



Government of Western Australia
Department of Training
and Workforce Development

Department of Training and Workforce Development
2012–13 Annual Report

Contacts

Postal address:

Locked Bag 16, Osborne Park Delivery Centre, Osborne Park, WA 6916

Street address:

Optima Building B, Levels 2 and 3, 16 Parkland Road, Osborne Park, WA 6017

Telephone: 08 6551 5000

Email: annual.report@dtwd.wa.gov.au

Website: www.dtwd.wa.gov.au

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Statement of compliance

For year ended 30 June 2013

Hon Terry Redman MLA

Minister for Training and Workforce Development

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 2013.

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



Dr Ruth Shean

Accountable Authority

17 September 2013

Overview





Executive summary

Director General's foreword

October 2013 will mark the conclusion of the fourth year of operation of the Department of Training and Workforce Development. During that period, the Department has grown from a branch of the former Department of Education and Training into a thriving agency which drives the State's workforce planning and development agenda.

Consistent with the maturity of this Department, we have been reviewing our key strategic documents – the Department's strategic plan, which expires during the current calendar year, and also *Skilling WA* – the State's workforce plan. This time, we are developing the two documents in tandem, so the finished products will be coherent. While the existing strategic plan and *Skilling WA* are very consistent in their strategic goals, this outcome was one which required quite some synchronisation. It is far better that we start off with a coherent product in mind.

The national agenda is a major driver for much of our business. Major reform initiatives such as the reporting of total VET activity and the introduction of the Unique Student Identifier are part of the national agenda. While we fully support these initiatives, we acknowledge that their introduction will require considerable effort from providers and our own team at the Department. Much of our work during 2012–13 has been preparing for these changes.

Future Skills WA – arguably the largest VET reform in Western Australia in recent history – will be introduced in January 2014. This new model places the student at the centre of the training experience: funds will follow student choice to prequalified providers, with fees reflecting the priority of the area of training to the State. Apprenticeships and traineeships will continue to attract strong government subsidy, as will priority skills required for Western Australia's continued development. Other areas of training will attract lower levels of subsidy, and for diploma qualifications, an Income Contingent Loan scheme similar to the existing university HECS scheme will apply. The preparation for these reforms during the 2012–13 financial year has been considerable.

Much of the work which underpins the achievements of the Department is behind the scenes. We are a highly competent and motivated team of professionals that strives for quality results at all times. It is tempting to count our “wins” as evidence of a highly successful year. During 2012–13 we gained 8.5 out of 10 on the CCI government scorecard for workforce planning – the highest score for any government area. We won the Premier’s Award for “Joining the dots” – the Aboriginal Workforce Development Centre initiative to increase participation of Aboriginal people in the workforce. We were named as a Best Practice Top 20 Large Agency by the Office of the Auditor General for our financial reporting and financial controls and were recognised in the Public Sector Commission’s State of the Sector Report as performing strongly in managing our budget.

This annual report is also testament to the many hundreds of other achievements which our team has made over the last 12 months. But the truth is that every successful training completion is a win for the Department, and it is important not to be distracted from the excellent day to day achievements of all staff. For this reason, we have put considerable effort over the last year into improving staff supervision, staff communication, performance development processes, internal audit and recruitment and selection processes. Recruiting and supporting quality staff is the single most significant action the Department can take to ensure strong and positive results.

I would therefore like to take this opportunity to thank my colleagues at the Department for their commitment and achievements. They are a splendid team whose excellent work must be acknowledged. I especially wish to acknowledge the senior executive team which forms the Corporate Executive and which, with the Corporate Leadership Group, heads the respective departmental branches and ensures strong results from each area.

I would also like to acknowledge our key stakeholders – industry partners, major employers, private and State training providers, group training organisations, nongovernment and not for profit organisations, industry training councils and the State Training Board.

Collectively, we form an effective workforce planning and training squad. I commend this report to you of the evidence of our collective efforts, along with my sincere thanks for your collaboration over the last 12 months.



Dr Ruth Shean

Director General

The Department at a glance

Outcomes

High level of student satisfaction ¹ (source: <i>WA State Student Satisfaction Survey</i> , 2012, the Department of Training and Workforce Development)	86.3%
Graduates finding employment after study ¹ (source: <i>Student Outcomes Survey</i> , 2012, National Centre for Vocational Education Research)	82.2%
High level of satisfaction among Aboriginal students ¹ (source: <i>WA State Student Satisfaction Survey</i> , 2012, the Department of Training and Workforce Development)	87.6%

Outputs

Number of publicly funded VET student course enrolments ^{2, 3}	146 493
Number of student curriculum hours ²	37.5 million
Apprenticeship commencements ⁴	8874
Traineeship commencements ⁴	20 450
Apprentices and trainees in training as at 30 June 2013	43 824

Inputs

Spending on training and workforce development ⁴	\$705.9 million
Registered training organisations providing publicly funded training ²	329
Department employees ⁴	489.6 full time equivalent
Spending on training infrastructure ⁴	\$32.5 million

Notes:

¹ Data are from surveys conducted in 2012.

² Data are for the 2012 calendar year.

³ The term 'publicly funded' describes training funded by or through the Department.

⁴ Data are for 1 July 2012 to 30 June 2013.

Financial overview

Total expenditure by category

	2012-13 [\$000]
Grants and subsidies	613 908
Employee benefits expense	48 772
Supplies and services	43 213
Total	705 893

As the graph illustrates the major expense categories were:

- Grants and subsidies (87%)
- Employee benefits expense (7%)
- Supplies and services (6%)

Grants and subsidies

	2012-13 [\$000]
State Training Providers, Curtin VTEC and Western Australian Academy of Performing Arts	472 562
Private training providers	127 351
Other	11 794
State Training Providers; Curtin VTEC and Western Australian Academy of Performing Arts capital grants	1 951
Private training providers capital grants	250
Total	613 908

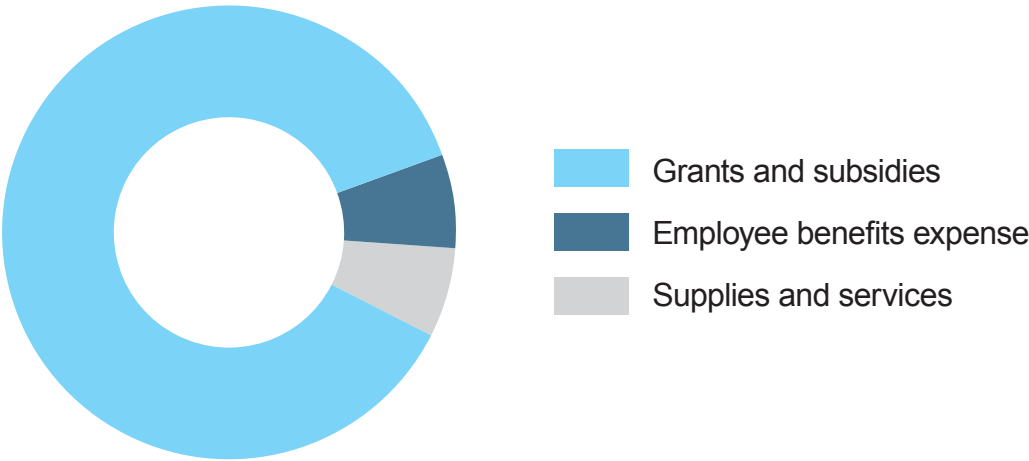
The Department administered \$613.91 million grants and subsidies in 2012–13. The majority of grants and subsidies were provided to State Training Providers for the delivery of training programs.

Total appropriations and revenue by category

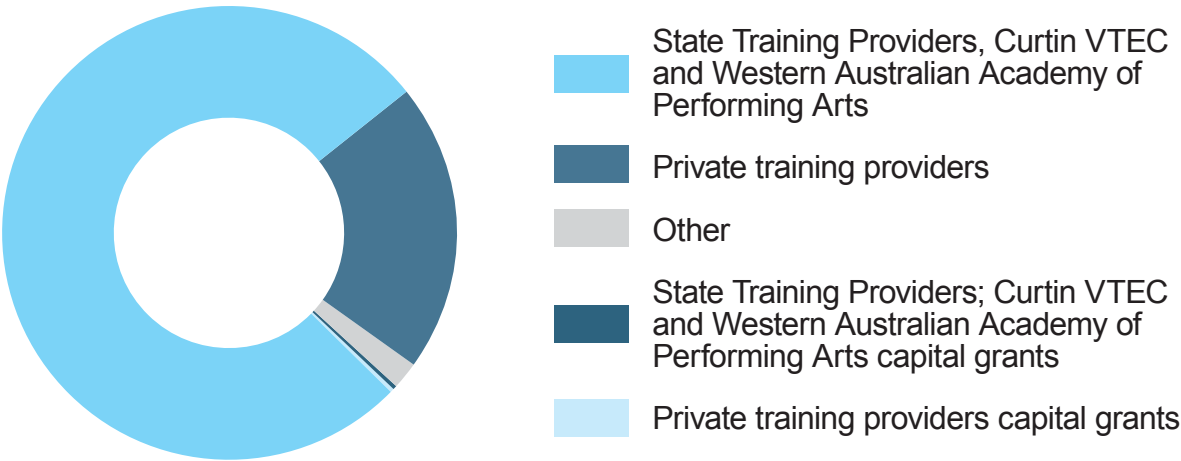
	2012-13 [\$000]
State appropriations	
Service appropriation	473 342
Royalties for Regions Fund	6 191
Resources received free of charge	1 502
Commonwealth grants and subsidies	
Commonwealth grants and subsidies	180 218
Commercial and other revenue	
User charges and fees	37 927
Interest revenue	1 910
Other revenue	7 170
Total	708 260

In 2012–13, \$708.3 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.

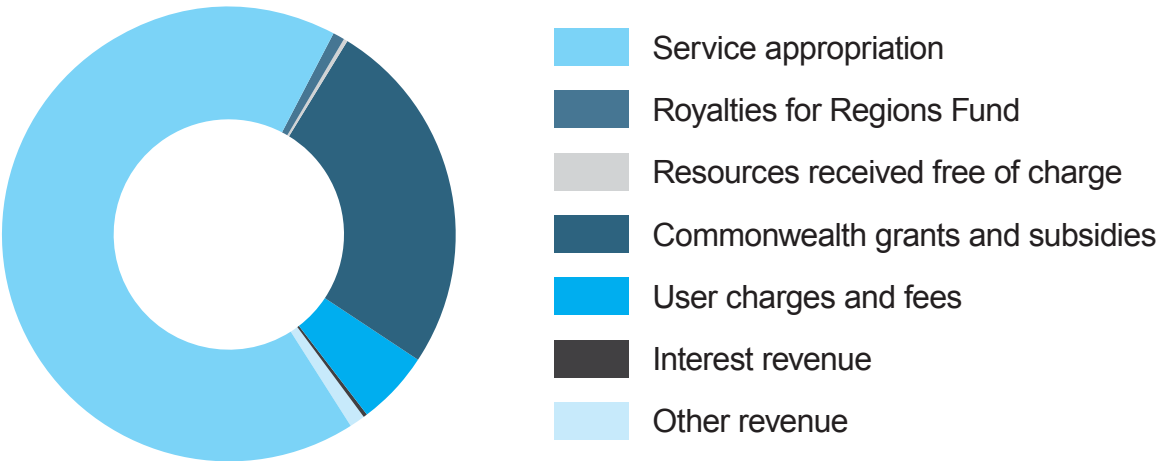
Total expenditure by category



Grants and subsidies

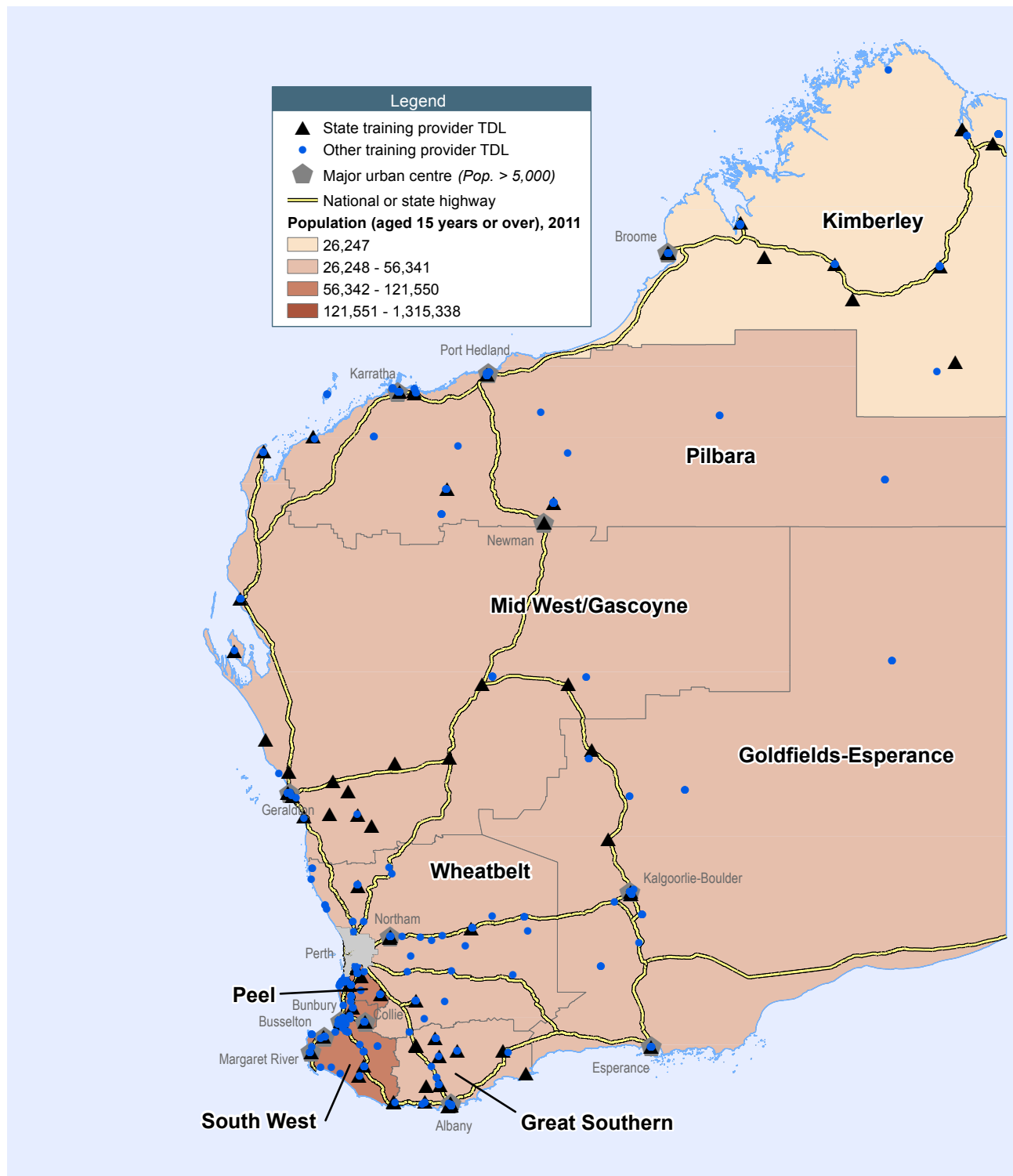


Total appropriations and revenue by category



2012 Training delivery locations

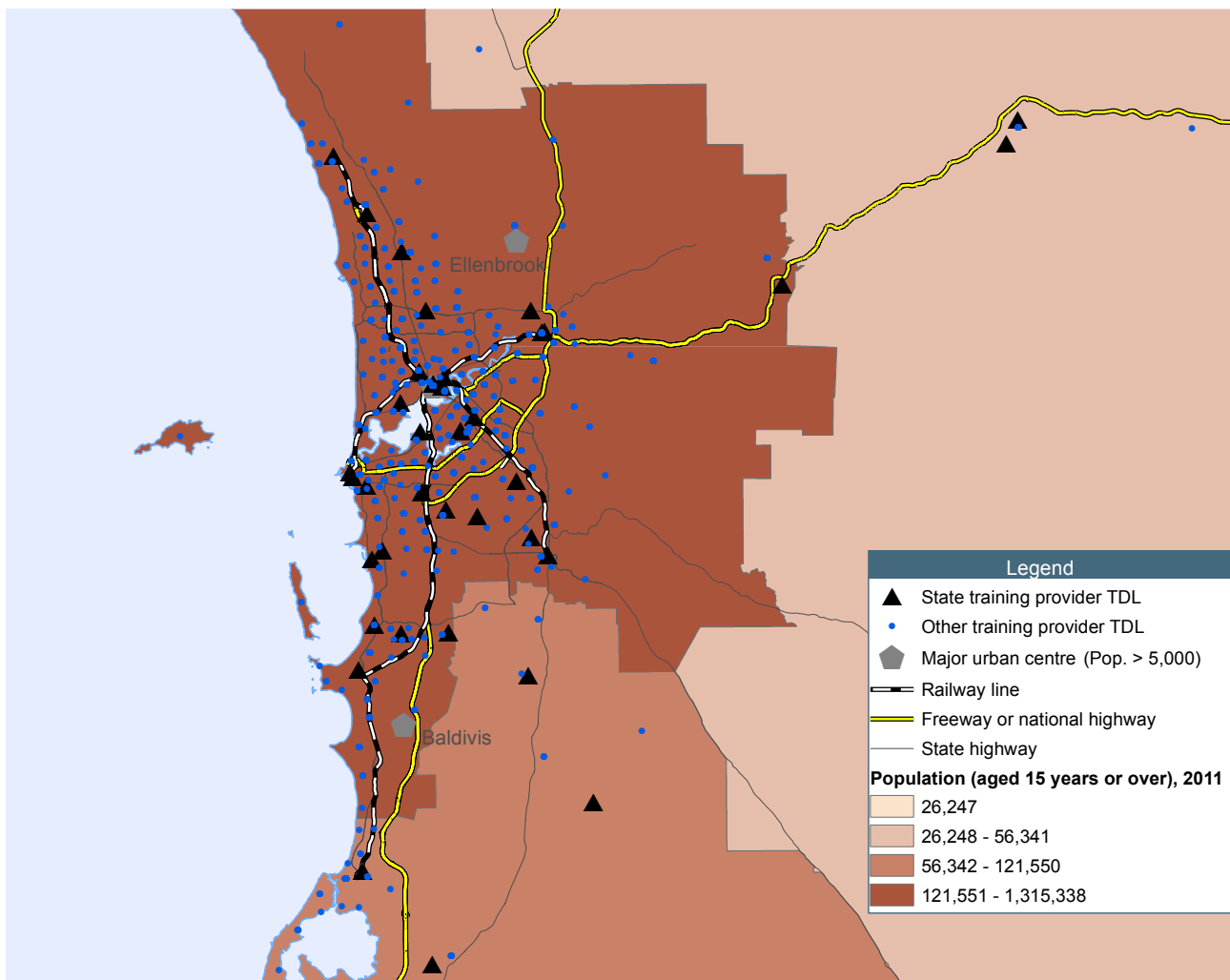
2012 Training delivery locations (TDLs) in regional WA



Data sources:

2012 VET enrolment collection (publicly funded training);
ABS Census 2011;
Public Transport Authority; and
Landgate.

2012 Training delivery locations (TDLs) in the Perth region and surrounds



Data sources:

2012 VET enrolment collection (publicly funded training);
ABS Census 2011;
Public Transport Authority; and
Landgate.

Operational structure

What we do

The Department contributes primarily to the State Government goal: *Greater focus on achieving results in key service delivery areas, for the benefit of all Western Australians*. The desired outcome is a skilled workforce that meets the needs of Western Australia. The key strategy to achieve this is vocational education and training (VET) which may be delivered as employment-based training (to apprentices and trainees) or as institution-based training (to other VET students).

As the State Training Authority, the Department administers Western Australia's VET system, which involves managing the investment of public resources to provide a quality training system delivered via a statewide network of State Training Providers and private training providers. This mixed delivery model helps ensure that training is attractive and accessible to all Western Australians: giving people greater choice in how and where they study increases participation in training. A more skilled workforce will improve the State's economic productivity now and in the future.

How we do it

The Department is structured around a funder/purchaser/provider model, to enhance transparency and accountability. This model ensures that the provider of a service is distanced from the section of the Department that identifies what will be provided and also from the section that procures the service.

Funder sections determine how the Department's funding will be allocated: they are responsible for strategic planning and the reporting against those plans. These sections are grouped into the Policy Planning and Innovation directorate.

Purchaser sections procure services to meet the needs identified by the funder sections and are responsible for the ongoing contract management with service providers. These sections are grouped into the Service Resource Management directorate.

Provider sections deliver services directly to the community and are grouped into the Service Delivery directorate. The Department offers the following services.

- ApprentiCentre
- Career Centre
- Skills and Overseas Qualification Assessments
- Aboriginal Workforce Development Centres
- Training Sector Services
- State Training Admissions
- Education and Training International
- Skilled Migration

Enabling legislation

The Department of Training and Workforce Development was established on 30 October 2009, under section 35 of the *Public Sector Management Act 1994*.

Responsible Minister

The Department of Training and Workforce Development is responsible to the Minister for Training and Workforce Development. From 29 June 2012 to 20 March 2013, this was Murray Cowper MLA and since 21 March 2013 this has been Hon Terry Redman MLA.

Our vision

A skilled workforce to maximise the State's economic potential for the benefit of the Western Australian community.

Our mission

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.

Our values

In all our operations and relationships we value:

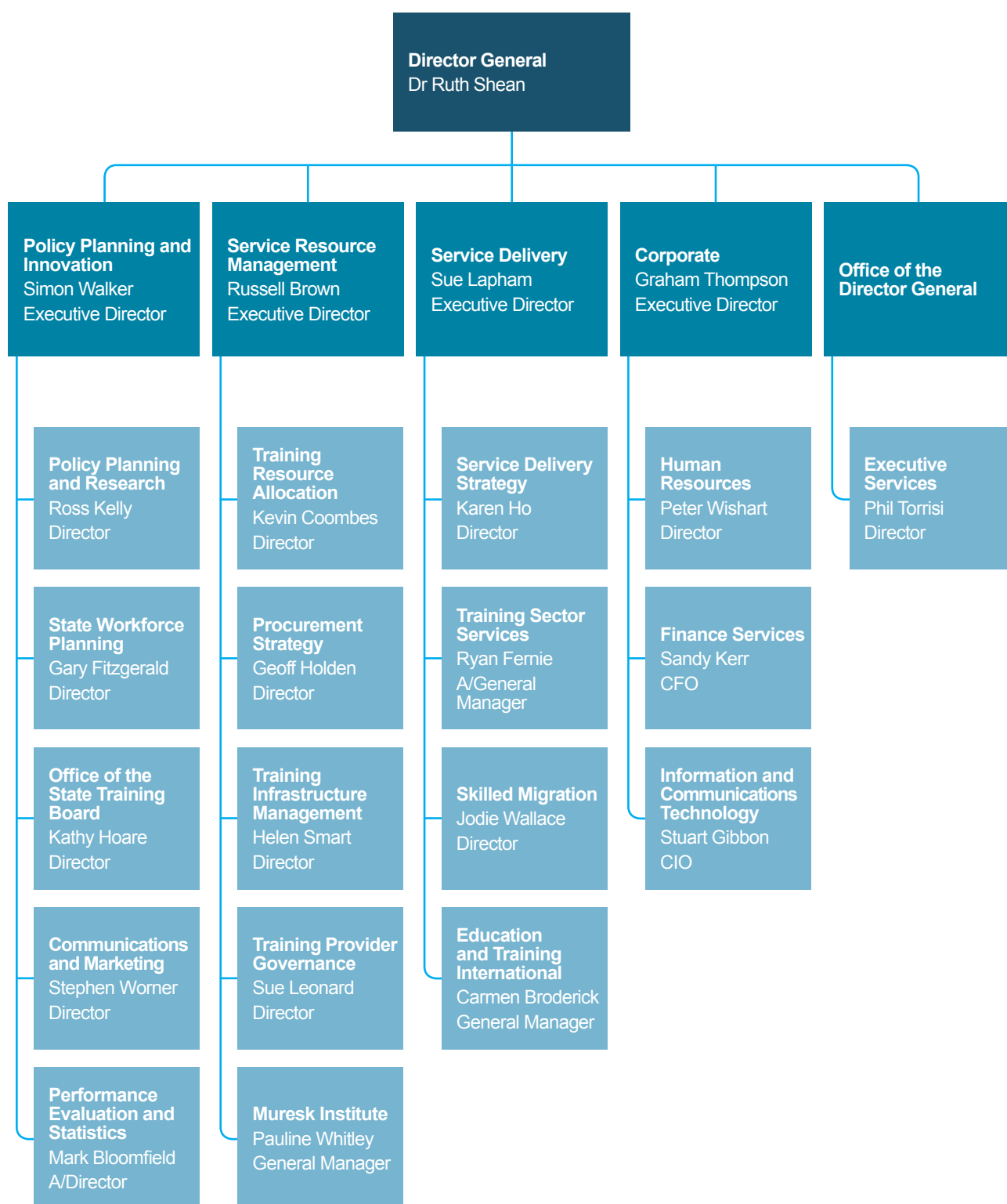
Leadership: to our staff and stakeholders in promoting innovative and flexible responses to the needs of the sector.

Collaboration and inclusiveness: through fostering strong relationships with our internal and external stakeholders and in the recognition of diverse needs.

Quality, integrity, accountability and transparency: in the planning, coordination and provision of workforce development and training outcomes.

Innovation and agility: in responding to the needs of our stakeholders.

Organisational chart



Note:

In July 2012, the former Education and Training International (ETI) directorate of the Department was split into two new branches, within the Service Delivery directorate: 'Education and Training International' and 'Skilled Migration'.

Senior officers

Dr Ruth Shean, Director General

The accountable authority of the Department of Training and Workforce Development is the Director General, Dr Ruth Shean. Ruth commenced as Director General on 7 December 2009. Prior to this role, Ruth was Commissioner for Public Sector Standards. Other previous roles include Director General of the Disability Services Commission and Director General of the Department for Community Development. Ruth has also been a non-government Chief Executive Officer and has held leadership positions on both State and Federal Government reviews and committees. She also has comprehensive experience in university governance. Ruth has a Masters Degree and a Doctorate of Philosophy from the University of Western Australia. She is a Fellow of the Chartered Institute of Secretaries and the Australian Institute of Company Directors.

Graham Thompson, Executive Director, Corporate

Graham holds a Bachelor of Business and is a member of the Institute of Chartered Accountants. Graham has worked in the Public Sector for over 20 years and has a broad range of experience, holding senior roles at Department of Fire and Emergency Services, Department of Treasury, Disability Services Commission and Work Cover. Graham has been a chief financial officer within State Government for over 10 years.

Simon Walker, Executive Director, Policy Planning and Innovation

Simon joined the then Department of Training in 1997 and has since worked in a variety of senior roles with a particular focus on sectoral planning and resource allocation policy. Simon represents Western Australia on the National Senior Officials Committee and the national Ministerial Advisory Council on Skilled Migration. Simon Chairs the Youth Attainment and Transition Governance Group and the national Flexible Learning Advisory Group and is also a member of the Curtin Business School of Economics and Finance Advisory Board.

Russell Brown, Executive Director, Service Resource Management

Russell has worked in the State Government for over 35 years, with the past three years at the Department of Training and Workforce Development. Previous appointments include senior positions leading agency-specific procurement and funding programs, quality standards compliance for the disability sector and several Commonwealth and State joint programs. Russell holds an Advanced Diploma in Government (Procurement), a Diploma in Training the Handicapped and has received accreditation from the Australian Institute of Company Directors.

Sue Lapham, Executive Director, Service Delivery

Sue joined the VET sector in 1996, working initially as a director in a TAFE College and then as General Manager of WestOne Services, before taking up her current position. Sue has extensive experience in service delivery, and holds a Bachelor of Applied Science from Curtin University.

Administered legislation

The *Vocational Education and Training Act 1996* is administered by the Minister for Training and Workforce Development with the assistance of the Department. The *Training Legislation Amendment and Repeal Act 2008* came into operation on 10 June 2009. This legislation amended the *Vocational Education and Training Act 1996* and repealed the *Industrial Training Act 1975*. It provided a new legislative framework which allows for greater flexibility and a more contemporary training system.

Other key legislation impacting on the Department's activities

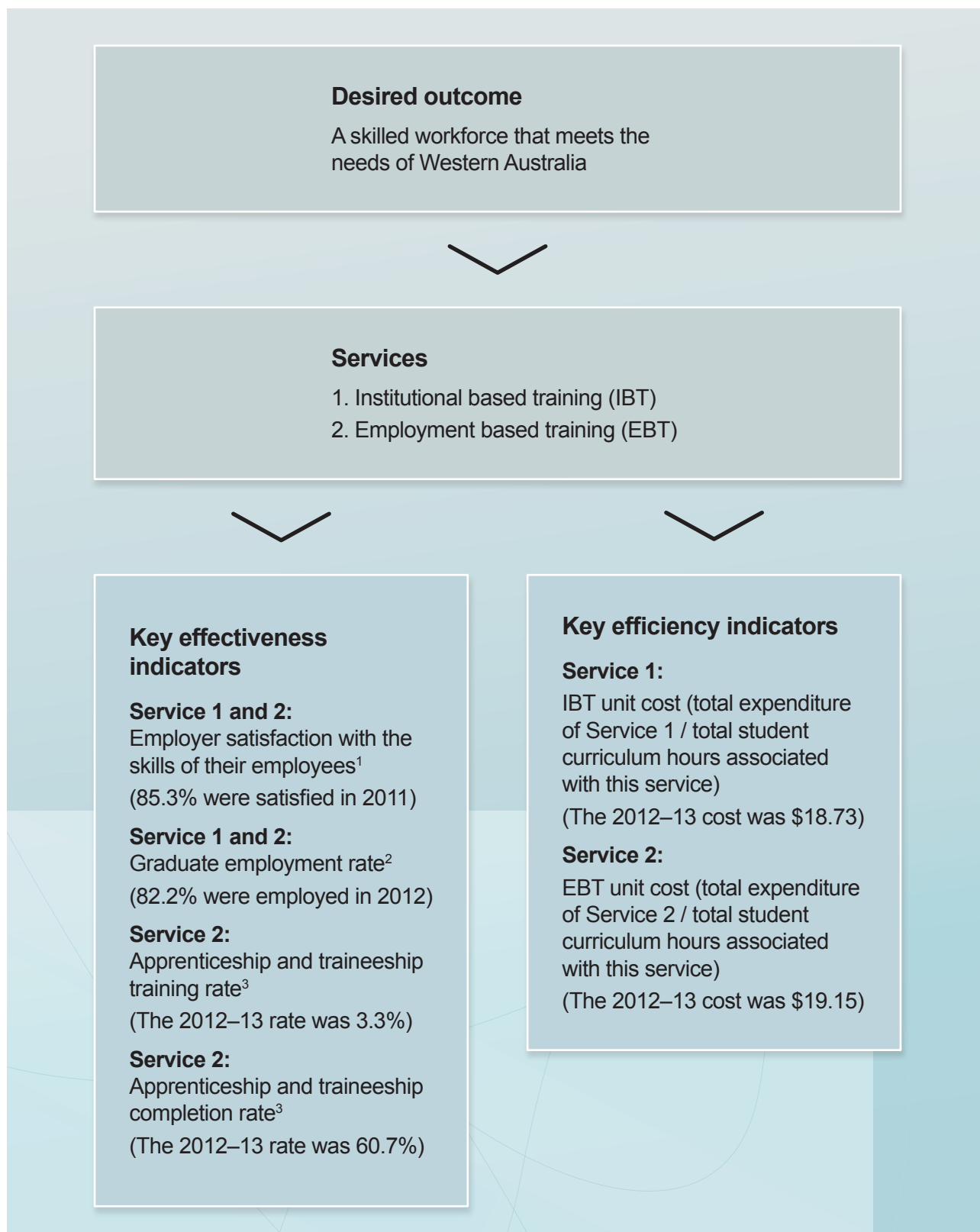
In the performance of its functions the Department complies with the following relevant written laws:

- *Auditor General Act 2006*;
- *Contaminated Sites Act 2003*;
- *Corruption and Crime Commission Act 2003*;
- *Disability Services Act 1993*;
- *Electoral Act 1907*;
- *Equal Opportunity Act 1984*;
- *Financial Management Act 2006*;
- *Freedom of Information Act 1992*;
- *Industrial Relations Act 1979*;
- *Minimum Conditions of Employment Act 1993*;
- *Occupational Safety and Health Act 1984*;
- *Public Sector Management Act 1994*;
- *Public Interest Disclosure Act 2003*;
- *Salaries and Allowances Act 1975*;
- *State Records Act 2000*;
- *State Supply Commission Act 1991*;
- *Workers' Compensation and Injury Management Act 1981*; and
- *Working with Children (Criminal Record Checking) Act 2004*.

Performance management framework



Outcome based management framework and key performance indicators



Notes:

- ¹ Employers are satisfied with training as a way of meeting their skill needs. This data is collected by the Survey of Employers' Use and Views of the VET System, published by the National Centre for Vocational Education Research (NCVER) and describes employers who indicated that vocational education and training was a job requirement. This survey is conducted every two years. See page 117 for further information.
- ² This data is collected by the Student Outcomes Survey published by the National Centre for Vocational Education Research (NCVER). See page 118 for further information.
- ³ The training rate and completion rate of apprenticeships and traineeships is sourced from the Department's validated administrative data and includes publicly and privately funded training places. See page 117–118 for further information.

Changes to outcome based management framework

The Department's outcome based management framework did not change during 2012–13.

Shared responsibilities with other agencies

The Department did not share any responsibilities with other agencies in 2012–13.

Terms used in this report

Calendar year

While most data in this report describe the 2012–13 financial year, some data describe the 2012 calendar year. This is because most VET courses are delivered by calendar year, making this the most meaningful way to describe this activity. Where possible, snapshots of training activity as at 30 June 2013 are also provided, as an indication of more recent activity.

Commencements

This describes the number of apprenticeship and traineeship contracts which were newly commenced or re-commenced during a given period.

Completions

This describes the number of successful course completions during a given period.

Course enrolments

This measure is used in preference to a head count of students, because it provides a more reliable measure, allowing the data to be consistently analysed by variables such as delivery location and funding source. Enrolments are considered valid once some activity has been recorded, which excludes cases where students enrol but do not commence training.

Module load completion rate (MLCR)

This describes the extent to which clients complete the training in which they enrol. Modules are the components from which courses are constructed, and the module load is the total student curriculum hours (see below) attributed to a module. The MLCR is the proportion of module load completed out of the total commenced. This measure is used in preference to qualification completions, which may take several years to be reported (reducing their usefulness for regular monitoring and reporting) and because students may enrol with the intention of only completing a few units, rather than a whole qualification.

Publicly funded training

This refers to training that is funded by or through the Department.

Student curriculum hours (SCH)

This measure describes the agreed nominal value of hours associated with a module or unit of competency. It is a fixed value (or 'weighting') and does not describe the actual hours that an individual student spends in class or doing homework. SCH are considered the most objective measure of VET effort as it reflects the volume of training activity occurring.

Agency performance Report on operations



Strategic goal 1: Planning and coordination

Provide the leadership role in the analysis and coordination of the State's workforce development response to support sustained economic growth in Western Australia.

Skilling WA – A workforce development plan for Western Australia

The Department of Training and Workforce Development is the lead State Government agency on workforce development matters. The Department's *Skilling WA – A workforce development plan for Western Australia* was launched in 2010 as a whole of government initiative to attract, develop and retain a workforce with the appropriate skills to service the State's economic and community needs. The Department's role is to implement its own priority actions and monitor the implementation of other agencies' priority actions.

In 2012–13, the Department's *Skilling WA Annual Progress Report* (available at www.dtwd.wa.gov.au) showed that all of *Skilling WA*'s priority actions had commenced, been completed or had been integrated into Government operations. Also during the year, the Department commissioned an independent evaluation of *Skilling WA*, which found that it provides a practical, whole of government, integrated and collaborative approach to workforce planning and development in the State. Now into its third year, the Department will be working with stakeholders during 2013–14 to revise *Skilling WA*'s strategies and priority actions to ensure they remain targeted at addressing the State's workforce needs.

State Training Plan

Each year the Department, on behalf of the State Training Board produces the *State Training Plan* which guides the Department on the priorities when purchasing training. These priorities are then reflected in the Delivery and Performance Agreements for State Training Providers and in tender and grant processes for private training providers.

The plan is developed using economic and labour market analysis and modelling to identify the training priorities for Western Australia. The plan is developed within the scope of State and national priorities for future skill needs and benefits from contributions by training councils, particularly through their involvement in the development of the State priority occupation list. In 2012–13, the Department also considered information on priority occupations identified in the regional workforce development plans, to help validate the training needs for Western Australia.

State priority occupation list

The *State priority occupation list* (SPOL) is a major part of the Department's strategic workforce development activities. It is an annually updated list of occupations that are in high demand or considered industry-critical in Western Australia. The list informs workforce development planning, as well as the *Western Australian skilled migration occupation list* and the *State Training Plan*. In 2012–13, the SPOL was improved by the availability of new data sources: labour market supply-side data improved the calculations of labour market demand and forecasts, while the regional workforce development plans released in 2012–13 (following) allowed regional priority occupations to be incorporated. These improvements ensure that the SPOL maintains its usefulness for workforce planning and development across the State.

Regional workforce development plans

A key part of *Skilling WA* is the development of regional workforce development plans. The Department funds and works with local workforce development alliances in each of the State's nine regions to develop these plans which determine strategies for local business and industry leaders, regional development commissions, community organisations, government agencies and local government. In 2012–13, plans were launched for the Goldfields-Esperance, Wheatbelt, Great Southern and South West regions, for the years 2013–16. These plans and their executive summaries are available to view at www.dtwd.wa.gov.au

Regional workforce development plans identify each region's current and future workforce development and skills needs, as well as realistic government, industry and community sector strategies to ensure these needs can be addressed.

- The Goldfields-Esperance plan includes strategies to reduce the high cost of housing, attract young people to the region and retain mature age workers.
- The Wheatbelt plan proposes strategies to create more engaging career opportunities for young people, encouraging them to stay in the region.
- The Great Southern plan addresses the availability of post school education options, affordable housing, access to quality health care, competition with the mining sectors, employment and training of Aboriginal people and seasonality of work in this largely agricultural region.
- The South West plan acknowledges that labour and skills shortages are likely to continue across the board. It provides a range of priority actions to attract and retain workers and better engage those that are poorly engaged.

The workforce development alliances will be responsible for overseeing the implementation of the plans and will give a particular focus to certain priority areas each year.

Industry training councils

The Department funds 10 industry training councils to provide strategic industry advice on the training and workforce development needs of the State. In 2012–13, each training council produced a workforce development plan which identified the issues, strategies and actions to guide the development of a skilled workforce for their industries. They then provide the Department with quarterly progress updates on these plans which contribute to the implementation of *Skilling WA*. The Department benefits from the training councils' industry

intelligence for the development of the *State priority occupation list* and the priority qualification list, both of which are essential elements in the development of the *State Training Plan*.

In consultation with industry, the training councils provided specific advice on the establishment and variation of apprenticeships and traineeships. Additionally, in 2012, training councils provided advice in relation to the State Training Board projects: *Crowding out – competition for skilled labour in Western Australia* and *Youth Unemployment*. Individual training council projects are detailed below.

Training council projects in 2012–13

Community Services, Health and Education Training Council: A new assessment process for selected overseas qualifications at certificate III level to enable skilled migrants to meet skill and labour shortages in the aged care, child care and disability sectors.

Electrical, Utilities and Public Administration Training Council: A feasibility study to investigate the appropriateness and viability of a public administration cadetship model.

Financial, Administrative and Professional Services Training Council: Two 4 minute videos promoting little-known but high demand careers in up to five professional and support service industries.

FutureNow – Creative and Leisure Industries Training Council: A video clip and printed material, utilising industry ambassadors who have completed a VET training pathway and are now engaged in the creative and leisure industry.

Logistics Training Council: A video promoting all sectors of the transport and logistics industry.

Resources Industry Training Council: A research project to examine the attractiveness of skill sets for the Western Australian resources sector.

Labour market publications

The Department produces labour market publications describing aspects of the State's labour market conditions. These are used by training councils, State Training Providers, industry and Local, State and Australian Government as well as skilled migration industry reference groups. The publications are part of the Department's activities to plan and coordinate a strategic response to workforce development issues. In 2012–13, the Department released the following publications, which are available at www.dtwd.wa.gov.au

- *The Quarterly Labour Market and Economic Brief*
- *Employment Trends and Prospects*
- *Population profile*
- *Aboriginal Labour Force, Education and Training profile*

Strategic goal 2: Growing the workforce

Grow the Western Australian workforce through:

- initiatives to increase participation, particularly of under-represented or disengaged groups;
 - initiatives to attract and retain workers with requisite skills; and
 - effective skilled migration planning and coordination.
-

One way to boost the State's labour force is to improve the workforce participation of individuals. People can increase their workforce participation, for example, by changing from part time work to full time work or by moving into a job that makes better use of their skills. Increasing workforce participation also contributes to the health of the economy and the community. Some groups in the population tend to have particularly low workforce participation, so several of the Department's activities focus on these groups.

The Department's *Workforce Participation Policy* has been in place since March 2012 and provides an overarching framework for the development and review of Departmental programs. Programs can be evaluated against this framework to determine their impact and their potential to increase participation in training and the workforce. The policy enables the Department to ensure that efforts to increase workforce participation are embedded in Departmental actions.

Growing the workforce through career services

The Department offers career services and training advice through its Career Centre and Workforce Development Centres. The Career Centre promotes improved career management skills and smart career decision making, which contribute to a capable workforce and a successful Western Australian economy. The Career Centre is based in Perth, the area of highest population density, and with free online and telephone services, offers objective information on training and career options to all Western Australians. Clients can interact online with the Career Centre via web-chat, Twitter, Facebook and the Career Centre Blog. In 2012–13, there were over 640 000 client contacts with the Career Centre for assistance and there was a 260% increase in the number of people accessing the service via its integrated, multi-channel services. Clients reported a 93% overall satisfaction rate and positive outcomes are evident with 50% of clients selecting a course of study or training and 86% deciding to spend more time on their career planning.

The Career Centre helps people access up-skilling and re-skilling opportunities through its recognition of prior learning (RPL) referral service. The centre refers potential RPL candidates to registered training providers, so that they can fill in any skill gaps as needed, to help them advance their careers. In the 2012–13 financial year, the Career Centre assisted 845 clients with RPL information and referrals. In 2012–13, the Career Centre was reviewed against the *Guiding Principles for Career Development Services* (CICA, 2012) and several improvements were made as a result, including the development of a Career Centre Quality Framework.

A network of Workforce Development Centres operate across Western Australia. Their services are provided face to face, online or via telephone, to ensure maximum coverage of the State. In 2012, the Workforce Development Centres assisted 16 785 clients.

Growing the workforce by increasing the participation of Aboriginal people

Aboriginal people are an under-represented group in the Western Australian workforce. *Skilling WA* and several of the regional workforce development plans articulate the need to engage this group in particular, as a means of expanding the pool of skilled workers in the State.

Aboriginal Workforce Development Centres

The Department's Aboriginal workforce development strategy, *Training Together – Working Together*, aims to improve the employment and training outcomes of Aboriginal people in Western Australia. A key component of this strategy is the network of Aboriginal Workforce Development Centres (AWDCs), which operate in Perth, Bunbury, Geraldton, Broome and Kalgoorlie. These centres 'join the dots' so that Aboriginal job seekers, employers and service providers are better linked to achieve employment outcomes.

For employers, the AWDCs provide services that help to recruit and retain Aboriginal employees; and for jobseekers the AWDCs can help with career development services, job search assistance, addressing barriers to employment and linking to suitable training and mentoring services. For service providers, the AWDCs can help build their capacity to provide a better service to Aboriginal clients.

In 2012–13, 536 Aboriginal job seekers were assisted into employment or training, and 406 employers were assisted with their Aboriginal employment strategies. In 2012, an evaluation of the AWDCs found that the client experience is positive and other service providers value the AWDC services. The AWDCs identify gaps in services for Aboriginal people and there is no substantial duplication of services.

Premier's Award for Excellence



The Department's Aboriginal Workforce Development Centre program was the overall winner of the 2012 Premier's Award for Excellence in Public Sector Management and also won the 'Improving Indigenous Outcomes' category. The AWDC program was described as having an innovative network and collaboration model, working in partnership with other organisations providing employment, career, training and mentoring in the government, private or not for profit sectors. It was noted that the AWDCs do not duplicate existing services. Rather, they link services, value-add and broker solutions that lead to employment.

Aboriginal training and employment program

The Aboriginal training and employment (ATE) program, which commenced in July 2011, serves regional and remote communities in the Pilbara, Wheatbelt, Great Southern and Peel regions of Western Australia and complements the work being carried out by the Aboriginal Workforce Development Centres. The program purchases services from community based organisations to foster regional employment and economic development initiatives for Aboriginal people. This includes helping Aboriginal communities to develop locally relevant training which will help people access mainstream employment. In 2012, the program served 631 clients. This represents a steady increase in the number of clients accessing this program's services, boosting participation rates of Aboriginal people in the workforce and achieving better outcomes from training for Aboriginal people.

CASE STUDY: Sandra

Sandra is a 47 year old, Balladong Noongar woman, who was born and raised in Northam. After completing a secretarial qualification in Perth, Sandra lived and worked in the city, where she met her husband and raised three children. Four years ago, Sandra returned to Northam after separating from her husband. On returning, Sandra worked for a community support service for three years until the funding ran out and she was made redundant. This put enormous strain on her family as Sandra was a single mother paying a mortgage and was forced to go on unemployment benefits.

After being unemployed for two months, Sandra registered with the ATE Program through Directions WA. The ATE project officer worked with Sandra to ascertain her skills and match them to those needed by employers in the area. Information and confidence building sessions were provided along with locally developed, culturally appropriate training programs. Approximately five weeks after commencing the program, Sandra was offered employment as an administration officer with a local organisation. Sandra commenced in a temporary role and due to her skills and work ethic has now been made a permanent staff member. Her manager has advised that Sandra is a very efficient and valuable staff member and Sandra is really enjoying her position.

Aboriginal mentoring strategy

Mentoring is a key strategy for raising workforce participation among Aboriginal people, particularly those who require additional support to access mainstream training and employment. The Department's Aboriginal mentoring strategy uses a variety of approaches to ensure success.

The Department funds courses in Aboriginal Mentoring for workplace supervisors of Aboriginal people. The Department also links employers to mentoring services and cultural awareness training through a referral service and a database of service providers, and publishes research on mentoring models, services and best practice. These publications are available at www.dtwd.wa.gov.au/awdc

Increasing Aboriginal workforce participation

The Department explored further approaches to increasing Aboriginal workforce participation through the Ngaanyatjarra Lands Training and Workforce Development pilot project. This provides vocational training programs to Aboriginal people in the Ngaanyatjarra Lands, with the aim of helping them obtain meaningful employment. Program participants have used the skills they have learned for community projects including tree planting and maintenance of buildings and facilities, and some participants are exploring the possibility of setting up small businesses producing bush tucker products, jewellery and other items.

In the 2012 calendar year, Taminmin College delivered 10 780 student curriculum hours of accredited onsite training, including practical work, to 60 people in Warburton, Wingellina, Warakurna, Blackstone, Jameson and Kiwirrkurra. The module load completion rate (see page 21) for the training was high, at 95%. Following the success in 2012, the program was extended in 2013 to provide a further 4940 student curriculum hours in Work Preparation (Community Services) into one of Australia's most remote communities, Kiwirrkurra, in the Gibson Desert.

CASE STUDY: Graeme

Graeme from Kiwirrkurra trained in Conservation and Land Management and since completing his training he has been employed as a groundsman at the new Ngaanyatjarra Health Clinic. His job includes maintaining the irrigation systems used to water the newly planted native trees around the facility, general landscaping and weed control. Graeme will also be in charge of maintaining a greenhouse that is being built to grow trees that will be planted around the community's football field.

Growing the workforce by removing barriers to participation

Engaging in training of any type builds social capital and is a step towards further training and improved workforce participation. To this end, the Department collaborates with community education providers, private training providers and State Training Providers to offer a diverse range of accessible training options. This includes ancillary support which is tailored to the needs of individuals to ensure that they are attracted to training and complete it successfully.

Access and equity

The Department allocates Access and Equity funds to RTOs so that they can provide extra support for people whose personal circumstances prevent them from accessing mainstream training programs. This provides for non-teaching, 'wrap around' support services which can attract students to training and help them successfully complete it. In 2012, there were 3313 course enrolments within supported programs, with a module load completion rate of 81%.

Access funding



Yandeyarra is a remote community in the Pilbara, 150 km from the nearest training facilities (in South Hedland). Its remoteness makes training inaccessible for many community members and also makes it difficult for training providers to deliver training on site due to limited staffing and travel costs.

The Department provided Access funding to two private organisations to support their delivery of a Certificate I in Business in the community. Hands on training was tailored to the needs of the community and covered basic technology skills for work and daily life. Nine of the participants completed a full Certificate I, with others completing several units from the qualification. Their new skills are now being used, with many participants using internet banking for personal banking and faxing their reporting documents to government agencies.

Foundation skills

The Department funds foundation skills qualifications, such as the Certificates I to IV in General Education for Adults and the Certificates I to IV of Spoken and Written English. These courses enable people to gain the communication and numeracy skills they need to participate in the workforce and undertake vocational qualifications. The Department also funds concurrent foundation skills support within the delivery of vocational qualifications. This is delivered through two courses: the *Course in Applied Vocational Study Skills (CAVSS)* and the *Course in Underpinning Skills for Industry Qualifications (USIQ)*. In these courses, students receive additional, in-class literacy and numeracy support that is tailored to the requirements of their vocational course. Internal analysis suggests that CAVSS delivery is associated with a reduction in course withdrawals (8.4% compared to 12.8% for non-CAVSS supported programs in 2008) and a 3% increase in module completion. In 2012, there were 19 203 course enrolments in foundation skills programs, resulting in 3 005 493 student curriculum hours, with a module load completion rate of 67%.

Work readiness program

The funding provided through the Work Readiness program is another approach to workforce participation and is designed to help people who are unemployed, under-employed, re-entering the workforce or seeking to retrain in another industry. The Work Readiness program provides extra funds to training providers to deliver qualifications that are in demand by employers, as well as basic work readiness courses. In the 2012 calendar year, the program funded 3204 course enrolments, representing 1 004 520 student curriculum hours, with a module load completion rate of 92%.

Travel and accommodation allowance

Living far from a training provider can be a significant barrier to training and may prevent people from undertaking apprenticeships and traineeships. To address this, the Department offers a Travel and Accommodation Allowance (TAA) to subsidise the costs of apprentices and trainees travelling to their off the job training. This provides greater access to training, particularly for people in remote and regional areas, and helps employers to engage and retain apprentices and trainees. In 2012–13 the TAA policy was amended to make it more accessible and efficient and as a result training providers can now claim financial assistance for lecturers to send them to deliver training to groups of apprentices. As well as reducing individual costs, this means that apprentices can now receive training closer to home, which minimises the impost of the training on them, their families and their employers. In 2012–13, 3748 claims were paid, with a total value of \$2 017 233. Compared to the previous financial year, the number of claims declined but the expenditure was similar, as changes to the policy meant fewer claims, but for larger amounts.

Growing the workforce through skilled migration

Jobs growth remains strong throughout Western Australia and skilled migration is critical to filling any vacancies that can't be filled by local workers. The Department ensures the needs of Western Australia are met through a consistent and integrated planning approach to skilled migration. It provides accessible and quality information on skilled migration; supports a more flexible and responsive migration program; and negotiates with the Federal Government to influence migration policy in line with the needs of Western Australia. The *Western Australian skilled migration strategy* is scheduled for review in 2013–14.

State migration plan

For 2012–13, the Department successfully negotiated for an increase to Western Australia's allocation of visa nominations under the State Sponsored Visa Program. An initial 3850 primary nominations were granted, with a further 300 following a mid year review. This mid year review also resulted in the Business Innovation and Investment Program (BIIP) being added to the State Migration Plan. The BIIP, managed by the Small Business Development Corporation, was allocated 496 nominations for migrants who are committed to using their investment and business skills to contribute to the growth of the Western Australian economy. In 2012–13, the Department also updated the *Western Australian skilled migration*

occupation list, with a total of 161 occupations being listed, ensuring that Western Australia's skilled migration program is focused on the needs of employers. In 2012–13, the Department processed 5314 applications for State Sponsorship, which resulted in 4442 nominations for sponsorship.

Skilled migration portal

To inform potential migrants about the opportunities and lifestyle available in Western Australia, the Department manages the Western Australian Skilled Migration portal (www.migration.wa.gov.au). This showcases Western Australia as a desirable place to live and work and provides a suite of resources and information. In 2012–13, the portal averaged around 31 000 hits per month.

Regional certifying body

During 2012–13 the Department became the regional certifying body for all regions in Western Australia, except Goldfields-Esperance, which has made the Regional Sponsored Migration Scheme (RSMS) more accessible for employers facing skills shortages in Western Australia. Employers wishing to fill positions using the RSMS need to provide certification to the Australian Government Department of Immigration and Citizenship (DIAC): previously, employers operating across various regions had to deal with differing applications for each region. Now that the Department's certification responsibilities have been extended, employers have increased consistency across regions in the assessment of certification applications, which makes the process more user friendly. During 2012–13, 1925 certification applications were processed by Skilled Migration Western Australia, which is a decrease of 62%. The decrease is due to changes made by DIAC's certification requirements for the Regional Sponsored Migration Scheme.

Assessing skills and overseas qualifications for migrants

To assure employers that potential workers have the necessary skills to work in Western Australia, and thus help fill critical trade skills shortages, the Department provides formal trade skills assessments for prospective migrants. These are provided for people who are required by DIAC to undergo skills assessment to apply for a visa. Assessments are carried out under a sub-contracting arrangement with Victoria University (a vocational education and training provider) on behalf of Trades Recognition Australia and are conducted by authorised Western Australian State Training Providers on a fee for service basis. In 2012–13, the Department worked with West Coast Institute of Training, Polytechnic West and Durack Institute of Technology to provide skills assessment services for 22 trades in 11 countries. In 2012–13, 352 potential migrants were assessed.

In addition, the Department can assess overseas-attained educational qualifications against comparable Australian qualifications. This gives employers the assurance that potential employees have a recognised level of education. In 2012–13, 3486 applications were assessed, representing an overall increase of 28% compared to the previous year.

Strategic goal 3: Training, skills development and utilisation

Drive, at a State and national level, the development of an innovative, flexible and responsive training sector for Western Australia.

The publicly funded vocational education and training system

The Department 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 Standing Council on Tertiary Education, Skills and Employment (SCOTESE) and various national committees and groups.

The national policy and reform agenda provides direction and influences the VET Sector in WA. Currently the Department is implementing the following major reforms:

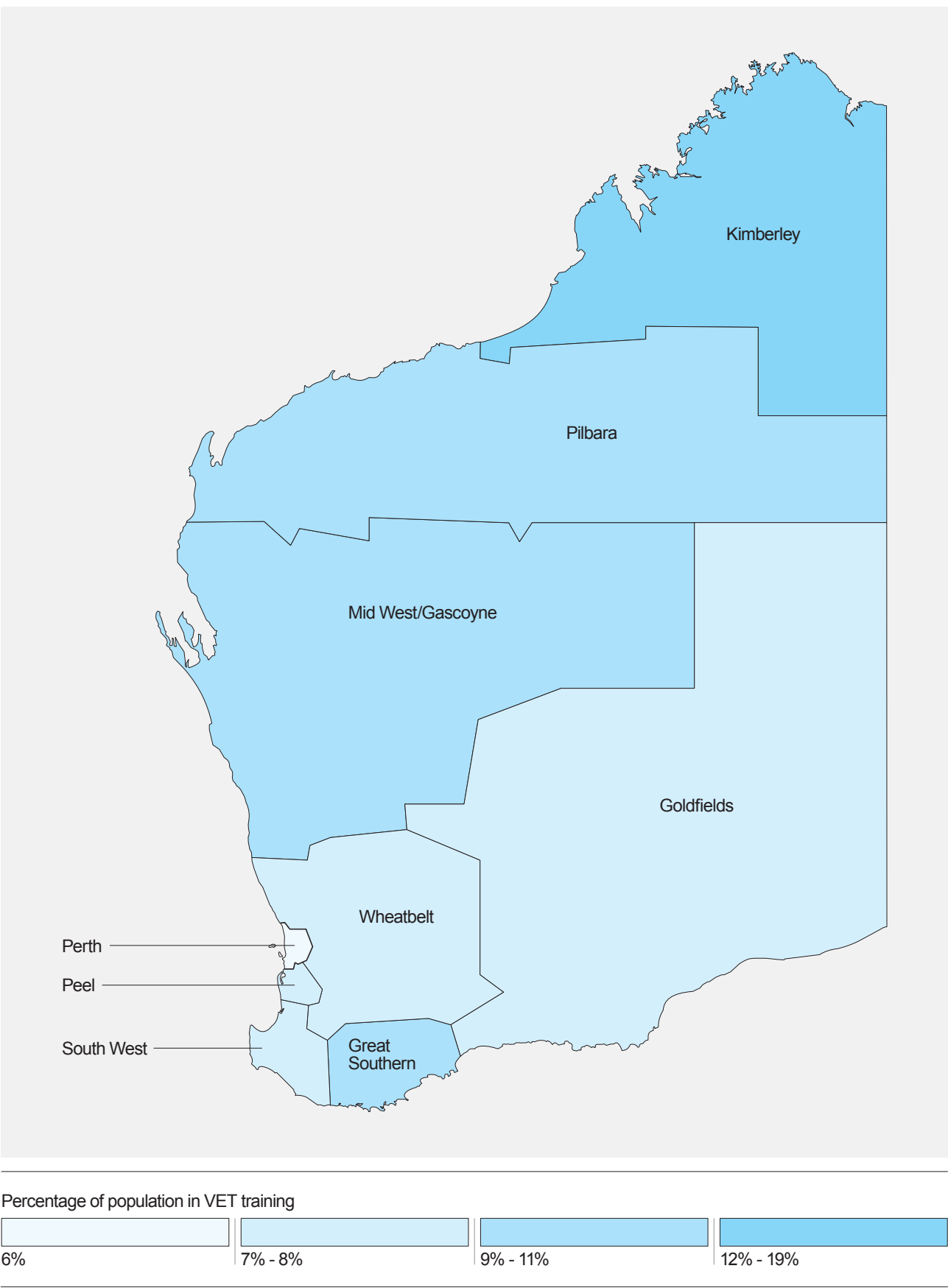
- increasing higher level qualification completions;
- introducing Future Skills WA;
- improving the quality of VET outcomes; and
- the harmonisation of Apprenticeships.

These reforms shape the purchasing and support of State training and workforce development initiatives.

The Department purchases nationally accredited training from a statewide network of State Training Providers (77% of training delivery in 2012) and over 300 other registered training organisations. This ensures the State's VET system is flexible enough to meet the needs of a wide range of individuals and employers and that it can respond to changes in the State's economy. Giving people greater choice in where and how they learn means that more people can participate in training.

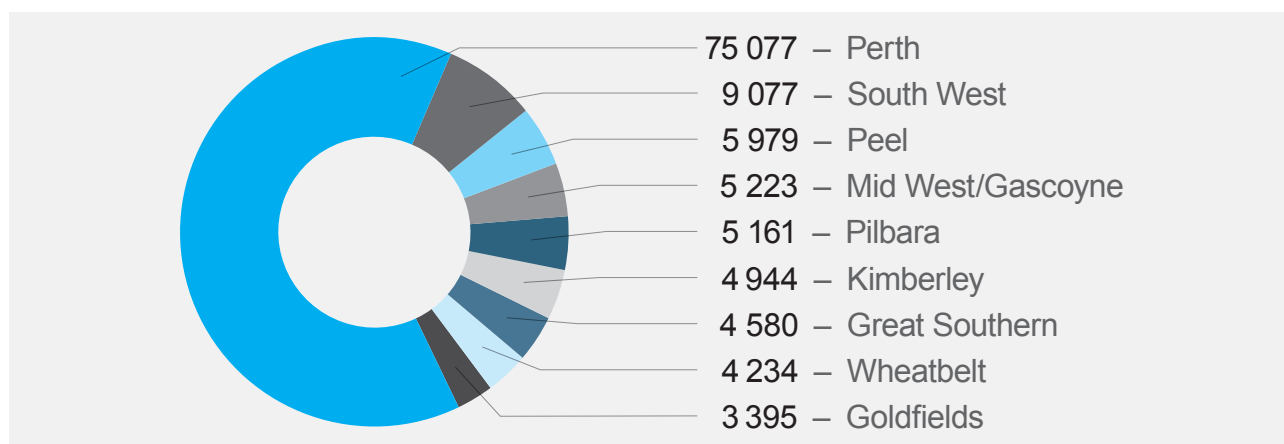
Publicly funded training is delivered in a range of ways, described in the following sections. For example, it may be the in-class component of an apprenticeship or traineeship, part of a high school education or as full time training at a State Training Provider. In 2012, the Department purchased approximately 37.5 million hours of nationally accredited training, resulting in 146 493 course enrolments at a cost of approximately \$547 million. This publicly funded training delivery exceeds the 2011 training levels by 1932 course enrolments and 0.5 million training hours and continues the trend of strong demand for training that is increasing the skill level of the Western Australian workforce.

2012 VET participation¹

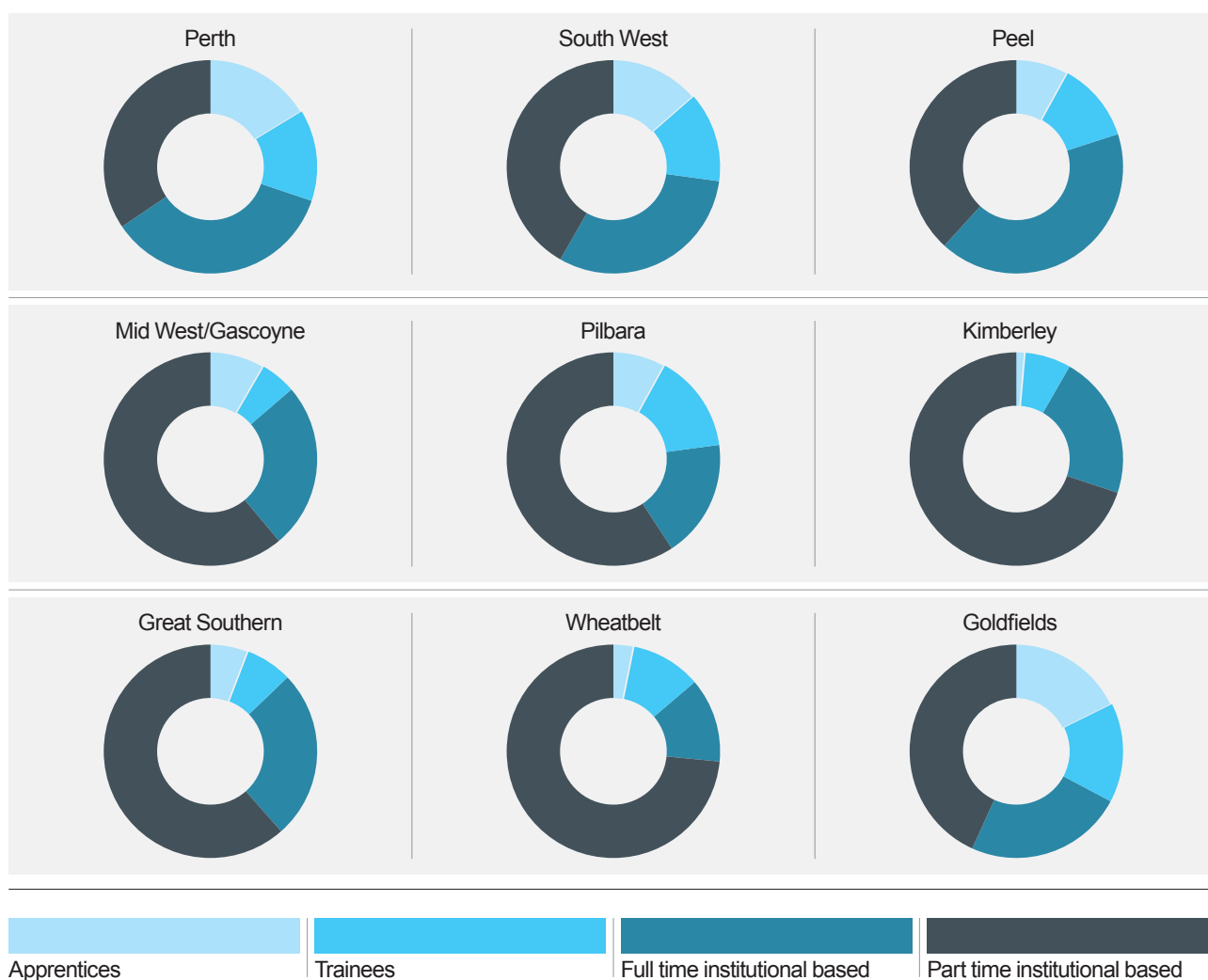


Notes:
¹ Publicly funded

Client count by region



Course enrolments by training type



Data sources:

2012 VET enrolment collection;
ABS Census 2011; and
Landgate.

Apprenticeships and traineeships

Training Western Australians through apprenticeships and traineeships is a key strategy to ensure that Western Australia has a skilled workforce for the future. The Department ensures that a wide range of apprenticeship and traineeship pathways are available to make training accessible to the widest possible range of people. While the Government's focus is on increasing the number of apprentices and trainees, the number of new commencements and the number in training in a given year will vary depending on the strength of the labour market and the prevailing economic conditions.

Apprenticeships and traineeships combine practical on the job experience with structured training. Apprenticeships are generally in traditional technical trades like bricklaying or plumbing, while traineeships are usually in non-traditional technical areas such as hospitality, community services, business and health.

An apprentice/trainee enters a formal training contract with an employer that leads to a nationally recognised qualification. Most of the training is carried out in paid employment, learning practical skills and putting them into practice in the workplace. Part of the time involves structured learning in a training organisation. A training plan is negotiated between the employer, the apprentice/trainee and the registered training organisation outlining the training requirements.

There are over 400 apprenticeships and traineeships across many industry sectors from which to choose and these are listed at www.trainingwa.wa.gov.au/apprenticentre

As at 30 June 2013, there were 19 850 apprentices and 23 974 trainees in training with 10 229 employers. 31.9% of apprentices and 26.9% of trainees were in regional Western Australia¹. 56.7% of apprentices and trainees were in training with private training providers and 43.3% were with State Training Providers².

SNAPSHOT

	2012 ³	2013
Apprentices and trainees in training, as at June 30	45 713	43 824
Apprenticeship commencements in the 12 months to 30 June	10 103	8874
Traineeship commencements in the 12 months to 30 June	26 410	20 450

Notes:

¹ Regional Western Australia does not include external territories (eg Cocos Islands).

² About 2% of this figure is training with interstate public training providers.

³ Numbers reported in the 2011–12 Annual Report have been updated, due to delays in the notification and processing of contract activity.

ApprentiCentre

The Department supports apprentices, trainees and other stakeholders through its ApprentiCentre services: online, face to face and by telephone. In 2012–13, ApprentiCentre handled a monthly average of 3794 calls, with most queries relating to completion, certification and other training contract information. Apprenticeship consultants provided induction to 1078 first-year apprentices at their training provider or place of employment, and 83 training provider organisations attended induction and information workshops in five sessions. These are a mechanism for the Department to inform apprentices, trainees and employers about their rights and responsibilities. In addition, a total of 18 052 employer visits were conducted to provide support to employers and apprentices/trainees, and to conduct mediations that aim to facilitate completion of training.

Working with high school students

The Department works with education authorities, training councils and industry to ensure the quality of VET in Schools programs by:

- helping education authorities engage with industry;
- ensuring access to policies, guidelines, programs and resources through the VETinfonet website; and
- providing professional development for VET in Schools professionals.

The Department also provides extra National Partnership on Youth Attainment and Transitions (NP-YAT) funding to education authorities so that they can provide additional programs as required by their stakeholders.

School-based apprenticeships and traineeships

School-based apprenticeships and traineeships allow students in year 11 or 12 to start an apprenticeship or traineeship while working towards their WACE. This can attract and retain students for successful transition into their career pathway of choice. The student is enrolled as a full time school student and employed as a part time employee under the relevant industry award, with the same responsibilities as an apprentice or trainee. These school-based training options are available in a large number of industry areas, and can be viewed at www.trainingwa.wa.gov.au

In the 2012 calendar year, there were 1464 commencements in school-based apprenticeships and traineeships, with 574 completions of traineeships (note that some of these traineeships began in previous years). In 2012, the completion rate for school-based apprenticeships was 50.9%. This means that 58 of the 114 individuals who commenced a school-based apprenticeship in 2008 went on to complete a contract of training in the same trade or qualification as the one they started.

The Department also provides targeted funding for Aboriginal school based training (ASBT), which is available as institution-based training or as a school-based traineeship. With the support of their school, students can undertake a certificate I or II qualification which helps them develop work readiness skills not yet achieved through general education. In the 2012 calendar year, there were 140 course enrolments in the ASBT institutional pathway, with a module load completion rate of 80%; while in the traineeship pathway there were 286 commencements and 112 completions. Note that some completions represent training that began in previous years.

SNAPSHOT

As at 30 June 2013, there were 1242 school-based apprentices and trainees in training, with 344 in regional Western Australia.

School Apprenticeship Link Kickstart

The Department is investigating models for school-based VET through the federally funded School Apprenticeship Link Kickstart pilot program. Results so far indicate that of the 372 students who commenced a 12 month course in 2010, 59% completed the course and 48% went on to an apprenticeship, with the majority going on to a related apprenticeship. Of this last group, 62% remained with the same group training organisation (GTO) and 38% moved to a different employer, but remained within the industry. Stakeholder survey results indicate that the major positives of the program were students emerging 'work ready' with work experience and a certificate II qualification; while potential improvements for future programs included mentoring by GTOs, simulated workshop learning by GTOs, 12 month programs rather than longer ones and block release rather than day release of students for their work experience.

Collaborating with industry

Group training organisations

Group training organisations (GTOs) are industry-linked bodies that employ apprentices and trainees, coordinate their placement and rotation with employers and provide support to enable successful completion of the training contract. GTOs that meet the necessary National Standards are registered by the Department to operate in Western Australia and, collectively, GTOs are the largest employer of apprentices and trainees in the State. The Department provides financial incentives to GTOs to employ apprentices and trainees from under-represented groups, from regional and remote areas, and in areas of skill shortage. In 2012-13 there were 3014 apprenticeship and traineeship commencements with 29 GTOs, which represents 10.3% of commencements with employers.

Priority Start Building program

The Department manages the Priority Start Building program, which ensures that State Government building and construction projects employ apprentices and trainees. It rewards head contractors for engaging a targeted number of apprentices and trainees, with the target being adjusted according to the labour needs of each stage of the construction process. As at 30 June, 2013, Western Australian Government building and construction projects reported the employment of 305 apprentices and trainees. The application of the current policy has been problematic so a review was commenced in 2013 with input from State Government agencies and industry. An improved policy will be established in 2014.

Muresk Institute

To meet the future needs of the Wheatbelt region, the Department has taken over responsibility for the operation of Muresk Institute and is redeveloping it as a multi-tenanted, multi-functional facility. The aim is to host and support education, training and research in agriculture, resources/mining, service industries and business and community, as these industries can take advantage of this unique site.

Muresk Institute partners with higher education, vocational education and training providers, industry, business and community to offer education, training and research opportunities to people in the Wheatbelt and beyond. Capital works and minor works are underway to ensure the campus appropriately meets the needs of its partners and tenants. In 2012–13, a dormitory, recreation centre and café were refurbished.

Joint Group Training Program

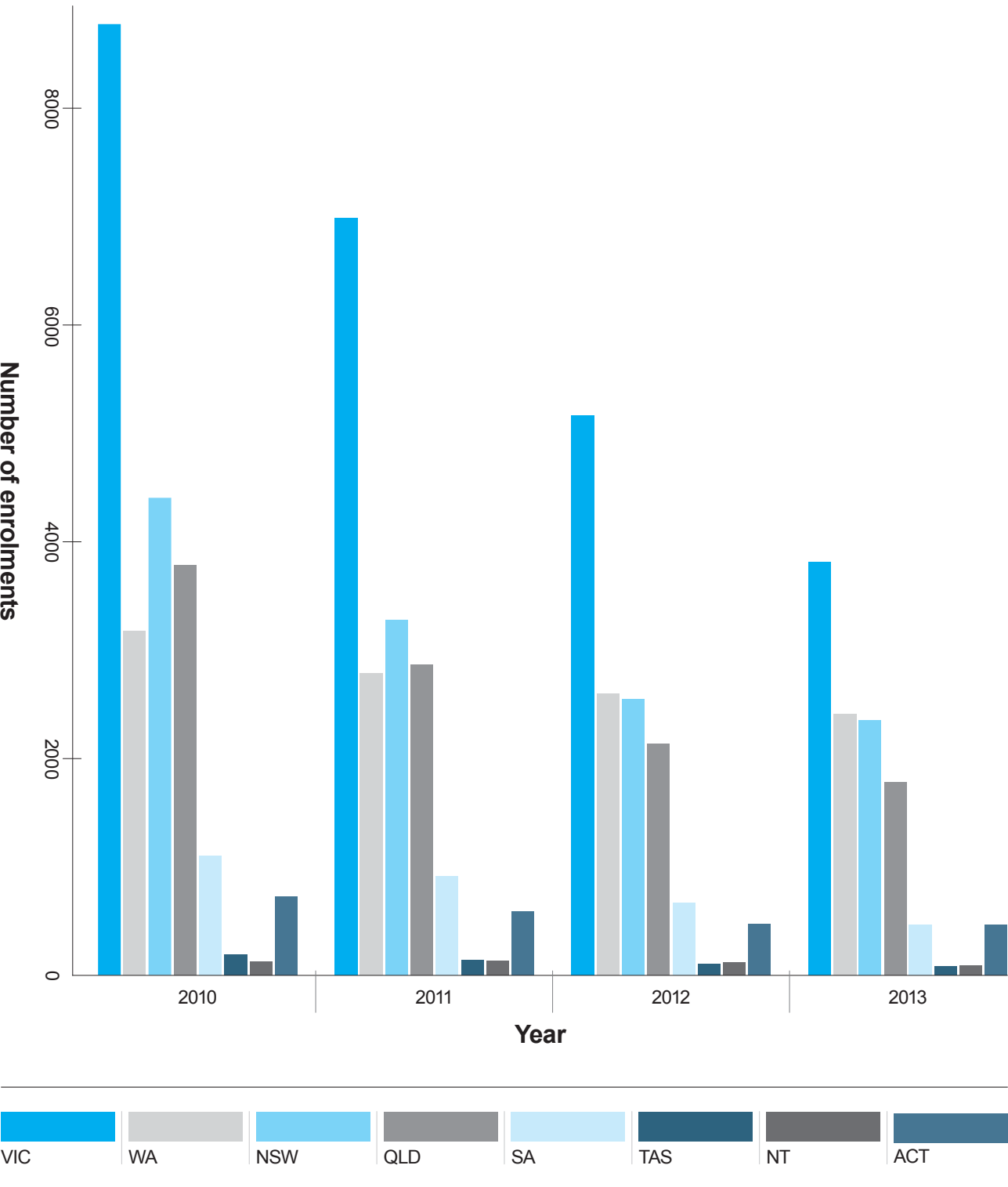
The Joint Group Training Program (JGTP) project agreement provides targeted outcomes in line with the three nationally agreed priority areas: skills development, client groups and geographical locations. The JGTP project agreement for 2012–13 was finalised to provide funding to group training organisations to support the employment of apprentices and trainees from priority target groups and locations or in specific skills areas.

Continued funding support from the Commonwealth Government for the Joint Group Training Program is only guaranteed until the end of 2013–14. Despite this, the Department is committed to reviewing this program with input from key stakeholders that provide additional support to under-represented groups in apprenticeships and traineeships. The review will examine the effectiveness of the current funding model and ways to improve the support provided to future participants.

International training markets

International education contributes around \$15.7 billion to Australia's export income and around \$1.2 billion to the export income of Western Australia. International students also add to the diversity of the student population, enriching the learning experience for all students and building global links. The Department's Education and Training International (ETI) branch draws on a global network of more than 350 trained agents and provides a central recruitment and processing service for international students studying at Western Australia's State Training Providers (STPs). This helps to make Western Australia's international education market more resilient to the nation-wide decline in international student enrolments, compared to other states, as shown below.

Year-to-date international student enrolments, semester 1, for government VET sector, by state



Source:
Australian Education International/Austrade

ETI STUDENT PROFILE: **Mathilde Bernard**



Mathilde Bernard left France five years ago to travel to Australia and New Zealand. The passionate conservationist was formerly a professional illustrator in Paris, but made Western Australia her home after feeling a connection with the local wildlife and a desire to preserve it. “WA’s flora is of an amazing diversity and complexity,” she said. “Unfortunately, it is threatened every day and I feel the need to do my share when it comes to protecting it.”

Mathilde completed a Diploma of Conservation and Land Management at Challenger Institute of Technology, during which she worked on a number of environmental projects, including the revegetation of Rottnest Island and activities for the Cockburn Wetlands Education Centre. She has also helped organise a fundraiser for the protection, research and awareness of the endangered West Australian numbat.

After graduating, Mathilde found work with Sustainable Outdoors – a native landscaping and land care business – on bushland care projects such as erosion control, revegetation and invasive species control. “The Australian wilderness is the first reason why I decided to stay in this beautiful country, and I feel that it is now my home,” she said.

Building the capacity of the VET sector

The Department has a major role in ensuring the quality and currency of the training delivered by the VET sector. To achieve this, the Department's Training Sector Services branch provides professional development workshops, communication strategies, intellectual property services and curriculum development services, as well as developing a range of print and online teaching resources for the sector.

ACHIEVEMENTS 2012-13

- Professional learning workshops: 1324 attendees, 95.2% satisfaction rate
- VETinfonews fortnightly e-newsletter for the VET sector: 2447 subscribers
- Ten VET publications
- Training Providers Forum: 589 participants
- 30 new accredited courses developed
- VETinfoNET: 1.04 million page views from 51 000 individual users attached to public and private registered training organisations
- 124 print, digital and online learning resources produced

The Department actively promotes flexible delivery strategies and e-learning to foster a learner-centred approach to training delivery and to make VET more accessible to a range of learners, particularly in remote and regional areas. The Department also provides two e-learning platforms to State Training Providers so that they can offer online courses to their students. During 2012, there were over one million page hits on these services.

The Department's own professional development workshops model this approach and are available via virtual conferencing as well as face to face delivery. Follow-up surveys indicate a 96.5% satisfaction rate with this training.

Training Providers Forum

The Department runs the annual Training Providers Forum. Held in Perth, this is Western Australia's leading forum on training and workforce development issues. In 2013 it attracted 589 participants from all over the State, representing private and State training providers, industry skills councils, schools, universities and other government departments. The two day conference and exhibition showcased examples of innovation and good practice with the themes of sustainability, technology and innovation in training.

VET curriculum

Working with industry training councils so that industry needs are met, and ensuring that national quality standards are adhered to, the Department oversees the content and structure of the State's VET curriculum. A key outcome in 2012–13 was the development of the new Foundation Skills Training Package to address the needs of adult learners with low levels of literacy and numeracy.

Intellectual property

The Department advises the Western Australian VET sector to ensure that the intellectual property of third parties is used responsibly while giving VET practitioners cost effective access to as many teaching and learning resources as possible. As well as running sector-wide workshops and providing ad hoc advice, in 2012–13 the Department also updated the *Intellectual Property Management Guidelines for State Training Providers* and coordinated national copyright licensing monitoring surveys for two State Training Providers.

Raising the profile of Western Australia's VET sector

WorldSkills Australia

The Department promotes vocational education as a worthwhile career option and celebrates skills excellence through the WorldSkills program. At the 2012 WorldSkills National Competition in Sydney, Western Australian competitors won 11 medals in the open categories and three medals in the VET in Schools categories. WA training organisations also provided 22 national judges for the event, providing an opportunity to share knowledge with interstate colleagues and liaise with industry stakeholders. At the international level, Western Australia had three winners on the Australian team, The Skillaroos, for the 2013 international competition in Germany, representing Australia in bricklaying, jewellery and hairdressing. As a result of our increased involvement in WorldSkills, Western Australia was invited to host the Global Skills Challenge in April–May 2013. The event saw 134 international participants from 11 countries travel to Perth for four days of competition practice against the 31 members of Team Australia.

A WorldSkills Try'aTrade event at the 2012 Skills West Expo presented an interactive program allowing visitors to try various skills and trade areas and talk to trade experts, lecturers and apprentices. The 2012 Try'aTrade exhibition was bigger than previous years, with exhibits in 20 categories including skills shortage occupations. The Skills West Expo attracted over 22 000 visitors, many of whom participated in Try'aTrade.

WA Training Awards

The WA Training Awards raise the profile of vocational education and training in the State. They celebrate the outstanding achievements of apprentices, trainees and vocational students and recognise the contributions of trainers, training organisations and employers. In 2012, the Training Awards received 208 entries from individuals and organisations, and four WA winners went on to win at the Australian Training Awards.

CASE STUDY:

Nathan McGuire, Aboriginal and Torres Strait Islander Student of the Year 2012



Nathan McGuire, WA and Australian Aboriginal and Torres Strait Islander Student of the Year 2012 credits his nationally recognised qualification and success at the WA Training Awards in making his resume appealing to employers.

“It shows that I take pride in what I do which gives me an edge in today’s competitive environment,” Nathan said.

Nathan won a \$7000 study grant courtesy of The Graham (Polly) Farmer Foundation and used this to fund additional study and equipment to further his career. Nathan is now an ambassador for the State and national training system.

“I have had the chance to speak to many people about my experience and through my story am able to share with students how a training pathway can be a great way to start a career. I want to be a role model for other Indigenous young people and show them they can do it too,” Nathan said.

After completing an Advanced Diploma of Interior Design at Central Institute of Technology Nathan secured a position as a Design Consultant. Nathan plans to eventually own and manage his own business.

Strategic goal 4: Quality, standards and governance

Maintain integrity, accountability, transparency and quality in the governance, performance and reporting of our activities.

State Training Provider governance

The Department is committed to 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. This ensures that training can respond quickly to industry demand and students can choose a vocation that best suits their needs.

Since 2011, the Department has been implementing a new governance framework to enable State Training Providers to work with greater autonomy, have clearer accountability, and have streamlined and transparent reporting relationships. In 2012, the Department commissioned an evaluation seeking the views of the State Training Providers on the governance framework and its impact on their understandings of good governance. It also assessed how the *Governance Manager* maturity self-assessment tool assisted State Training Providers in implementing the governance framework and its principles. To address the issues raised by the evaluation, a number of strategies will be implemented from July 2013 onwards. Also in 2012–13, the Department reviewed State Training Provider strategic and annual business planning guidelines to streamline the process and provide greater flexibility.

Significant issues impacting the agency



Future Skills WA

Future Skills WA is a major new reform of the way training is subsidised in the vocational education and training (VET) system that provides eligible students with guaranteed access to a place in a range of State priority training programs.

The guarantee will apply to more than 600 qualifications on the State priority list. This includes over 500 apprenticeships and traineeships, over 80 priority industry qualifications, and two foundation courses that provide essential literacy and numeracy support for students to complete their studies.

Future Skills WA will provide students with more control over their career decisions and government subsidies will be more responsive to students' choice of course and training provider to better reflect market demand.

Student fees will change as part of the move to a more competitive, market-driven funding approach. This will result in some fee increases and the removal of the existing semester cap on course fees.

In general, student fees will reflect the relative priority of qualification, with high priority qualifications attracting the lower fees to encourage students into areas of training that meet State and industry need.

Financial assistance for eligible students enrolled in Diploma and Advanced Diploma course will be available to in the form of an income contingent loan under the Commonwealth Government's VET FEE-HELP scheme. Concessions will continue to be available to eligible students for other vocational qualifications.

Future Skills WA will commence on 1 January 2014 in line with the National Partnership on Skills Reform. Consultation with training providers will continue to be a focus for the remainder of 2013 to assist providers and students transition to the new system.

National harmonisation of apprenticeship regulation, rules and pathways

The national harmonisation of apprenticeship regulation, rules and pathways reform agenda recognises that apprentices are becoming more mobile – making permanent and temporary moves across state and territory boundaries. As part of these reforms, the Department of Training and Workforce Development amended funding policies to enable apprentices and trainees to move seamlessly between states and territories throughout their training. Previously, only apprentices and trainees residing in Western Australia were eligible for publicly funded training in Western Australia. Now funding may be provided for training if the apprentice's workplace is in Western Australia, which means that interstate apprentices and trainees on fly-in fly-out arrangements in Western Australia may be eligible.

All states and territories have agreed to these nationally consistent arrangements, which will benefit apprentices and employers, particularly national companies with several work locations throughout Australia, who previously worked across jurisdictions with different regulatory and administrative requirements. It is anticipated that the new arrangements will encourage more people to sign up for apprenticeships and traineeships in Western Australia. The policy came into effect on 1 January 2013 and a communication strategy informed key stakeholders of the changes.

The National Partnership Agreement on Skills Reform

Under the National Partnership Agreement on Skills Reform there are a number of reforms to improve the VET system's capacity to better meet the needs of students, employers, RTOs and administrators. The specific reforms are:

- The Transparency reform agenda:
 - The introduction of a unique student identifier (USI) allocated to each student undertaking accredited courses in the VET sector. This is expected to be implemented in January 2015 and will enable students to access all of their academic achievements from a central source over the course of their lifetime's studies;
 - My Skills website to provide consumer information on RTOs; and
 - Improved data submission timelines and collection of total VET activity data.
- The Quality reform agenda:
 - A pilot involving external validation of the assessment practices of Registered Training Organisations with the aim to improve the quality of VET outcomes.
- The Efficiency reform direction:
 - The implementation of a robust governance framework that enables State Training Providers to operate effectively in an open and competitive market.
- Access and Equity reform direction:
 - The introduction of Future Skills WA and income contingent loans for diploma and advanced diploma qualifications to make training more responsive to students' choice of course and training provider.

The National Partnership Agreement also identifies a series of training outcome targets to be achieved by the State. These targets aim to improve qualification completions over the term of the agreement with particular focus on higher qualifications (certificate III and above); completions by Aboriginal Australians; people with disability; and regional and remote students. These targets will require a focus on qualification completions, the collection of student demographic information, as well as influence the design of Future Skills WA.

Contractual compliance monitoring

The Government continues to strengthen contractual compliance monitoring and management arrangements for the efficient delivery of training and related services. This is achieved by improving its internal quality assurance processes and relationship management with key external stakeholders, including State and private training providers, community organisations and industry peak bodies. These actions coupled with the continuous review of our programs and improvements to procurement processes are essential to delivering high quality training outcomes for all Western Australians.

Royalties for Regions

The Royalties for Regions program provided a major funding boost to improve and expand training infrastructure at major regional State Training Provider campuses. The Department has worked with State Training Providers to design the projects so that construction can commence in 2013–14. The facilities are expected to be completed in 2014–15 and will provide

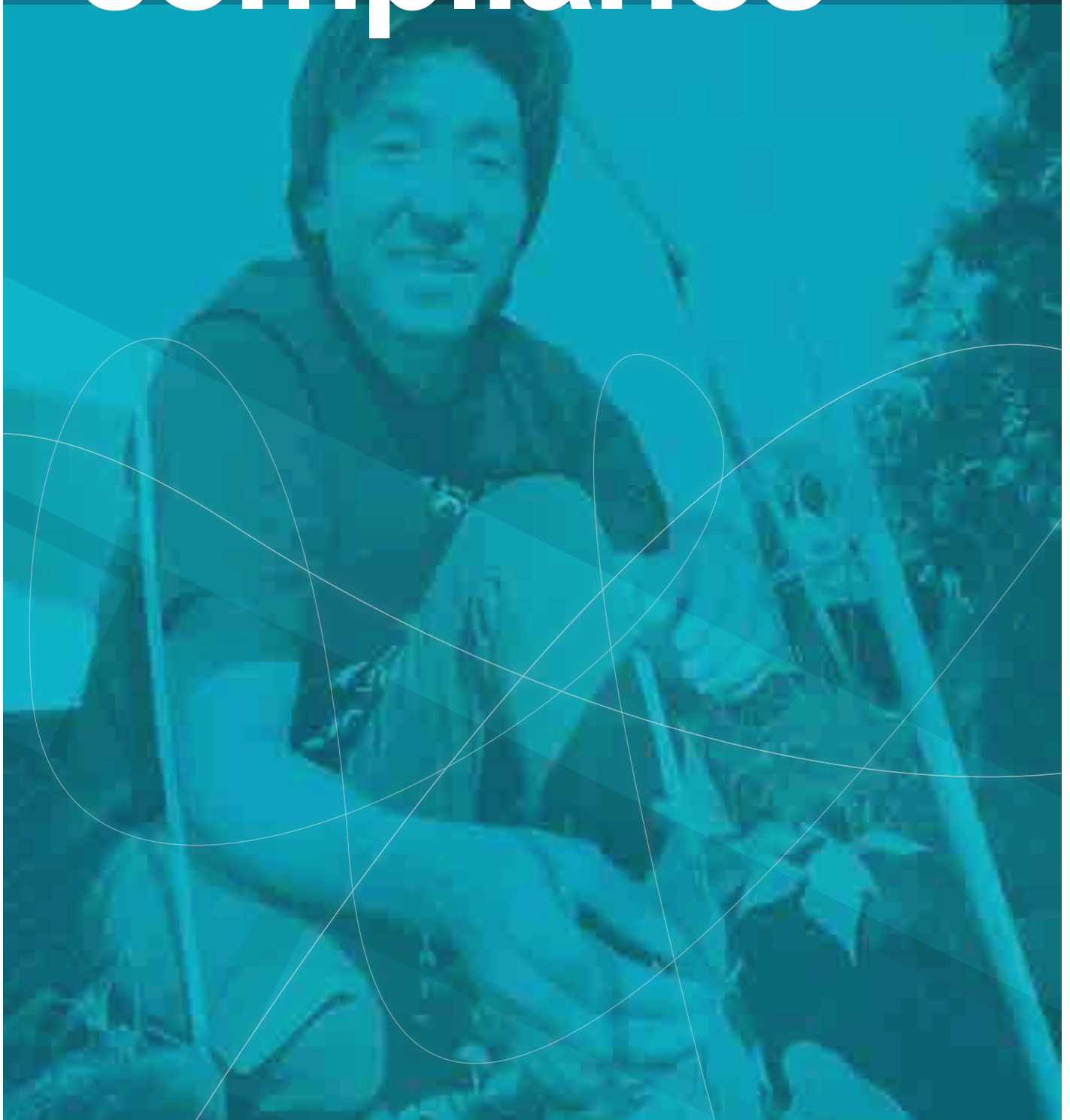
new health and community services training infrastructure at Albany, Peel and Geraldton campuses to address skill shortages for nursing, aged care, community services and child care workers. Projects being completed also include new and upgraded trade workshop facilities at Halls Creek, Derby, Broome, Karratha and Geraldton to enable apprentices to train locally.

Muresk Institute

Further development of Muresk Institute (Muresk) as a multi-use, multi-tenanted facility continues to be a challenge for the Department to ensure its long term commercial viability. To date, a significant amount of work has been undertaken to develop various resources sector and training sector markets for Muresk, however the contraction of the resources sector will impact heavily on the sustainability of Muresk.

The biggest challenge remains the development of agriculture/agribusiness higher level qualifications as a collaborative effort between the vocational education and training and university sectors. These alliances will not only promote the use of the farm land and facilities at Muresk, but also meet the Agricultural Industry's demand for higher skilled workers. An in-principle agreement has been made between C Y O'Connor Institute and Charles Sturt University to commence delivery of a Bachelor of Agricultural Business Management at Muresk in 2014. However, to succeed, this issue requires further consideration and support by industry and government.

Disclosures and legal compliance



Financial statements

Certification of financial statements

For the year ended 30 June 2013

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 2013 and the financial position as at 30 June 2013.

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



Sandy Kerr

Chief Finance Officer

17 September 2013



Dr Ruth Shean

Accountable Authority

17 September 2013



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 2013, 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 2013 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.

Report on Controls

I have audited the controls exercised by the Department of Training and Workforce Development during the year ended 30 June 2013.

Controls exercised by the Department of Training and Workforce Development are those policies and procedures established by the Director General to ensure 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.

Director General's Responsibility for Controls

The Director General is responsible for maintaining an adequate system of internal control to ensure that the receipt, expenditure and investment of money, the acquisition and disposal of public and other property, and the incurring of liabilities are in accordance with the Financial Management Act 2006 and the Treasurer's Instructions, and other relevant written law.

Auditor's Responsibility

As required by the Auditor General Act 2006, my responsibility is to express an opinion on the controls exercised by the Department of Training and Workforce Development based on my audit conducted in accordance with Australian Auditing and Assurance Standards.

An audit involves performing procedures to obtain audit evidence about the adequacy of controls to ensure that the Department complies with the legislative provisions. The procedures selected depend on the auditor's judgement and include an evaluation of the design and implementation of relevant controls.

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

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 during the year ended 30 June 2013.

Report on the Key Performance Indicators

I have audited the key performance indicators of the Department of Training and Workforce Development for the year ended 30 June 2013.

The key performance indicators are the key effectiveness indicators and the key efficiency indicators that provide information on outcome achievement and service provision.

Director General's Responsibility for the Key Performance Indicators

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 and for such controls as the Director General determines necessary to ensure that the key performance indicators fairly represent indicated performance.

Auditor's Responsibility

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 and Assurance Standards.

An audit involves performing procedures to obtain audit evidence about the key performance indicators. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the key performance indicators. In making these risk assessments the auditor considers internal control relevant to the Director General's preparation and fair presentation of the key performance indicators in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the relevance and appropriateness of the key performance indicators for measuring the extent of outcome achievement and service provision.

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

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 2013.

Independence

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

Matters Relating to the Electronic Publication of the Audited Financial Statements and Key Performance Indicators

This auditor's report relates to the financial statements and key performance indicators of the Department of Training and Workforce Development for the year ended 30 June 2013 included on the Department's website. The Department's management is responsible for the integrity of the Department's website. This audit does not provide assurance on the integrity of the Department's website. The auditor's report refers only to the financial statements and key performance indicators described above. It does not provide an opinion on any other information which may have been hyperlinked to/from these financial statements or key performance indicators. If users of the financial statements and key performance indicators are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited financial statements and key performance indicators to confirm the information contained in this website version of the financial statements and key performance indicators.



COLIN MURPHY
AUDITOR GENERAL
FOR WESTERN AUSTRALIA
Perth, Western Australia
20 September 2013

Statement of comprehensive income (For the year ended 30 June 2013)

	Note	2013 [\$000]	2012 [\$000]
Cost of services			
Expenses			
Employee benefits expense	6	48 772	56 439
Supplies and services	7	36 121	46 322
Depreciation expense	8	889	859
Finance costs	9	2	3
Accommodation expenses		4 905	4 791
Grants and subsidies	10	613 908	623 427
Loss on disposal of non-current assets	15	-	37
Loss arising from changes in net realisable value – Inventories		38	-
Other expenses	11	1 258	1 863
Total cost of services		705 893	733 741
Income			
Revenue			
User charges and fees	12	37 927	40 902
Commonwealth grants and contributions	13	180 218	221 359
Interest revenue		1 910	2 023
Other revenue	14	7 160	11 092
Total revenue		227 215	275 376
Gains			
Gain on disposal of non-current assets	15	1	-
Gain arising from changes in fair value – Livestock		9	-
Total gains		10	-
Total income other than income from State Government		227 225	275 376
Net cost of services		478 668	458 365
Income from State Government	16		
Service appropriation		473 342	476 184
Services received free of charge		1 502	917
Royalties for Regions Fund		6 191	27 054
Total income from State Government		481 035	504 155
Surplus/(deficit) for the period		2 367	45 790
Total comprehensive income for the period		2 367	45 790

See also the 'Schedule of income and expenses by service'.

The 'Statement of comprehensive income' should be read in conjunction with the accompanying notes.

Statement of financial position (As at 30 June 2013)

	Note	2013 [\$000]	2012 [\$000]
Assets			
Current assets			
Cash and cash equivalents	30	29 772	42 013
Restricted cash and cash equivalents	17, 30	61 447	83 852
Inventories	18	16	-
Receivables	19	7 627	11 119
Non-current assets classified as held for sale	22	-	20 000
Total current assets		98 862	156 984
Non-current assets			
Restricted cash and cash equivalents	17, 30	2 044	2 044
Biological assets	20	131	-
Amounts receivable for services	21	33 409	32 215
Property, plant and equipment	23	79 171	28 312
Total non-current assets		114 755	62 571
Total assets		213 617	219 555
Liabilities			
Current liabilities			
Payables	25	7 717	12 234
Borrowings	26	1	2
Provisions	27	10 846	11 334
Other current liabilities	28	17 742	18 202
Total current liabilities		36 306	41 772
Non-current liabilities			
Borrowings	26	-	1
Provisions	27	2 195	2 467
Total non-current liabilities		2 195	2 468
Total liabilities		38 501	44 240
Net assets		175 116	175 315
Equity	29		
Contributed equity		119 855	122 421
Accumulated surplus		55 261	52 894
Total equity		175 116	175 315

See also the 'Schedule of assets and liabilities by service'.

The 'Statement of financial position' should be read in conjunction with the accompanying notes.

Statement of changes in equity (For the year ended 30 June 2013)

	Note	Contributed equity \$000	Accumulated surplus \$000	Total equity \$000
Balance at 1 July 2011	29	204 188	7 104	211 292
Surplus		-	45 790	45 790
Total comprehensive income for the period		-	45 790	45 790
<i>Transactions with owners in their capacity as owners:</i>				
Capital appropriations		3 784	-	3 784
Royalties for Regions capital funding		2 490	-	2 490
Distribution to owners		(88 041)	-	(88 041)
Total		(81 767)	-	(81 767)
Balance at 30 June 2012		122 421	52 894	175 315
Balance at 1 July 2012		122 421	52 894	175 315
Surplus		-	2 367	2 367
Total comprehensive income for the period		-	2 367	2 367
<i>Transactions with owners in their capacity as owners:</i>				
Capital appropriations		16 864	-	16 864
Royalties for Regions capital funding		6 060	-	6 060
Other contributions by owners		24 392	-	24 392
Distribution to owners		(49 882)	-	(49 882)
Total		(2 566)	-	(2 566)
Balance at 30 June 2013		119 855	55 261	175 116

The 'Statement of changes in equity' should be read in conjunction with the accompanying notes.

Statement of cash flows (For the year ended 30 June 2013)

	Note	2013 [\$000]	2012 [\$000]
Cash flows from State Government			
Service appropriation		472 148	475 604
Capital appropriations		16 864	3 784
Royalties for Regions Fund		12 251	29 544
Distribution of cash to Goldfields Institute of Technology at transition		(5 043)	-
Refund of Royalties for Regions funding for Agricola		(20 000)	-
Net cash provided by State Government		476 220	508 932
Utilised as follows:			
Cash flows from operating activities			
Payments			
Employee benefits		(48 879)	(54 848)
Supplies and services and other expenses		(42 602)	(50 952)
Grants and subsidies		(613 577)	(619 876)
GST payments on purchases		(20 628)	(19 340)
Receipts			
Sale of goods and services		-	-
User charges and fees		36 171	44 035
Commonwealth grants and contributions		181 310	222 727
Interest received		1 155	1 989
GST receipts on sales		833	1 383
GST receipts from taxation authority		20 286	17 841
Other receipts		7 605	8 738
Net cash provided by/(used in) operating activities	30	(478 326)	(448 303)
Cash flows from investing activities			
Payments			
Purchase of non-current physical assets		(32 538)	(14 844)
Receipts			
Proceeds from sale of non-current physical assets		-	-
Net cash provided by/(used in) investing activities		(32 538)	(14 844)
Cash flows from financing activities			
Payments			
Payment of finance lease liabilities		(2)	(4)
Net cash provided by/(used in) financing activities		(2)	(4)
Net increase/(decrease) in cash and cash equivalents		(34 646)	45 781
Cash and cash equivalents at the beginning of the period		127 909	82 128
Cash and cash equivalents at the end of the period	30	93 263	127 909

The 'Statement of cash flows' should be read in conjunction with the accompanying notes.

Schedule of income and expenses by service (For the year ended 30 June 2013)

	Institutional based training		Employment based training		Total	
	2013 [\$000]	2012 [\$000]	2013 [\$000]	2012 [\$000]	2013 [\$000]	2012 [\$000]
Cost of services						
Expenses						
Employee benefits expense	36 091	42 329	12 681	14 110	48 772	56 439
Supplies and services	26 730	34 741	9 391	11 581	36 121	46 322
Depreciation and amortisation expense	658	644	231	215	889	859
Finance costs	1	2	1	1	2	3
Accommodation expenses	3 630	3 593	1 275	1 198	4 905	4 791
Grants and subsidies	454 292	467 570	159 616	155 857	613 908	623 427
Loss on disposal of non-current assets	-	28	-	9	-	37
Loss arising from changes in net realisable value	28	-	10	-	38	-
Other expenses	931	1 397	327	466	1 258	1 863
Total cost of services	522 361	550 304	183 532	183 437	705 893	733 741
Income						
User charges and fees	37 399	39 830	528	1 072	37 927	40 902
Commonwealth grants and contributions	133 361	166 019	46 857	55 340	180 218	221 359
Interest revenue	1 413	1 517	497	506	1 910	2 023
Other revenue	5 298	8 319	1 862	2 773	7 160	11 092
Gain on disposal of non-current assets	1	-	-	-	1	-
Gain arising from changes in fair value	7	-	2	-	9	-
Total income other than income from State Government	177 479	215 685	49 746	59 691	227 225	275 376
Net cost of services	344 881	334 619	133 787	123 746	478 668	458 365
Income from State Government						
Service appropriation	350 273	357 138	123 069	119 046	473 342	476 184
Resources received free of charge	1 111	688	390	229	1 502	917
Royalties for Regions Fund	4 581	20 290	1 610	6 764	6 191	27 054
Total income from State Government	355 965	378 116	125 069	126 039	481 035	504 155
Surplus/(deficit) for the period	11 084	43 497	(8 718)	2 293	2 367	45 790

The 'Schedule of income and expense by service' should be read in conjunction with the accompanying notes.

Schedule of assets and liabilities by service (For the year ended 30 June 2013)

	Institutional based training		Employment based training		Total	
	2013 [\$000]	2012 [\$000]	2013 [\$000]	2012 [\$000]	2013 [\$000]	2012 [\$000]
Assets						
Current assets	73 158	117 738	25 704	39 246	98 862	156 984
Non-current assets	84 919	46 928	29 836	15 643	114 755	62 571
Total assets	158 077	164 666	55 540	54 889	213 617	219 555
Liabilities						
Current liabilities	26 866	31 329	9 440	10 443	36 306	41 772
Non-current liabilities	1 624	1 851	571	617	2 195	2 468
Total liabilities	28 490	33 180	10 011	11 060	38 501	44 240
Net assets	129 587	131 486	45 529	43 829	175 116	175 315

The 'Schedule of assets and liabilities by service' should be read in conjunction with the accompanying notes.

Summary of consolidated account appropriations and income estimates

(For the year ended 30 June 2013)

	2013 Estimate \$000	2013 Actual \$000	Variance \$000	2013 Actual \$000	2012 Actual \$000	Variance \$000
Delivery of services						
Item 69 Net amount appropriated to deliver services	472 050	470 525	(1 525)	470 525	473 450	(2 925)
<i>Amount authorised by other statutes</i>						
Salaries and Allowances Act 1975	2 817	2 817	-	2 817	2 734	83
Total appropriations provided to deliver services	474 867	473 342	(1 525)	473 342	476 184	(2 842)
Capital						
Item 154 Capital appropriations	20 374	16 864	(3 510)	16 864	3 784	13 080
Total capital	20 374	16 864	(3 510)	16 864	3 784	13 080
Grand total	495 241	490 206	(5 035)	490 206	479 968	10 238
Details of expenses by service						
Institutional based training	524 378	522 361	(2 017)	522 361	550 304	(27 943)
Employment based training	175 112	183 532	8 420	183 532	183 437	95
<i>Total cost of services</i>	699 490	705 893	6 403	705 893	733 741	(27 848)
<i>Less total income</i>	222 136	227 225	5 089	227 225	275 376	(48 151)
<i>Net cost of services</i>	477 354	478 668	1 314	478 668	458 365	20 303
Total appropriations provided to deliver services	477 354	478 668	1 314	478 668	458 365	20 303
Capital expenditure						
Purchase of non-current physical assets	59 590	32 538	(27 052)	32 538	14 844	17 694
Capital appropriations	59 590	32 538	(27 052)	32 538	14 844	17 694

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

Note 35 'Explanatory statement' provides details of any significant variations between estimates and actual results for 2013 and between the actual results for 2013 and 2012.

Notes to the financial statements

(For the year ended 30 June 2013)

Note 1. Australian Accounting Standards

General

The Department's financial statements for the year ended 30 June 2013 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*. There has been no early adoption of Australian Accounting Standards that have been issued or amended (but not yet operative) by the Department for the annual reporting period ended 30 June 2013.

Note 2. Summary of significant accounting policies

(a) General statement

The Department is a not for profit reporting entity that prepares general purpose financial statements in accordance with the Australian Accounting Standards the Framework Statements of Accounting Concepts and other authoritative pronouncements of the AASB as applied by the Treasurer's Instructions. Several of these are modified by the Treasurer's Instructions to vary application disclosure format and wording.

The *Financial Management Act* and the Treasurer's Instructions impose legislative provisions that govern the preparation of financial statements and take precedence over Australian Accounting Standards the Framework Statements of Accounting Concepts and other authoritative pronouncements of the AASB.

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

(b) Basis of preparation

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

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

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

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.

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 Muresk Institute. Muresk Institute was transferred to the Department on 1 July 2012.

The 2012–13 financial statements do not include VTEC which was established as a statutory authority under the *Vocational Education and Training Act 1996* from 1 July 2012.

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:

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 2012–13 Budget Statements the Department retained \$221 million in 2013 (\$297 million in 2012) 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].

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 23 '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.

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	5–10 years
Communication equipment	5 years
Computer equipment	3–5 years
Furniture and fittings	10 years
Motor vehicles	5 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 and consequently no depreciation has been recognised.

Subsequent measurement

Subsequent to initial recognition as an asset, the valuation model is used for the measurement of works of art. The Department has a policy of revaluing artworks at fair value and is carried out every 3–5 years. The revaluation of the Department's artworks was last undertaken in 2013 by an independent valuer – Japingka Indigenous Fine Art Gallery.

(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'.

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 economic benefits 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.

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 infrastructure 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. Where an asset measured at cost is written down to recoverable amount an impairment loss is recognised in profit or loss. Where a previously revalued asset is written down to recoverable amount the loss is recognised as a revaluation decrement in other comprehensive income. 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 and 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.

(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 the Department has two categories of financial instruments:

- 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 services
- 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.

(m) Accrued salaries

Accrued salaries (see note 25 '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.

The accrued salaries suspense account (*see note 17 '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) Inventories

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

Inventories not held for resale are measured at cost unless they are no longer required in which case they are measured at net realisable value.

(p) Biological assets

Biological assets comprising livestock are valued at fair value less estimated point of sale costs and costs necessary to get them to market. A gain or loss on valuation is recognised in the 'Statement of comprehensive income'. (*See note 20 'Biological assets'*)

(q) 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.

(r) Payables

Payables are recognised at the amount payable when the Department becomes obliged to make future payments as a result of a purchase of assets or services. The carrying amount is equivalent to fair value as settlement is generally within 30 days.

(s) 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 end of the reporting period is recognised and measured at the undiscounted amounts expected to be paid when the liability is settled.

Annual leave that is not expected to be settled within 12 months after the end of 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.

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 end of the reporting period.

Long service leave

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

Long service leave that is not expected to be settled within 12 months after the end of 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 end of the reporting period. Pre-conditional and 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.

Deferred leave

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

Superannuation

The Government Employees Superannuation Board (GESB) and other fund providers administer public sector superannuation arrangements in Western Australia in accordance with legislative requirements. Eligibility criteria for membership in particular schemes for public sector employees vary according to commencement and implementation dates.

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.

Employees commencing employment prior to 16 April 2007 who were not members of either the Pension Scheme 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). From 30 March 2012 existing members of the WSS or GESBS and new employees become able to choose their preferred superannuation fund provider. The Department makes concurrent contributions to GESB or other funds on behalf of employees in compliance with the *Commonwealth Government's Superannuation Guarantee (Administration) Act 1992*. Contributions to these accumulation schemes extinguish the Department's liability for superannuation charges in respect of employees who are not members of the Pension Scheme or GSS.

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 the 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.

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'.

(t) Superannuation expense

The superannuation expense in the 'Statement of comprehensive income' comprises employer contributions paid to the GSS (concurrent contributions) the WSS the GESBS or other superannuation funds. The employer contribution paid to the GESB in respect of the GSS is paid back into the Consolidated Account by the GESB.

(u) Assets and services received free of charge or for nominal cost

Assets or services received free of charge or for nominal cost that can be reliably measured are recognised as income at the fair value of the assets and/or the fair value of those services that the Department would otherwise pay for. A corresponding expense is recognised for services received. Receipts of assets are recognised in the 'Statement of financial position'.

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

(v) Comparative figures

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

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.

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.

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 2012 that impacted on the Department.

AASB 2011-9	<i>Amendments to Australian Accounting Standards – Presentation of Items of Other Comprehensive Income [AASB 1 5 7 101 112 120 121 132 133 134 1039 & 1049]</i> This Standard requires to group items presented in other comprehensive income on the basis of whether they are potentially reclassifiable to profit or loss subsequently (reclassification adjustments). There is no financial impact.
AASB 2009-12	<i>Amendments to Australian Accounting Standards [AASB 5 8 108 110 112 119 133 137 139 1023 & 1031 and Int 2 4 16 1039 & 1052]</i> This Standard makes editorial amendments to a range of Australian Accounting Standards and Interpretations. There is no financial impact.

AASB 2010-4	<p><i>Further Amendments to Australian Accounting Standards arising from Annual Improvements Project [AASB 1 7 101 & 134 and Int 13]</i></p> <p>The amendments to AASB 7 clarify financial instrument disclosures in relation to credit risk. The carrying amount of financial assets that would otherwise be past due or impaired whose terms have been renegotiated is no longer required to be disclosed. There is no financial impact.</p> <p>The amendments to AASB 101 clarify the presentation of the statement of changes in equity. The disaggregation of other comprehensive income reconciling the carrying amount at the beginning and the end of the period for each component of equity is no longer required. There is no financial impact.</p>
AASB 2010-5	<p><i>Amendments to Australian Accounting Standards [AASB 1 3 4 5 101 107 112 118 119 121 132 133 134 137 139 140 1023 & 1038 and Int 112 115 127 132 & 1042]</i></p> <p>This Standard makes editorial amendments to a range of Australian Accounting Standards and Interpretations. There is no financial impact.</p>
AASB 2010-6	<p><i>Amendments to Australian Accounting Standards – Disclosures on Transfers of Financial Assets [AASB 1 & 7]</i></p> <p>This Standard introduces additional disclosures relating to transfers of financial assets in AASB 7. An entity shall disclose all transferred financial assets that are not derecognised and any continuing involvement in a transferred asset existing at the reporting date irrespective of when the related transfer transaction occurred. There is no financial impact.</p>
AASB 2011-1	<p><i>Amendments to Australian Accounting Standards arising from the Trans-Tasman Convergence Projects [AASB 1 5 101 107 108 121 128 132 & 134 and Int 2 112 & 113]</i></p> <p>This Standard in conjunction with AASB 1054 removes disclosure requirements from other Standards and incorporates them in a single Standard to achieve convergence between Australian and New Zealand Accounting Standards. There is no financial impact.</p>
AASB 2011-5	<p><i>Amendments to Australian Accounting Standards – Extending Relief from Consolidation the Equity Method and Proportionate Consolidation [AASB 127 128 & 131]</i></p> <p>This Standard extends the relief from consolidation the equity method and proportionate consolidation by removing the requirement for the consolidated financial statements prepared by the ultimate or any intermediate parent entity to be IFRS compliant provided that the parent entity investor or venturer and the ultimate or intermediate parent entity are not-for-profit non-reporting entities that comply with Australian Accounting Standards. There is no financial impact.</p>

Voluntary changes in accounting policy

There have been no changes in accounting policy in the 2012–13 financial statements.

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 9	<i>Financial Instruments</i> This Standard supersedes AASB 139 <i>Financial Instruments: Recognition and Measurement</i> introducing a number of changes to accounting treatments. AASB 2012-6 <i>Amendments to Australian Accounting Standards – Mandatory Effective Date of AASB 9 and Transition Disclosures</i> amended the mandatory application date of this Standard to 1 January 2015. The Department has not yet determined the application or the potential impact of the Standard.	1 Jan 2015
AASB 10	<i>Consolidated Financial Statements</i> This Standard supersedes AASB 127 <i>Consolidated and Separate Financial Statements and Int 112 Consolidation – Special Purpose Entities</i> introducing a number of changes to accounting treatments. Mandatory application of this Standard was deferred by one year for not-for-profit entities by AASB 2012-10 <i>Amendments to Australian Accounting Standards – Transition Guidance and Other Amendments</i> . The Department has not yet determined the application or the potential impact of the Standard.	1 Jan 2014
AASB 11	<i>Joint Arrangements</i> This Standard supersedes AASB 131 <i>Interests in Joint Ventures</i> introducing a number of changes to accounting treatments. Mandatory application of this Standard was deferred by one year for not-for-profit entities by AASB 2012-10. The Department has not yet determined the application or the potential impact of the Standard.	1 Jan 2013

AASB 12	<p><i>Disclosure of Interests in Other Entities</i></p> <p>This Standard supersedes disclosure requirements under AASB 127 <i>Consolidated and Separate Financial Statements</i> and AASB 131 <i>Interests in Joint Ventures</i>. Mandatory application of this Standard was deferred by one year for not-for-profit entities by AASB 2012-10. The Department has not yet determined the application or the potential impact of the Standard.</p>	1 Jan 2014
AASB 13	<p><i>Fair Value Measurement</i></p> <p>This Standard defines fair value sets out a framework for measuring fair value and requires additional disclosures about fair value measurements. There is no financial impact.</p>	1 Jan 2013
AASB 119	<p><i>Employee Benefits</i></p> <p>This Standard supersedes AASB 119 (October 2010) making changes to the recognition presentation and disclosure requirements. The Department does not have any defined benefit plans and therefore the financial impact will be limited to the effect of discounting annual leave and long service leave liabilities that were previously measured at the undiscounted amounts.</p>	1 Jan 2013
AASB 127	<p><i>Separate Financial Statements</i></p> <p>This Standard supersedes AASB 127 <i>Consolidated and Separate Financial Statements</i> introducing a number of changes to accounting treatments. Mandatory application of this Standard was deferred by one year for not-for-profit entities by AASB 2012-10. The Department has not yet determined the application or the potential impact of the Standard.</p>	1 Jan 2014
AASB 128	<p><i>Investments in Associates and Joint Ventures</i></p> <p>This Standard supersedes AASB 128 <i>Investments in Associates</i> introducing a number of changes to accounting treatments. Mandatory application of this Standard was deferred by one year for not-for-profit entities by AASB 2012-10. The Department has not yet determined the application or the potential impact of the Standard.</p>	1 Jan 2014

AASB 1053	<p><i>Application of Tiers of Australian Accounting Standards</i></p> <p>This Standard establishes a differential financial reporting framework consisting of two tiers of reporting requirements for preparing general purpose financial statements. There is no financial impact.</p>	1 Jul 2013
AASB 1055	<p><i>Budgetary Reporting</i></p> <p>This Standard specifies the nature of budgetary disclosures the circumstances in which they are to be included in the general purpose financial statements of not-for-profit entities within the GGS. The Department will be required to disclose additional budgetary information and explanations of major variances between actual and budgeted amounts though there is no financial impact.</p>	1 Jul 2014
AASB 2010-2	<p><i>Amendments to Australian Accounting Standards arising from Reduced Disclosure Requirements [AASB 1 2 3 5 7 8 101 102 107 108 110 111 112 116 117 119 121 123 124 127 128 131 133 134 136 137 138 140 141 1050 & 1052 and Int 2 4 5 15 17 127 129 & 1052]</i></p> <p>This Standard makes amendments to Australian Accounting Standards and Interpretations to introduce reduced disclosure requirements for certain types of entities. There is no financial impact.</p>	1 Jul 2013
AASB 2010-7	<p><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 & 1038 and Int 2 5 10 12 19 & 127]</i></p> <p>This Standard makes consequential amendments to other Australian Accounting Standards and Interpretations as a result of issuing AASB 9 in December 2010.</p> <p>AASB 2012-6 amended the mandatory application date of this Standard to 1 January 2015. The Department has not yet determined the application or the potential impact of the Standard.</p>	1 Jan 2015

AASB 2011-2	<p><i>Amendments to Australian Accounting Standards arising from the Trans-Tasman Convergence Project – Reduced Disclosure Requirements [AASB 101 & 1054]</i></p> <p>This 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. There is no financial impact.</p>	1 Jul 2013
AASB 2011-6	<p><i>Amendments to Australian Accounting Standards – Extending Relief from Consolidation the Equity Method and Proportionate Consolidation – Reduced Disclosure Requirements [AASB 127 128 & 131]</i></p> <p>This Standard extends the relief from consolidation the equity method and proportionate consolidation by removing the requirement for the consolidated financial statements prepared by the ultimate or any intermediate parent entity to be IFRS compliant provided that the parent entity investor or venturer and the ultimate or intermediate parent entity comply with Australian Accounting Standards or Australian Accounting Standards – Reduced Disclosure Requirements. There is no financial impact.</p>	1 Jul 2013
AASB 2011-7	<p><i>Amendments to Australian Accounting Standards arising from the Consolidation and Joint Arrangements Standards [AASB 1 2 3 5 7 101 107 112 118 121 124 132 133 136 138 139 1023 & 1038 and Int 5 9 16 & 17]</i></p> <p>This Standard gives effect to consequential changes arising from the issuance of AASB 10 AASB 11 AASB 127 <i>Separate Financial Statements</i> and AASB 128 <i>Investments in Associates and Joint Ventures</i>. For not-for-profit entities it applies to annual reporting periods beginning on or after 1 January 2014. The Department has not yet determined the application or the potential impact of the Standard.</p>	1 Jan 2013
AASB 2011-8	<p><i>Amendments to Australian Accounting Standards arising from AASB 13 [AASB 1 2 3 4 5 7 101 102 108 110 116 117 118 119 120 121 128 131 132 133 134 136 138 139 140 141 1004 1023 & 1038 and Int 2 4 12 13 14 17 19 131 & 132]</i></p> <p>This Standard replaces the existing definition and fair value guidance in other Australian Accounting Standards and Interpretations as the result of issuing AASB 13 in September 2011. There is no financial impact.</p>	1 Jan 2013

AASB 2011-10	<p><i>Amendments to Australian Accounting Standards arising from AASB 119 (September 2011) [AASB 1 8 101 124 134 1049 & 2011-8 and Int 14]</i></p> <p>This Standard makes amendments to other Australian Accounting Standards and Interpretations as a result of issuing AASB 119 in September 2011. There is limited financial impact.</p>	1 Jan 2013
AASB 2011-11	<p><i>Amendments to AASB 119 (September 2011) arising from Reduced Disclosure Requirements</i></p> <p>This Standard gives effect to Australian Accounting Standards – Reduced Disclosure Requirements for AASB 119 (September 2011). There is no financial impact.</p>	1 Jul 2013
AASB 2012-1	<p><i>Amendments to Australian Accounting Standards - Fair Value Measurement - Reduced Disclosure Requirements [AASB 3 7 13 140 & 141]</i></p> <p>This Standard establishes and amends reduced disclosure requirements for additional and amended disclosures arising from AASB 13 and the consequential amendments implemented through AASB 2011-8. There is no financial impact.</p>	1 Jul 2013
AASB 2012-2	<p><i>Amendments to Australian Accounting Standards – Disclosures – Offsetting Financial Assets and Financial Liabilities [AASB 7 & 132]</i></p> <p>This Standard amends the required disclosures in AASB 7 to include information that will enable users of an entity's financial statements to evaluate the effect or potential effect of netting arrangements including rights of set-off associated with the entity's recognised financial assets and recognised financial liabilities on the entity's financial position. There is no financial impact.</p>	1 Jan 2013
AASB 2012-3	<p><i>Amendments to Australian Accounting Standards – Offsetting Financial Assets and Financial Liabilities [AASB 132]</i></p> <p>This Standard adds application guidance to AASB 132 to address inconsistencies identified in applying some of the offsetting criteria including clarifying the meaning of “currently has a legally enforceable right of set-off” and that some gross settlement systems may be considered equivalent to net settlement. There is no financial impact.</p>	1 Jan 2014

AASB 2012-5	<p><i>Amendments to Australian Accounting Standards arising from Annual improvements 2009-11 Cycle [AASB 1 101 116 132 & 134 and Int 2]</i></p> <p>This Standard makes amendments to the Australian Accounting Standards and Interpretations as a consequence of the annual improvements process. There is no financial impact.</p>	1 Jan 2013
AASB 2012-6	<p><i>Amendments to Australian Accounting Standards – Mandatory Effective Date of AASB 9 and Transition Disclosures [AASB 9 2009-11 2010-7 2011-7 & 2011-8]</i></p> <p>This Standard amends the mandatory effective date of AASB 9 <i>Financial Instruments</i> to 1 January 2015. Further amendments are also made to consequential amendments arising from AASB 9 that will now apply from 1 January 2015 and to consequential amendments arising out of the Standards that will still apply from 1 January 2013. There is no financial impact.</p>	1 Jan 2013
AASB 2012-7	<p><i>Amendments to Australian Accounting Standards arising from Reduced Disclosure Requirements [AASB 7 12 101 & 127]</i></p> <p>This Standard adds to or amends the Australian Accounting Standards to provide further information regarding the differential reporting framework and the two tiers of reporting requirements for preparing general financial statement. There is no financial impact.</p>	1 Jul 2013
AASB 2012-10	<p><i>Amendments to Australian Accounting Standards – Transition Guidance and Other Amendments [AASB 1 5 7 8 10 11 12 13 101 102 108 112 118 119 127 128 132 133 134 137 1023 1038 1039 1049 & 2011-7 and Int 12]</i></p> <p>This Standard makes amendments to AASB 10 and related Standards to revise the transition guidance relevant to the initial application of those Standards and to clarify the circumstances in which adjustments to an entity's previous accounting for its involvement with other entities are required and the timing of such adjustments.</p> <p>The Standard was issued in December 2012. The Department has not yet determined the application or the potential impact of the Standard.</p>	1 Jan 2013

AASB 2012-11	<p><i>Amendments to Australian Accounting Standards – Reduced Disclosure Requirements and Other Amendments [AASB 1 2 8 10 107 128 133 134 & 2011-4]</i></p> <p>This Standard makes various editorial corrections to Australian Accounting Standards – Reduced Disclosure Requirements (Tier 2). These corrections ensure that the Standards reflect decisions of the AASB regarding the Tier 2 requirements.</p> <p>This Standard also extends the relief from consolidation and the equity method (in the new Consolidation and Joint Arrangements Standards) to entities complying with Australian Accounting Standards – Reduced Disclosure Requirements. There is no financial impact.</p>	1 Jul 2013
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Changes in accounting estimates

There have been no changes in accounting estimates in the 2012–13 financial statements.

Note 6. Employee benefits expense

	2013 [\$000]	2012 [\$000]
Wages and salaries ^(a)	44 462	51 752
Superannuation – defined contribution plans ^(b)	4 187	4 680
Superannuation – external	123	7
	48 772	56 439

^(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 11 'Other expenses'.

Employment on-costs liability is included at note 27 'Provisions'.

Note 7. Supplies and services

	2013 [\$000]	2012 [\$000]
Commissions	2 053	2 621
Communication	5 127	5 734
Consultants and contractors	17 596	25 930
Electricity and water expenses	716	817
Minor equipment purchases	971	2 799
Operating leases	1 033	1 244
Other staffing costs	537	770
Other	7 219	5 034
Travel	869	1 373
	36 121	46 322

Note 8. Depreciation expense

	2013 [\$000]	2012 [\$000]
Buildings	576	202
Plant and equipment	31	292
Motor vehicles	-	56
Computers	229	248
Office equipment	52	58
Miscellaneous	1	3
	889	859

Note 9. Finance costs

	2013 [\$000]	2012 [\$000]
Finance lease charges	2	3
	2	3

Note 10. Grants and subsidies

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

	2013 [\$000]	2012 [\$000]
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	472 562	457 822
Private training providers	127 351	131 658
Capital grants ^(a)		
State training providers; Curtin VTEC Kalgoorlie and Western Australian Academy of Performing Arts	1 951	17 085
Private training providers	250	3 246
Other grants	11 794	13 616
	613 908	623 427

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

Note 11. Other expenses

	2013 [\$000]	2012 [\$000]
Repairs maintenance and minor works	850	1 444
Employment on-costs	356	419
Revaluation decrement of non-current assets	52	-
	1 258	1 863

Note 12. User charges and fees

	2013 [\$000]	2012 [\$000]
Overseas student course fees ^(a)	35 895	36 612
Student fees and charges ^(b)	-	1 170
Fee for service ^(b)	-	431
Other fees and charges	2 032	2 689
	37 927	40 902

^(a) Education and Training International

^(b) Vocational Training and Education Centre

Note 13. Commonwealth grants and contributions

	2013 [\$000]	2012 [\$000]
Commonwealth grants	180 218	221 359
	180 218	221 359

Undischarged grants

The Department of Training and Workforce Development receives certain Commonwealth grants on the condition that the monies 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:

	2013 [\$000]	2012 [\$000]
COAG National Partnership Program	3 696	7 657
COPE	1 491	2 451
Special projects – DEEWR	-	2 060
Special projects – Other	268	2 513
Training – Other	-	406
	5 455	15 087

Note 14. Other revenue

	2013 [\$000]	2012 [\$000]
Recoveries and refunds	2 717	2 454
Sale of goods and services	3 090	7 166
Rental premises	231	1 351
Other miscellaneous revenue	1 122	121
	7 160	11 092

Note 15. Net gain/(loss) on disposal of non-current assets

	2013 [\$000]	2012 [\$000]
Proceeds from disposal of non-current assets		
Plant and equipment	-	-
Office equipment	1	-
	1	-
Costs of disposal of non-current assets		
Plant and equipment	-	32
Office equipment	-	5
	-	37
Net gain/(loss)	1	(37)

Note 16. Income from State Government

	2013 [\$000]	2012 [\$000]
Appropriation received during the period:		
Service appropriation ^(a)	473 342	476 184
	473 342	476 184
Services received free of charge ^(b)		
<i>Determined on the basis of the following estimates provided by agencies:</i>		
Department of Finance	1 111	823
Department of Education	275	16
Landgate	16	17
State Solicitors' Office	100	61
	1 502	917
Royalties for Regions Fund:		
Regional Community Services Fund ^(c)	6 191	27 054
	6 191	27 054
	481 035	504 155

- ^(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 budgeted 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.

Note 17. Restricted cash and cash equivalents

	2013 [\$000]	2012 [\$000]
Current		
Unexpended Commonwealth grants (see notes 2(e) and 13 ^(a))	5 446	14 505
Training Interest Bearing Account ^(b)	53 293	46 032
Royalties for Regions Fund ^(c)	2 708	23 316
	61 447	83 853
Non-current		
Accrued salaries suspense account ^(d)	2 044	2 044
	2 044	2 044

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

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

(c) Unspent funds are committed to projects and programs in WA regional areas.

(d) 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 18. Inventories

	2013 [\$000]	2012 [\$000]
Current		
Inventories not held for resale	16	-
Total current	16	-

Note 19. Receivables

	2013 [\$000]	2012 [\$000]
Current		
Trade debtors	3 129	5 566
Accrued revenue	1 243	488
GST receivable	2 255	2 411
Prepayments	1 878	2 662
Allowance for impairment of receivables	(878)	(8)
Total current	7 627	11 119

Reconciliation of changes in the allowances for impairment of receivables:

	2013 [\$000]	2012 [\$000]
Balance at start of year	8	46
Doubtful debts expense	871	62
Amounts written off during the period	(1)	(100)
Balance at end of the year	878	8

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

Note 20. Biological assets

	2013 [\$000]	2012 [\$000]
Livestock	131	-
	131	-

Note 21. Amounts receivable for services (Holding Account)

	2013 [\$000]	2012 [\$000]
Non-current	33 409	32 215
	33 409	32 215

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 22. Non-current assets classified as held for sale

	2013 [\$000]	2012 [\$000]
Opening balance		
Land	20 000	20 000
Less write-down from cost to fair value less selling costs	-	-
	20 000	20 000
Less assets sold		
Land	20 000	-
Less write-down from cost to fair value less selling costs	-	-
	20 000	-
Closing balance		
Land	-	20 000
Less write-down from cost to fair value less selling costs	-	-
	-	20 000

Note 23. Property plant and equipment

	2013 [\$000]	2012 [\$000]
Land		
At fair value ^(a)	11 260	7 700
Accumulated impairment losses	-	-
	11 260	7 700
Buildings		
At fair value ^(a)	28 684	7 878
Accumulated depreciation	(778)	(202)
	27 906	7 676
Plant and equipment		
At cost	345	2 073
Accumulated depreciation	(36)	(1 034)
	309	1 039
Motor vehicles		
At cost	-	298
Accumulated depreciation	-	(197)
	-	101
Computers		
At cost	909	946
Accumulated depreciation	(774)	(564)
	135	382
Office equipment		
At cost	340	369
Accumulated depreciation	(199)	(167)
	141	202
Artwork		
At fair value	111	164
Accumulated depreciation	-	-
	111	164
Miscellaneous assets		
At cost	23	23
Accumulated depreciation	(19)	(17)
	4	6
Capital works in progress		
At cost	11 042	86 277
Additions and improvements to State Training Providers	30 504	13 705
Transfers related to capital works to State Training Providers	(2 241)	-
Transfer of completed capital works to State Training Providers ^(b)	-	(88 940)
	39 305	11 042
Total property plant and equipment	79 171	28 312

- (a) Land and buildings were revalued as at 1 July 2012 by the Western Australian Land Information Authority (Valuation Services). The valuations were performed during the year ended 30 June 2013 and recognised at 30 June 2013. In undertaking the revaluation fair value was determined by reference to market values for land: \$7 700 000 (2012: \$7 700 000) and buildings: \$7 786 000 (2012: \$7 676 000). For the remaining balance fair value of land and buildings was determined on the basis of depreciated replacement cost.
- (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.

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.

2013		Land \$'000	Buildings \$'000	Plant & equipment \$'000	Machinery \$'000	Motor vehicles \$'000	Computer \$'000	Office equipment \$'000	Artwork \$'000	Miscellaneous assets \$'000	Capital works in progress \$'000	Total \$'000
Carrying amount at start of period		7 700	7 676	1 039	-	101	382	202	164	6	11 042	28 312
Assets transferred in – Curtin University ^(a)		3 560	20 806	26	-	-	-	-	-	-	-	24 392
Additions		-	-	302	-	-	16	-	-	-	30 504	30 822
Disposals		-	-	-	-	-	-	-	-	-	-	-
Transfers to/from works in progress ^(b)		-	-	-	-	-	-	-	-	-	(2 241)	(2 241)
Revaluation		-	-	-	-	-	-	-	(53)	-	-	(53)
Impairment losses ^(c)		-	-	-	-	-	-	-	-	-	-	-
Depreciation		-	(576)	(31)	-	-	(229)	(52)	-	(2)	-	(889)
Transfers/adjustments		-	-	(1 028)	-	(101)	(34)	(9)	-	-	-	(1 172)
Carrying amount at end of period		11 260	27 906	309	-	-	135	141	111	4	39 305	79 171
2012												
Carrying amount at start of period		7 700	7 878	72	1 164	78	563	203	164	10	86 277	104 109
Additions		-	-	150	-	-	602	64	-	-	14 672	15 488
Disposals		-	-	(31)	-	-	(637)	(7)	-	(1)	-	(676)
Transfers to/from works in progress ^(b)		-	-	-	-	-	-	-	-	-	(88 940)	(88 940)
Revaluation		-	-	-	-	-	-	-	-	-	-	-
Impairment losses ^(c)		-	-	-	-	-	-	-	-	-	-	-
Depreciation		-	(202)	(292)	-	(56)	(248)	(58)	-	(3)	-	(859)
Transfers/adjustments		-	-	1 140	(1 164)	79	102	-	-	-	(967)	(810)
Carrying amount at end of period		7 700	7 676	1 039	-	101	382	202	164	6	11 042	28 312

- (a) Assets transferred to the Department from Curtin University as a result of the transfer of the Muresk Institute and the Goldfields Art Centre on 1 July 2012 and 20 December 2012 respectively.
- (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.
- (c) 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.

Note 24. Impairment of assets

There were no indications of impairment to property plant and equipment at 30 June 2013.

The Department held no goodwill or intangible assets with an indefinite useful life during the reporting period. At the end of the reporting period there were no intangible assets not yet available for use.

All surplus assets at 30 June 2013 have either been classified as assets held for sale or written off.

Note 25. Payables

	2013 [\$000]	2012 [\$000]
Current		
Trade payables	835	1 374
Accrued expenses	5 644	9 537
Accrued salaries	1 238	1 323
Total current	7 717	12 234

Note 26. Borrowings

	2013 [\$000]	2012 [\$000]
Current		
Finance lease liabilities (secured) ^(a)	1	2
Total current	1	2
Non-current		
Finance lease liabilities (secured) ^(a)	-	1
Total non-current	-	1

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

	2013 [\$000]	2012 [\$000]
Assets pledged as security		
<i>The carrying amounts of non-current assets pledged as security are:</i>		
Leased office equipment	1	3
	1	3

Note 27. Provisions

	2013 [\$000]	2012 [\$000]
Current		
<i>Employee benefits provision</i>		
Annual leave ^(a)	3 794	4 428
Long service leave ^(b)	7 018	6 782
	10 812	11 210
<i>Other provision</i>		
Employment on-costs ^(c)	34	124
	34	124
	10 846	11 334
Non-current		
<i>Employee benefits provision</i>		
Long service leave ^(b)	2 188	2 440
	2 188	2 440
<i>Other provision</i>		
Employment on-costs ^(c)	7	27
	7	27
	2 195	2 467

^(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 end of the reporting period. Assessments indicate that actual settlement of the liabilities is expected to occur as follows:

	2013 [\$000]	2012 [\$000]
Within 12 months of the end of the reporting period	2 770	2 950
More than 12 months after the end of the reporting period	1 036	1 549
	3 806	4 499

^(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 end of the reporting period. Assessments indicate that actual settlement of the liabilities is expected to occur as follows:

	2013 [\$000]	2012 [\$000]
Within 12 months of the end of the reporting period	2 657	2 767
More than 12 months after the end of the reporting period	6 578	6 534
	9 235	9 301

- (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 11 'Other expenses'.

Movements in other provisions

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

	2013 [\$000]	2012 [\$000]
Employment on-costs		
Carrying amount at start of year	151	610
Payments/other sacrifices of economic benefits	(110)	(459)
Carrying amount at end of period	41	151

Note 28. Other liabilities

	2013 [\$000]	2012 [\$000]
Current		
Income received in advance	15 712	17 068
Other	2 030	1 134
Total current	17 742	18 202

Note 29. 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.

	2013 [\$000]	2012 [\$000]
Contributed equity		
Balance at the start of period	122 421	204 188
Contributions by owners		
Capital appropriation	16 864	3 784
Royalties for Regions capital funding	6 060	2 490
Transfer of net assets from other agencies	24 392	-
Total contributions by owners	47 316	6 274
Distribution to owners		
Transfer of completed capital works projects to State Training Providers	-	(88 940)
Transfers related to capital works projects to State Training Providers	(3 957)	-
Transfer of leave provisions to Department of Education	-	899
Transfer of non-current assets held for sale	(20 000)	-
Transfer of net assets to other agencies	(25 925)	-
Total distributions to owners	(49 882)	(88 041)
Balance at end of period	119 855	122 421
Accumulated surplus/(deficit)		
Balance at the start of period	52 894	7 104
Result for the period	2 367	45 790
Balance at end of period	55 261	52 894
Total Equity at end of period	175 116	175 315

^(a) 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.

Note 30. Notes to the 'Statement of cash flows'

	2013 [\$000]	2012 [\$000]
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	29 772	42 013
Restricted cash and cash equivalents (<i>note 17 'Restricted cash and cash equivalents'</i>)	63 491	85 896
	93 263	127 909

	2013 [\$000]	2012 [\$000]
Reconciliation of net cost of services to net cash flows provided by/(used in) operating activities		
Net cost of services	(478 668)	(458 365)
Non-cash items:		
Depreciation expense (<i>note 8 'Depreciation expense'</i>)	889	859
Doubtful debts expense (<i>note 7 'Supplies and services'</i>)	870	(38)
Services received free of charge (<i>note 16 'Income from State Government'</i>)	1 502	917
Net (gain)/loss on disposal of property plant and equipment (<i>note 15 'Net gain/(loss) on disposal of non-current assets'</i>)	(1)	37
Revaluation decrement of non-current assets (<i>note 11 'Other expenses'</i>)	52	-
Gain from changes in fair value	(9)	-
Loss from changes in net realisable value	38	
(Increase)/decrease in assets:		
Current receivables ^(a)	1 371	7 615
Inventories	(147)	-
Accrued revenue	(755)	(34)
Prepayments	778	(1 980)
Increase/(decrease) in liabilities:		
Current payables ^(a)	(4 132)	1 142
Current provisions	(270)	1 431
Net GST receipts/(payments) ^(b)	-	116
Change in GST in receivables/payables ^(c)	156	(3)
Net cash provided by/(used in) operating activities	(478 326)	(448 303)

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

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

Note 31. Services provided free of charge

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

	2013 [\$000]	2012 [\$000]
Department of Education Services	176	287
	176	287

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

	2013 [\$000]	2012 [\$000]
Central Institute of Technology	1 703	1 490
Challenger Institute of Technology	1 302	1 217
C. Y. O'Connor Institute	370	335
Durack Institute of Technology	446	456
Great Southern Institute of Technology	451	414
Goldfields Institute of Technology	314	-
Kimberley Training Institute	472	433
Pilbara Institute	509	480
Polytechnic West	1 699	1 510
South West Institute of Technology	690	696
WA Academy of Performing Arts (Edith Cowan University)	9	8
West Coast Institute of Training	579	586
	8 544	7 625

Note 32. Commitments

The commitments below are inclusive of GST where relevant.

	2013 [\$000]	2012 [\$000]
Finance lease commitments		
Minimum lease payment commitments in relation to finance leases are payable as follows:		
Within 1 year	1	2
Later than 1 year and not later than 5 years	-	1
Later than 5 years	-	-
Minimum finance lease payments	1	3
Less future finance charges	-	-
Present value of finance lease liabilities	1	3
The present value of finance leases payable is as follows:		
Within 1 year	1	2
Later than 1 year and not later than 5 years	-	1
Later than 5 years	-	-
Present value of finance lease liabilities	1	3
Included in the financial statements as:		
Current (<i>note 26 'Borrowings'</i>)	1	2
Non-current (<i>note 26 'Borrowings'</i>)	-	1
	1	3

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.

	2013 [\$000]	2012 [\$000]
Non-cancellable operating lease commitments		
Commitments for minimum lease payments are payable as follows:		
Within 1 year	5 343	5 481
Later than 1 year and not later than 5 years	18 241	18 781
Later than 5 years	37 902	42 444
	61 486	66 707

The Department has entered into a property lease which is a non-cancellable lease with a thirteen year term with rent payable monthly in advance. Contingent rent provisions within the lease agreement require that the minimum lease payments shall be increased by the lower of CPI or 4% per annum. An option exists to renew the lease at the end of the thirteen year term for two options of three years.

	2013 [\$000]	2012 [\$000]
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	62 285	39 774
Later than 1 year and not later than 5 years	20 492	19 816
Later than 5 years	-	-
	82 777	59 590
The capital commitments include amounts for:		
Buildings	82 777	59 590
	82 777	59 590

Note 33. Contingent liabilities and contingent assets

During 2012–13 the Department did not identify any contingent liabilities or contingent assets.

Note 34. Events occurring after the end of the reporting period

No events have occurred after reporting date which would cause the financial statements to be misleading in the absence of disclosure.

Note 35. 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.

Service expenditure

	2013 Estimate [\$000]	2013 Actual [\$000]	Variance [\$000]
Significant variances between estimate and actual for 2013			
Employment Based Training	175 112	183 532	8 420

The variance largely reflects an increase in grants and subsidies payments to the state and private training providers and schools.

	2013 Actual [\$000]	2012 Actual [\$000]	Variance [\$000]
Significant variances between actual results for 2013 and 2012			
Institutional Based Training	522 361	550 304	(27 943)

The variance largely reflects an decrease in grants and subsidies payments to the state and private training providers and schools. Further there were decreases in costs associated with supplies and services expenditure.

Total income

	2013 Estimate [\$000]	2013 Actual [\$000]	Variance [\$000]
Significant variances between estimate and actual for 2013			
Institutional based training	166 544	177 479	10 935
Employment based training	55 592	49 746	(5 846)
	222 136	227 225	5 089

The variance largely reflects additional Commonwealth specific purpose funding received in the 2012-13 financial year for the NASWD program.

	2013 Actual [\$000]	2013 Actual [\$000]	Variance [\$000]
Significant variances between actual results for 2013 and 2012			
Institutional based training	177 479	215 685	(38 206)
Employment based training	49 746	59 691	(9 945)
	227 225	275 376	(48 151)

No significant variances in income.

Capital contribution

	2013 Estimate [\$000]	2013 Actual [\$000]	Variance [\$000]
Significant variances between estimate and actual for 2013			
Capital contribution	20 374	16 864	(3 510)

The variance is due to the program rationalisation in 2012–13 of the Armadale Training Centre.

	2013 Actual [\$000]	2012 Actual [\$000]	Variance [\$000]
Significant variances between actual results for 2013 and 2012			
Capital contribution	16 864	3 784	13 080

The increase is due to significant capital projects that were delayed in 2011–12 and recasting of funding into the 2012–13 financial year.

Capital expenditure

	2013 Estimate [\$000]	2013 Actual [\$000]	Variance [\$000]
Significant variances between estimate and actual for 2013			
Purchase of non-current assets	59 590	32 538	(27 052)

This decrease is due to slower than anticipated progress on some capital works projects.

	2013 Actual [\$000]	2012 Actual [\$000]	Variance [\$000]
Significant variances between actual results for 2013 and 2012			
Purchase of non-current assets	32 538	14 844	17 694

The increase is due to significant capital projects that were delayed in 2011–12 and recasting of funding into the 2012–13 financial year.

Note 36. 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 has limited exposure to financial risks. The Department's overall risk management program focuses on managing the risks identified below.

Credit risk

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

The maximum exposure to credit risk at the end of the reporting period in relation to each class of recognised financial assets is the gross carrying amount of those assets inclusive of any provisions for impairment as shown in the table at note 36(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 36(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.

(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:

	2013 [\$000]	2012 [\$000]
Financial assets		
Cash and cash equivalents	29 772	42 013
Restricted cash and cash equivalents	63 491	85 896
Receivables ^(a)	3 494	6 046
Amounts receivable for services	33 409	32 215
Financial liabilities		
Payables	7 717	12 234
Finance lease liabilities	1	3
Other liabilities	2 030	1 134

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

(c) Financial instruments disclosures

Credit risk

The following table details the Department's maximum exposure to credit risk and the ageing analysis of financial assets. 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.

Aged analysis of financial assets

	Carrying amount \$000	Not past due and not impaired \$000	Past due but not impaired					Impaired financial assets \$000
			Up to 1 month \$000	1-3 months \$000	3 months to 1 year \$000	1-5 years \$000	More than 5 years \$000	
Financial assets								
2013								
Cash and cash equivalents	29 772	29 772	-	-	-	-	-	-
Restricted cash and cash equivalents	63 491	63 491	-	-	-	-	-	-
Receivables ^(a)	3 494	1 513	321	47	874	286	453	-
Amounts receivable for services	33 409	33 409	-	-	-	-	-	-
	130 166	128 185	321	47	874	286	453	-
2012								
Cash and cash equivalents	42 013	42 013	-	-	-	-	-	-
Restricted cash and cash equivalents	85 896	85 896	-	-	-	-	-	-
Receivables ^(a)	6 046	1 675	900	1 375	889	914	293	-
Amounts receivable for services	32 215	32 215	-	-	-	-	-	-
	166 170	161 799	900	1 375	889	914	293	-

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

(d) Financial instruments disclosures

Liquidity risk and interest rate exposure

The following table details the Department's interest rate exposure and the contractual maturity analysis of financial assets and financial liabilities. The maturity analysis section includes interest and principal cash flows. The interest rate exposure section analyses only the carrying amounts of each item.

Interest rate exposure and maturity analysis of financial assets and financial liabilities

	Interest rate exposure					Nominal amount \$000	Maturity dates				
	Weighted average effective interest rate %	Carrying amount \$000	Fixed interest rate \$000	Variable interest rate \$000	Non-interest bearing \$000		Up to 1 month \$000	1-3 months \$000	3 months to 1 year \$000	1-5 years \$000	More than 5 years \$000
2013											
Financial assets											
Cash and cash equivalents	-	29 772	-	-	29 772	29 772	29 772	-	-	-	-
Restricted cash and cash equivalents	3.57%	63 491	-	53 293	10 198	63 491	63 491	-	-	-	-
Receivables ^(a)	-	3 494	-	-	3 494	3 494	3 494	-	-	-	-
Amounts receivable for services	-	33 409	-	-	33 409	33 409	-	-	-	33 409	-
		130 166	-	53 293	76 873	130 166	96 757	-	-	33 409	-
Financial liabilities											
Payables	-	7 717	-	-	7 717	7 717	7 717	-	-	-	-
Finance lease liabilities	5.22%	1	1	-	-	1	1	-	-	-	-
Other liabilities	-	2 030	-	-	2 030	2 030	2 030	-	-	-	-
		9 748	1	-	9 747	9 748	9 748	-	-	-	-

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

	Weighted average effective interest rate %	Interest rate exposure				Nominal amount \$000	Maturity dates				
		Carrying amount \$000	Fixed interest rate \$000	Variable interest rate \$000	Non-interest bearing \$000		Up to 1 month \$000	1-3 months \$000	3 months to 1 year \$000	1-5 years \$000	More than 5 years \$000
2012											
Financial assets											
Cash and cash equivalents	-	42 013	-	-	42 013	42 013	42 013	-	-	-	-
Restricted cash and cash equivalents	4.81%	85 896	-	46 032	39 864	85 896	85 896	-	-	-	-
Receivables ^(a)	-	6 046	-	-	6 046	6 046	6 046	-	-	-	-
Amounts receivable for services	-	32 215	-	-	32 215	32 215	-	-	-	32 215	-
		166 170	-	46 032	120 138	166 170	133 955	-	-	32 215	-
Financial liabilities											
Payables	-	12 234	-	-	12 234	12 234	12 234	-	-	-	-
Finance lease liabilities	5.22%	3	3	-	-	3	1	-	1	1	-
Other liabilities	-	1 134	-	-	1 134	1 134	1 134	-	-	-	-
	-	13 371	3	-	13 368	13 371	13 369	-	1	1	-

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

(e) Interest rate sensitivity analysis

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

	Carrying Amount \$000	-100 basis points		+100 basis points	
		Surplus \$000	Equity \$000	Surplus \$000	Equity \$000
2013					
Financial assets					
Restricted cash and cash equivalents ^(a)	53 293	(533)	(533)	533	533
	53 293	(533)	(533)	533	533
2012					
Financial assets					
Restricted cash and cash equivalents ^(a)	46 032	(460)	(460)	460	460
	46 032	(460)	(460)	460	460

^(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.

Note 37. Remuneration of senior officers ^(a)

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:

	2013	2012
\$120 001 - \$130 000	-	1
\$130 001 - \$140 000	-	1
\$150 001 - \$160 000	-	2
\$160 001 - \$170 000	-	2
\$170 001 - \$180 000	1	1
\$180 001 - \$190 000	2	1
\$190 001 - \$200 000	1	-
\$200 001 - \$210 000	1	-
\$380 001 - \$390 000	-	1
\$410 001 - \$420 000	1	-
	\$000	\$000
Base remuneration and superannuation	1 473	1 648
Annual leave and long service leave accruals ^(c)	(143)	(39)
Other benefits	29	46
Total remuneration of senior officers ^(b)	1 359	1 655

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

The total remuneration includes the superannuation expense incurred by the Department in respect of senior officers.

No senior officers are members of the Pension Scheme.

^(b) 2011-12 remuneration of senior officers is restated due to calculation method changes in 2012-13

^(c) Includes leave cash payout of a senior officer

Note 38. Remuneration of auditor

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

	2013 [\$000]	2012 [\$000]
Auditing the accounts financial statements and key performance indicators	103	99
	103	99

Note 39. Affiliated bodies

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

	2013 [\$000]	2012 [\$000]
Building and Construction Industry Training Fund	481	463
Chamber of Minerals and Energy	506	463
Community Services Health and Education Training Council	496	464
Electrical Utilities and Public Administration Training Council	521	463
Engineering and Automotive Training Council	539	526
Financial Administrative and Professional Services Training Council	621	574
Food & Timber Industries Training Council (Previously – Primary Food and Beverage Furnishing & Textiles Industry Training Council)	560	519
Futurenow – Learning for Life	621	592
Logistics Training Council	506	474
Retail and Personal Service Training Council	481	468
Total	5 332	5 006

Note 40. Supplementary financial information

(a) Write-offs

During the financial year, \$821.15 amount (2012: \$100,206.75) was written off under the authority of:

	2013 [\$000]	2012 [\$000]
The accountable authority	1	100
The Minister	-	-
Executive Council	-	-
	1	100

(b) Losses through theft defaults and other causes

	2013 [\$000]	2012 [\$000]
Losses of public monies and public and other property through theft or default	6	2
Amounts recovered	-	-
	6	2

(c) Gifts of public property

	2013 [\$000]	2012 [\$000]
Gifts of public property provided by the Department	2	-
	2	-

Note 41. Indian Ocean Territories

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

	2013 [\$000]	2012 [\$000]
Opening balance	5	6
Receipts	419	106
Payments	(434)	(107)
Closing balance	(10)	5

Additional key performance indicators information

Certification of key performance indicators For the year ended 30 June 2013

I hereby certify that the key 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 2013.



Dr Ruth Shean

Director General
(Accountable Authority)

17 September 2013

Detailed information in support of key performance indicators

KPI 1: Employer satisfaction with the skills of their employees

WA data from the national *Survey of Employers' Use and Views of the VET System*, last conducted in 2011, indicated that 85.3% of employers were satisfied with the skills of their employees. The next release of this survey will be published in December 2013.

The data for this key performance indicator are restricted to those employers who identified vocational education and training as a job requirement for their staff. Data are collected biennially and 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 level of 95%.

Employer satisfaction with the skills of their employees (WA)

2009	2010	2011	2012	Target 2012–13
87.2%	— ¹	85.3%	— ¹	88.0%

Source:

National Centre for Vocational Education Research (NCVER) *Survey of Employers' Use and Views of the VET system*

¹ Data are collected every two years

KPI 2: Apprenticeship and traineeship training rate

In this reporting period, the apprenticeship and traineeship training rate increased from 2.9% (2011) to 3.3% (2012). However, the current training rate is below the target of 3.6%.

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. Economic conditions can influence the willingness of employers to take on apprentices and trainees, impacting on the training rate independently of the Department.

Note that historical training rates may vary from those published in previous reports because an improved methodology has been used to measure past performance more accurately.

Apprenticeship and traineeship training rate

2009	2010	2011	2012	Target 2012–13
2.8%	3.0%	2.9%	3.3%	3.6%

Sources:

Training Records System, Department of Training and Workforce Development
ABS Catalogue Number 6202.0 – Labour force

KPI 3: Apprenticeship and traineeship completion rate

The apprenticeship and traineeship completion rate measures the proportion of apprentices and trainees commencing in a given year who complete a contract of training. The completion rate for 2012–13 is calculated using the cohort of individuals who commenced their training in 2008, including subsequent commencements in the same qualification or trade. The 2012–13 completion rate was 60.7%, which is above the target of 60.0%.

Note that historical data for completion rates can change slightly from what was reported in previous years. This is because some individuals take more than five years to complete an apprenticeship and these completions may not be captured in the initial data extraction.

Apprenticeship and traineeship completion rate

2009–10	2010–11	2011–12	2012–13	Target 2012–13
60.4%	57.2%	58.4%	60.7%	60.0%

Source:

Training Records System, Department of Training and Workforce Development

KPI 4: Graduate employment rate

The Department continues to perform well in the area of creating a highly skilled and employable workforce. The proportion of graduates employed after training in Western Australia was 82.2% in 2012, which exceeds the target of 81.0%.

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 national *Student Outcomes Survey* conducted every year. The survey compares outcomes for Australian graduates overall with students who undertook 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 +/- 2.1% at the 95% confidence level.

Graduate employment on completion of their studies (WA)

2009	2010	2011	2012	Target 2012–13
78.9%	80.1%	80.4%	82.2%	81.0%

Source:

NCVER, *Student Outcomes Survey*

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

Cost per student curriculum hour

Student curriculum hours (SCH) are divided into Institution Based Training (IBT) and Employment Based Training (EBT). In 2012–13 the Department delivered the equivalent of approximately 37.5 million SCH across IBT and EBT within budget. In the 2012 calendar year, the cost per SCH for IBT was \$0.33 under the target of \$19.06. The cost per SCH for EBT was \$0.23 under the target of \$19.38.

The table below provides an indication of the efficiency with which the Department strategically manages the investment of government resources in the State VET system.

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 years prior to 2010.

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

Cost per student curriculum hour (a) (b) (c)

	2010	2011	2012	Target 2012-13
IBT	\$18.63	\$19.75	\$18.73	\$19.06
EBT	\$19.22	\$20.06	\$19.15	\$19.38

Notes:

- a) No adjustments for inflation have been incorporated into the above figures.
- b) Data are National Agreement for Skills and Workforce Development (NASWD) scope.
- c) Total expenditure and total SCH are based on calendar year data.

Sources:

DTWD Finance systems

VET Enrolment Data Collection

Ministerial directives

No ministerial directives were received in the 2012–13 financial year.

Other financial disclosures

Pricing policies of services provided

The fees charged by publicly funded providers for VET delivery are governed by Section 67 of the *Vocational Education and Training Act 1996* and Regulation 12 and Schedule 1 of the *Vocational Education and Training (Colleges) Regulations 1996*. All publicly funded VET providers are required to charge fees in accordance with the Department's current *VET Fees and Charges* 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, 2, 3 or 4). The course fee structure for vocational courses is outlined in the following table. Providers may also charge fees for resources consumed or used by students during the course of their study. This is set by training providers and must be notified to students in advance of enrolment.

Vocational course fees for calendar year 2013

Category of enrolment	Unit fee for training	Semester maximum for training
Category A Courses (Vocational)		
Non-concession student		\$626.00
Band 1: Units between 1 and 14 hours	\$16.00	
Band 2: Units between 15 and 24 hours	\$36.00	
Band 3: Units between 25 and 50 hours	\$68.00	
Band 4: Units with 51 hours or more	\$132.00	
Concession student		\$313.00
Band 1: Units between 1 and 14 hours	\$8.00	
Band 2: Units between 15 and 24 hours	\$18.00	
Band 3: Units between 25 and 50 hours	\$34.00	
Band 4: Units with 51 hours or more	\$66.00	
Category B Courses (Access and Bridging)		
Flat fee of \$25 per semester		\$25.00

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

- Persons and dependants of persons holding a Pensioner Concession Card, a Health Care Card or a Repatriation Health Benefits Card (issued by the Department of Veterans' Affairs).
- Persons and dependants of persons in receipt of AUSTUDY or ABSTUDY.
- Persons and dependants of persons in receipt of the Youth Allowance.
- Persons who are inmates of a custodial institution.
- Persons who have reached the age of 15 but who have not reached 18 years of age, and who are not due to reach 18 years of age in the calendar year for which they enrol (that is, for study in 2013, year of birth must be 1996, 1997 or 1998).

Major capital projects

Projects completed

No capital works projects were completed in the 2012–13 financial year.

Projects in progress

State Training Provider	Project	Expected completion date	Actual expenditure to 2011-12 (\$'000)	Actual expenditure 2012-13 (\$'000)	Estimated cost to complete (\$'000)	Estimated total cost (\$'000)
CY O'Connor Institute, Narrogin Campus upgrade	Narrogin campus upgrade	Jan-15	26	-	2274	2300
Challenger Institute, Rockingham campus Trade Training Centre	Rockingham campus redevelopment	Dec-13	3819	11 867	12 924	28 610
Durack Institute of Technology, Batavia Coast Marine	Remediation work for water filtration system	Jul-13	771	688	1551	3010
South West Institute of Technology, Bunbury Campus Heavy Duty Automotive	Heavy Duty Automotive	Aug-13	3763	7972	4265	16 000
South West Institute of Technology, Busselton campus upgrade	Busselton Campus Upgrade	Dec-13	-	493	1507	2000
Great Southern Institute of Technology – Albany campus	Community Services and Health Science Block (Royalties for Regions)	Apr-14	-	779	4985	5764
Kimberley Training Institute – Broome campus	Broome Trade Training Centre (Royalties for Regions)	Sep-14	-	1161	8 839	10 000
Kimberley Training Institute – Derby Campus	Derby Workshop extension (Royalties for Regions)	Jan-14	24	664	5512	6200
Kimberley Training Institute – Halls Creek Campus	Halls Creek Campus Upgrade	Oct-13	100	1427	1273	2800

State Training Provider	Project	Expected completion date	Actual expenditure to 2011-12 (\$'000)	Actual expenditure 2012-13 (\$'000)	Estimated cost to complete (\$'000)	Estimated total cost (\$'000)
Pilbara Institute – South Hedland and Karratha Campuses	Campuses upgrade and expansion (Royalties for Regions)	Jan-16	-	481	15 065	15 546
Durack Institute – Geraldton Campus	Centre for Health Industries Training	Dec-14	-	656	14 364	15 020
Durack Institute – Geraldton	Centre for Resources Training sector	Nov-14	-	451	8549	9000
Challenger Institute of Technology – Peel Campus	Health & Community Training Centre – Stage 1	Nov-14	-	320	5680	6000
Critical Remedial Works - Metropolitan STPs	Critical Remedial Works - Metropolitan STPs	Mar-14	-	2197	1803	4000
State Training Providers ICT Infrastructure*	Regional STPs ICT Infrastructure (Royalties for Regions)	Jun-14	-	1686	3709	5395
ICT – Infrastructure Est program	Infrastructure Est program	Dec-13	1744	698	1138	3580
South West Busselton	New Transportables for DTWD	13/14	-	-	-	500
Great Southern Institute	Mount Barker Campus	15/16	-	2	4438	4440
Challenger Institute	Murdoch Stage 4	16/17	-	-	41 970	41 970
Kimberley Institute	West Kimberley Campus	14/15	-	-	5460	5460

Information and Communications Technology (ICT) infrastructure for State Training Providers (Royalties for Regions funded)

The Department upgraded ICT capital infrastructure that is critical to successful delivery of training to regions. Funding was provided for the purchase, installation, configuration or first-year-only running costs of capital ICT infrastructure items such as core network devices, servers, data storage, related licenses and implementation costs. This facilitates the replacement of existing out-of-life and unsupported infrastructure as well as establishment of modern infrastructure. The major outcome of the project will be to provide faster and reliable access to training throughout the regions resulting in the following benefits:

- New regional training initiatives as a result of improved infrastructure capacity.
- Greater access to and use of training in and for the regions.
- Increased skilled workforce in the regions.
- Increased employer satisfaction with the skills of their employees.

Royalties for Regions-funded ICT infrastructure projects

Expected completion date	Actual expenditure to 2011–12 ('\$000)	Actual Expenditure 2012–13 ('\$000)	Estimated cost to complete ('\$000)	Estimated total cost (\$'000)
Various	0	\$1 583 442	\$3 811 558	\$5 395 000

Employee profile

The Department employs public service officers who are primarily located in the metropolitan area. From the 2011–12 to 2012–13 reporting period there was a decrease in the Department's full time equivalent (FTE) employee numbers, particularly regionally. This is due to the Vocational Education and Training Centre in Kalgoorlie transitioning away from the Department to become a statutory authority (now known as the Goldfields Institute of Technology), as at 1 July 2012.

Descriptor	2011–12		2012–13	
	Male	Female	Male	Female
Employee by gender (head count)	214	431	192	352
Employee median age (head count)	45.6	44.8	44.5	44.8
Employment arrangement: part time (head count)	22	108	9	77
Employment arrangement: full time (head count)	184	303	175	265
Employee work location: metropolitan (FTE)	450.8		462.6	
Employee work location: regional (FTE)	111.2		27.0	
Employment status: permanent (head count)	402		411	
Employment status: fixed term (head count)	215		131	
Employment status: casual (headcount)	28		2	

Source:

HRMIS 30 June 2013

Note:

These figures include officers on secondment from other Government agencies.

Staffing policies

Development and review of Human Resources policies

The Department evaluates and reviews its human resources policies with information from internal focus groups and key stakeholders. In 2012–13, the Department reviewed 23 human resources policies and developed four new policies.

Learning and development

In 2012–13, the Department continued to demonstrate its commitment to learning and development through:

- a training needs analysis to highlight professional development needs;
- a calendar of professional development for staff;
- a management development program;
- a comprehensive induction program offered to all new employees;
- a graduate program; and
- an interdepartmental mentoring program with the Department of Finance and the Department of Treasury.

Industrial relations

The Department's Human Resources branch provides labour relations advice and support to the Department and to State Training Providers on a broad range of 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 and in the Western Australian Industrial Relations Commission on matters including alleged unfair dismissal and general industrial disputes.

Workers' compensation

To ensure best practice in the management of workers' compensation claims the Department holds regular claims review meetings with RiskCover. All workers' compensation claims are managed by RiskCover and the Department in accordance with legislative requirements to minimise time lost. In 2012–13, there were two new compensation claims and one carried over from the previous reporting period. This compares to three compensation claims recorded in 2011. A comprehensive Return to Work program is developed for each case under medical supervision.

The Department is committed to providing a safe and healthy work environment for employees, contractors and visitors (see page 131 for details). The Department supported a comprehensive in-house ergonomic assessment service with 104 assessments completed since July 2012. The service is set to continue in 2013–14.

The Department is committed to providing assistance to employees who sustain an injury or illness in the course of their duties and to facilitating an early return to work where practicable. 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 Department also provides assistance to employees with non-compensable injuries or illnesses to remain in the workplace where possible or facilitate an early return to work.

Governance disclosures

Contracts with senior officers

At the date of reporting, no senior officers, or firms of which senior officers are members, or entities in which senior officers have substantial interests, had any interests in existing or proposed contracts with the Department of Training and Workforce Development other than normal contracts of employment of service.

Other legal requirements

Expenditure on advertising, market research, polling and direct mail

In accordance with section 175ZE of the Electoral Act 1907, the agency incurred the following expenditure on advertising, market research, polling, direct mail and media advertising. Total expenditure for 2012–13 was \$547 318.90. Expenditure was incurred in the following areas.

Expenditure category	Vendor Name	Amount
Advertising agencies	MarketForce Retail Pty Ltd	\$42 036.80
	Rare Creative Thinking	\$209 024.57
Market research organisations	TNS	\$24 355.00
Polling organisations	Nil	Nil
Direct mail organisations	Northside Logistics and Finishers	\$18 177.96
Media advertising organisations	Adcorp Australia Limited	\$17 492.95
	Mitchell and Partners Australia Pty Ltd	\$236 231.62
Total		\$547 318.90

Disability access and inclusion plan outcomes

The *Disability Services Act 1993* requires all Western Australian public agencies to have a Disability Access and Inclusion Plan (DAIP). The Department's DAIP was in its second year in 2012–13 and annual reports are provided to the Disability Services Commission in July each year.

The Department's *Disability Access and Inclusion Plan 2011–16* outlines the Department's commitment to providing a workforce and vocational education and training system in which all Western Australians are given the opportunity to participate fully. The DAIP specifies actions and responsibilities for each directorate to improve access to the Department's facilities, services and information for people with disability. A reference group oversees the development, review and evaluation of the plan. All Department policies are required to be developed in the context of the DAIP and information is provided to staff at induction and online. All agents and contractors are required to implement the actions outlined in the Department's DAIP in their delivery of services to the public. Actions taken in the 2012–13 financial year are outlined below. Note that the Goldfields Institute of Technology (GIT) was included in the Department's DAIP report for the final time in July 2013. In the future, GIT will report separately.

Outcome

People with disability have the same access to services of and events organised by the Department.

Actions

The Department funds customised training and support services for people facing barriers preventing access to mainstream training. See page 30.

DAIP requirements are included in all tender documents and service agreements where services are provided to the public.

Status

Ongoing

Outcome

People with disability have the same opportunities as other people to access the buildings and other facilities of the Department.

Actions

Non-compliances identified at Optima Building, Osborne Park resulted in a number of changes, to improve the access for people with disabilities.

- Automatic doors installed.
- High visibility checker floor mats installed in front of entry points.
- A ramp was installed to complement the Level 2 automatic door.

Status

Completed

Outcome

People with disability receive information from the Department in a format that will enable them to access the information as readily as other people.

Actions

The Department's *Writing Style Guide* was revised in June 2013 to ensure inclusive and contemporary language is used in all communications and publications.

Status

Ongoing (last reviewed June 2013)

Outcome

People with disability receive the same level and quality of service from the staff of the Department as other people receive from the staff of the Department.

Actions

In induction training, staff are educated on ethical conduct and their responsibilities under the *Disability Discrimination Act 1992*.

Status

Ongoing

Compliance with Public Sector Standards and ethical codes

The Department of Training and Workforce Development is committed to complying with public sector standards, the *WA Code of Ethics* through the Department's own *Code of Conduct*. The Department 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 with the following approaches:

- Information about the standards is included in relevant human resource management policies and resources.
- An advisory and consultancy service is provided to staff on standards related matters.
- The Department provides information to staff about the Public Sector Code of Ethics and the Department's Code of Conduct in its staff induction program and selection panel training.
- Job applicants are notified of their rights and obligations prescribed by the regulations.
- All Department staff are required to complete training in Accountable and Ethical Decision Making upon commencement. In addition, specific integrity training is provided to all staff about managing interests with a particular focus on gifts, benefits and hospitality.

During the reporting period, there were three breach claims lodged with the Department. One claim was resolved internally and two were forwarded to the Public Sector Commissioner for review and were subsequently found to be without substance. Also in 2012–13, the Department's *Code of Conduct* was reviewed and amended to ensure consistency with *Commissioners Instruction No. 8 – Codes of Conduct and Integrity*.

Complaints management

The Department manages its own complaints processes from the general public in accordance with the *Complaints Management Policy*. In 2012–13, one complaint from a member of the public was received and was satisfactorily resolved.

Misconduct management

The Department reports potential misconduct to the Crime and Corruption Commission (CCC) as required under the relevant legislation. In 2012–13, two new notifications of potential misconduct were made to the CCC, which were then managed internally. In total, six potential misconduct matters relating to the discipline provisions of the *Public Sector Management Act 1994* were managed and resolved at Department level.

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 nine fully trained Public Interest Disclosure officers. There were nil public interest disclosures during 2012–13.

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

Working with children

The Working with Children (Criminal Record Checking) Act 2004 makes it compulsory for people in child related work to apply for a Working with Children check. As VET students may be under 18, this applies to the Department. In 2012–13, 112 employees of the Department obtained a Working with Children check.

Criminal convictions screening

A *Criminal Convictions Screening Policy* was implemented which resulted in the back screening of 372 employees in the Department. All new employees are now required to provide a satisfactory and current National Police Certificate prior to, or shortly after, commencement with the Department.

Record keeping plans

The efficiency and effectiveness of the Department's record keeping plan (RKP), including the record keeping training program, has been evaluated regularly since April 2010, when the first RKP was put in place. An updated Retention and Disposal Schedule was submitted to the State Records Office in June 2013.

Following the successful separation of records from the Department of Education in August 2012 and an upgrade to the latest version of Total Records Information Management (TRIM) in February 2013, the Department now manages its own TRIM electronic document record keeping system.

The Department has developed specific TRIM training courses at introductory and advanced levels for all staff. During 2012–13, 106 Department staff completed the TRIM introductory course and a further 18 completed the advanced training course.

The Department's online record keeping awareness training must be completed by all new staff before access to TRIM is granted. During 2012–13, 118 Departmental staff successfully completed the training.

The Department's induction program for new staff covers basic record keeping principles and responsibilities and informs staff of their roles and responsibilities under the Department's RKP and the *State Records Act (2000)*.

Government policy requirements

Substantive equality

The Department's *Substantive Equality Policy* version 1.0 came into effect on 14 November 2012 and applies to:

- all persons working in the Department;
- any organisation contracted by the Department to deliver services to the general community or to the Department;
- all persons accessing general services from the Department irrespective of their citizenship or visa status; and
- all policies developed by the Department.

The policy recognises that within the training sector, some people require additional services and support and need to be treated differently to provide them with equality of access and potentially equal outcomes. Explicit consideration of the needs of individuals and communities must occur within the design, funding and evaluation of programs and delivery of services, to maximise outcomes for individuals and to provide transparency and accountability. Furthermore, training opportunities must be presented in a way that allows all people to be aware of available opportunities and assures them of their capability to participate. The Department recognises that these needs are to be taken into consideration in its service provision.

Substantive equality Needs and Impact assessments 2012–13

In 2012–13, the Department undertook Needs and Impact Assessments (NIAs) on the Overseas Qualifications Unit (OQU) and the WA Training Awards.

The OQU project explored ways to increase the take-up of OQU's services by segments of the community missing from their client base. Failure to obtain recognition of overseas qualifications potentially excludes these groups from participating in further study, the labour force, and community and social activities. To achieve greater take-up by under-represented groups, the project reviewed the information and methods of communication available to applicants, and consulted the Office of Multicultural Interest, Migrant Resource Centres, migrant support and settlement agencies, and ethnic community groups. As a result of these consultations, the OQU repositioned its website to a more prominent location and will work to establish closer relationships with those agencies servicing the migrant community. Client feedback will be sought and the final project report published by September 2013.

Also in 2012, the Department of Training and Workforce Development conducted a Needs and Impact Assessment to determine the accessibility of the WA Training Awards for people of Aboriginal and Torres Strait Islander and Culturally and Linguistically Diverse (CaLD) backgrounds. This resulted in recommendations for increased efforts to connect with people from these groups. In 2012–13, the Department used a range of approaches to do so, resulting in a 67% increase in applications for the CaLD category awards. There was no increase in applications for the Aboriginal and Torres Strait Islander category. The Department also implemented a range of strategies to help students from these groups to apply for entry and to prepare for the competition. Participants indicated they found these services valuable.

Language services policy

The *Western Australian Language Services Policy* (LSP) aims to ensure that language is not a barrier to Government services and programs. The Department's LSP focuses on those areas of the Department which deliver services directly to the public (see page 12). In the reporting period, translating and interpreting services were provided for Career Centre clients and Auslan interpreting services were provided for one student. Also in 2012–13, the Department's LSP was reviewed and found not to require any change.

Occupational safety and health and injury management

The Department is committed to providing a safe and healthy workplace and ensuring compliance under the *Occupational Safety and Health Act 1984*. In February 2013, the Department's *Occupational Safety and Health Management Plan 2012–13* was endorsed by the Occupational Safety and Health (OSH) Committee and supplemented by the development of a *Workforce Health and Wellbeing Plan 2013–2015*. This outlines voluntary activities available to all employees to improve health, reduce or prevent stress, illness, chronic disease and improve employee morale and contentment.

The Department is committed to providing a safe and healthy work environment for employees, contractors and visitors. In 2012–13, 10 safety and health representatives were elected and trained to enhance communication and consultation between managers and employees and participated in four Health and Safety Committee meetings. The Department supported a comprehensive in-house ergonomic assessment service with 104 assessments completed since July 2012. The service is set to continue in 2013–14.

The Department is committed to providing assistance to employees who sustain an injury or illness in the course of their duties and to facilitating an early return to work where practicable. 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 Department also provides assistance to employees with non-compensable injuries or illnesses to remain in the workplace where possible or facilitate an early return to work. A comprehensive Return to Work program is developed for each case under medical supervision.

Measure	Actual results		Results against target	
	2011–12	2012–13	Target	Comment on result
Number of fatalities	0	0	0	The target was achieved
Lost time injury and/or disease incidence rate	3	3	0 or 10% reduction	The target was not achieved: however, it should be noted that the Department's very low baseline rate makes reductions harder to achieve.
Lost time injury and/or disease severity rate	33	33	0 or 10% reduction	The target was not achieved: however, it should be noted that the Department's very low baseline rate makes reductions harder to achieve.
Percentage of injured workers returned to work within 13 weeks	66%	66%	—	—
Percentage of injured workers returned to work within 26 weeks	100%	100%	80%	The target was achieved.
Percentage of managers trained in occupational safety, health and injury management responsibilities	32%	51%	Greater than or equal to 80%	While the target was not achieved, significant progress was made towards the target. The training is now delivered online to make it more accessible, which will help the Department meet the target in future.

Occupational safety and health training

The Department has incorporated OSH awareness training into the Department's mandatory induction program. The Department identified the need for additional comprehensive OSH training and in 2012 has implemented two self-paced online training modules targeting employees with and without managerial responsibilities.

Occupational safety and health assessment

The minimum key OSH performance indicators to be met by public sector agencies are set out in the *Code of Practice: Occupational Safety and Health in the WA Public Sector*, and the WA public sector agency requirements to adopt these are outlined in the *Premier's Circular 2012–05*. An assessment of the Department's OSH management system was carried out in 2011 using the Department's Safety Management Plan, which adapts the five key elements of the Department of Commerce's *WorkSafe Plan* to the Department's work environment. The findings of that assessment led to the following agreed actions for improvement, all of which were progressed in 2012–13, as follows.

Agreed actions	Progress 2012–13
Appoint and appropriately train safety and health representatives.	Nine trained representatives operate across the Department. A register of current representatives is maintained.
Establish a documented hazard identification and investigation process.	The Department's hazard identification process is reported against bi-annually, and a database is maintained.
Establish mechanisms for workplace consultation on occupational safety and health matters.	The Department's OSH committee meets quarterly and the <i>OSH management plan</i> is reviewed annually.
Complete hazard inspections of work areas on a regular basis.	Workplace inspections are performed and recorded across the Department biannually.
Establish an OSH record keeping register.	An OSH register is maintained and a database is kept.
Appoint first aid officers and fire wardens.	20 trained first aid and 33 trained fire wardens officers operate across the Department.
50% of managers and supervisors trained in OSH as per the requirements of the <i>Code of Practice</i> .	51% of managers and supervisors are currently trained in OSH. However, the <i>Code of Practice</i> now requires at least 80% of all managers and supervisors to be trained. The Department is working to meet these updated requirements.
Re-tender the employee assistance program (EAP).	PPC worldwide have successfully renewed their contract with the Department for the EAP program. Bi-annual reports are provided on services rendered.
Develop a department health and wellbeing program.	A health and wellbeing program operates across the Department.
Develop a culture, wellbeing, health and safety policy.	To meet these policy needs, the Department conducted the first annual review of its <i>Occupational Safety and Health Policy</i> and <i>Worker's Compensation and Injury Management Policy</i> . These were updated on 16 January 2013.
Flu vaccinations to be provided to employees.	Flu vaccinations are offered to all staff each year and there is strong take-up across the Department.

Agreed actions	Progress 2012–13
Global corporate challenge (GCC) involvement. This is an annual health and wellbeing event.	The GCC is offered to all staff each year, and there is strong participation across the Department.
Job safety analysis for key positions across the Department (particularly regional positions and lone workers).	A regional risk assessment was developed in 2012 and actions implemented.
Develop a Department corporate health calendar.	All health and wellbeing activities are extensively promoted through internal newsletter articles, corporate leadership group emails and posters displayed in communal areas.

Appendices



Appendix 1: Department services contact details

Aboriginal Workforce Development Centres

Metropolitan

Perth

Level 2, 166 Murray Street (Mall)
awdc@dtwd.wa.gov.au
08 9224 6535

Regional

Broome

6, 20 Dampier Terrace
broome.awdc@dtwd.wa.gov.au
08 9192 6763

Geraldton

Bill Sewell Complex, Chapman Road
geraldton.awdc@dtwd.wa.gov.au
08 9964 6345

Bunbury

61 Victoria Street
bunbury.awdc@dtwd.wa.gov.au
08 9791 1966

Kalgoorlie

1, 37 Brookman Street
kalgoorlie.awdc@dtwd.wa.gov.au
08 9091 3560

Career Centre

Perth

Level 2, 166 Murray Street (Mall)
www.careercentre.dtwd.wa.gov.au
13 23 98

ApprentiCentre

Metropolitan

Perth

apprenticentre@dtwd.wa.gov.au

13 19 54

Regional

Peel

Charlotte Lodge
2 Sutton Street Mandurah
Ph: 9581 1154
Fax: 9535 7109

South West

Bunbury Tower, Podium Level
61 Victoria Street Bunbury
Ph: 9791 1966
Fax: 9791 1448

Great Southern

228-232 Stirling Terrace Albany
Ph: 9842 0600
Fax: 9841 8739

Goldfields

Unit 1/37 Brookman Street Kalgoorlie
Ph: 9091 3560
Fax: 9021 3405

Wheatbelt

110 Fitzgerald Street Northam
Ph: 9622 7999
Fax: 9622 3299

Mid West

Bill Sewell Complex
Chapman Road Geraldton
Ph: 9964 1022
Fax: 99213842

Pilbara

Shop 35 Karratha Village Shopping Centre
Karratha
Ph: 9185 1946
Fax: 9143 1433

Kimberley

Shop 7/20 Dampier Tce Broome
Ph: 6551 5494
Fax: 9193 6253

Appendix 2: Feedback form

The Department of Training and Workforce Development is interested in your feedback on this Annual Report. Please take a moment to share your thoughts – this will help us provide better reporting. It will only take a couple of minutes.

What was your overall impression of this Annual Report?

☐

Very poor

☐

Poor

☐

Good

☐

Excellent

Please tell us about you. Are you a:

☐

Private individual

☐

Department of Training and Workforce Development employee

☐

Industry association representative

☐

Other government employee

☐

Vocational education and training student


☐

Researcher

☐

Vocational education and training professional

☐

Other (please specify) 

Why did you read this Annual Report?


☐

For background information on the Department of Training and Workforce Development

☐

For information on the direction of the Department of Training and Workforce Development

☐

Other (please specify) 

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

1 – Very poor

2 – Poor

3 – Good

4 – Excellent

	Score	Comments
Ease of understanding	<input type="text"/>	<input type="text"/>
Meets your information needs	<input type="text"/>	<input type="text"/>
Length	<input type="text"/>	<input type="text"/>
Clarity of charts and tables	<input type="text"/>	<input type="text"/>

In general, how could this Annual Report be improved?

Any other comments?

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

Email:
annual.report@dtwd.wa.gov.au

Post:
Performance Evaluation and Statistics Branch, Department
of Training and Workforce Development
Locked Bag 16, Osborne Park Delivery Centre WA 6916

Contacts

Postal address:

Locked Bag 16, Osborne Park Delivery Centre, Osborne Park, WA 6916

Street address:

Optima Building B, Levels 2 and 3, 16 Parkland Road, Osborne Park, WA 6017

Telephone: 08 6551 5000

Email: annual.report@dtwd.wa.gov.au

Website: www.dtwd.wa.gov.au