with Tourism WA to explore joint marketing opportunities and ensure consistency of key messages and information.

## Commercial projects

Worley Parsons contracted ETI to deliver training to its personnel from East Timor. The first training was delivered in Perth in October 2010 as an intensive customised training program for selected Worley Parsons design trainees. Negotiations have commenced to deliver the customised training program in East Timor.

In 2010–11, there was a 28% growth in the number of educational comparative assessments provided to clients.

Leighton International India contracted ETI to facilitate an auspice arrangement to upskill their civil construction workers and their trainers and assessors to Australian standards. ETI also provided a construction on site training program at Leighton's Indian Technical Training Centre.

Further information can be found on the Department's website at <http://vetinfonet.det.wa.edu.au>





## STRATEGIC GOAL 3 – THE ATTRACTION AND RETENTION OF SKILLED WORKERS

The Department collaborates with business, peak industry groups, the community and other government agencies to develop the working and living environment of skilled workers throughout the State. Strategic goal 3 will be achieved through several short term and long term projects, with the following leading partners:

- the Department of Commerce;
- the Western Australian Planning Commission;
- the Department of Planning;
- the Department of Treasury and Finance;
- the Department of Housing;
- the Department of Regional Development and Lands; and
- LandCorp.

In two projects, the Department is the lead agency and is working to identify the workforce development needs of specific industries and specific regions.

### Affordable housing strategy

*Opening Doors to Affordable Housing 2010–2020* is a State Government strategy released in May 2011. It outlines initiatives that will help to increase the supply of properties

for rent and purchase, and decrease the pressure on the local housing market. This will make Western Australia more attractive to skilled migrants from interstate and overseas.

### Service worker accommodation

The State Government is committed to providing accommodation for key service workers who would normally be squeezed out of the private rental market through higher than average rental prices. So far, 70 units have been provided in Broome and Karratha, and more locations are currently being assessed.

### Regional workforce development plans

Work is well under way to deliver a workforce development plan for each of the State's non-metropolitan regions. These will help identify the hard and social infrastructure that is needed to attract and retain skilled workers to regional Western Australia. The focus is on local attraction and retention strategies, enhancing education and training in the regions and maximising local employment opportunities. Plans have been completed for the Peel and Goldfields-Esperance regions, and plans for the remaining regions are expected to be commenced or completed by the end of 2011.

### Flexible working arrangements

The Department has facilitated collaboration between the Department of Commerce and the Public Sector Commission to develop tools for implementing flexible work practices within the Western Australian Government. This will provide an exemplar to industry of how flexible work practices can assist in attracting workers.

### Industry workforce development plans

In 2010–11, the Department consulted with the ten Training Councils to create industry workforce development plans specific to each industry sector. These plans include strategies for attracting and retaining skilled workers in industry critical occupations.

### National Resources Sector Employment Taskforce

The Department provided a number of submissions to the National Resources Sector Employment Taskforce. The 31 recommendations made by the Taskforce were accepted by the Australian Government in March 2011 and are aimed at attracting and retaining skilled workers in the resources sector. The Department is working with the Taskforce to implement the recommendations.



## STRATEGIC GOAL 4 – TRAINING, SKILLS DEVELOPMENT AND UTILISATION

### State Training Plan

The *Western Australian State Training Plan 2011–2013* was prepared for the State Training Board, and outlines the priorities for the purchasing of training in Western Australia. The plan incorporates State and Commonwealth priorities, and draws on the latest economic and labour market information, the State priority occupations list (SPOL) and the outputs from the *Western Australian Shares Model*. The Training Council network and regional stakeholders contributed to the plan.

The key purchasing priorities recommended in the plan are reflected in the Delivery Performance Agreements for State Training Providers and in the tender processes for competitively allocated training programs.

### Reform agenda

The Department has engaged a consultant to develop models of Western Australia's future vocational education and training (VET) and workforce development needs. The new models will incorporate Western Australia's unique characteristics and context, and will address the Australian Government's National Entitlement to a Quality Training Place policy.

A comprehensive apprenticeship policy and associated fact sheets have been developed following consultation with training providers, Australian Apprenticeships Centres and

Training Councils. The new policy makes the legislation easier to understand, and defines the roles and responsibilities of key stakeholders.

### Public vocational education and training system

In 2010, the Department purchased approximately 36.3 million hours of training from 10 State Training Providers (formerly known as TAFE colleges), Curtin VTEC, Western Australian Academy of Performing Arts (WAAPA) and more than 316 private training providers. This equates to an expenditure of \$481.0 million for training delivery that resulted in approximately 143 400 course enrolments. Around 80% of this was delivered by the State Training Providers, Curtin VTEC and WAAPA. Approximately 68% of all training effort was in employment based training and industry priority skill shortage qualifications as identified in the SPOL.

### Apprenticeships

Apprenticeship delivery is integral to the State's capacity to skill its current and future workforce in trade occupations. Apprenticeship programs combine work with structured training and tend to be in traditional technical trades, such as the automotive, building and construction, electrical and metals trade areas. In 2010, the Department purchased training in some 113 trades. As at 30 June 2011, there were

14 650 apprentices in training with State Training Providers and 4999 apprentices in training with private training providers. There are a range of apprenticeship pathways available in Western Australia including part time apprenticeships, School Apprenticeship Link (SAL), school-based apprenticeships, pre-apprenticeships and higher level apprenticeships.

For further information on the apprenticeship pathways available in Western Australia, visit the Department's website at <http://www.dtwd.wa.gov.au>

### Expansion of apprenticeship training

In 2010, the apprenticeship training market was expanded through a 'call for applications' process. This approach allowed training providers to apply to deliver any apprenticeship qualification approved for delivery in Western Australia. As a result, 10 new private training providers entered the market to deliver training across a range of apprenticeships, including five apprenticeships not previously delivered in Western Australia.

### School-based apprenticeships

School based apprenticeships enable Year 11 and 12 students to start an apprenticeship while working towards the completion of their Western Australian Certificate of Education. In general, these students spend one day a week

in training, one day a week on the job, and three days a week at school.

In 2010–11, there were 99 school based apprenticeships available across 13 industry areas including the automotive, electrical, building and construction, metals, manufacturing and services areas. As at 30 June 2011, there were 231 school based apprentices in training.

### School Apprenticeship Link

The SAL program is a transition program from school to an apprenticeship that provides an opportunity for students to explore a career in the trades through a 'family of trades' course or to complete a certificate I or II pre-apprenticeship. The program is currently available to school students in Perth and the Mid West, Goldfields, South West and Great Southern regions, and aims to ensure that students are more job-ready and have an increased awareness of the expected skills and underpinning knowledge in their chosen trade.

The number of commencements in the SAL program for students in Years 11 and 12 increased from 750 in 2009 to over 1000 at the beginning of 2011, as a result of a one-year pilot program.

### Traineeships

Traineeships, like apprenticeships, are job related, and combine work and structured training in non trade related areas such as business, hospitality, process manufacturing and health. In Western Australia there are some 550 traineeships available across 16 industry areas, ranging from certificate II to diploma

level. Traineeships can be full time, part time or school-based. The Department purchases traineeship programs for Western Australians from both State and private training providers.

As at 30 June 2011, there were 4422 trainees in training with State Training Providers and 16 604 trainees in training with private training providers. For further information on the traineeship pathways available in Western Australia, visit the Department's website at <http://www.dtwd.wa.gov.au>

### School-based traineeships

School-based traineeships enable Year 11 and 12 students to experience working as valued employees in a workplace while completing their Western Australian Certificate of Education. These students spend one a day a week in training, one day a week on the job and three days a week at school.

In 2010–11, there were 139 school-based traineeships available in a wide range of industry areas, including the automotive, hospitality and tourism, and building and construction sectors. As at 30 June 2011, there were 1034 school-based trainees in training.

### Higher level apprenticeships and traineeships

In 2010–11, there were 176 apprenticeship and traineeship qualifications available at certificate IV level or higher. The number of commencements in these increased 14% from 4585 during the 2009–10 financial year to 5229 during the 2010–11 financial year. Over the same period, the number of Aboriginal people who commenced certificate IV and above apprenticeships and traineeships increased 25.9% from 108 to 136.

### Learning resource development projects

The Department routinely develops training materials for the VET sector and in 2010–11, worked on the following:

- four nationally funded projects, including two toolboxes, to produce digital resources in the areas of Education Support, English Proficiency and Dementia Care (Aged Care);
- a Workplace English Language and Literacy (WELL) project which produces print resources for the electrotechnology area;
- thirty-nine digital, online and print resources which support learning in the areas of building and construction, business services, enrolled nursing, education support, heavy automotive, information technology, metals and engineering, property services and the public sector;
- a variety of multimedia resources to support VET practitioners. Including six RPL assessment tools, nine assessment resources, 11 learner's resources and one teacher resource. The Department also published 10 learner resources and 15 teacher's resources. This continues the work of the 2009–10 VET Workforce and Curriculum Development program.

## Intellectual property

The Department, through WestOne Services, continued to provide advice and information to the Western Australian VET sector to ensure that the intellectual property of third parties is used responsibly and that practitioners have access to as many teaching and learning resources as possible.

Activities in 2010–11 included:

- providing eight workshops statewide for staff of State Training Providers; and
- assisting the successful completion of central print monitoring surveys for two large State Training Providers.

In 2010, the Department paid \$788 802 in copyright costs on behalf of publicly funded training providers representing a cost decrease of around \$35 198 from 2009. These costs were paid to collecting agencies so that the institutions could reproduce copyright material for educational purposes under statutory licences.

## State Training Admissions

The number of applications for publicly funded full time training places reached a record 25 745 in 2010–11, reflecting the strong demand for training. Around 30% of applications were lodged by school leavers and 70% by mature aged candidates. Of these, 81% were received electronically, indicating the public's strong preference for online lodgement.

The number of courses to which entry was competitive increased by 44% compared with the previous year. Around

93% of applicants received offers for their first choice of courses, which was an excellent outcome from the admission process.

## Sector capability

In 2010–11 the Department provided a comprehensive professional development program to just over 1800 Western Australian VET practitioners through:

- face to face sessions and workshops;
- online facilitated workshops;
- regional visits to training providers;
- metropolitan support for public training providers at professional learning days and professional development sessions;

- professional development workshops on RPL.

In May 2011, 550 participants attended the Training Providers Forum which provided the latest information on training and workforce development.

Further information can be found on the Department's website at <http://westone.wa.gov.au/pd>

## ApprentiCentre

One of the essential training sector services delivered by the Department is contract management for around 40 000 trainees and apprentices and 10 000 employers. As at 30 June 2011, there was a total of 40 675 apprentices and trainees in training and a total of 34 580 variations had taken place.

There were 25 745 applications for publicly funded full-time training places in 2010–11.

- the Technology Enabled Assessment Methodology 2010 (TEAM10) e-learning conference;
- substantial advice and support offered to training providers via meetings, email and telephone;
- the development of print and digital resources, and support for practitioners in developing their own learning resources; and

ApprentiCentre advice and support remained in demand with nearly 55 000 calls taken in 2010–11. Most queries were from clients seeking details on completion, certification and other contract information.



In 2010–11, 817 first year apprentices received an induction from an apprenticeship consultant at their training provider or place of employment. Between February and June 2011, ApprentiCentre provided induction/information workshops to over 175 training provider organisations in 15 workshop sessions.

The ApprentiCentre Jobs Board managed over 1791 vacancies on behalf of employers, as well as 819 new registrations from jobseekers. Monitoring has shown that 91% of these job vacancies are filled through the site.

### Training Curriculum Services

Training Curriculum Services (TCS) leads the development, implementation and review of VET products and programs in Western Australia. It also manages the implementation and review of training packages.

Nationally, TCS engaged in work relating to two key curriculum projects.

- The implementation of *VET Products for the 21st Century*, which included the ongoing roll-out of improvements to training packages.
- Membership of the Navigation Project Management Committee which enabled Western Australia to provide feedback into the development of <http://training.gov.au>

At the local level, redevelopment of the curriculum management component of the State Training and Recognition

System (STARS) has been an ongoing initiative. This project aims to improve process efficiency and timeliness in providing training product data to key business sub systems.

TCS maintained 1700 qualifications, 23 900 units of competency, and 79 pathways in STARS. TCS also maintains the VETinfoNet website, which is a key source of curriculum data in Western Australia. In 2010–11 there were 1.25 million page views from 66 900 individual users.

Curriculum statistics for 2010–11 show that 55 major updates to training packages have resulted in 29 Implementation Guides being created. Five new accredited courses have been developed and 180 accredited courses are being maintained in STARS.

The VETinfoNet website received 1.25 million page views from 66 900 individual users in 2010–11.

### Recognition of Prior Learning

In 2010–11 a second round of funding was allocated for the appointment of RPL leaders at registered training providers. The RPL Leader Project aims to further develop and streamline the RPL processes and services at training organisations. Eight private providers and five State Training Providers received funding.

In 2010–11, 110 participants attended professional development workshops on RPL. These were held to increase

the capacity of the training sector to provide streamlined and accessible RPL services.

*Training WA: Planning for the Future 2009–2018* sets a target of increasing successful RPL outcomes by 33%, from 30 087 in 2008 to 40 000 in 2012. The Department's strategy to embed RPL into the processes of registered training organisations was very successful in 2010, with 72 322 successful RPL outcomes. This is a 37.8% increase on 2009 RPL outcomes. This equates to 7763 clients obtaining RPL and receiving either a 100% or a 50% fee exemption.

Table 1— RPL exemptions, 2010

	Full fee exemption	50% fee exemption	Total
Number of clients	149	7614	7763
Number of units/modules	872	71 450	72 322

## WorldSkills Australia

Following the success of the 2010 national WorldSkills competitions in Brisbane, three Western Australian students were selected to represent Australia as members of the Skillaroos team taking part at the international WorldSkills competition in London. The Department continued its involvement in the WorldSkills program in 2010–11 with multiple competitions planned across 30 categories. Students across the State were offered the opportunity to compete in seven categories of the VET in Schools competitions.

WorldSkills Try'aTrade featured at the 2010 SkillsWest Expo. Approximately 2300 visitors participated in interactive exhibits in 27 categories covering a variety of trades. In an exit survey of participants, 75% reported that participating in Try'aTrade had helped them to think about their career options.

Further information can be found on the WorldSkills Australia website at <http://www.worldskills.org.au>

## WA Training Awards

The WA Training Awards recognise excellence in training and the significant achievements of students, trainers, training

providers and employers. The 2010 awards received 232 entries from a wide range of industries. More than 700 people attended the 16th annual Training Awards in August 2010, and nine of the State winners were named finalists at the Australian Training Awards held in Sydney.

## Training Matters

The Department distributes the Training Matters magazine to 9000 stakeholders, including training practitioners, registered training organisations, employers, Government, and industry. The magazine celebrates the achievements of individuals, training organisations and employers, and informs about the Western Australian training sector. Further information can be found on the Department website at <http://www.dtwd.wa.gov.au>

## User Choice Policy

This policy governs the flow of public funds to registered training organisations that provide apprenticeship and traineeship training. Its purpose is to make the VET sector more responsive to the needs of industry, employers and students, by enabling them to choose the training services that best suit their needs.

## Out of Contract Completion initiative

The Department implemented the State Government's Out of Contract Completion initiative that rewards employers for recruiting an apprentice or trainee from the Out of Contract Register and retaining them through to successful completion of their qualification. Eligible employers are paid a completion payment of \$4000 for eligible certificate III and above apprentices and trainees completing their training contract. To date, 50 employers have taken advantage of the initiative.





## Training infrastructure

Through the Capital Works Program, the Department plans and provides new and revitalised training infrastructure to support the training delivery and workforce development activities of State Training Providers. In 2010–11, the Department completed the following infrastructure projects to increase the trades training capability of publicly funded colleges in Western Australia.

Additional funding was received from the Australian Government for approved Western Australian capital projects, including the Teaching and Learning Capital Fund and the Education Investment Fund.

The Education Investment Fund provided \$24.2 million for the Pilbara TAFE Pundulmurra Campus upgrade and a major new Green Skills Training Centre at Central Institute of Technology's East Perth Campus.

State Training Providers	Item	Cost (\$)
C.Y. O'Connor Institute, Northam Campus	Building and Construction workshop	2.4 million
Central Institute of Technology, East Perth Campus	Sustainability Centre	2.0 million
Durack Institute of Technology, Geraldton Campus	Wiluna Education and Vocational Training Centre	2.6 million
Curtin VTEC, Kalgoorlie Campus	Metal, Electrical and Automotive Workshop	3.7 million
Total		10.7 million

The Department has also worked with State Training Providers and the Department of Regional Development and Lands during the latter half of 2010–11 to identify high priority training infrastructure projects for consideration under the Royalties for Regions program.

## Group Training Organisations

In 2010–11 the Department registered 28 group training organisations (GTOs) that currently employ approximately 5700 apprentices and trainees in Western Australia, making group training one of the largest employers of apprentices and trainees in the State. Through the Joint Group Training Program Agreement (Commonwealth/State Agreement), the Department funds GTOs for the employment and completion of apprentices and trainees in State and national priority areas.

The aim of the program is to improve commencements and completions of apprenticeships and traineeships in line with agreed national and State priority areas. These include skills development in industry priority occupations and higher level skills.



## STRATEGIC GOAL 5 – PLANNING AND COORDINATION OF THE *SKILLING WA* STRATEGIES ACROSS OUR STATE OF WESTERN AUSTRALIA

### *Skilling WA – A Workforce development plan for Western Australia*

The Department is the lead agency for implementing this strategy, under the oversight of the Ministerial Taskforce on Approvals Development and Sustainability. The *Skilling WA* framework also includes workforce planning and coordination at an industry, regional and project level. This is shown in the diagram below.



### Industry workforce development plans

In 2010-11, the network of ten Training Councils finalised their industry workforce development plans. The plans identify a range of strategies to address workforce development issues, and provided input into *Skilling WA*. The Department is working with each of the Training Councils to implement key strategies contained in the plans, including increasing participation of under-represented groups in the workforce, supporting employers in skilled migration and enhancing the apprenticeship system.

### Regional workforce development plans

The Department is developing regional workforce development plans specific to each of the nine regions in this State. The Department liaises with regional alliances comprised of Government, Regional Development Commissions, industry, and the community sector, as well as local Aboriginal communities. This wide ranging consultation enables planning at a local and State level. Plans have already been completed for the Peel and Goldfields-Esperance regions, with planning for the Mid West and Gascoyne regions nearing completion.

### Linkages with the Australian Government

The Department has contributed to the national approach on workforce development by:

- supporting the Minister for Training and Workforce Development in chairing the Workforce Development Supply and Demand Principal Committee of Ministerial Council for Tertiary Education and Employment (MCTEE);
- representing Western Australia on the Commonwealth/State Migration Working Party and the Australian Government's Skilled Migration Consultative Panel; and
- implementing the recommendations of the *National Resources Sector Employment Taskforce Report*.

### State Priority Occupations List

In 2010, the Department produced the initial *state priority occupations list* (SPOL). The SPOL specifies those occupations that are in high demand or considered industry critical in Western Australia and will be updated annually. The list informs workforce development planning, the *Western Australian Skilled Migration Occupation List* and the *State Training Plan 2011–2013*.

During 2010–11, the Department undertook a major review of the SPOL. This included extensive economic and labour market research and analysis at an industry and occupational level to identify and confirm the State's priority occupations. This research was supplemented by industry intelligence provided via the State's Training Council network.

### Industry training advisory arrangements

The State Training Board's *2010 Annual Review of Training Council Arrangements* found that the Training Councils had developed their capabilities and capacity over the last three years and delivered on their service agreements with the Department.

In 2010–11 all 10 Training Councils:

- developed and published industry workforce development plans;
- prepared and published detailed industry environmental scans and identified industry critical occupations with relevant evidence;
- contributed to the SPOL and the Priority Institutional Qualifications List;
- provided advice on establishment and variation of apprenticeships and traineeships;
- led the development and revision of training packages;
- participated in regular forums/meetings with the Minister for Training and Workforce Development, the State Training Board and the Department; and

- promoted training and workforce development within their industry sectors and undertook projects for the benefit of industry and employers

The Department is working with each of the Training Councils to implement key strategies contained in each of their plans. In early 2011 the Department negotiated, and then entered into, a new service agreement with the Training Councils for a five year term.

### National reforms

In line with *Skilling WA* strategy 5.2, the Department maintains strong links with the Australian Government's workforce development planning framework, and provides high-level strategic advice on Australian and State policy. This provides input to the Council of Australian Governments (COAG), the Ministerial Council for Tertiary Education and Employment (MCTEE) and various national committees and groups. In 2010–11 the Department contributed to the re-negotiation of various national partnership agreements and the *National Agreement on Skills and Workforce Development*. The Department also made a major contribution to the design and implementation of the new national regulation framework.

### State Training Provider governance

An overarching framework was introduced in 2010–11 to meet the quality standards and governance needs of the Department and the training sector more generally. In addition, a governance framework that accommodates the diversity of State Training Providers came into effect in January 2011.

The framework:

- uses a standards based approach;
- consolidates existing processes;
- has minimised the need for the introduction of new processes;
- identifies the minimum requirements to meet each of the nine principles of good governance to be in receipt of public funds; and
- places greater responsibility on the governing councils.

### Information and communications technology

The establishment of independent information and communications technology systems has progressed throughout the year, with the primary support responsibilities transitioning away from the Department of Education in April 2011. A major project was commenced in 2010–11 to implement a separate computing environment and wide area network (WAN) for the Department and State Training Providers. This initiative is due to be completed in the second half of 2011. The new system will deliver high quality infrastructure that will support the requirements of the modern training sector, including remote and mobile access to online learning, real time collaboration and significant improvements to system reliability.

New business systems were delivered during 2010–11, including Skilled Migration, international student applications, and customer relationship management applications for the

Workforce Development Centres and the Aboriginal Workforce Development Centres (AWDCs). In addition, significant performance improvements have been made to the Lecturer Portal application, which provides lecturers with single-point access to a range of services.

In partnership with State Training Providers, a sector-wide roll out of the Microsoft Live@edu online email and office tools has commenced. This initiative will provide both regional and metropolitan students with free access to tools for improving collaboration and readiness for the workplace. This implementation has been recognised by the information technology management industry as a best practice project and is being used as a benchmark for similar initiatives in other states.

### Human resources

Significant work was undertaken in 2010–11 in the area of workforce planning and development within the Department and in providing labour relations services for State Training Providers.

A key project was the implementation of the Equal Employment Opportunity Plan, which outlines the Department's commitment to equal opportunity and establishing a diverse workforce, and includes strategies to increase the participation of people under-represented in the workforce.

The Department introduced a streamlined recruitment and selection model, which focused on:

- contemporary approaches to the advertising of positions;
- greater transparency in recruitment processes;
- processes for managing conflicts of interest; and
- improved compliance with Public Sector Commissioner's Circulars and employment standards.

The Department also led the negotiations for a new TAFE Lecturers' Agreement. The primary bargaining objective is to continue the reform of lecturers' employment conditions to provide State Training Providers with the flexibility to respond to the needs of industry and students. It is anticipated that an agreement will be completed in the second half of 2011.

### Relocation to the Optima Centre

In April 2011, the Department of Training and Workforce Development moved its head office operations and some service delivery functions to leased accommodation at the Optima Centre Building in Osborne Park. The move has enabled the Department to increase its operational efficiencies by consolidating operations at one central location, giving the Department an increased capacity to respond to the training and workforce development priorities of the State.

The Department's relocation is part of the State Government's decentralisation strategy to move agencies out of Perth's Central Business District to key areas of business activity that will benefit from the relocation. This will also offer staff and clients good public transport access via the metropolitan railway system. This has been the case with the Optima

move, with many staff now travelling to the Department via Glendalough train station. The Department's move represents further environmental benefits, with the Optima building itself being awarded a 4 star Green Star rating.

The relocation has formalised the Department's separation from the Department of Education which began in October 2009 when the former Department of Education and Training demerged. The relocation has provided significant efficiencies for the Department of Education, enabling it to centralise some of its functions at 151 Royal Street, East Perth.

### Education and Training International

Education and Training International (ETI) is an institution established under the *Western Australian Vocational Education and Training Act 1996 (the VET Act)* to promote and market Western Australian education and training services for international students. This includes the development and implementation of international partnerships and agreements. In 2010–11, ETI received over 6000 applications from prospective students from over 90 countries. International student enrolments and offshore education and training projects generated revenue in excess of \$39.0 million in 2010–11.

ETI manages several long term offshore partnerships and contracts and has won a number of large commercial projects. There are also a number of aid and development projects in progress. These have expanded ETI's capacity, and highlight its profile as a market leader. ETI continues to build the capacity for Western Australian providers, both public and private, in the international education and training market.

## International student recruitment

Western Australia's State Training Providers have performed well in a difficult education export market. Despite enrolments falling by 21% for Vocational Education and Training (VET) students and English Language Intensive Courses for Overseas Students (ELICOS) nationally, Western Australian enrolments fell by 11% and 15% respectively.<sup>5</sup> ETI has six strategic marketers and a global network of 350 trained education agents who assist prospective students in selecting a school or State Training Provider and a course of study. This network has kept the Western Australian market relatively strong in the face of a national downward trend in international student enrolments.

At the commencement of Semester 1 2011:

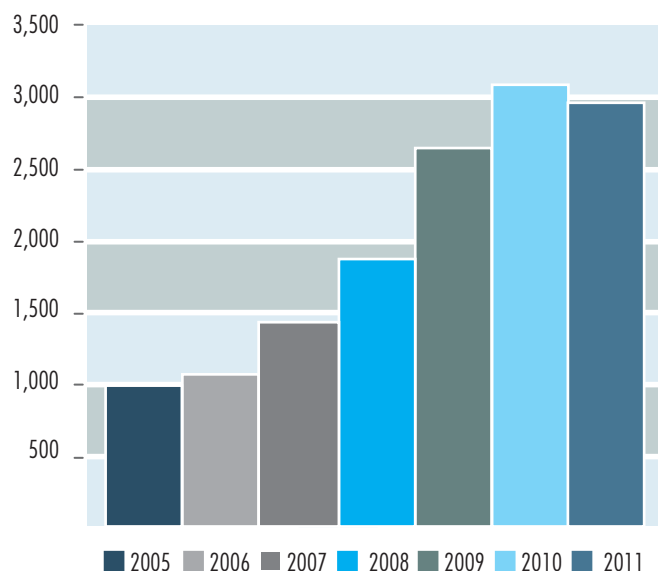
- 3292 full fee paying international students were enrolled in schools, ELICOS centres and State Training Providers across Western Australia;
- 2701 international students were enrolled in the VET sector; and
- there was a 12% decrease compared to the 3099 international students enrolled in Semester 1 2010.

Table 2 — Ranking of international student markets, by segment, in 2010–11

	VET		Schools		English language study
1	India	1	South Korea	1	Vietnam
2	Malaysia	2	Vietnam	2	China
3	China	3	China	3	South Korea
4	Mauritius	4	Malaysia	4	Indonesia
5	Vietnam	5	Germany	5	Japan
6	Indonesia	6	Thailand	6	Malaysia
7	Brazil	7	Japan	7	Thailand
8	United Kingdom	8	Indonesia	8	Brazil
9	South Korea	9	Hong Kong	9	Colombia
10	Zambia	10	Philippines	10	Hong Kong

The VET courses in greatest demand for international students were community and health services, hospitality, business, engineering, art and design, information technology, agriculture, horticulture, and building trades such as bricklaying and blocklaying. Demand grew in the recently developed VET Associate Degrees in areas such as business, hospitality and aviation.

Table 3 — International student enrolments  
2005–11



Source: Education and Training International  
Note: All observations are for semester 1

## Vocational Training and Education Centre

In late 2010, the State Government agreed to transfer Curtin Vocational Training and Education Centre (VTEC) from Curtin University to the Department of Training and Workforce Development. The transfer was aligned with local business and community expectations for the ongoing provision of VET in the Goldfields-Esperance region.

In preparation for the transfer, the State Government and Curtin VTEC entered into a number of agreements to ensure a smooth transition for Curtin staff and students to the new institution, and the systematic and timely transfer of operations and assets.

On 1 January 2011, VTEC commenced operations under the management of the Director General of the Department and in accordance with provisions of the VET Act. Consistent with the original decision of the State Government, it is expected that VTEC will be established in 2012 as a statutory authority under the VET Act and will operate with the same autonomy as existing State Training Providers.

## VTEC at a glance

VTEC is responsible for the development and delivery of VET programs in the Goldfields-Esperance region that are tailored to local community and business needs. It is the largest registered training organisation and provider of VET in the Goldfields-Esperance region, with campuses in Kalgoorlie and Esperance, and 80 full time equivalent staff. The institution delivers over 150 courses ranging from certificate I to advanced diploma level to clients in regional and remote locations. The main areas of training delivery are in mining, business, humanities, environment and industry services.

As a new institution, VTEC aims to engage with a wide range of stakeholders to explore strategies for improving regional and remote training and for increasing links with regional employers.

- the appointment and transition of the majority of academic and general staff to the TAFE Lecturer's *General Agreement 2008* and the *GOSAC General Agreement 2008*;
- the implementation of a comprehensive staff

induction program focusing on compliance with State Government policy and legislation, including an overview of Public Sector Standards for human resource management, the *Financial Management Act 2006* and the Treasurer's Instructions;

- significant progress towards the establishment of human resource and financial systems, including the preparation of a consolidated budget and migration of ICT systems from Curtin University to the Department;
- the development and implementation of a communication strategy targeting internal and external stakeholders; and
- the development of new models for engagement with the community, business and industry for fee for service training.

## Stakeholder engagement

The development of strategic relationships with local and regional industry and community stakeholders has been vital in positioning VTEC to respond to the current and future skills requirements of the Goldfields-Esperance region.

In the first six months of VTEC's operations, it engaged with a number of industry stakeholders, including the Kalgoorlie Boulder Chamber of Commerce and Industry, the Chamber of Minerals and Energy, Goldfields-Esperance Development Commission, the Western Australian School of Mines, and regionally based heads of State and Australian Government agencies. VTEC is also collaborating with strategic regional

bodies, including the Goldfields-Esperance Workforce Development Alliance, which will oversee the upgrading of the region's workforce development plan in 2011.

VTEC has engaged actively with Aboriginal stakeholders in the region to explore opportunities to collaborate in the provision of improved and sustainable services in the Ngaanyatjarra Lands. The stakeholders engaged include the Goldfields-Esperance Aboriginal Consultative Council, Ngaanyatjarra Land Council, and the Eastern Goldfields Regional Prison. This engagement builds on previous initiatives that focused on the successful delivery of training to Aboriginal communities in Kalgoorlie and Esperance, and in more remote locations such as Laverton, Leonora and Warburton. Further information on VTEC can be accessed at <http://www.vtec.wa.edu.au>

### Training delivery profile

The following data relate to the activity of VTEC while under the management of Curtin University in 2010. It is provided strictly to give an indication of the scale and composition of services to be offered in 2011.

Table 4 – All Publicly-Funded VET at VTEC in 2010

Fund Source	Course Enrolments	Student Curriculum Hours
NTA	2464	516 460
Non-NTA	393	38 564
All publicly funded	2857	555 024

\*NTA – National training agreement. Source: VET Enrolment Data Collection 2010

Table 5 – VTEC Apprentices in training December 2010 - Top Three Trade Categories

Trade Category	Apprenticeships	% of all WA RTOs
Metals, Manufacturing & Services	330	8%
Automotive	92	3%
Hospitality & Tourism	22	3%

Source: Training Records System, December 2010 Cube

Table 6 – VTEC Employment vs Institution-Based Training Comparison

Training Type	Course Enrolments	Student Curriculum Hours
EBT	18%	31%
IBT	82%	69%

Source: VET Enrolment Data Collection 2010

Table 7 – VTEC Employment outcomes, 2010

Students employed after training	93% (highest of all STPs)
Students employed full-time after training	75% (highest of all STPs)

Source: 2010 Student Outcomes Survey





## KEY PERFORMANCE INDICATORS

### Certification of Key Performance Indicators

I hereby certify that the performance indicators are based on proper records, are relevant and appropriate for assisting users to assess the Department of Training and Workforce Development's performance, and fairly represent the performance of the Department of Training and Workforce Development for the financial year ended 30 June 2011.

DR RUTH SHEAN  
DIRECTOR GENERAL  
(ACCOUNTABLE AUTHORITY)

9 September 2011

## KPI 1 – Employer satisfaction with the skills of their employees

In the 2009 *Survey of Employers' Use and Views of the VET System*<sup>1</sup>, 87.2% of Western Australian employers surveyed indicated satisfaction with their employees' skills. This is a marked increase from the 2007 survey result of 72.1% and above the national average of 83.4%. New data will not be available until December 2011, as the survey is conducted biennially. No target has been specified for this KPI as reflected in the 2010–11 Budget Statements.

The data for this KPI is restricted to those employers who identified vocational education and training (VET) as a job requirement for their staff. Data are subject to a sampling error which varies between surveys, due to changes in the underlying sample of respondents. The target range is the mean value of the statistic with a confidence interval of 95.0%.

Employers in scope of the survey were randomly selected and stratified by:

- state;
- industry;
- employer size.

There were 660 employers that responded to the survey in Western Australia, giving a response rate of 65.5%.

Table 8 – Employer satisfaction with the skills of their employees, 2005–09

2005	2007	2009
83.8%	72.1%	87.2%

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

## KPI 2 – Apprenticeship and traineeship training rate

The Department has made consistent gains in the apprenticeship and traineeship training rate from 2.8% in 2005 to 3.2% for this reporting period.

The apprenticeship and traineeship training rate is calculated by dividing the number of persons with a contract of employment by the number of persons employed in Western Australia.

The apprenticeship and traineeship training rate provides an indication of the success of the training system in providing vocational skills for the labour market and thus meeting the needs of employers and students.



Table 9 – Apprentices and trainees in training as at 31 December, 2005–10

	2005	2006	2007	2008	2009	2010	Target
Training rate	2.8%	2.9%	3.0%	3.0%	3.1%	3.2%	3.0%

Source 2005-2009 data: Training Record System, January 2010 Monthly Cube  
Source 2010 data: Training Record System, January 2011 Monthly Cube  
ABS Catalogue Number 6202.0 - Labour force

<sup>1</sup> For detailed technical notes refer to: <http://www.ncver.edu.au/publications/2188.html>

### KPI 3 — Apprenticeship and traineeship completion rate

The apprenticeship and traineeship completion rate for 2010–11 is 66.1%. No target has been specified for this KPI in 2010–11 as the target stated in the 2010–11 Budget Statements was based on a different calculation method.

National estimates of completion rates for apprentices and trainees have traditionally been calculated on a completion of contract-of-training basis, rather than on an individual basis. The contract-of-training basis results in an underestimation of completion rates. Nationally there is a move towards completion rates being calculated on the more appropriate individual basis.

For a detailed explanation of the issues around contract-based and individual-based methods, see Karmel (2011)<sup>2</sup>.

The number of graduates taking up employment on completion of their studies is provided by the National Centre for Vocational Education Research (NCVER) from the *Student Outcomes Survey* conducted every year. The national survey compares outcomes for Australian graduates overall with students who undertook Vocational education and training (VET) with a Western Australian State or private training provider. A graduate is defined as a student awarded a qualification by a publicly funded VET provider in the survey reference year. The reported result has a confidence interval of +/- 0.9% at the 95% confidence level.

The 2010 *Student Outcomes Survey* used a sample size of 38 456 graduates across Australia. There were an estimated 3421 respondents in Western Australia, giving a response rate of 50.1%.<sup>3</sup>

The sample was randomly selected by:

- study location;
- field of education;
- sex; and
- age.

Table 10 — Apprenticeship and traineeship completion rates, 2005–11: individual-based method

	2005–06	2006–07	2007–08	2008–09	2009–10	2010–11
Completion rate	60.5%	64.6%	64.0%	65.3%	67.7%	66.1%

Source: Training Record System, Department of Training and Workforce Development

### KPI 4 — Graduate employment rate

The Department continues to perform well in creating a highly skilled and employable workforce. The proportion of graduates employed after training in Western Australia was 80.1% in 2010, which is higher than the 2009 figure of 78.9%, and is above the national average of 76.3%.



<sup>2</sup> Individual-based completion rates for apprentices, available at [ncver.edu.au/publications/2357.html](http://ncver.edu.au/publications/2357.html)

<sup>3</sup> For detailed technical notes refer to: <http://www.ncver.edu.au/statistic/publications/2315.html>

Table 11 — Graduate employment on completion of their studies, 2005–10

2005	2006	2007	2008	2009	2010	Target
80.0%	81.1%	84.3%	81.8%	78.9%	80.1%	79.0%

Source: (NCVER) Student Outcomes Survey 2005, 2006, 2007, 2008, 2009 and 2010.

Note: Target is based on the figure reported in the 2010–11 Budget Statements.

## Key efficiency indicators

### Service description:

The strategic management of government investment in the State VET system, including the planning, purchasing and monitoring of VET services. The objective of the Department is to identify and meet industry, regional and community training needs and priorities.

### Efficiency indicator:

Cost per Student Curriculum Hour (SCH)

### Cost per Student Curriculum Hour

SCHs are divided into institution-based training (IBT) and employment-based training (EBT). In 2010–11 the Department funded the delivery of 36 million SCHs of training across IBT and EBT. In the 2010 calendar year, the cost per SCH for IBT was \$1.36 under the target of \$20.08. The cost per SCH for EBT was \$0.59 under the target of \$19.90.

With the establishment of the Department of Training and Workforce Development came a new methodology for calculating cost per SCH. As a consequence, data cannot be provided for previous years.

Table 12 provides an indication of the efficiency with which the Department strategically manages the investment of government resources in the State VET system.

The cost per SCH per service is calculated by dividing the total expenditure for each service delivered through the Department under the terms of the National Agreement for Skills and Workforce Development by the total SCH.

Table 12: Cost per Student Curriculum Hour <sup>(a)</sup>, 2010–11

	2010	Target 2010–11
IBT	\$18.72	\$20.08
EBT	\$19.31	\$19.90

Notes: (a) No adjustments for inflation have been incorporated into the above figures.

Source: Finance, VET Enrolment Data Collection





## SIGNIFICANT ISSUES

The Department of Training and Workforce Development identified the following significant issues.

- A skilled workforce is essential to underpinning the State's economic growth. The Department was established to improve training, apprenticeship and retraining opportunities for Western Australians.
- The predicted increase in economic activity resulting from further development and investment in the resources sector may create a shortfall in skilled workers throughout the economy. The Department is working to ensure the availability of suitably qualified workers to most areas of specific demand in a growing economy.
- Boosting participation rates of Aboriginal people in a skilled labour market will require collaboration and partnerships with Aboriginal communities, industry, employers, training providers and Government. Following the *Training Together –working together* Committee's recommendations, support for Aboriginal job seekers will be boosted by the new Aboriginal Workforce Development Centres (AWDCs).
- Part of the transformation of the training system involves rebranding and refocusing State Training

Providers as specialist training centres in areas of particular importance to Western Australia's economy.

- Council of Australian governments (COAG) agreed on 7 December 2009 to the establishment of a single national regulator for the Vocational Education and training (VET) sector and a national standards council. Western Australia has agreed to participate in the national VET regulatory system but has not agreed to refer power to the Australian Government. The national regulator will commence its operations for referring States from 1 July 2011. Non referring States are continuing negotiations with the Australian Government around their participation.
- In late 2010, the State Government agreed to transfer Curtin Vocational Training and Education Centre (VTEC) from Curtin University to the Department of Training and Workforce Development. Significant work was undertaken to ensure a smooth transition for Curtin staff and students to the new institution, and to ensure the transfer of operations and assets, including land, buildings, plant and equipment, at no cost to the State Government. The new vocational education and training (VET) institution commenced operations on 1 January 2011 under the management of the Director General of the Department, and in accordance with provisions of the *Vocational Education and Training Act 1996* (the VET Act). Consistent with the original decision of the State Government, it is expected that VTEC will be established in 2012 as a statutory

authority under the VET Act, and operate with the same autonomy as other State Training Providers.

- The Department has been working with the State Training Providers to examine options for shared services for the training sector. A legacy of the former combined Department of Education and Training is that the corporate and student management systems available to State Training Providers are outdated and do not meet current business needs. The government review of the shared services model at Cannington has provided further impetus to this work. It is anticipated that in 2011–12, a case will be put to Government to address these needs and better position State Training Providers to achieve government targets in an increasingly competitive training market.
- In the May 2010–11 Budget, the Australian Government advised of a new initiative – the National Entitlement to a Quality Training Place. Western Australia is currently seeking the services of an independent consultant to provide an outline of the impacts that have arisen in other States and the implications for Western Australia. The new initiative will affect the Department's funding models. The Commonwealth has indicated that funding through the new National Partnership replacing the National Partnership on Productivity Places Program will be based on the extent of reform implemented by the State through this process.



- On 26 June 2011, the Department of Training and Workforce Development, trading as Education and Training International (ETI), was accredited by the Training Accreditation Council as a Registered Training Provider in Western Australia. On 1 July 2011, ETI's registration was transferred to the National VET Regulator — the Australian Skills Quality Authority jurisdiction. ETI will partner with State Training Providers for the delivery of vocational education and training, and assessment for international students and multi-jurisdictional students.
- It is critical for Western Australia to maximise the benefits of the Australian Government's Migration Program and achieve greater flexibility in specified visa classes so that the State can supplement its workforce with skilled migrants where vacancies cannot be filled by the local workforce. Through the advocacy of the Minister and the Department, Perth has been given regional status under the Regional Sponsored Migration Scheme (RSMS), which will come into effect in the first half of the 2011–12 financial year. Regional status designation under the RSMS will put Western Australia on an equal footing with other locations such as Adelaide, and make it easier for employers in Perth to sponsor the skilled migrants required to meet the needs of industry.





## DISCLOSURE AND LEGAL COMPLIANCE

### Certification of Financial Statements

#### For the year ended 30 June 2011

The accompanying financial statements of the Department of Training and Workforce Development have been prepared in compliance with the provisions of the *Financial Management Act 2006* from proper accounts and records to present fairly the financial transactions for the financial year ended 30 June 2011 and the financial position as at 30 June 2011.

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

GRAHAM THOMPSON  
CHIEF FINANCE OFFICER  
(ACCOUNTABLE AUTHORITY)

9 September 2011

DR RUTH SHEAN  
DIRECTOR GENERAL  
(ACCOUNTABLE AUTHORITY)

9 September 2011



## Auditor General

### INDEPENDENT AUDITOR'S REPORT

To the Parliament of Western Australia

#### DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT

##### Report on the Financial Statements

I have audited the accounts and financial statements of the Department of Training and Workforce Development.

The financial statements comprise the Statement of Financial Position as at 30 June 2011, the Statement of Comprehensive Income, Statement of Changes in Equity, Statement of Cash Flows, Schedule of Income and Expenses by Service, Schedule of Assets and Liabilities by Service, and Summary of Consolidated Account Appropriations and Income Estimates for the year then ended, and Notes comprising a summary of significant accounting policies and other explanatory information.

##### *Director General's Responsibility for the Financial Statements*

The Director General is responsible for keeping proper accounts, and the preparation and fair presentation of the financial statements in accordance with Australian Accounting Standards and the Treasurer's Instructions, and for such internal control as the Director General determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

##### *Auditor's Responsibility*

As required by the Auditor General Act 2006, my responsibility is to express an opinion on the financial statements based on my audit. The audit was conducted in accordance with Australian Auditing Standards. Those Standards require compliance with relevant ethical requirements relating to audit engagements and that the audit be planned and performed to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Department's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by the Director General, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence obtained is sufficient and appropriate to provide a basis for my audit opinion.

##### **Opinion**

In my opinion, the financial statements are based on proper accounts and present fairly, in all material respects, the financial position of the Department of Training and Workforce Development at 30 June 2011 and its financial performance and cash flows for the year then ended. They are in accordance with Australian Accounting Standards and the Treasurer's Instructions.

### Department of Training and Workforce Development

##### Report on Controls

I have audited the controls exercised by the Department of Training and Workforce Development. The Director General is responsible for ensuring that adequate control is maintained over the receipt, expenditure and investment of money, the acquisition and disposal of public and other property, and the incurring of liabilities in accordance with the Financial Management Act 2006 and the Treasurer's Instructions, and other relevant written law.

As required by the Auditor General Act 2006, my responsibility is to express an opinion on the controls exercised by the Director General based on my audit conducted in accordance with Australian Auditing Standards.

##### **Opinion**

In my opinion, the controls exercised by the Department of Training and Workforce Development are sufficiently adequate to provide reasonable assurance that the receipt, expenditure and investment of money, the acquisition and disposal of property, and the incurring of liabilities have been in accordance with legislative provisions.

##### Report on the Key Performance Indicators

I have audited the key performance indicators of the Department of Training and Workforce Development. The Director General is responsible for the preparation and fair presentation of the key performance indicators in accordance with the Financial Management Act 2006 and the Treasurer's Instructions.

As required by the Auditor General Act 2006, my responsibility is to express an opinion on the key performance indicators based on my audit conducted in accordance with Australian Auditing Standards.

##### **Opinion**

In my opinion, the key performance indicators of the Department of Training and Workforce Development are relevant and appropriate to assist users to assess the Department's performance and fairly represent indicated performance for the year ended 30 June 2011.

##### **Independence**

In conducting this audit, I have complied with the independence requirements of the Auditor General Act 2006 and the Australian Auditing Standards, and other relevant ethical requirements.

COLIN MURPHY  
AUDITOR GENERAL  
13 September 2011



# FINANCIAL STATEMENTS AND NOTES

## Department of Training and Workforce Development

Statement of Comprehensive Income For the year ended 30 June 2011		2011 <sup>(a)</sup> \$000	2010 <sup>(b)</sup> \$000
<b>COST OF SERVICES</b>	Note		
<b>Expenses</b>			
Employee benefits expense	6	51 659	27 213
Supplies and services	7	29 961	21 405
Depreciation and amortisation expense	8	778	474
Finance costs	9	1	1
Accommodation expense	10	3 737	3 167
Grants and subsidies	11	593 435	389 838
Loss on disposal of non-current assets	16	45	1
Other expenses	12	4 894	740
<b>Total cost of services</b>		<b>684 510</b>	<b>442 839</b>
<b>Income</b>			
<b>Revenue</b>			
User charges and fees	13	46 072	13 754
Commonwealth grants and contributions	14	205 441	147 817
Interest revenue		2 686	834
Other revenue	15	20 141	3 089
<b>Total Revenue</b>		<b>274 340</b>	<b>165 494</b>
<b>Total income other than income from State Government</b>		<b>274 340</b>	<b>165 494</b>
<b>NET COST OF SERVICES</b>		<b>410 170</b>	<b>277 345</b>
<b>Income from State Government</b>	17		
Service appropriation		427 806	268 966
Royalties for Regions Fund		1 954	-
Resources received free of charge		544	254
<b>Total income from State Government</b>		<b>430 304</b>	<b>269 220</b>
<b>SURPLUS / (DEFICIT) FOR THE PERIOD</b>		<b>20 134</b>	<b>(8 125)</b>
<b>TOTAL COMPREHENSIVE INCOME FOR THE PERIOD</b>		<b>20 134</b>	<b>(8 125)</b>

See also the 'Schedule of Income and Expenses by Service'.

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

- (a) Following the transfer of the Vocational Training and Education Centre (VTEC) to the Department of Training and Workforce Development on 1 January 2011; a set of consolidated Financial Statements have been prepared for the period ending 30 June 2011.
- (b) Comparative figures reflect 8 months for the period 30 October 2009 - 30 June 2010, following the de-merger of the former Department of Education and Training in October 2009.

## Department of Training and Workforce Development

Statement of Financial Position As at 30 June 2011		2011 \$000	2010 \$000
<b>ASSETS</b>	Note		
<b>Current Assets</b>			
Cash and cash equivalents	29	12 879	1 126
Restricted cash and cash equivalents	18, 29	67 205	79 293
Receivables	19	16 795	8 948
Amounts receivable for services	20	-	-
Non-current assets classified as held for sale	21	20 000	21 000
<b>Total Current Assets</b>		<b>116 879</b>	<b>110 367</b>
<b>Non-current Assets</b>			
Restricted cash and cash equivalents	18	2 044	1 544
Amounts receivable for services	20	31 635	30 749
Property, plant and equipment	22	124 244	99 270
<b>Total Non-Current Assets</b>		<b>157 923</b>	<b>131 563</b>
<b>TOTAL ASSETS</b>		<b>274 802</b>	<b>241 930</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Payables	24	7 747	7 087
Borrowings	25	3	8
Provisions	26	10 001	8 187
Other current liabilities	27	17 588	21 116
<b>Total Current Liabilities</b>		<b>35 339</b>	<b>36 398</b>
<b>Non-current liabilities</b>			
Borrowings	25	4	7
Provisions	26	2 369	1 519
<b>Total Non-Current Liabilities</b>		<b>2 373</b>	<b>1 526</b>
<b>TOTAL LIABILITIES</b>		<b>37 712</b>	<b>37 924</b>
<b>NET ASSETS</b>		<b>237 090</b>	<b>204 006</b>
<b>EQUITY</b>	28		
Contributed equity		223 964	212 131
Accumulated surplus/ (deficit)		13 126	(8 125)
<b>TOTAL EQUITY</b>		<b>237 090</b>	<b>204 006</b>

See also the 'Schedule of Assets and Liabilities by Service'.

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

# Department of Training and Workforce Development

Statement of Changes in Equity For the year ended 30 June 2011	Contributed Equity	Reserves	Accumulated Surplus/ (deficit)	Total Equity
	\$000	\$000	\$000	\$000
Total comprehensive income for the year	-	-	(8 125)	(8 125)
Transactions with owners in their capacity as owners:				
Capital appropriations	28 367	-	-	28 367
Other contributions by owners	183 764	-	-	183 764
<b>Total</b>	<b>212 131</b>	<b>-</b>	<b>-</b>	<b>212 131</b>
<b>Balance at 30 June 2010</b>	<b>212 131</b>	<b>-</b>	<b>(8 125)</b>	<b>204 006</b>
<b>Balance at 1 July 2010</b>	<b>212 131</b>	<b>-</b>	<b>(8 125)</b>	<b>204 006</b>
Correction of prior period errors	-	-	1 117	1 117
<b>Restated balance at 1 July 2010</b>	<b>212 131</b>	<b>-</b>	<b>(7 008)</b>	<b>205 123</b>
Total comprehensive income for the year	-	-	20 134	20 134
Transactions with owners in their capacity as owners:				
Capital appropriations	27 901	-	-	27 901
Other contributions by owners	17	-	-	17
Distribution to owners	(16 085)	-	-	(16 085)
<b>Total</b>	<b>11 833</b>	<b>-</b>	<b>-</b>	<b>11 833</b>
<b>Balance at 30 June 2011</b>	<b>223 964</b>	<b>-</b>	<b>13 126</b>	<b>237 090</b>

The Statement of Changes in Equity should be read in conjunction with the accompanying notes.

The prior period adjustment relates to capital works in progress expenditure that was incorrectly treated as an expense in the previous financial year.

# Department of Training and Workforce Development

Statement of Cash Flows For the year ended 30 June 2011	2011 <sup>(a)</sup> \$000	2010 <sup>(b)</sup> \$000
<b>CASH FLOWS FROM STATE GOVERNMENT</b>	Note	
Service appropriation	426 920	267 822
Capital appropriations	27 901	28 367
Royalties for Regions Fund	1 954	-
Cash transferred as contribution by owner	-	82 863
<b>Net cash provided by State Government</b>	<b>456 775</b>	<b>379 052</b>
<i>Utilised as follows:</i>		
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
<b>Payments</b>		
Employee Benefits	(48 185)	(28 104)
Supplies and Services	(35 343)	(20 529)
Grants and subsidies	(593 435)	(389 838)
GST payments on purchases	(18 672)	(13 532)
<b>Receipts</b>		
Sale of goods and services	41 031	33 842
User charges and fees	201 940	145 501
Commonwealth grants and contributions	2 252	834
Interest received	1 060	2 448
GST receipts on sales	17 224	8 877
GST receipts from taxation authority	18 308	3 089
Other receipts		
<b>Net cash provided by / (used in) operating activities</b>	<b>29 (413 820)</b>	<b>(257 412)</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
<b>Payments</b>		
Payment for non-current physical assets	(42 798)	(39 672)
<b>Receipts</b>		
Proceeds from sale of non-current physical assets	15	-
<b>Net cash provided by / (used in) investing activities</b>	<b>(42 783)</b>	<b>(39 672)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
<b>Payments</b>		
Payment of finance lease liabilities	(7)	(5)
<b>Net cash provided by / (used in) financing activities</b>	<b>(7)</b>	<b>(5)</b>
Net increase / (decrease) in cash and cash equivalents	165	81 963
Cash and cash equivalents at the beginning of the period	81 963	-
<b>CASH AND CASH EQUIVALENTS AT THE END OF THE PERIOD</b>	<b>29 82 128</b>	<b>81 963</b>

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

(a) Following the transfer of the Vocational Training and Education Centre (VTEC) to the Department of Training and Workforce Development on 1 January 2011; a set of consolidated Financial Statements have been prepared for the period ending 30 June 2011.

(b) Comparative figures reflect 8 months for the period 30 October 2009 - 30 June 2010, following the de-merger of the former Department of Education and Training in October 2009.



Department of Training and Workforce Development

Schedule of Income and Expense by Service For the year ended 30 June 2011	Institutional Based Training		Employment Based Training		Total	
	2011 <sup>(a)</sup>	2010 <sup>(b)</sup>	2011 <sup>(a)</sup>	2010 <sup>(b)</sup>	2011 <sup>(a)</sup>	2010 <sup>(b)</sup>
	\$000	\$000	\$000	\$000	\$000	\$000
<b>COST OF SERVICES</b>						
<b>Expenses</b>						
Employee benefits expense	39 261	17 975	12 398	9 238	51 659	27 213
Supplies and Services	22 770	15 780	7 191	6 337	29 961	22 117
Depreciation and amortisation expense	591	339	187	135	778	474
Finance costs	1	1	-	-	1	1
Accommodation expenses	2 840	2 054	897	1 113	3 737	3 167
Grants and subsidies	451 011	307 214	142 424	82 624	593 435	389 838
Loss on disposal of non-current assets	34	1	11	-	45	1
Other expenses	3 719	21	1 175	7	4 894	28
<b>Total cost of services</b>	<b>520 227</b>	<b>343 385</b>	<b>164 283</b>	<b>99 454</b>	<b>684 510</b>	<b>442 839</b>
<b>Income</b>						
User charges and fees	45 552	13 594	520	160	46 072	13 754
Commonwealth grants and contributions	156 135	108 148	49 306	39 669	205 441	147 817
Interest revenue	2 041	823	645	11	2 686	834
Other revenue	15 307	2 299	4 834	790	20 141	3 089
<b>Total income other than income from State Government</b>	<b>219 035</b>	<b>124 864</b>	<b>55 305</b>	<b>40 630</b>	<b>274 340</b>	<b>165 494</b>
<b>Net Cost of Services</b>	<b>301 192</b>	<b>218 521</b>	<b>108 978</b>	<b>58 824</b>	<b>410 170</b>	<b>277 345</b>
<b>Income from State Government</b>						
Service appropriations	325 133	199 035	102 673	69 931	427 806	268 966
Royalties for Regions	1 485	-	469	-	1 954	-
Resources received free of charge	413	188	131	66	544	254
<b>Total income from State Government</b>	<b>327 031</b>	<b>199 223</b>	<b>103 273</b>	<b>69 997</b>	<b>430 304</b>	<b>269 220</b>
<b>Surplus for the period</b>	<b>25 839</b>	<b>(19 298)</b>	<b>(5 705)</b>	<b>11 173</b>	<b>20 134</b>	<b>(8 125)</b>

The Schedule of Income and Expenses by Service should be read in conjunction with the accompanying notes

(a) Following the transfer of the Vocational Training and Education Centre (VTEC) to the Department of Training and Workforce Development on 1 January 2011; a set of consolidated Financial Statements have been prepared for the period ending 30 June 2011.

(b) Comparative figures reflect 8 months for the period 30 October 2009 - 30 June 2010, following the de-merger of the former Department of Education and Training in October 2009.

Department of Training and Workforce Development

Schedule of Assets and Liabilities by Service For the year ended 30 June 2011	Institutional Based Training		Employment Based Training		Total	
	2011	2010	2011	2010	2011	2010
	\$000	\$000	\$000	\$000	\$000	\$000
<b>ASSETS</b>						
Current Assets	88 828	81 669	28 051	28 698	116 879	110 367
Non-Current Assets	117 198	79 676	40 725	51 887	157 923	131 563
<b>Total Assets</b>	<b>206 026</b>	<b>161 345</b>	<b>68 776</b>	<b>80 585</b>	<b>274 802</b>	<b>241 930</b>
<b>LIABILITIES</b>						
Current Liabilities	26 858	27 095	8 481	9 303	35 339	36 398
Non-Current	1 803	1 129	570	397	2 373	1 526
<b>Total Liabilities</b>	<b>28 661</b>	<b>28 224</b>	<b>9 051</b>	<b>9 700</b>	<b>37 712</b>	<b>37 924</b>
<b>NET ASSETS</b>	<b>177 365</b>	<b>133 121</b>	<b>59 725</b>	<b>70 885</b>	<b>237 090</b>	<b>204 006</b>

The Schedule of Assets and Liabilities by Service should be read in conjunction with the accompanying notes.

# Department of Training and Workforce Development

## Summary of Consolidated Account Appropriations and Income Estimates

For the year ended 30 June 2011

	2011 Estimate \$000	2011 Actual \$000	Variance \$000	2011 Actual \$000	2010 <sup>(a)</sup> Actual \$000	Variance \$000
<b>Delivery of Services</b>						
Item 83 Net amount appropriated to deliver services	425 680	424 770	( 910)	424 770	-	424 770
Section 25 transfer of service appropriation from Department of Education <sup>(b)</sup>	-	-	-	-	254 448	(254 448)
Section 25 transfer of service appropriation from Department of Treasury and Finance <sup>(c)</sup>	-	-	-	-	1 150	(1 150)
Section 27 Supplementary Funding from Consolidated Account <sup>(d)</sup>	-	-	-	-	13 149	(13 149)
Amount Authorised by Other Statutes - Salaries and Allowances Act 1975	328	2 150	1 822	2 150	219	1 931
<b>Total appropriations provided to deliver services</b>	<b>426 008</b>	<b>426 920</b>	<b>912</b>	<b>426 920</b>	<b>268 966</b>	<b>157 954</b>
<b>Capital</b>						
Item 150 Capital appropriations	32 432	27 901	(4 531)	27 901	-	27 901
Section 25 transfer from Department of Education <sup>(b)</sup>	-	-	-	-	34 826	(34 826)
Repayment of unspent Capital Appropriation to Department of Treasury and Finance	-	-	-	-	(6 459)	6 459
<b>Total Capital</b>	<b>32 432</b>	<b>27 901</b>	<b>(4 531)</b>	<b>27 901</b>	<b>28 367</b>	<b>(466)</b>
<b>GRAND TOTAL</b>	<b>458 440</b>	<b>454 821</b>	<b>(3 619)</b>	<b>454 821</b>	<b>297 333</b>	<b>157 488</b>
<b>Details of Expenses by Service</b>						
Institutional Based Training	489 893	520 227	30 334	520 227	343 385	176 842
Employment Based Training	173 741	164 283	(9 458)	164 283	99 454	64 829
Total Cost of Services	663 634	684 510	20 876	684 510	442 839	241 671
Less Total Income	241 879	274 340	32 461	274 340	165 494	108 846
Net Cost of Services	<b>421 755</b>	<b>410 170</b>	<b>(11 585)</b>	<b>410 170</b>	<b>277 345</b>	<b>132 825</b>
Adjustments	-	-	-	-	(8 379)	8 379
<b>Total appropriations provided to deliver services</b>	<b>421 755</b>	<b>410 170</b>	<b>(11 585)</b>	<b>410 170</b>	<b>268 966</b>	<b>141 204</b>
<b>Capital Expenditure</b>						
Purchase of non-current physical assets	46 217	42 798	(3 419)	42 798	39 672	3 126
Adjustments for other funding sources	-	-	-	-	(11 305)	11 305
<b>Capital appropriations</b>	<b>46 217</b>	<b>42 798</b>	<b>(3 419)</b>	<b>42 798</b>	<b>28 367</b>	<b>14 431</b>

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

Note 34 'Explanatory statement', provides details of any significant variations between estimates and actual results for 2011.

(a) The 2010 comparative figures reflect 8 months for the period 30 October 2009 - 30 June 2010, following the de-merger of the former Department of Education and Training in October 2009.

(b) The Section 25 transfer from the Department of Education in 2009-10 relates to the establishment of the Department of Training and Workforce Development and the transfer of responsibilities and funding to the new Department.

(c) The Section 25 transfer from the Department of Treasury and Finance in 2009-10 relates to Voluntary Severance Scheme payments authorised by the Department of Premier and Cabinet for both the Department and the State Training Providers.

(d) In 2009-10 the Department received supplementary funding.

**Note 1. Australian Accounting Standards**

**General**

The Department's financial statements for the year ended 30 June 2011 have been prepared in accordance with Australian Accounting Standards. The term 'Australian Accounting Standards' includes Standards and Interpretations issued by the Australian Accounting Standards Board (AASB).

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

**Early adoption of Standards**

The Department cannot early adopt an Australian Accounting Standard unless specifically permitted by TI 1101 *Application of Australian Accounting Standards and Other Pronouncements*. No Australian Accounting Standards that have been issued or amended but not yet operative have been early adopted by the Department for the annual reporting period ended 30 June 2011.

**Note 2. Summary of significant accounting policies**

**(a) General statement**

The financial statements constitute general purpose financial statements that have been prepared in accordance with the Australian Accounting Standards, the Framework, Statements of Accounting Concepts and other authoritative pronouncements of the Australian Accounting Standards Board as applied by the Treasurer's Instructions. Several of these are modified by the Treasurer's Instructions to vary application, disclosure, format and wording.

The *Financial Management Act* and the Treasurer's Instructions are legislative provisions governing the preparation of financial statements and take precedence over Australian Accounting Standards, the Framework, Statements of Accounting Concepts and other authoritative pronouncements of the Australian Accounting Standards Board.

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

**(b) Basis of preparation**

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

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

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

Note 3 'Judgements made by management in applying accounting policies' discloses judgements that have been made in the process of applying the Department's accounting policies resulting in the most significant effect on amounts recognised in the financial statements.

**Department of Training and Workforce Development**

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

**(c) Reporting entity**

The reporting entity comprises the Department of Training and Workforce Development which includes the Vocational Training and Education Centre (VTEC). VTEC was transferred to the Department on 1 January 2011.

Mission

The Department of Training and Workforce Development's mission is to support the State's sustained economic expansion by leading and coordinating workforce development strategies and driving a responsive, flexible training system within a State and national framework.

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

Services

The Department provides the following services:

*Service 1: Institutional Based Training*

Institutional Based Training (IBT) is any training delivered outside of an apprenticeship or a traineeship. Training can include a combination of e-learning and attendance at a training institution.

*Service 2: Employment Based Training*

Employment Based Training (EBT) is a combination of practical experience at work with structured learning. Apprentices enter into a formal training contract with an employer which leads to a national qualification and recognition as a tradesperson. Traineeships provide employment and structured training over a period of a year or more, and lead to nationally recognised qualifications, generally in non-trade areas.

**(d) Contributed equity**

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

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

**(e) Income**

Revenue recognition

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

## Department of Training and Workforce Development

### *Sale of goods*

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

### *Provision of services*

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

### *Interest*

Revenue is recognised as the interest accrues.

### *Service Appropriations*

Service Appropriations are recognised as revenues at fair value in the period in which the Department gains control of the appropriated funds. The Department gains control of appropriated funds at the time those funds are deposited to the bank account or credited to the 'Amounts receivable for services' (holding account) held at Treasury.

### *Net Appropriation Determination*

The Treasurer may make a determination providing for prescribed receipts to be retained for services under the control of the Department. In accordance with the determination specified in the 2010-2011 Budget Statements, the Department retained \$262 million in 2011 (\$165 million in 2010) from the following:

- proceeds from fees and charges;
- sale of goods;
- Commonwealth specific purpose grants and contributions; and
- other departmental revenue.

### *Grants, donations, gifts and other non-reciprocal contributions*

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

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

Royalties for Regions funds are recognised as revenue at fair value in the period in which the Department obtains control over the funds. The Department obtains control of the funds at the time the funds are deposited into the Department's bank account.

### Gains

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

## **(f) Property, plant and equipment**

### Capitalisation/expensing of assets

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

## Department of Training and Workforce Development

### Initial recognition and measurement

Property, plant and equipment are initially recognised at cost

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

### Subsequent measurement

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

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

In the absence of market-based evidence, fair value of land and buildings is determined on the basis of existing use. This normally applies where buildings are specialised or where land use is restricted. Fair value for existing use assets is determined by reference to the cost of replacing the remaining future economic benefits embodied in the asset, i.e. the depreciated replacement cost. Where the fair value of buildings is determined on the depreciated replacement cost basis, the gross carrying amount and the accumulated depreciation are restated proportionately.

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

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

### Derecognition

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

### Asset revaluation surplus

The asset revaluation surplus is used to record increments and decrements on the revaluation of non-current assets as described in note 22 'Property, plant and equipment'.

### Depreciation

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

## Department of Training and Workforce Development

Depreciation is calculated using the straight line method, using rates which are reviewed annually. Estimated useful lives for each class of depreciable asset are:

Buildings	40 Years
Plant and equipment	8 Years
Office equipment	8 Years
Communication equipment	5 Years
Computer equipment	4 Years
Furniture and fittings	10 Years
Motor Vehicles	5 years
Machinery	8 years

Land is not depreciated.

The Department of Training and Workforce Development owns works of art, which are anticipated to have long and indeterminate useful lives. Their service potential has not, in any material sense, been consumed during the reporting period. As such, no amount for depreciation has been recognised in respect of them.

### (g) Intangible assets

#### Capitalisation/expensing of assets

Acquisitions of intangible assets costing \$5,000 or more and internally generated intangible assets costing \$50,000 or more are capitalised. The cost of utilising the assets is expensed (amortised) over their useful life. Costs incurred below these thresholds are immediately expensed directly to the Statement of Comprehensive Income.

All acquired and internally developed intangible assets are initially recognised at cost. For assets acquired at no cost or for nominal cost, the cost is their fair value at the date of acquisition.

The cost model is applied for subsequent measurement requiring the asset to be carried at cost less any accumulated amortisation and accumulated impairment losses.

Amortisation for intangible assets with finite useful lives is calculated for the period of the expected benefit (estimated useful life which is reviewed annually) on the straight line basis. All intangible assets controlled by the Department have a finite useful life and zero residual value.

#### Licences

Licences have a finite useful life and are carried at cost less accumulated amortisation and accumulated impairment losses.

#### Development costs

Research costs are expensed as incurred. Development costs incurred for an individual project are carried forward when the future recoverability can reasonably be regarded as assured and the total project costs are likely to exceed \$50,000. Other development costs are expensed as incurred.

#### Computer software

Software that is an integral part of the related hardware is recognised as property, plant and equipment. Software that is not an integral part of the related hardware is recognised as an intangible asset. Software costing less than \$5,000 is expensed in the year of acquisition.

## Department of Training and Workforce Development

#### Website costs

Website costs are charged as expenses when they are incurred unless they relate to the acquisition or development of an asset when they may be capitalised and amortised. Generally, costs in relation to feasibility studies during the planning phase of a website, and ongoing costs of maintenance during the operating phase are expensed. Costs incurred in building or enhancing a website, to the extent that they represent probable future economic benefits that can be reliably measured, are capitalised.

### (h) Impairment of assets

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

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

Intangible assets with an indefinite useful life and intangible assets not yet available for use are tested for impairment at the end of each reporting period irrespective of whether there is any indication of impairment.

The recoverable amount of assets identified as surplus assets is the higher of fair value less costs to sell and the present value of future cash flows expected to be derived from the asset. Surplus assets carried at fair value have no risk of material impairment where fair value is determined by reference to market-based evidence. Where fair value is determined by reference to depreciated replacement cost, surplus assets are at risk of impairment and the recoverable amount is measured. Surplus assets at cost are tested for indications of impairment at the end of each reporting period.

### (i) Non-current assets (or disposal groups) classified as held for sale

Non-current assets (or disposal groups) held for sale are recognised at the lower of carrying amount or fair value less costs to sell, and are disclosed separately from other assets in the Statement of Financial Position. Assets classified as held for sale are not depreciated or amortised.

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

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



## Department of Training and Workforce Development

### (j) Leases

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

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

### (k) Financial Instruments

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

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

Financial instruments have been disaggregated into the following classes:

#### Financial Assets

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

#### Financial Liabilities

- Payables
- Finance Lease Liabilities
- Other liabilities

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

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

### (l) Cash and cash equivalents

For the purpose of the Statement of Cash Flows, cash and cash equivalent (and restricted cash and cash equivalent) assets comprise cash on hand and short-term deposits with original maturities of three months or less that are readily convertible to a known amount of cash and which are subject to insignificant risk of changes in value, and bank overdrafts. Bank overdrafts are included in note 25 'Borrowings'.

### (m) Accrued salaries

Accrued salaries (see note 24 'Payables') represent the amount due to staff but unpaid at the end of the financial year. Accrued salaries are settled within a fortnight of the financial year end. The Department considers the carrying amount of accrued salaries to be equivalent to its net fair value.

## Department of Training and Workforce Development

The accrued salaries suspense account [See note 18 'Restricted cash and cash equivalents'] consists of amounts paid annually into a suspense account over a period of 10 financial years to largely meet the additional cash outflow in each eleventh year when 27 pay days occur instead of the normal 26. No interest is received on this account.

### (n) Amounts receivable for services (holding account)

The Department receives funding on an accrual basis. The appropriations are paid partly in cash and partly as an asset (holding account receivable). The accrued amount receivable is accessible on the emergence of the cash funding requirement to cover leave entitlements and asset replacement.

### (o) Receivables

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

### (p) Payables

Payables are recognised at the amount payable when the Department becomes obliged to make future payments as a result of a purchase of assets or services at fair value, as they are generally settled within 30 days.

### (q) Provisions

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

#### Provisions – employee benefits

All annual leave and long service leave provisions are in respect of employees' services up to the end of the reporting period.

#### *Annual Leave*

The liability for annual leave expected to be settled within 12 months after the reporting period is recognised and measured at the undiscounted amounts expected to be paid when the liability is settled.

Annual leave not expected to be settled within 12 months after the reporting period is recognised and measured at the present value of amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

When assessing expected future payments consideration is given to expected future wage and salary levels including non-salary components such as employer superannuation contributions, as well as the experience of employee departures and periods of service. The expected future payments are discounted using market yields at the end of the reporting period on national government bonds with terms to maturity that match, as closely as possible, the estimated future cash outflows.

## Department of Training and Workforce Development

The provision for annual leave is classified as a current liability as the Department does not have an unconditional right to defer settlement of the liability for at least 12 months after the reporting period.

### *Long service leave*

The liability for long service leave expected to be settled within 12 months after the reporting period is recognised and measured at the undiscounted amounts expected to be paid when the liability is settled.

Long service leave not expected to be settled within 12 months after the reporting period is recognised and measured at the present value of amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

When assessing expected future payments consideration is given to expected future wage and salary levels including non-salary components such as employer superannuation contributions, as well as the experience of employee departures and periods of service. The expected future payments are discounted using market yields at the end of the reporting period on national government bonds with terms to maturity that match, as closely as possible, the estimated future cash outflows.

Unconditional long service leave provisions are classified as current liabilities as the Department does not have an unconditional right to defer settlement of the liability for at least 12 months after the reporting period. Conditional long service leave provisions are classified as non-current liabilities because the Department has an unconditional right to defer the settlement of the liability until the employee has completed the requisite years of service.

### *Superannuation*

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

Eligible employees contribute to the Pension Scheme, a defined benefit pension scheme closed to new members since 1987, or the Gold State Superannuation Scheme (GSS), a defined benefit lump sum scheme closed to new members since 1995.

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

The Department has no liabilities under the Pension Scheme or the GSS. The liabilities for the unfunded Pension Scheme and the unfunded GSS transfer benefits attributable to members who transferred from the Pension Scheme, are assumed by the Treasurer. All other GSS obligations are funded by concurrent contributions made by the Department to the GESB.

## Department of Training and Workforce Development

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

The GESB makes all benefit payments in respect of the Pension Scheme and GSS, and is recouped from the Treasurer for the employer's share.

### Provisions – other

#### *Employment on-costs*

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

#### **(r) Superannuation expense**

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

#### **(s) Resources received free of charge or for nominal cost**

Resources received free of charge or for nominal cost that can be reliably measured are recognised as income at fair value. Where the resource received represents a service that the Department would otherwise pay for, a corresponding expense is recognised. Receipts of assets are recognised in the Statement of Financial Position.

Assets or services are received from other State Government agencies are separately disclosed under Income from State Government in the Statement of Comprehensive Income.

#### **(t) Comparative Figures**

The Department of Training and Workforce Development was established on 30 October 2009 as a result of Machinery of Government Changes. Accordingly, the comparative figures for 2009-10 financial year reflect 8 months.

#### **Note 3. Judgements made by management in applying accounting policies**

The preparation of financial statements requires management to make judgements about the application of accounting policies that have a significant effect on the amounts recognised in the financial statements. The Department evaluates these judgements regularly.

#### **Operating lease commitments**

The Department has entered into a number of leases for buildings for branch office accommodation. Some of these leases relate to buildings of a temporary nature and it has been determined that the lessor retains substantially all the risks and rewards incidental to ownership. Accordingly, these leases have been classified as operating leases.

## Department of Training and Workforce Development

### Note 4. Key sources of estimation uncertainty

Key estimates and assumptions concerning the future are based on historical experience and various other factors that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next financial year.

#### Long Service Leave

Several estimations and assumptions used in calculating the Department's long service leave provision include expected future salary rates, discount rates, employee retention rates and expected future payments. Changes in these estimations and assumptions may impact on the carrying amount of the long service leave provision.

#### Assets Held for Sale

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

### Note 5 Disclosure of changes in accounting policy and estimates

#### Initial application of an Australian Accounting Standard

The Department has applied the following Australian Accounting Standards effective for annual reporting periods beginning on or after 1 July 2010 that impacted on the Department.

2009-5	<p><i>Further Amendments to Australian Accounting Standards arising from the Annual Improvements Project [AASB 5, 8, 101, 107, 117, 118, 136 &amp; 139]</i></p> <p>Under amendments to AASB 117, the classification of land elements of all existing leases has been reassessed to determine whether they are in the nature of operating or finance leases. As leases of land &amp; buildings recognised in the financial statements have not been found to significantly expose the Department to the risks/rewards attributable to control of land, no changes to accounting estimates have been included in the Financial Statements and Notes to the Financial Statements.</p> <p>Under amendments to AASB 107, only expenditures that result in a recognised asset are eligible for classification as investing activities in the Statement of Cash Flows. All investing cashflows reported in the Department's Statement of Cash Flows relate to increases in recognised assets.</p>
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#### Voluntary changes in Accounting Policy

There have been no changes in accounting policy in the 2010-11 Financial Statements.

## Department of Training and Workforce Development

### Future impact of Australian Accounting Standards not yet operative

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

		Operative for reporting periods beginning on/after
AASB 2009-11	<i>Amendments to Australian Accounting Standards arising from AASB 9 [AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 121, 127, 128, 131, 132, 136, 139, 1023 &amp; 1038 and Interpretations 10 &amp; 12].</i>	1 Jan 2013
	The amendment to AASB 7 requires modification to the disclosure of categories of financial assets. The Department does not expect any financial impact when the Standard is first applied. The disclosure of categories of financial assets in the notes will change.	
AASB 2009-12	<i>Amendments to Australian Accounting Standards [AASBs 5, 8, 108, 110, 112, 119, 133, 137, 139, 1023 &amp; 1031 and Interpretations 2, 4, 16, 1039 &amp; 1052]</i>	1 Jan 2011
	This Standard introduces a number of terminology changes. There is no financial impact resulting from the application of this revised Standard.	
AASB 1053	<i>Application of Tiers of Australian Accounting Standards</i>	1 Jul 2013
	This Standard establishes a differential financial reporting framework consisting of two tiers of reporting requirements for preparing general purpose financial statements.	
	The Standard does not have any financial impact on the Department. However it may affect disclosures in the financial statements of the Department if the reduced disclosure requirements apply. DTF has not yet determined the application or the potential impact of the new Standard for agencies.	

## Department of Training and Workforce Development

AASB 2010-2	<i>Amendments to Australian Accounting Standards arising from Reduced Disclosure Requirements</i>	1 Jul 2013
	<p>This Standard makes amendments to many Australian Accounting Standards, including Interpretations, to introduce reduced disclosure requirements into these pronouncements for application by certain types of entities.</p> <p>The Standard is not expected to have any financial impact on the Department. However this Standard may reduce some note disclosures in financial statements of the Department. DTF has not yet determined the application or the potential impact of the amendments to these Standards for agencies.</p>	
AASB 2011-2	<i>Amendments to Australian Accounting Standards arising from the Trans-Tasman Convergence Project – Reduced Disclosure Requirements [AASB 101 &amp; AASB 1054]</i>	1 Jul 2011
	<p>This Amending Standard removes disclosure requirements from other Standards and incorporates them in a single Standard to achieve convergence between Australian and New Zealand Accounting Standards for reduced disclosure reporting. DTF has not yet determined the application or the potential impact of the amendments to these Standards for agencies.</p>	
AASB 2010-5	<i>Amendments to Australian Accounting Standards [AASB 1, 3, 4, 5, 101, 107, 112, 118, 119, 121, 132, 133, 134, 137, 139, 140, 1023 &amp; 1038 and Interpretations 112, 115, 127, 132 &amp; 1042] (October 2010)</i>	1 Jan 2011
	<p>This Standard introduces a number of terminology changes as well as minor presentation changes to the Notes to the Financial Statements. There is no financial impact resulting from the application of this revised Standard.</p>	

## Department of Training and Workforce Development

AASB 2010-6	<i>Amendments to Australian Accounting Standards – Disclosures on Transfers of Financial Assets [AASB 1 &amp; AASB 7]</i>	1 Jul 2011
	<p>This Standard makes amendments to Australian Accounting Standards, introducing additional presentation and disclosure requirements for Financial Assets.</p> <p>The Standard is not expected to have any financial impact on the Department. DTF has not yet determined the application or the potential impact of the amendments to these Standards for agencies.</p>	
AASB 9	<i>Financial Instruments</i>	1 Jan 2013
	<p>This Standard supersedes AASB 139 <i>Financial Instruments: Recognition and Measurement</i>, introducing a number of changes to accounting treatments.</p> <p>The Standard was reissued on 6 Dec 2010 and the Department is currently determining the impact of the Standard. DTF has not yet determined the application or the potential impact of the Standard for agencies.</p>	
AASB 2010-7	<i>Amendments to Australian Accounting Standards arising from AASB 9 (December 2010) [AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 120, 121, 127, 128, 131, 132, 136, 137, 139, 1023 &amp; 1038 and Interpretations 2, 5, 10, 12, 19 &amp; 127]</i>	1 Jan 2013
	<p>This Amending Standard makes consequential adjustments to other Standards as a result of issuing AASB 9 <i>Financial Instruments</i> in December 2010. DTF has not yet determined the application or the potential impact of the Standard for agencies.</p>	

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AASB 1054 Australian Additional Disclosures 1 Jul 2011

This Standard, in conjunction with AASB 2011-1 Amendments to Australian Accounting Standards arising from the Trans-Tasman Convergence Project, removes disclosure requirements from other Standards and incorporates them in a single Standard to achieve convergence between Australian and New Zealand Accounting Standards.

AASB 2011-1 Amendments to Australian Accounting Standards arising from the Trans-Tasman Convergence Project [AASB 1, 5, 101, 107, 108, 121, 128, 132 & 134 and Interpretations 2, 112 & 113] 1 Jul 2011

This Amending Standard, in conjunction with AASB 1054 Australian Additional Disclosures, removes disclosure requirements from other Standards and incorporates them in a single Standard to achieve convergence between Australian and New Zealand Accounting Standards.

### Changes in accounting estimates

There have been no changes in accounting estimates in the 2010-11 Financial Statements.

## Department of Training and Workforce Development

	2011	2010
	\$000	\$000

### Note 6. Employee Benefits Expense

Wages and Salaries <sup>(a)</sup>	47 298	25 154
Superannuation - defined contribution plans <sup>(b)</sup>	4 361	2 059
	<b>51 659</b>	<b>27 213</b>

(a) Includes the value of the fringe benefit to the employee plus the fringe benefits tax component, leave entitlements including superannuation contribution component.

(b) Defined contribution plans include West State, Gold State and GESB Super Scheme (contributions paid).

Employment on-costs expenses such as workers' compensation insurance, are included at note 12 'Other Expenses'.

Employment on-costs liability is included at note 26 'Provisions'.

### Note 7. Supplies and Services

Electricity and water expenses	545	170
Minor Equipment Purchases	822	1 328
Other Staffing Costs	382	270
Travel	1 406	384
Operating leases	1 489	875
Other	2 748	2 474
Commissions	3 076	1 897
Communication	3 627	2 425
Consultants and contractors	15 866	11 582
	<b>29 961</b>	<b>21 405</b>

### Note 8. Depreciation expense

Buildings	225	169
Plant and equipment	66	32
Machinery	123	-
Motor Vehicles	23	-
Computers	232	108
Office equipment	99	154
Communication equipment	3	4
Miscellaneous	7	7
	<b>778</b>	<b>474</b>

### Note 9. Finance costs

Finance lease finance charges	1	1
	<b>1</b>	<b>1</b>

## Department of Training and Workforce Development

	2011	2010
	\$000	\$000

### Note 10. Accommodation expenses

Rental Premises (Office Accommodation)	3 737	3 167
	<b>3 737</b>	<b>3 167</b>

### Note 11. Grants and subsidies

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

Contracts and Agreements for the Delivery of Training and Employment Services by:

State Training Providers; Curtin VTEC Kalgoorlie and Western Australian Academy of Performing Arts	444 009	297 404
Private Training Providers	117 510	72 702
Capital grants <sup>(a)</sup>		
State Training Providers; Curtin VTEC Kalgoorlie and Western Australian Academy of Performing Arts	20 259	11 047
Private Training Providers	2 100	3 805
Other Grants	9 557	4 880
	<b>593 435</b>	<b>389 838</b>

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

### Note 12. Other expenses

Repairs, maintenance and minor works	1 330	712
Employment on-costs	529	28
Revaluation decrement of non-current assets	3 035	-
	<b>4 894</b>	<b>740</b>

### Note 13. User charges and fees

Overseas student course fees <sup>(a)</sup>	43 907	12 469
Student fees and charges <sup>(b)</sup>	594	-
Fee for service <sup>(b)</sup>	395	-
Other fees and charges	1 176	1 285
	<b>46 072</b>	<b>13 754</b>

(a) Education and Training International

(b) Vocational Training and Education Centre

## Department of Training and Workforce Development

	2011	2010
	\$000	\$000

### Note 14. Commonwealth grants and contributions

Commonwealth Grants	205 441	147 817
	<b>205 441</b>	<b>147 817</b>

### Undischarged Grants

The Department of Training and Workforce Development receives certain Commonwealth grants on the condition that the moneys shall be expended in a particular manner. Grants of this nature which are yet to be fully spent as at the balance sheet date do not constitute a liability and are detailed below:

COAG National Partnership Program	6 187	2 143
COPE	7 068	6 551
Special Projects - DEEWR	3 860	3 444
Special Projects - Other	7 377	11 695
Skills Centres	5 656	9 355
Training Other	6 482	6 245
	<b>36 630</b>	<b>39 433</b>

### Note 15. Other revenue

Sale of goods and services	12 495	2 293
Recoveries and refunds	3 353	79
Rental Premises	679	-
Other miscellaneous revenue	3 614	717
	<b>20 141</b>	<b>3 089</b>

### Note 16. Net gain/(loss) on disposal of non-current assets

#### Proceeds from Disposal of Non-Current Assets

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

#### Costs of Disposal of Non-Current Assets

Buildings	-	-
Plant and equipment	-	-
Computers	-	-
Communication equipment	-	-
Office equipment	-	1
Motor Vehicles	45	-
	<b>45</b>	<b>1</b>

<b>Net gain/(loss)</b>	<b>( 45 )</b>	<b>( 1 )</b>
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## Department of Training and Workforce Development

	2011	2010
	\$000	\$000

### Note 17. Income from State Government

Appropriation received during the year:

Service appropriation <sup>(a)</sup>	427 806	268 966
	<b>427 806</b>	<b>268 966</b>

Resources received free of charge <sup>(b)</sup>

Determined on the basis of the following estimates provided by agencies:

Department of Treasury and Finance	234	225
Department of Education	226	-
Landgate	9	21
State Solicitors' Office	75	8
	<b>544</b>	<b>254</b>

Royalties for Regions Fund:

Regional Community Services Fund <sup>(c)</sup>	1 954	-
	<b>1 954</b>	<b>-</b>
	<b>430 304</b>	<b>269 220</b>

(a) Service appropriations fund the net cost of services delivered. Appropriation revenue comprises a cash component and a receivable (asset). The receivable (holding account) comprises the depreciation expense for the year and any agreed increase in leave liability during the year.

(b) Assets or services received free of charge or for nominal cost are recognised as revenue at fair value of the assets and/or services that can be reliably measured and which would have been purchased if they were not donated. Contributions of assets or services in the nature of contributions by owners are recognised direct to equity.

(c) This is a sub-fund within the over-arching 'Royalties for Regions Fund'. The recurrent funds are committed to projects and programs in WA regional areas.

## Department of Training and Workforce Development

	2011	2010
	\$000	\$000

### Note 18. Restricted cash and cash equivalents

#### Current

Unexpended Commonwealth grants (see notes 2(e) and 14 <sup>(a)</sup> )	30 742	36 219
Training Interest Bearing Account <sup>(b)</sup>	36 463	33 315
Capital Funding	-	9 759
	<b>67 205</b>	<b>79 293</b>

#### Non-current

Accrued salaries suspense account <sup>(c)</sup>	2 044	1 544
	<b>2 044</b>	<b>1 544</b>

(a) The amounts relate to unexpended Commonwealth grants which stipulate that the moneys shall be expended in a particular manner.

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

(c) Funds held in the suspense account used only for the purpose of meeting the 27th pay in a financial year that occurs every 11 years.

### Note 19. Receivables

#### Current

Trade debtors	13 181	6 179
Accrued revenue	454	-
GST receivable	2 524	2 208
Prepayments	682	592
Allowance for impairment of receivables	( 46)	(31)
<b>Total current</b>	<b>16 795</b>	<b>8 948</b>

#### Reconciliation of changes in the allowances for impairment of receivables:

Balance at start of year	31	-
Doubtful debts expense	15	31
<b>Balance at end of the year</b>	<b>46</b>	<b>31</b>

The Department does not hold any collateral or other credit enhancements as security for receivables.

## Department of Training and Workforce Development

	2011	2010
	\$000	\$000

### Note 20. Amounts receivable for services (Holding Account)

Current	-	-
Non-current	31 635	30 749
	<b>31 635</b>	<b>30 749</b>

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

### Note 21. Non-current assets classified as held for sale

#### Opening balance

Land	21 000	-
Less write-down from cost to fair value less selling costs	-	-
	<b>21 000</b>	<b>-</b>

#### Assets reclassified as held for sale

Land	-	21 000
Less write-down from cost to fair value less selling costs <sup>(a)</sup>	(1 000)	-
	<b>(1 000)</b>	<b>21 000</b>

#### Total assets classified as held for sale

Land	21 000	21 000
Less write-down from cost to fair value less selling costs	(1 000)	-
	<b>20 000</b>	<b>21 000</b>

#### Less assets sold

Land	-	-
Less write-down from cost to fair value less selling costs	-	-
	<b>-</b>	<b>-</b>

#### Closing Balance

Land <sup>(b)</sup>	21 000	21 000
Less write-down from cost to fair value less selling costs	(1 000)	-
	<b>20 000</b>	<b>21 000</b>

(a) Disclosed as Other expenses.

(b) The Department intends to dispose of Carine TAFE land. The offer and acceptance was entered into in June 2010 between the State of Western Australia and Landcorp, however settlement is not expected until 2012-13.

## Department of Training and Workforce Development

	2011	2010
	\$000	\$000

### Note 22. Property, plant and equipment

#### Land

At fair value <sup>(a)</sup>	7 700	8 400
Accumulated impairment losses	-	-
	<b>7 700</b>	<b>8 400</b>

#### Buildings

At fair value <sup>(a)</sup>	7 878	8 944
Accumulated depreciation	-	(169)
	<b>7 878</b>	<b>8 775</b>

#### Plant and equipment

At cost	170	135
Accumulated depreciation	(98)	(32)
	<b>72</b>	<b>103</b>

#### Machinery

At cost	1 983	-
Accumulated depreciation	(819)	-
	<b>1 164</b>	<b>-</b>

#### Motor Vehicles

At cost	169	-
Accumulated depreciation	(91)	-
	<b>78</b>	<b>-</b>

#### Computers

At cost	903	316
Accumulated depreciation	(340)	(108)
	<b>563</b>	<b>208</b>

#### Communication equipment

At cost	7	7
Accumulated depreciation	(7)	(4)
	<b>-</b>	<b>3</b>

#### Office equipment

At cost	437	379
Accumulated depreciation	(234)	(147)
	<b>203</b>	<b>232</b>

#### Miscellaneous assets

At cost	187	187
Accumulated depreciation	(13)	(7)
	<b>174</b>	<b>180</b>

#### Capital works in progress

At cost	81 369	-
Transfer of Capital Works in progress from the Department of Education	-	41 806
Additions and improvements to State Training Providers	42 453	39 563
Revaluation decrement on transfer of completed capital works	(663)	-
Transfer of completed capital works to State Training Providers	(16 747)	-
	<b>106 412</b>	<b>81 369</b>

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

### Total property, plant and equipment

<b>124 244</b>	<b>99 270</b>
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(a) Land and buildings were revalued as at 1 July 2010 by the Western Australian Land Information Authority (Valuation Services). The valuations were performed during the year ended 30 June 2011 and recognised at 30 June 2011. In undertaking the revaluation, fair value was determined by reference to market values for land: \$7,700,000 and buildings: \$7,878,000. For the remaining balance, fair value of land and buildings was determined on the basis of depreciated replacement cost.

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Reconciliations of the carrying amounts of property, plant, equipment and vehicles at the beginning and end of the reporting period are set out in the table below.

	Land	Buildings	Plant & equipment	Machinery	Motor Vehicles	Computer	Communications	Office Equipment	Miscellaneous assets	Capital Works in Progress	Totals
2011	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
<b>Carrying amount at start of year</b>	8 400	8 775	103	-	-	208	3	231	181	81 369	<b>99 270</b>
Assets transferred in - Curtin University <sup>(a)</sup>	-	-	-	1 983	249	-	-	-	-	-	<b>2 232</b>
Additions	-	-	35	-	-	587	-	71	-	42 191	<b>42 884</b>
Disposals	-	-	-	-	( 59)	-	-	-	-	-	<b>( 59)</b>
Transfers to/from Works in Progress <sup>(c)</sup>	-	-	-	-	-	-	-	-	-	(16 747)	<b>(16 747)</b>
Revaluation	( 700)	( 672)	-	-	-	-	-	-	-	( 663)	<b>(2 035)</b>
Impairment losses <sup>(d)</sup>	-	-	-	-	-	-	-	-	-	-	-
Depreciation	-	( 225)	( 66)	( 123)	( 23)	( 232)	( 3)	( 99)	( 7)	-	<b>( 778)</b>
Transfers / Adjustments	-	-	-	( 696)	( 89)	-	-	-	-	262	<b>( 523)</b>
<b>Carrying amount at end of the year</b>	<b>7 700</b>	<b>7 878</b>	<b>72</b>	<b>1 164</b>	<b>78</b>	<b>563</b>	<b>-</b>	<b>203</b>	<b>174</b>	<b>106 412</b>	<b>124 244</b>

	Land	Buildings	Plant & equipment	Machinery	Motor Vehicles	Computer	Communications	Office Equipment	Miscellaneous assets	Capital Works in Progress	Totals
2010	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
<b>Carrying amount at start of year</b>	-	-	-	-	-	-	-	-	-	-	-
Assets transferred in - Department of Education <sup>(b)</sup>	29 400	8 944	135	-	-	226	7	297	267	41 806	<b>81 082</b>
Additions	-	-	-	-	-	90	-	101	5	39 563	<b>39 759</b>
Disposals	-	-	-	-	-	-	-	(5)	-	-	<b>( 5)</b>
Transferred to non-current assets for sale	(21 000)	-	-	-	-	-	-	-	-	-	<b>(21 000)</b>
Transfers to/from Works in Progress <sup>(c)</sup>	-	-	-	-	-	-	-	-	-	-	-
Impairment losses <sup>(d)</sup>	-	-	-	-	-	-	-	-	-	-	-
Depreciation	-	( 169)	( 32)	-	-	( 108)	(4)	( 154)	(6)	-	<b>( 473)</b>
Transfers / Adjustments	-	-	-	-	-	-	-	(8)	(85)	-	<b>( 93)</b>
<b>Carrying amount at end of the year</b>	<b>8 400</b>	<b>8 775</b>	<b>103</b>	<b>-</b>	<b>-</b>	<b>208</b>	<b>3</b>	<b>231</b>	<b>181</b>	<b>81 369</b>	<b>99 270</b>

(a) Assets transferred to the Department from Curtin University as a result of the transfer of the Vocational Training and Education Centre on 1 January 2011.

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

(c) The Department of Regional Development and Lands (DRDL) is the only agency with the power to sell Crown land. The land is transferred to DRDL for sale and the Department accounts for the transfer as a distribution to owner (DTO).

(d) Recognised in the Statement of Comprehensive Income. Where an asset measured at cost is written-down to recoverable amount, an impairment loss is recognised in the Statement of Comprehensive Income. Where a previously revalued asset is written-down to recoverable amount, the loss is recognised as a revaluation decrement in the Statement of Changes in Equity.

## Department of Training and Workforce Development

	2011	2010
	\$000	\$000

### Note 23. Impairment of assets

There were no indications of impairment to property, plant and equipment at 30 June 2011.

All surplus assets at 30 June 2011 have either been classified as assets held for sale or written-off.

### Note 24. Payables

#### Current

Trade payables	1 641	6 251
Accrued expenses	4 662	202
Accrued salaries	1 444	634
<b>Total current</b>	<b>7 747</b>	<b>7 087</b>

### Note 25. Borrowings

#### Current

Finance lease liabilities (secured) <sup>(a)</sup>	3	8
<b>Total current</b>	<b>3</b>	<b>8</b>

#### Non-Current

Finance lease liabilities (secured) <sup>(a)</sup>	4	7
<b>Total non-current</b>	<b>4</b>	<b>7</b>

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

#### Assets pledged as security

The carrying amounts of non-current assets pledged as security are:

Leased office equipment	6	12
	<b>6</b>	<b>12</b>

## Department of Training and Workforce Development

	2011	2010
	\$000	\$000

### Note 26. Provisions

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

#### Current

##### Employee Benefits Provision

Annual leave <sup>(a)</sup>	3 643	3 563
Long service leave <sup>(b)</sup>	5 973	4 580
	<b>9 616</b>	<b>8 143</b>

#### Other Provision

Employment on-costs <sup>(c)</sup>	385	44
	<b>385</b>	<b>44</b>
	<b>10 001</b>	<b>8 187</b>

#### Non-current

##### Employee Benefits Provision

Long service leave <sup>(b)</sup>	2 144	1 511
	<b>2 144</b>	<b>1 511</b>

#### Other provisions

Employment on-costs <sup>(c)</sup>	225	8
	<b>225</b>	<b>8</b>
	<b>2 369</b>	<b>1 519</b>

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

Within 12 months of the end of the reporting period	2 678	2 180
More than 12 months after the reporting period	1 335	1 402
	<b>4 013</b>	<b>3 582</b>

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

Within 12 months of the end of the reporting period	2 522	3 449
More than 12 months after the reporting period	5 835	2 675
	<b>8 357</b>	<b>6 124</b>

(c) The settlement of annual and long service leave liabilities gives rise to the payment of employment on-costs including workers' compensation insurance. The provision is the present value of expected future payments.

The associated expense, apart from the unwinding of the discount (finance cost), is disclosed in note 12 'Other expenses'.

### Movements in other provisions

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

#### Employment on-costs

Carrying amount at start of year	52	-
Additional provisions recognised	558	52
Payments/other sacrifices of economic benefits	-	-
Unwinding of the discount	-	-
<b>Carrying amount at end of year</b>	<b>610</b>	<b>52</b>

## Department of Training and Workforce Development

	2011	2010
	\$000	\$000

### Note 27. Other liabilities

#### Current

Income received in advance	16 665	15 529
Other	923	5 587
<b>Total current</b>	<b>17 588</b>	<b>21 116</b>

### Note 28. Equity

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

#### Contributed Equity

Balance at the start of the period	212 131	-
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#### Contributions by owners

Capital appropriation <sup>(a)</sup>	27 901	28 367
Contribution by Department of Education <sup>(b)</sup>	17	183 764
<b>Total Contributions By Owners</b>	<b>27 918</b>	<b>212 131</b>

#### Distribution to owners

Transfer of completed capital works projects to State Training Providers	(16 085)	-
<b>Total distributions to owners</b>	<b>(16 085)</b>	<b>-</b>

#### BALANCE AT END OF PERIOD

	<b>223 964</b>	<b>212 131</b>
--	----------------	----------------

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

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

### Reserves

#### Asset revaluation surplus

Balance at the start of year	-	-
Net revaluation increments / (decrements)		
Land	-	-
Buildings	-	-
Plant and equipment	-	-
Non-current assets classified as held for sale	-	-
<b>Balance at end of year</b>	<b>-</b>	<b>-</b>

#### Accumulated surplus/(deficit)

Balance at the start of year	(8 125)	-
Result for the period	20 134	(8 125)
Income and expense recognised directly in equity	-	-
Correction of prior period errors	1 117	-
<b>Balance at end of year</b>	<b>13 126</b>	<b>(8 125)</b>
<b>Total Equity at end of period</b>	<b>237 090</b>	<b>204 006</b>

## Department of Training and Workforce Development

	2011	2010
	\$000	\$000

### Note 29. Notes to the Statement of Cash Flows

#### 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 and cash equivalents	12 879	1 126
Restricted cash and cash equivalents [note 18 'Restricted cash and cash equivalents']	69 249	80 837
	<b>82 128</b>	<b>81 963</b>

#### Reconciliation of net cost of services to net cash flows provided by/(used in) operating activities

Net cost of services	(410 170)	(277 345)
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#### Non-cash items:

Depreciation and amortisation expense (note 8 'Depreciation and amortisation expense')	778	467
Doubtful debts expense (note 7 'Supplies and Services')	15	31
Resources received free of charge (note 17 'Income from State Government')	544	254
Net (gain)/loss on disposal of property, plant and equipment (note 16 'Net gain/(loss) on disposal of non-current assets')	45	-
Revaluation decrement of non current assets	3 035	-

#### (Increase)/decrease in assets:

Current receivables <sup>(a)</sup> <sup>(b)</sup>	(7 002)	(4 633)
Accrued income	( 454)	-
Prepayments <sup>(b)</sup>	( 90)	( 376)

#### Increase/(decrease) in liabilities:

Current payables <sup>(a)</sup>	(2 869)	27 923
Current provisions <sup>(b)</sup>	2 664	(1 525)
Net GST receipts/(payments) <sup>(c)</sup>	387	2 207
Change in GST in receivables/payables <sup>(d)</sup>	( 703)	(4 415)
<b>Net cash provided by/(used in) operating activities</b>	<b>( 413 820)</b>	<b>( 257 412)</b>

(a) Note that the Australian Taxation Office (ATO) receivable/payable in respect of GST and the receivable/payable in respect of the sale/purchase of non-current assets are not included in these items as they do not form part of the reconciling items.

(b) The 2010 figures exclude non-cash transfers from the Department of Education.

(c) This is the net GST paid/received, i.e. cash transactions.

(d) This reverses out the GST in receivables and payables.

## Department of Training and Workforce Development

	2011	2010
	\$000	\$000

### Note 30. Resources provided free of charge

During the year the following resources were provided to other agencies free of charge for functions outside the normal operations of the Department:

Department of Education	197	168
Department of Education Services	126	134
Department of State Development	-	62
Department of Housing	-	3
	<b>323</b>	<b>367</b>

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

Central Institute of Technology	1 417	1 076
Challenger Institute of Technology	988	617
C. Y. O'Connor College of TAFE	217	65
Durack Institute of Technology	256	100
Great Southern Institute of Technology	240	120
Kalgoorlie VTEC	6	9
Kimberley TAFE	276	56
Pilbara TAFE	269	78
Polytechnic West	1 429	975
South West Institute of Technology	377	207
WA Academy of Performing Arts (Edith Cowan University)	13	9
West Coast Institute of Training	405	296
	<b>5 893</b>	<b>3 608</b>

### Note 31. Commitments

The commitments below are inclusive of GST where relevant.

#### Capital expenditure commitments

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

Within 1 year	43 799	56 832
Later than 1 year and not later than 5 years	185 721	74 506
Later than 5 years	5 000	24 710
	<b>234 520</b>	<b>156 048</b>

The capital commitments include amounts for:

Buildings	234 520	156 048
	<b>234 520</b>	<b>156 048</b>

## Department of Training and Workforce Development

	2011	2010
	\$000	\$000

### Lease commitments

Operating lease commitments <sup>(a)</sup>

Commitments in relation to leases contracted for at the end of the reporting period but not recognised in the financial statements are payable as follows:

Within 1 year	4 164	1 187
Later than 1 year and not later than 5 years	16 637	3 900
Later than 5 years	4 452	970
	<b>25 253</b>	<b>6 057</b>

(a) Operating leases relate to accommodation and vehicle leases.

Representing:

Cancellable operating lease	586	577
Non-cancellable operating lease	24 667	5 480
	<b>25 253</b>	<b>6 057</b>

### Finance lease commitments

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

Within 1 year	3	8
Later than 1 year and not later than 5 years	4	7
Later than 5 years	-	-

Minimum finance lease payments  
Less future finance charges

7	15
(1)	(1)

### Present Value of finance lease liabilities

6	14
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The present value of finance leases payable is as follows:

Within 1 year	3	8
Later than 1 year and not later than 5 years	4	7
Later than 5 years	-	-

### Present value of finance lease liabilities

7	15
---	----

Included in the financial statements as:

Current (note 25 'Borrowings')	3	8
Non-current (note 25 'Borrowings')	4	7
	<b>7</b>	<b>15</b>

The Department has the option to purchase leased assets at their agreed fair value on expiry of the lease. These leasing arrangements do not have escalation clauses, other than in the event of payment default. There are no restrictions imposed by these leasing arrangements on other financing transactions. Certain finance leases have a contingent rental obligation, however these are not material when compared to the total lease payments made.

### Non-cancellable operating lease commitments

Commitments for minimum lease payments are payable as follows:

Within 1 year	3 794	860
Later than 1 year and not later than 5 years	16 421	3 650
Later than 5 years	4 452	970
	<b>24 667</b>	<b>5 480</b>



## Department of Training and Workforce Development

### Note 32. Contingent liabilities and contingent assets

During 2010-11, the Department did not identify any contingent liabilities or assets.

### Note 33. Events occurring after the end of the reporting period

The Department classified Carine TAFE land as a parcel of Crown Land held for sale during the 2009-10 financial year. An offer and acceptance was entered into in June 2010 between the State of Western Australia and Landcorp. However the value of the sale is yet to be determined. Settlement is not expected until January 2012.

### Note 34. Explanatory statement

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

#### Total appropriations provided to deliver services

##### Significant variances between estimate and actual for 2011

Although there was no significant variance in the total appropriation, there were offsetting variances in the following service expenditure:

	2011 Estimate \$000	2011 Actual \$000	Variance \$000
Institutional Based Training	489 893	520 227	30 334
Employment Based Training	173 741	164 283	(9 458)
	<b>663 634</b>	<b>684 510</b>	<b>20 876</b>

The variance largely reflects an increase in Commonwealth program expenditure in line with approved increase in Commonwealth income.

#### Total income

	2011 Estimate \$000	2011 Actual \$000	Variance \$000
Institutional Based Training	178 139	219 035	40 896
Employment Based Training	63 740	55 305	(8 435)
	<b>241 879</b>	<b>274 340</b>	<b>32 461</b>

The variance largely reflects higher than anticipated international student enrolments through Education and Training International and additional Commonwealth income relating to specific purpose programs.

#### Capital appropriation

	2011 Estimate \$000	2011 Actual \$000	Variance \$000
Capital appropriation	32 432	27 901	(4 531)
	<b>32 432</b>	<b>27 901</b>	<b>(4 531)</b>

Delays in some capital projects resulted in an underspend. This underspend was reflected in the Department's Estimated Actuals and recast to future financial years.

##### Significant variances between actual results for 2010 and 2011

An analysis of the variance between 2011 and 2010 actual results have not been done since no meaningful comparison can be made as prior year's data reflects 8 months of operations and the current year includes consolidation of the Vocational Training and Education Centre.

## Department of Training and Workforce Development

### Note 35. Financial instruments

#### (a) Financial Risk Management Objectives and Policies

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

##### Credit risk

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

The maximum exposure to credit risk at the end of the reporting period in relation to each class of recognised financial assets is the gross carrying amount of those assets inclusive of any provisions for impairment as shown in the table at note 35(c) 'Financial instruments disclosures' and note 19 'Receivables'.

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

Allowance for impairment of financial assets is calculated based on objective evidence such as observable data in client credit ratings. For financial assets that are either past due or impaired, See also note 35(c) 'Financial instrument disclosures'.

##### Liquidity risk

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

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

##### Market risk

Market risk is the risk that changes in market prices such as foreign exchange rates and interest rates will affect the Department's income or the value of its holdings of financial instruments. The Department does not trade in foreign currency and is not materially exposed to other price risks. The Department's exposure to market risk for changes in interest rates relates primarily to the long-term debt obligations.

## Department of Training and Workforce Development

### Note 32. Contingent liabilities and contingent assets

During 2010-11, the Department did not identify any contingent liabilities or assets.

### Note 33. Events occurring after the end of the reporting period

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	2011 Estimate \$000	2011 Actual \$000	Variance \$000
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	<b>241 879</b>	<b>274 340</b>	<b>32 461</b>

The variance largely reflects higher than anticipated international student enrolments through Education and Training International and additional Commonwealth income relating to specific purpose programs.

#### Capital appropriation

	2011 Estimate \$000	2011 Actual \$000	Variance \$000
Capital appropriation	32 432	27 901	(4 531)
	<b>32 432</b>	<b>27 901</b>	<b>(4 531)</b>

Delays in some capital projects resulted in an underspend. This underspend was reflected in the Department's Estimated Actuals and recast to future financial years.

##### Significant variances between actual results for 2010 and 2011

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## Department of Training and Workforce Development

### Note 35. Financial instruments

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##### Credit risk

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

The maximum exposure to credit risk at the end of the reporting period in relation to each class of recognised financial assets is the gross carrying amount of those assets inclusive of any provisions for impairment as shown in the table at note 35(c) 'Financial instruments disclosures' and note 19 'Receivables'.

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

Allowance for impairment of financial assets is calculated based on objective evidence such as observable data in client credit ratings. For financial assets that are either past due or impaired, See also note 35(c) 'Financial instrument disclosures'.

##### Liquidity risk

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

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

##### Market risk

Market risk is the risk that changes in market prices such as foreign exchange rates and interest rates will affect the Department's income or the value of its holdings of financial instruments. The Department does not trade in foreign currency and is not materially exposed to other price risks. The Department's exposure to market risk for changes in interest rates relates primarily to the long-term debt obligations.

## Department of Training and Workforce Development

### (b) Categories of financial instruments

In addition to cash, the carrying amounts of each of the following categories of financial assets and financial liabilities at the end of the reporting period are:

	2011	2010
	\$000	\$000
<u>Financial Assets</u>		
Cash and cash equivalents	12 879	1 126
Restricted cash and cash equivalents	69 249	80 837
Receivables <sup>(a)</sup>	13 135	6 148
Amounts receivable for services	31 635	30 749
<u>Financial Liabilities</u>		
Payables	7 747	7 087
Finance lease liabilities	7	15
Other Liabilities	17 588	21 116

(a) The amount of receivables excludes the GST recoverable from the ATO (statutory receivable).

## Department of Training and Workforce Development

### (c) Financial Instruments Disclosures

#### Credit Risk and Interest Rate Risk Exposure

The following table discloses the Department's maximum exposure to credit risk, interest rate exposures and the ageing of financial assets at the end of the reporting period. The Department's maximum exposure to credit risk at the end of the reporting period is the carrying amount of financial assets as shown below. The table discloses the ageing of financial assets that are past due but not impaired and impaired financial assets. The table is based on information provided to senior management of the Department. The Department does not hold any collateral as security or other credit enhancement relating to the financial assets it holds. The Department does not hold any financial assets that had to have their terms renegotiated that would have otherwise resulted in them being past due or impaired.

#### **Interest rate exposure and ageing analysis of financial assets**

	Weighted Average Effective Interest Rate	Interest Rate			Past due but not impaired					
		Carrying Amount	Variable Interest Rate	Non- Interest Bearing	Up to 3 months	3 - 12 months	1 - 2 years	2 - 5 years	More than 5 years	Impaired financial assets
		%	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
<u>Financial Assets</u>										
2011										
Cash and cash equivalents		12 879	-	12 879	-	-	-	-	-	-
Restricted cash and cash equivalents <sup>(a)</sup>	4.93%	69 249	36 463	32 786	-	-	-	-	-	-
Receivables <sup>(b)</sup>		13 135	-	13 135	7 489	1	-	-	-	46
Amounts receivable for services		31 635	-	31 635	-	-	-	-	-	-
		<b>126 898</b>	<b>36 463</b>	<b>90 435</b>	<b>7 489</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>46</b>
2010										
Cash and cash equivalents		1 126	-	1 126	-	-	-	-	-	-
Restricted cash and cash equivalents <sup>(a)</sup>	4.21%	80 837	33 315	47 522	-	-	-	-	-	-
Receivables <sup>(b)</sup>		6 148	-	6 148	95	68	-	-	-	31
Amounts receivable for services		30 749	-	30 749	-	-	-	-	-	31
		<b>118 860</b>	<b>33 315</b>	<b>85 545</b>	<b>95</b>	<b>68</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>62</b>

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

## Department of Training and Workforce Development

### (c) Financial Instruments Disclosures

#### Liquidity Risk

The following table details the contractual maturity analysis for financial liabilities. The table includes interest and principal cash flows. An adjustment has been made where material.

**Interest rate exposure and maturity analysis of financial liabilities <sup>(a)</sup>**

	Weighted Average Effective Interest Rate	Carrying Amount	Interest Rate Exposure				Maturity Date				
			Variable interest rate	Non- Interest Bearing	Adjustment for discounting	Total Nominal Amount	Up to 3 months	3 - 12 months	1 - 2 years	2 - 5 years	More than 5 years
	%	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
<b>Financial Liabilities</b>											
<b>2011</b>											
Payables	-	7 747	-	7 747	-	-	-	2	-	-	-
Finance Lease Liabilities	5.43%	7	-	-	( 1)	6	1	2	2	1	-
Other liabilities	-	17 588	-	17 588	-	-	-	-	-	-	-
		<b>25 342</b>	<b>-</b>	<b>25 335</b>	<b>( 1)</b>	<b>6</b>	<b>1</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>-</b>
<b>2010</b>											
Payables	-	7 087	-	7 087	-	-	7 087	-	-	-	-
Finance Lease Liabilities	5.86%	15	-	-	1	16	-	9	4	3	-
Other liabilities	-	21 116	-	21 116	-	-	-	-	-	-	-
		<b>28 218</b>	<b>-</b>	<b>28 203</b>	<b>1</b>	<b>16</b>	<b>7 087</b>	<b>9</b>	<b>4</b>	<b>3</b>	<b>-</b>

(a) The amounts disclosed are the contractual undiscounted cash flows of each class of financial liabilities at the end of the reporting period.

## Department of Training and Workforce Development

### Interest rate sensitivity analysis

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

		-100 basis points		+100 basis points	
	Carrying Amount \$000	Surplus \$000	Equity \$000	Surplus \$000	Equity \$000
2011					
<u>Financial Assets</u>					
Restricted cash and cash equivalents <sup>(a)</sup>	36 463	(365)	(365)	365	365
	<b>36 463</b>	<b>(365)</b>	<b>(365)</b>	<b>365</b>	<b>365</b>
2010					
<u>Financial Assets</u>					
Restricted cash and cash equivalents <sup>(a)</sup>	33 315	(333)	(333)	333	333
	<b>33 315</b>	<b>(333)</b>	<b>(333)</b>	<b>333</b>	<b>333</b>

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

### Fair Values

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

## Department of Training and Workforce Development

2011 2010

### Note 36. Remuneration of senior officers <sup>(a)</sup>

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

\$20 001 - \$30 000	-	1
\$30 001 - \$40 000	-	1
\$40 001 - \$50 000	-	3
\$50 001 - \$60 000	-	-
\$60 001 - \$70 000	-	-
\$70 001 - \$80 000	-	1
\$80 001 - \$90 000	-	-
\$90 001 - \$100 000	1	-
\$100 001 - \$110 000	2	1
\$110 001 - \$120 000	2	-
\$120 001 - \$130 000	-	-
\$130 001 - \$140 000	-	-
\$140 001 - \$150 000	-	-
\$150 001 - \$160 000	-	-
\$160 001 - \$170 000	-	-
\$170 001 - \$180 000	-	-
\$180 001 - \$190 000	-	-
\$190 001 - \$200 000	-	-
\$200 001 - \$210 000	-	-
\$210 001 - \$220 000	1	-

	<b>\$000</b>	<b>\$000</b>
<b>Total remuneration of senior officers</b>	<b>1 253</b>	<b>720</b>

(a) Includes senior officers where period of service is greater than 3 months.

The salary ranges for 2009-10 are based on a maximum 8 months of total remuneration from when the Department was established on 30 October 2009.

No senior officers are members of the Pension Scheme.

### Note 37. Remuneration of auditor

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

	<b>2011</b>	<b>2010</b>
	<b>\$000</b>	<b>\$000</b>
Auditing the accounts, financial statements and key performance indicators	93	96
	<b>93</b>	<b>96</b>



## Department of Training and Workforce Development

	2011	2010
	\$000	\$000

### Note 38. Affiliated bodies

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

Building and Construction Industry Training Fund	360	206
Chamber of Minerals and Energy	360	-
Community Services, Health and Education Training Council	439	226
Electrical, Utilities and Public Administration Training Council	413	184
Engineering and Automotive Training Council	491	254
Financial, Administrative and Professional Services Training Council	543	283
Food & Timber Industries Training Council (Previously -Primary Food and Beverage Furnishing & Textiles Industry Training Council)	491	254
Futurenow - Learning for Life	571	283
Logistics Training Council	376	206
Retail and Personal Service Training Council	360	184
<b>Total</b>	<b>4 404</b>	<b>2 080</b>

### Note 39. Supplementary financial information

#### (a) Write-offs

There were no write-offs during the 2010-11 financial year.

The accountable authority	-	25
The Minister	-	-
Executive Council	-	-
	<b>-</b>	<b>25</b>

#### (b) Losses Through Theft, Defaults and Other Causes

Losses of public moneys and public and other property through theft or default	-	-
Amounts recovered	-	-
	<b>-</b>	<b>-</b>

#### (c) Gifts of public property

Gifts of public property provided by the Department	-	-
	<b>-</b>	<b>-</b>

### Note 40. Indian Ocean Territories

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

Opening Balance <sup>(a)</sup>	80	62
Receipts	80	63
Payments	( 110)	( 45)
<b>Closing Balance</b>	<b>50</b>	<b>80</b>

(a) 2009-10 opening balance was transferred from the Department of Education as a result of the demerger of the



## PERFORMANCE MANAGEMENT FRAMEWORK

The following framework shows the relationship between government goals, agency level desired outcomes and the agency's services. The key performance indicators (KPIs) within this framework are reported in the Government of Western Australia's 2010–11 Budget Statements, and are auditable by the Office of the Auditor General.

The Department's vision is to create a skilled workforce to maximise the State's economic potential for the benefit of the Western Australian community. This is in line with the government's strategic goals.

### Government goal

Results based service delivery:

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

### Agency level desired outcome

A skilled workforce that meets the needs of Western Australia.

Descriptor:

The Department of Training and Workforce Development provides Western Australia with a skilled workforce by training vocational students, apprentices and trainees in skills identified by industry and the community.

### Services

1. Institution based training (IBT)
2. Employment based training (EBT)

### Key effectiveness indicators

Service 1 and 2: Employer satisfaction with the skills of their employees <sup>(a)</sup>

Service 1 and 2: Graduate employment rate

Service 2: Apprenticeship and traineeship training rate <sup>(b)</sup>

Service 2: Apprenticeship and traineeship completion rate <sup>(b)</sup>

### Key efficiency indicators

Service 1: IBT unit cost (total expenditure related to Service 1/total Student Curriculum Hours associated with this service).

Service 2: EBT unit cost (total expenditure related to Service 2/total Student Curriculum Hours associated with this service).

a) Employers who are satisfied with training as a way to meet their skill needs. This includes employers who indicated they were employers with vocational education and training as a job requirement.

b) The training rate and completion rate of apprenticeships and traineeships includes publicly and privately funded training places.



## MINISTERIAL DIRECTIVES

Treasurer's Instruction 903 (12) requires the Department to disclose details of any Ministerial directives relevant to the setting of desired outcomes or operational objectives, the achievement of desired outcomes or operational objectives, investment activities and financing activities. No such directives were issued by the Minister in 2010–11.



## MINISTERIAL AND EXECUTIVE SERVICES

The Ministerial and Executive Services Unit provides services to the Office of the Minister for Training and Workforce Development and the Department's Director General and Corporate Executive. Services include Ministerial liaison relating to correspondence, requests for briefings and speech notes, media releases, parliamentary questions and cabinet comments, updates on contentious issues, and daily monitoring of the media. Executive officer support is also provided to the Department's key leadership groups, including Corporate Executive and the Corporate Leadership Group.

Table 13 — Ministerial requests processed

In total, 1271 requests were processed, with the main types of requests listed in the table below.

Type	
Correspondence	577
Briefing notes	201
Answers to parliamentary questions	131
Contentious issues briefings	23
Cabinet comments	25
Event briefings (including speeches)	105
Total	1062



## OTHER FINANCIAL DISCLOSURES

### Capital works projects complete

During 2010–11, the following capital works projects were completed and transferred to the State Training Providers:

State Training Providers	Item	Cost (\$)
C.Y. O'Connor Institute, Northam Campus	Building and Construction workshop	2.4 million
Central Institute of Technology, East Perth Campus	Sustainability Centre	2.0 million
Durack Institute of Technology, Geraldton Campus	Wiluna Education and Vocational Training Centre	2.6 million
Curtin VTEC, Kalgoorlie Campus	Metal, Electrical and Automotive Workshop	3.7 million
Total		10.7 million



## Capital works projects incomplete

The following capital projects commenced planning or were works in progress in 2010–11.

State Training Providers	Item	Estimated Total Cost (\$)	Project Accumulated Total (\$)	Estimated Remaining Cost (\$)
Central Institute of Technology, Perth Campus	Redevelopment Stage 2/3	57.1 million	56.0 million	1.1 million
Durack Institute of Technology, Geraldton Campus	Skills Barn	1.9 million	1.8 million	0.1 million
Great Southern Institute, Albany Campus	Wool harvesting and Aquaculture Centre	2.4 million	2.4 million	0.02 million
Pilbara TAFE, Karratha Campus	Metals and Automotive Workshop Extension	2.4 million	2.4 million	0.01 million
West Coast Institute of Training, Clarkson Campus	Trades Training Workshop	3.9 million	3.9 million	0.01 million
West Coast Institute of Training, Clarkson Campus	Trades Training Stage 2	19.0 million	17.2 million	1.8 million
Challenger Institute, Rockingham Campus Trade Training Centre	Rockingham Campus redevelopment	28.6 million	0.6 million	28.0 million
Central Institute of Technology, E Central and Leederville Campus	Realignment	4.0 million	3.6 million	0.4 million
Central Institute of Technology, Aberdeen St Campus	Refurbishment	8.0 million	4.8 million	3.2 million
Durack Institute of Technology Batavia Coast Marine	Remediation work for water filtration system	3.0 million	1.7 million	1.3 million
Kimberley TAFE	Fitzroy Crossing Training Centre	3.0 million	1.5 million	1.5 million
Kimberley TAFE, Ord River Stage 2	Kununurra and Wyndham Campus upgrades	10.0 million	6.8 million	3.2 million
South West Institute, Bunbury Campus	Heavy Duty Automotive	16.0 million	1.3 million	14.7 million
ICT Statewide Computer Network	ICT Statewide Computer Network	3.6 million	1.4 million	2.2 million
Total		157.5 million	105.4 million	57.54 million

## Workers' compensation rebate

The Department continued to process claims under the \$10.6 million workers' compensation rebate initiative for employers to offset the cost of employing apprentices and trainees during the economic downturn. Employers can claim the rebate for all apprentices and trainees undertaking certificate III or higher qualifications who commenced after 1 January 2009 and who have completed the first year of their training contract. Over the 2010–11 period, 2798 employers received the workers' compensation rebate, totalling \$4 764 970.

## Fees and charges for publicly funded VET providers

The fees charged by publicly funded providers for Vocational Education and Training (VET) delivery are governed by Section 67 of the *Vocational Education and Training Act 1996* (the *VET Act*), and the accompanying Regulation 12 and Schedule 1 of the Vocational Education and Training (Colleges) Regulations 1996. Other publicly funded VET providers are required to charge fees in accordance with the Department's VET Fees and Charges in 2011 policy.

For vocational courses, a course fee is charged which is the sum of fees for all units in which the student enrolls. Students pay one of four fees per unit (Band 1, Band 2, Band 3 or Band 4). The course fee structure for vocational courses is outlined in Table 14. A resource fee may also apply.

Table 14 – Vocational course fees 2010

Category of enrolment	Unit fee (\$)	Semester maximum (\$)
Category A (Vocational) Courses		
Non Concession student		596.00
Band 1 – Units between 1 and 14 hours	16.00	
Band 2 – Units between 15 and 24 hours	32.00	
Band 3 – Units between 25 and 50 hours	64.00	
Band 4 – Units with 51 hours or more	126.00	
Concession student		298.00
Band 1 – Units between 1 and 14 hours	8.00	
Band 2 – Units between 15 and 24 hours	16.00	
Band 3 – Units between 25 and 50 hours	32.00	
Band 4 – Units with 51 hours or more	63.00	
Access and Bridging Courses		
Flat fee of \$25.00 per semester		25.00

Employers benefit from the \$10.6 million Workers' Compensation Rebate initiative which offsets the cost of employing apprentices and trainees.



A comparison of semester maximum fees from previous years is provided in Table 15.

Table 15 – Semester maximum charges for vocational courses 2005–11

Year	Semester maximum (\$)	Semester maximum (\$)
2005	481.80	251.85
2006	496.40	259.15
2007	518.30	270.10
2008	550.00	275.00
2009	570.00	285.00
2010	580.00	290.00
2011	596.00	298.00

Students granted Recognition of Prior Learning (RPL) for vocational courses pay 50% of the unit fees prescribed in accordance with the Department's VET Fees and Charges in 2011 policy. A maximum course fee of \$298.00 (\$149.00 concession) per semester is payable.

Table 16 – Recognition of Prior Learning 2010

Category of enrolment	Unit fee (\$)	Semester maximum (\$)
Recognition of Prior Learning		
Non concession student		298.00
Band 1 – Units between 1 and 14 hours	8.00	
Band 2 – Units between 15 and 24 hours	16.00	
Band 3 – Units between 25 and 50 hours	32.00	
Band 4 – Units with 51 hours or more	63.00	
Concession student		149.00
Band 1 – Units between 1 and 14 hours	4.00	
Band 2 – Units between 15 and 24 hours	8.00	
Band 3 – Units between 25 and 50 hours	16.00	
Band 4 – Units with 51 hours or more	31.50	

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

## Employment and industrial relations

As at 30 June 2011, the Department employed 585 full-time employees with a headcount of 669. The table below details the demographic profile of the Department's workforce, which includes Vocational Training and Education Centre (VTEC) staff transferred to the Department on 1 January 2011.

\* Table 17 – Workforce profile

Descriptor	Male	Female
Employee by gender (headcount)	203	466
Employee median age (headcount)	45.6 years	44.8 years
Employment arrangement (headcount) – part time	22	128
Employment arrangement (headcount) – full time	178	323
Employee work location (FTE)	metropolitan 479.2 regional 105.4	
Employment status (headcount) – permanent	384 (male and female)	
Employment status (headcount) – fixed term	267 (male and female)	
Employment status (headcount) casual	18 (male and female)	

Source: HRMIS 30 June 2011

\* includes officers on secondment from other government agencies

The Department employs public service officers, government officers, miscellaneous workers and award-free TAFE lecturers. The public service officers are primarily located in the metropolitan area and the government officers, miscellaneous workers and TAFE lecturers at VTEC in Kalgoorlie and Esperance.

## Human resources policy development and review

The Department has developed a simplified Human Resource policy model which has significantly reduced the number of Human Resource policies applying across the Department. Key policies include an Employment policy which is consistent with the new Public Sector Commissioner's Instruction regarding the filling of public sector vacancies.

The policy framework incorporates consultation with internal focus groups and key stakeholders, and a process of evaluation and review.

## Labour relations services

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

New industrial agreements for public servants and government officers negotiated by government central agencies are soon to be registered by the Western Australian Industrial Relations Commission (WAIRC). The Department is currently negotiating a replacement agreement for TAFE lecturers, which is anticipated to take effect in September 2011.

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

## Professional learning

The Department continued to demonstrate its commitment to professional development (PD) through the implementation of a PD policy, a training needs analysis and a PD calendar for staff.



## GOVERNANCE DISCLOSURES

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



## OTHER LEGAL REQUIREMENTS

### Advertising

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

Table 18 – Department expenditure on advertising agencies and media advertising organisations from 1 July 2010 to 30 June 2011

Category	Provider	(\$)
Media advertising organisations	AdCorp	30 015
	Mitchell and Partners	437 613
Total media advertising organisations		467 628
Advertising agencies <sup>(a)</sup>	RARE creative thinking	481 487
Total advertising agencies		481 487
Market research organisations	TNS Global Market Research	99 000
Total market research organisations		99 000
Total		1 048 115

(a) These agencies provide a full range of creative services not limited to advertising, and including graphic design, printing, video production and related services. Source: Corporate and Governance, Department of Training and Workforce Development.

### Disability Access and Inclusion Plan and outcomes

The *Western Australian Disability Services Act 1993* (amended 2004) requires State Government agencies to develop and implement a Disability Access and Inclusion Plan (DAIP) replacing the 1995 Disability Services Plan. The former Department of Education and Training established and implemented the *Disability Access and Inclusion Plan 2007–2011* which articulates directions for a more inclusive teaching and learning system. While this plan remains current, the Department of Training and Workforce Development is now developing its own DAIP. The Department will also report on its progress in implementing the Department of Education and Training's DAIP. This will be submitted to the Disability Services Commission in July 2011.

### Record keeping plan

It is an auditable legal requirement under the *State Records Act 2000* for government agencies to have systems in place for the appropriate management of records. In accordance with sections 12 and 61 of the Act, the Department is required to have a record keeping plan (RKP) approved by the State Records Commission (SRC), which describes how records are created, maintained, managed and disposed of in accordance with the SRC's Standards and Principles.

The RKP, which has been in place since April 2010, applies to five worksites and details the Department's compliance with SRC requirements, as outlined in the table below. A revised RKP is due to be submitted to the SRC by 31 October 2011.

## Compliance with State Records Commission Standard 2 Record Keeping Plan

(Principal 6 – Compliance), 2009-10

### SRC requirement:

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

### Department compliance:

- The Department of Training and Workforce's RKP is currently being reviewed in preparation for the SRC requirement for the submission of a revised plan by 31 October 2011.
- The Records and Information Management team has responsibility for best practice in information management training, consulting and monitoring RKP compliance for Departmental worksites.
- Record keeping responsibilities have been devolved to Departmental business units.
- Staff members in these worksites record all their significant communication, actions and decisions into TRIM. Record keeping advice is available to assist and advise all worksites.
- Record keeping queries are centralised through the ICT Service Desk as the first contact point for Departmental business units seeking advice about record keeping.

- The Records and Information Management team is responsible for the disposition of all Departmental records. Full ownership of these processes will be assumed on 1 July 2011 at which point the Department of Education (DoE) will cease as the Department's agent. The first half of 2011 saw a sharing of duties across agencies in preparation for a complete transition to the Department. Work has commenced on appropriate Departmental disposition processes and schedules.
- The Department is also in the process of identifying holdings stored at commercial storage companies that belong to the Department but are currently held under the DoE account. These holdings will be transferred to Departmental accounts.

### SRC requirement:

The organisation conducts a record keeping training program.

### Department compliance:

- Recordkeeping awareness training (RAT)
- The Department's arrangement with the DoE for the provision of a RAT course ceased on 30 June 2011. As a result, the Department has developed a new RAT course and will ensure that the new course is completed by appropriate staff. This online facility is designed to ensure all staff are aware of their obligations, rights and responsibilities under the State Records Act 2000. This course will be accessed

through the Department's intranet portal. As at 30 June 2011, 381 (approximately 59%) Departmental staff have completed the DoE online RAT program and accompanying assessment.

- TRIM training (electronic document management system)
- Similarly, the Department has developed its own TRIM training program. This new course is offered once a week via the Departmental training facilities located in West Perth. To date 391 (approximately 60%) staff have been trained in TRIM. Advanced training on specific topics is offered to staff who have completed basic training.
- Department's induction program
- The Department's induction program is currently being updated to include a more definitive overview of record keeping requirements.

### SRC requirement:

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

### Department compliance:

- The development of a Department specific program included revising and updating the TRIM training program and the online RAT program.

## Compliance with public sector standards and ethical codes

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

- including information about the standards in relevant human resource management policies and resources;
- providing an advisory and consultancy service to staff on standards related matters;
- raising awareness of the standards in induction programs, and selection panel training; and
- notifying job applicants of their rights and obligations prescribed by the regulations.

During the reporting period, there were two breach claims lodged with the Department. One breach claim was withdrawn as a result of conciliation with the applicant. The remaining breach claim was forwarded to the Public Sector Commissioner for review and was subsequently found to be without substance.

The Department provides information to staff about the Public Sector Code of Ethics and the Department's Staff Conduct Policy in its staff induction program. All Department staff are required to complete training in Accountable and Ethical Decision Making (AEDM) upon commencement.

## Complaints and misconduct management

The Department manages its own complaints processes including the receipt, recording, assessment, coordination and allocation of complaints from the general public and staff. Since July 2010, the Department has received three formal complaints of misconduct (non staff related). Two of these complaints were not related to this Department and the complaints were directed to the relevant agencies. The third complaint has been resolved.

The Department of Education currently coordinates screening of employees on behalf of State Training Providers and the Department of Training and Workforce Development, with decisions relating to criminal screening outcomes made by this Department.

## Public interest disclosure

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

The Department has the following 10 fully trained Public Interest Disclosure (PID) officers.

- Director General;
- Executive Director, Corporate and Governance;
- Director, Human Resources;

- Senior Labour Relations Advisor;
- Director, Governance; and
- five principal consultants.

The Department's induction program provides information and awareness-raising in relation to the Public Interest Disclosure legislation, including the process for making disclosures.

## Working with children

The legislation which came into effect on 1 January 2006 makes it compulsory for people in child related work to apply for a Working with Children check. In 2010–11, \$104 750 was paid as reimbursement for those in the training sector who were required to obtain a Working with Children Check. This figure includes applicants from State Training Providers.

## GOVERNMENT POLICY REQUIREMENTS

### Substantive equality

The Department is committed to implementing the Government of Western Australia's Policy Framework for Substantive Equality and for ensuring substantive equality outcomes in its workplaces and across services provided by the Department. In 2010–11 substantial progress was made towards the development of a comprehensive policy and implementation plan for substantive equality. The scope of the Department's Needs and Impact Assessment has been submitted to the Equal Opportunity Commission.

### Language services policy

In 2008, the Premier endorsed the Western Australian Language Services Policy. The central tenet of the policy is that clients not able to communicate through written or spoken English may require access to competent translators and interpreters when accessing and using Government services. In accordance with this policy, all Western Australian Government agencies are required to have policies for funding and delivering translating and interpreting services.

In response to this requirement, the Department of Training and Workforce Development has developed its own Language Services Policy which adopts the principles and commitments of the Premier's policy. To assist in the policy's implementation, the Department has developed a comprehensive implementation plan which includes a monitoring and evaluation plan.

### Occupational safety and health and injury management

The Department is committed to providing assistance to injured or ill employees as soon as practicable, to facilitate their return to work. The Department has an Injury Management and Workers' Compensation policy, developed in accordance with the requirements of the *Workers' Compensation and Injury Management Act 1981*.

The coordination of the management of workers' compensation claims is conducted by the Education and Training Shared Services Centre. The workers' compensation officers and injury management consultants hold regular claims review meetings with RiskCover to ensure the implementation of best practice strategies in the management of workers' compensation claims.

There have been four compensation claims during the reporting period. The following table shows the number of incidents during the reporting period.

Table 19 — Occupational safety and health performance indicators from 1 July 2010 to 30 June 2011

Indicator	
Number of fatalities <sup>(a)</sup>	0
Lost time injury/diseases (LTI/D) incident rate <sup>(b)</sup> (number of claims)	4
Lost time injury severity rate <sup>(c)</sup>	50
Number of severe injury claims <sup>(d)</sup>	2
Percentage of injured workers returning to work within 28 days	50%
Percentage of current managers trained in occupational safety, health and injury management <sup>(e)</sup>	10%

(a) Number of injuries resulting in death. (b) The lost time injuries/diseases (LTI/D) incidence rate is the number of LTI/D claims resulting at least one day or shift being lost. (c) The severity rate is the number of severe injuries claims divided by the number of LTI/D claims multiplied by 100. (d) Where an estimated 60 days or more are lost from work. (e) Having completed their training within the past three years.





## APPENDIX 1 – STATE TRAINING PROVIDER CONTACT DETAILS

Metropolitan	
Central Institute of Technology	T: 1300 300 822 E: enquiry@central.wa.edu.au W: www.central.wa.edu.au
Challenger Institute of Technology	T: 9239 8200 E: info@challenger.wa.edu.au W: www.challenger.wa.edu.au
Polytechnic West	T: 9267 7777 E: info.centre@polytechnic.wa.edu.au W: www.polytechnic.wa.edu.au
West Coast Institute of Training	T: 1300 134 881 W: www.wcit.wa.edu.au
Regional	
C Y O'Connor Institute	T: 1800 627 256 E: info@cyoc.wa.edu.au W: www.cyoc.wa.edu.au
Durack Institute of Technology	T: 1800 672 700 T: 9956 2700 (Geraldton) T: 9941 0100 (Carnarvon) T: 9949 2624 (Exmouth) E: info@durack.edu.au W: www.durack.edu.au

Regional (continued)	
Great Southern Institute of Technology	T: 9892 8888 E: info@gstafe.wa.edu.au W: www.gsstitute.wa.edu.au
Kimberley TAFE	T: 1300 996 573 E: info@kimtafe.wa.edu.au W: www.kimberley.tafe.wa.edu.au
Pilbara TAFE	TT: 1300 304 244 or 9159 6700 E: info@pilbaratafe.wa.edu.au W: www.pilbaratafe.wa.edu.au
South West Institute of Technology	T: 9780 7070 (General enquiries) E: Bunbury_Reception@swit.wa.gov.au W: www.swit.wa.edu.au
Vocational Training and Education Centre	T: 9088 6762 (Kalgoorlie) E: contact.kal@vtec.wa.edu.au T: 9071 9570 E: contact.esp@vtec.wa.edu.au W: www.vtec.wa.edu.au

## APPENDIX 2 – CONTACT INFORMATION WORKFORCE DEVELOPMENT CENTRES

Metropolitan		13 64 64
Cannington	Unit 4, 15 Pattie Street	08 9333 2000
Fremantle	29 Queen Victoria Street	08 9432 5101
Joondalup	Unit 1, 45 Central Walk	08 9300 3322
Mandurah	32 Sutton Street	08 9581 4606
Midland	3 The Avenue	08 9250 1516
Rockingham	10 Crompton Road	08 9592 2949
Regional		
Esperance	82 Pink Lake Road, Esperance	08 9071 2788
Goldfields	Suite 3, 37 Brookman Street, Kalgoorlie	08 9022 4299
Great Southern	121 Aberdeen Street, Albany	08 9842 1012
	Unit 2, 88 Albany Highway, Kojonup	08 9842 1012
Kimberley	Cnr Messmate Way and Konkerberry Drive, Kununurra	08 9166 5775
	197 Great Northern Highway, Halls Creek	08 9166 5775
	2 Weld Street, Broome	08 9192 6466
	Unit 2, 5-47 Loch Street, Derby	08 9192 8759
	Great Northern Highway, Fitzroy Crossing	08 9192 8759

Regional (continued)		
Mid West	Margaret House, Bill Sewell Complex, Chapman Road, Geraldton	08 9964 1022
	2 Camel Lane, Carnarvon	08 9964 1022
Pilbara	Shop 36, Karratha Shopping Village, Karratha	08 9144 4748
	36 Roberts Street, South Hedland	08 9172 3622
	Newman House, 46 Iron Ore Parade, Newman	08 9177 9000
South West	Unit 3, Albert Square, Busselton	08 9751 4760
	Volunteer and Resource Centre, 45 Rose Street, Manjimup	08 9772 4801
	33 Tunbridge Street, Margaret River	08 9757 9153
	3 Bourke Street, Bunbury	08 9721 5033
	5 Forest Street, Collie	08 9734 5645
Wheatbelt	133 Fitzgerald Street, Northam	08 9622 0500
	Shop 3, 31 Fortune Street, Narrogin	08 9881 4183
	Katanning area outreach	0438 506 577
	110 Barrack Street, Merredin	08 9041 1224
	56 Dargai Street, Moora	08 9653 1320
Specialists		
CALD: Culturally and Linguistically Diverse	4 Brewer Place, Mirrabooka	08 9344 2468
	4 View Street, North Perth	08 9344 2468
	13/64-66 Kent Street, Cannington	08 9258 5188
	64 Wellington Street, Morley	08 9344 2468
Ex-Offenders	27 Moore Street, East Perth	08 6263 8662

## Aboriginal Workforce Development Centres

<b>Metropolitan</b>		
Perth	Level 2, 166 Murray Street (Mall), Perth	08 9224 6535
<b>Regional</b>		
Broome	6, 20 Dampier Terrace	08 9192 6763
Bunbury	15 Stirling Street	08 9791 4813
Geraldton	162 Marine Terrace	08 9964 6345
Kalgoorlie	1, 37 Brookman Street	08 9091 3560





## APPENDIX 3 – FEEDBACK FORM

The Department of Training and Workforce Development is interested in your feedback and comments regarding the *2010–11 Annual Report*. This will help to improve future reports.

### What was your overall impression of this Annual Report?

☐

Very poor

☐

Poor

☐

Good

☐

Excellent

Please rate the following elements of this report, using a number from the rating scale.

1 – Very poor

2 – Poor

3 – Good

4 – Excellent

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

### For what purpose did you read or refer to this report?

☐

Background information on the Department of Training and Workforce Development

☐

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

☐

Other (please specify) .....

In what ways do you think this report could be improved? .....

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.....

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Other comments: .....

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.....

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

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Private individual                     | <input type="checkbox"/> Private sector employee   | <input type="checkbox"/> DTWD employee                       |
| <input type="checkbox"/> Western Australian Government employee | <input type="checkbox"/> Other government employee | <input type="checkbox"/> Industry association representative |
| <input type="checkbox"/> Other (please specify)                 |  |  |

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

Performance Evaluation and Statistics branch

Department of Training and Workforce Development

Locked Bag 16, Osborne Park Delivery Centre WA 6916

E: [feedback@dtwd.wa.gov.au](mailto:feedback@dtwd.wa.gov.au)

88 W: <http://www.dtwd.wa.gov.au>