



**Write
your own
story.**

BGT Jobs & Training | Annual Report 2018

Write your

own story.



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Chair Report

On behalf of the Board of BGT, it is with much pleasure that I present the 2017/2018 Annual Report.

I am pleased to report that for the second consecutive year we have achieved a surplus and we are in the fortunate position of having reserves which has enabled us to invest in the development of our people, systems and processes. We have added considerable expertise and capability to the organization this year through the recruitment of new staff and have automated a number of processes creating efficiencies and strengthening compliance.

This has been a pivotal year in the 32 year history of our organization as we explored options to accommodate our new expanded organization and upgrade our facilities. This has involved discussions with the Victorian State Government in relation to leasing the former Barkly Street School premises.

Barkly Square will be the new home of BGT in 2019, providing premises for the future growth and development of our organisation in addition to providing facilities and support services to community based and commercial organisations aligned to our Vision and Values. We are excited about the future of our organisation and the opportunities that Barkly Square present for us to create a sustainable and relevant business.

Business as Usual

In addition to the flurry of activity around the Barkly Square project, our core business remains focused on employment and training and supporting people, both young and older to realize their potential.

We recorded a surplus \$35,303 for the year ended 30 June 2018 compared to a profit of \$67,274 in the previous year. The reduced profit was in direct correlation to investments made in additional staff and systems and improved debtor management ensuring the balance sheet remains strong.

The organisation has been ably led by our Chief Executive, Mandy Macdonald and her leadership team. The Board acknowledges the leadership Mandy has provided to the organisation as we have undertaken our renewal process and the dedication and contribution of the leadership team. We are now well placed to take advantage of the opportunities presented to us through the Barkly Square project.

The Board has also worked diligently during the decision making process for Barkly Square as well as maintaining a focus on our core business to ensure continuity and sustainability. I acknowledge the Board's contribution and thank them for the additional support and effort required during these past 12 months.

Board Succession

In continuing our Board renewal program, Leigh Cassidy will be taking the Chair's role from November 2018 and three new appointments will be considered that will augment our current board skill set and diversity strategy and set the foundation for the good governance of our organisation into the future.

There is still much to be done. However the future is now ours to create. We have laid the foundations for long term success and are now presented with the challenges of implementing our plans. We believe we are now well placed to achieve our goals and become a relevant and sustainable organisation.



Mark C Schultz
Chairman, Board
of Management



Mandy Macdonald
CEO

CEO Report

In August 2017 we made the decision to invest in growth strategies aligned with our vision and values and within our capacity to deliver and sustain over the long term, captured in our Strategic Roadmap.

We are excited about the opportunity to revitalize the former Barkly Street campus of Ballarat Secondary College, turning the precinct into a contemporary jobs and training centre, enhancing education, training and employment opportunities in Ballarat and the surrounding regions.

We have enjoyed growth in numbers across all of our programs which are affordable and accessible to all. Participants enrolled in BGT programs have access to industry networks and wraparound services to help them succeed in vocational education and employment. Our work ready approach, incorporating practical, workplace specific training and industry involvement in the assessment of competency, ensures that participants deliver value to employers from day one.

In addition to supporting the local economy, BGT Jobs + Training creates positive social change through community initiatives. We recently became certified as a social enterprise for social procurement by Social Traders in recognition of the work we do.

We believe we have an important role to play in vocational education, training and employment and look forward to a bright future.

I would like to thank and acknowledge the professionalism and dedication of the staff, leadership team and Board of Management during this time of change.



Brandon's Story

Brandon was a labourer at Alstom Manufacturing sponsored by Ballarat Regional Industries (BRI). Alstom were committed to providing Brandon with an opportunity to undertake Certificate II in Engineering and enlisted the support of BGT Jobs + Training. Brandon was enrolled in BGT's Industry Skills Centre and through intensive coaching and support gained his certificate in 2018. He proved a conscientious student, neat and accurate and not afraid to ask questions.

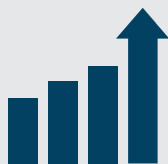
On completion of Certificate II, the BGT Employment Services team worked with Brandon to find a suitable opportunity to undertake Certificate III in Engineering Fabrication and he was offered an apprenticeship at Sovereign Concrete. We will again ensure Brandon receives all the mentoring and support required to achieve a successful outcome and gain his trade qualification over the next four years.

Giving Back to the Community

During the past year, BGT Jobs + Training gifted the school based landscaping and construction workforce to Pinarc Disability Support to transform the grounds of their new Bonshaw site into an inviting community space. The value of this contribution was in excess of \$50,000 in addition to the expertise, skills and knowledge of the trainers provided by our partner, the Gordon Institute of TAFE. Students were exposed to a range of trades working on the project which involved horticulture, landscaping and construction and gained experience working alongside people with disabilities.



\$2.2m
Assets



\$6.7m
Revenue



\$35,303
Profit



34
Staff

BGT at a glance

A not-for-profit Group Training organisation established in 1986 to provide education, training and employment services to the Ballarat community

Departments

Employment Services:

Employment of apprentices and trainees and placement with host employers.

Industry Skills Centre:

Fully equipped trade centre for training engineers in a simulated work environment

Youth Services:

Programs offering young people education or employment opportunities to turn their lives around

Community Services:

National matched savings and financial education program

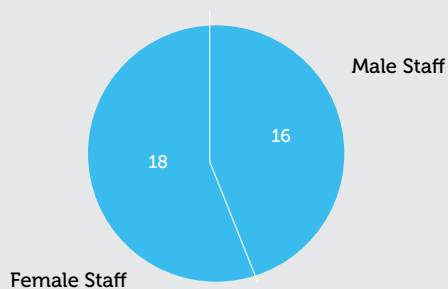
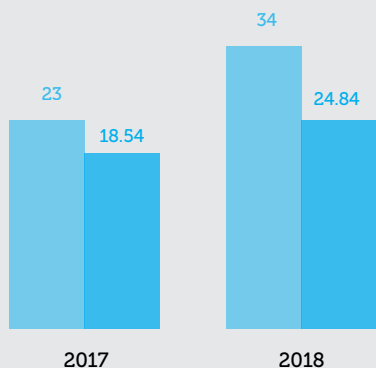
Training:

Felxible and focused training programs providing skills and qualifications needed to gain and maintain quality jobs

Corporate Services:

Financial and business support services

Staff Numbers : Jun 2017 vs Jun 2018



Staffing

We have added considerable expertise and capability to the organization this year through the recruitment of new staff.

Program Numbers & Key Performance Indicators

As at 30 June 2018

Employment Services



144

apprentices and trainees
hosted in industry



40%

growth in numbers



**39 apprentices and 15
trainees completed
during 2017-18**



Industry Skills Centre

70 engineering & manufacturing apprentices and pre-apprentices
enrolled in our Industry Skills Centre

9 students graduating with Certificate II Engineering and 10
students graduating with Certificate III Engineering

The ISC successfully placed eight students into full time
apprenticeships and three into full time work.

Training

Renewal of Skills First (DET) Contract to Dec 2019



12 qualifications
on scope



214 enrolments in full
qualifications and 67
completions

(approximately one third of total enrolments)



313 students
enrolments in short
courses

Quality Measures	BGT	All RTOs
Proportion of VET students who recommend the RTO	75.5%	73.8%
Proportion of VET students with an improved employment status after training	51.4%	42.5%
Proportion of employers of apprentices and trainees who are satisfied with training provided	100%	76.8%
Proportion of employers of apprentices and trainees who recommend the RTO	87.5%	71.6%

Source: 2017 RTO Performance Indicator Report DEPARTMENT OF EDUCATION & TRAINING



Youth Services Programs

The **Reconnect Program** assists young people 15-24 who have left school early or who are long term unemployed. It is designed to prepare them for training and be engaged in meaningful employment.

The **Springboard Program** works intensively with disadvantaged young people aged 16 to 21 who have experienced residential care in the Wimmera and Central Highlands region to improve their circumstances - working closely with Skillinvest, a leading provider of employment, education and training services throughout Victoria.

In addition to the Reconnect and Springboard Programs, Youth Services supports the **L2P Learner Driver Mentor Program**, an initiative of the Ballarat Foundation designed to assist participants obtain their Learner Driver Permit

Youth Services

Support for 106 high needs learners:



16 participants in the Springboard Program against a target of 13



80 participants in the Reconnect Program against a target of 70



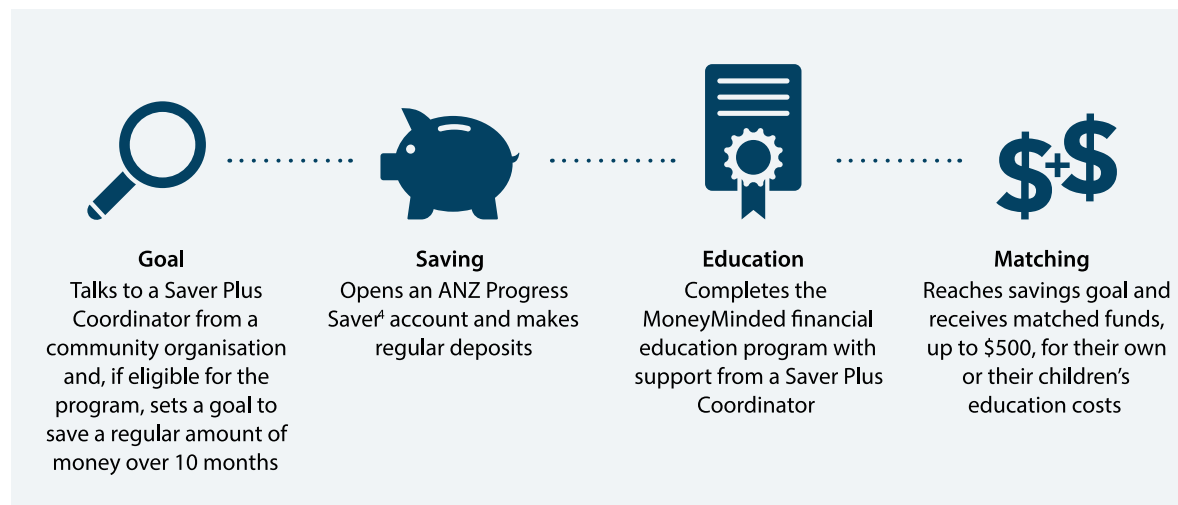
8 participants in the MIP Program against a target of 8

Successfully tendered to continue delivering the Reconnect Program (DET) to Dec 2020 (60 places). The new program will deliver services to a broader cohort than currently serviced – those in the 17-64 age range in the Golden Plains region as well as Greater Ballarat.

SaverPlus Financial Literacy Program

One of the top performing programs nationally, generating \$50,000 of matched savings annually and supporting over 100 participants to better manage their finances.

105 commencements against a target of 70, 50% above target for Year 3 of the program.



Saver Plus is a matched savings and financial education program, developed by Brotherhood of St Laurence and ANZ and delivered in partnership with Berry Street, The Benevolent Society and The Smith Family and other local organisations including BGT. The program is funded by ANZ and the Australian Government of Social Services. Go to www.dss.gov.au for more information.

"This has been a great money learning experience. The information sessions were fantastic, I took away a lot.

I tried recruiting many people, What a fantastic offer, and way to save, and pay for the children's education at the same time!"

– Anita

Training in Areas of Industry Demand

BGT Jobs + Training works closely with industry, the Committee for Ballarat and Commerce Ballarat to identify areas of demand and address regional skills shortages.

Many employers in the Central Highlands Region report that they cannot find the skilled people to meet their needs in a range of industries including manufacturing, construction, rail infrastructure and landscaping and in rapidly expanding industry sectors such as aged care and disability services, health, and tourism and hospitality.

Upskilling with BGT

Our training department offers a wide range of training to help students build the skills, knowledge and confidence required to secure steady employment and succeed in their chosen industry.

We offer accredited workplace training and workforce development alongside preparatory courses and have expanded options for pre-accredited training since we have become a Learn Local Organisation.



Jobs Drive

The 2017 Jobs Drive achieved 68 jobs in 60 days, increasing employment opportunities in Ballarat through traineeships and apprenticeships offered with local businesses as pathways to a new career.

Quality Candidates

While BGT have had great success with the Jobs Drive, we are aware of the importance of maintaining a pipeline of skilled employees in a candidate short market.

During 2017-18, BGT met and assessed over 500 applicants for apprenticeships and traineeships ensuring a close match to employer requirements. We provided mentoring and ongoing support to those placed in industry.

Our success is demonstrated by our high completion rates and high satisfaction of employers with BGT services.





MIP Program: Apprentices/Trainees of the Future

The Multi-Industry Pre-Apprenticeship Program (MIP) prepares students from years 10 and/or 11 and unemployed people under the age of 25 for entry into apprenticeships/traineeships by providing life skills, work experience and exposure to a variety of industries to help them make an informed career decision.

Statistics:

- 12 commencements
- 9 completions; 75% of participants exceeding the current industry benchmark of 72%
- 2 participants successfully gained full time apprenticeships as a direct result of participating in the program.
- over half of the graduates remain engaged at school.

We will track the cohort to determine how many participants undertake an apprenticeship/traineeship in the future as a result of participating in MIP.



MIPs

The students in our MIP program participated in a variety of activities. They landscaped Pinarc's Bonshaw site, built jumps for the Ballarat Pony Club and picnic tables at the Men's Shed which are being donated to Recranked Youth Centre, contributing to a new & fun backyard area for local youth in Wendouree.

They volunteered for the YMCA 140th celebration greeting guests and serving canapés/fingerfood and some of our students were chosen to be photographed for the YMCA magazine as the face of local young people.

Overcoming Barriers to Training & Employment

Not all candidates are successful in gaining an apprenticeship or traineeship but with the right support can be upskilled to have successful careers and meet future workforce requirements.

From our experience delivering the Multi-Industry Pre-Apprenticeship Program, we have found that many participants require further support and training to become job ready and suitable for an apprenticeship/traineeship.

We have identified three key issues that have an impact on completion and transition rates. These include;

1. literacy and numeracy difficulties,
2. attitude and motivation levels and
3. social issues.

Common social issues include homelessness, fractured family and community relationships, legal and financial crisis and health issues. Lack of transport is also a barrier to participation.

BGT Jobs + Training area actively engage participants to address these barriers to training and employment.



Success Stories

Sharni - Trainee

Sharni was a local Ballarat job seeker who found herself struggling to find a job. She applied for a BGT Traineeship and came in for an interview.

BGT offered her a job trial at BRI (Ballarat Regional Industries). She went well in the job trial and was offered an Administration Traineeship (Certificate III in Business). Sharni accepted the job offer, however during the signup process she almost declined due to her level of nerves and lack of experience. She was mentored by the BGT Field Officer. Reassured Sharni accepted the job.

Today she is so grateful for the opportunity and assistance from BGT.

"BGT have given such an opportunity, not only now but for my options in the future. Dealing with BGT I always found that they were very helpful, supportive and encouraging".



Nathan - Apprentice:

The skills I have learned from Bill and Paul at BGT have helped me at work and in everyday life too. My social skills with other people are a lot better. They are very welcoming and always happy to assist. If they are the Jedi – I am their Padawan!

I am now about to finish my apprenticeship with Maxitrans and have made a lot of great friends along the way at BGT.



Bec - Apprentice

I am not from a trade background so I feel like I came from a long way behind the others. I did the Certificate 2 first which allowed me to apply and be granted an apprenticeship with Maxitrans Ballarat! This is something I never dreamed I could ever do.

The trainers were always supportive even when I was doubting myself. They have prepared me for the workplace in the areas of skills and safety.

Quality

BGT Jobs + Training is quality certified under:

- AS/NSZ ISO 9001:2015
- AQTF Standards for Vocational Education & Training
- 2016 VRQA Guidelines for Vocational Education and Training Providers
- Group Training National Standards
- DHHS Human Service Standards
- Australian Accounting Standards

Focus on Work Health and Safety

During 2018, the Board commissioned a review of work health and safety and implemented an automated incident management system, Solv Safety. The review found that BGT has a good foundation for the management of WHS which will be enhanced by the introduction of Solv Safety but would benefit from a dedicated Work Health and Safety Officer. This appointment is planned for 2018-19.

38 Incidents/Accidents

8 Lost Time Injuries
16 Medical Treatment Injuries
14 First Aid Injuries
37 Days Lost

Lost Time (days)	1-4	5-9	10-14
Number of injuries	5	1	2

Environmental Sustainability

BGT has become a Procurement Australia member and anticipate energy savings in 2018-2019 as a result of bulk buying as well as the opportunity to participate in options for renewable power generation contributing to environmental sustainability. We strive for a paperless office and have recently introduced the Papercut system to eliminate paper waste.

Financial Statements

This is a summary of financial data from the financial statement 2017-18. The full financial statements are presented as an attachment to this report (including notes) and are available at the Annual General Meeting and by request.

CENTRAL HIGHLANDS GROUP TRAINING INC.

Statement of Comprehensive Income for the Year Ended 30th June 2018

	2018 \$	2017 \$
Revenues		
Employer On Costs	4,648,019	3,769,738
Government Funding	1,866,456	1,329,237
Other Income	263,252	458,578
Total Income	6,777,727	5,557,553
Expenses		
Salary & Superannuation	5,922,560	4,580,786
Other Expenses	819,864	909,493
Total Expenditure	6,742,424	5,490,279
Net Profit including Comprehensive Income	35,303	67,274

Statement of Financial Position for the Year Ended 30th June 2018

Current Assets		
Cash & Financial Assets	1,427,706	1,432,083
Receivables	542,737	394,815
Accrued Income & Prepayments	178,329	107,870
Total Current Assets	2,148,772	1,934,768
Non-Current Assets	985,172	926,813
Total Assets	3,133,944	2,861,581
Current Liabilities		
Trade Creditors	91,380	45,824
Current Leave Provisions	285,692	286,080
Other Creditors	506,125	312,551
Total Current Liabilities	883,197	644,455
Non-Current Liabilities	42,395	44,077
Total Liabilities	925,592	688,532
Net Assets	2,208,352	2,173,049
Equity		
Retained Earnings	2,001,496	1,966,193
Asset Revaluation Reserve	206,856	206,856
Total Equity	2,208,352	2,173,049

INDEPENDENT AUDIT REPORT TO THE MEMBERS OF CENTRAL HIGHLANDS GROUP TRAINING INC.

Opinion

We have audited the accompanying financial report, being a special purpose financial report of Central Highlands Group Training Inc., which comprises the statement of financial position as at 30 June 2018, the statement of comprehensive income, the statement of changes in equity and the statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the statement by members of the board of management.

In our opinion, the accompanying financial report presents fairly, in all material respects, including:

- giving a true and fair view of the financial position of Central Highlands Group Training Inc. as at 30 June 2018 and of its financial performance for the year ended in accordance with the accounting policies described in Note 1 to the financial statements; and
- complying with *Division 60 of the Australian Charities and Not-for-profits Commission Regulation 2013*.

Basis of Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of Central Highlands Group Training Inc. in accordance with the auditor independence requirements of *Division 60 of the Australian Charities and Not-for-profits Commission Act 2012* and the ethical requirements of the Accounting Professional and Ethical Standards Board's *APES 110 Code of Ethics for Professional Accountants (the Code)* that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter – Basis of Accounting

We draw attention to Note 1 of the financial report, which describes the basis of accounting. The financial report is prepared to assist Central Highlands Group Training Inc. in meeting the requirements of *Division 60 of the Australian Charities and Not-for-profits Commission Act 2012*. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of Management and the Board of Management for the Financial Report

Management are responsible for the preparation and fair presentation of the financial report in accordance with *Division 60 of the Australian Charities and Not-for-profits Commission Act 2012* and for such internal control as management determines is necessary to enable the preparation of the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, management are responsible for assessing Central Highlands Group Training Inc.'s ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Directors either intend to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

The Board of Management is responsible for overseeing the Central Highlands Group Training Inc.'s financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Board of Management regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide the Board of Management with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

PPT Audit Pty Ltd
PPT Audit Pty Ltd



Jason D. Hargreaves
Director

Dated this 16th day of October 2018
20 Lydiard Street South, Ballarat

Board of Management



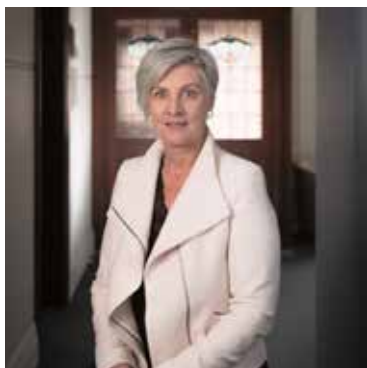
Mark Schultz (Chairman)



Leigh Cassidy (Deputy Chairman)



Kelli Moran



Heather Taylor



Kate Nolan



Jo Vendy

Acknowledgements

BGT recognizes the contribution of staff at all levels of the organization. Our professional development framework supports staff to further develop their skills and experience.

We are pleased to acknowledge the following Years of Service milestones:

Years of Service:

20 years

Sharon Day

10 years

Sue Ogilvie

5 years plus

Bart Turnbull-Gent

Bill Burgess

Denise Taylor

Deanne Hastings

Dearna Mallia

Outstanding Staff Recognition Awards

Helping Others Above and Beyond

Presented to: Paul Dickman

Problem Solving and Effectively Managing

Presented to: Dylan Billington

Vision and Values

OUR VISION

Creating success stories through jobs and training

OUR VALUES

- Excellence in the services we deliver
- Professionalism in how we conduct ourselves
- Honesty in everything we do
- Respect for all our stakeholders

Training is delivered with Victorian and Commonwealth funding. Eligibility criteria apply. Individuals with a range of abilities and backgrounds are encouraged to apply.

TOID: 3683

Acknowledgement of Country

BGT Jobs & Training acknowledges the Traditional Owners on the land on which we work. We recognise and celebrate the diversity of the community within which we work. We welcome and work with people of all ages and help status, of all ethnicity, abilities, gender identities, sexual orientations, religious, cultural and linguistic backgrounds and financial status.





