



Annual Report 2018

The voice of adult & community education

Who We Are

ACEVic is the only peak body whose sole focus is on the issues facing Learn Local providers in Victoria.

We represent Adult Community Education (ACE) organisations that are not-for-profit community-based organisations committed to providing accessible adult learning opportunities for learners and communities through pre-accredited and accredited training.

Our Board is made up of experienced CEOs and managers from Learn Local providers across the State both RTO and non-RTO. We are drawing on the experience of key partners with many years' experience working in Learn Locals and with strong networks within the education sector and government, to establish a robust and resilient foundation and ensure future sustainability.



Figure 1: Unique Characteristics of ACE organisations

Acknowledgement of Country

At ACEVic, we acknowledge the Australian Aboriginal and Torres Strait Islander peoples as the traditional custodians of the land.

We acknowledge the traditional custodians of the lands across Victoria where our services are located. We also pay our respects to ancestors and Elders, past, present and future.



ACEVic's purpose is to:

- > Advocate for greater investment in community education by all levels of government and uphold its values and principles
- > Build capability and sustainability of community education providers, including strengthening governance
- > Build recognition and professionalism of the community education sector and workforce

ACEVic represents our members:

- > Directly to government, through the Minister for Training and Skills and the Advisors
- > Directly to the ACFE Board through regular meetings with the ACFE Board Chair
- > Directly to the Department of Education and Training through consultations, issue based engagements, focus groups and ongoing discussion
- > Providing a powerful and united voice on behalf of Learn Local providers as a key partner with Victorian ACE Peaks

Services currently provided by ACEVic include:

- > Lobbying and advocacy for Learn Local providers
- > Member forums
- > Webinars on issues affecting Learn Locals
- > Regular communication and updates
- > Support for members on issues of business development and governance



The Board

CHAIR

Sue Geals, Community College Gippsland

VICE CHAIR

Karen Fleischer, Paynesville Neighbourhood Centre

TREASURER

Janet Claringbold, Mountain District Learning Centre

SECRETARY

Anna-Louise Allen, Cire Services

BOARD MEMBERS

Alison Percy, Mountain District Learning Centre

Christine McCall, Yarraville Community Centre

Garry Gow, Diversitat

Libby Baker, PRACE (Preston Reservoir
Adult Community Education)

Michael Pernar, Laverton Community Integrated Services

Karen Hagon, Campaspe College

Felicity Williams, The Centre

The Chair Report

Learn Local Organisations (LLO's) come in all shapes and sizes, all working hard to provide pre-accredited learning opportunities to the community they serve. ACEVic is very proud to support LLO in their work, with strong advocacy channels into the Department of Education and Training, with Minister Gayle Tierney, her advisors and ACFE Board Chair Maria Peters and her colleagues. ACEVic is well positioned to represent our growing membership of Learn Local Organisations.



ACEVic is very proud to support LLO in their work, with strong advocacy channels into the Department of Education and Training.

Evidence of this strong connection was demonstrated with ACEVic assisting the Department to co-ordinate the Future Opportunities for Adult Learners (FOALS) consultation sessions across Victoria in 2018. These consultations together with ACEVic having a seat on the FOALS Reference Group provided valuable opportunity for LLO to present our collective knowledge and understanding of learners, community and industry needs, also present feedback on what is working well and what is not in this space.

Leadership of the ACFE board transferred from Sue Christophers to Maria Peters in 2018, strong support of Learn Locals continued, with recognition by the ACFE Board of the impact that FREE TAFE priority course policy had on the LLO / RTO sector. Organisational Responsiveness Grants have provided valuable funding to directly affected LLO, enabling strategic realignments to best manage the impacts this policy presented.

Our "Smart and Sustainable" conference was a highlight of the year, providing attendees the opportunities to hear from a range of people who provoked and inspired us to take our LLO in new directions and to new heights. Incorporated into the conference was our AGM, where we welcomed several new people to our board. The diverse nature of the organisations they represent has again added value to ACEVic.

I would like to take this opportunity to thank all our Board members for their work and contribution and Laura Higgins our Executive Officer and her team for their time and continued effort over the 2018/2019 year.

Yours sincerely,
Sue Geals



The Executive Officer Report

It gives me great pleasure to present the 2018 annual report for Adult and Community Education Victoria Incorporated (ACEVic). The organisation has a long history of working effectively in the community education sector and provides a range of services and guidance to Learn Local providers, including lobbying government for change and support. In 2018 there was significant organisational growth through an increase in memberships, involvement in innovative projects, and building strong relationships across all sectors.



In 2018, State Government policy changes to the education system posed some challenges for the Adult and Community Education (ACE) sector.

In 2018, State Government policy changes to the education system posed some challenges for the Adult and Community Education (ACE) sector. To minimise impacts, it was imperative to ensure the sector had a voice and was consulted throughout. Despite some staff changes in the Department of Education and Training, ACEVic was able to provide ongoing advice and recommendations to the Department, the Adult, Community and Further Education Board, and the Hon Minister of Education and Training, Gayle Tierney. Activities and advocacy included:

- 1 The Department of Education and Training conducted consultation sessions, facilitated through ACEVic, on the Future Opportunities for Adult Learners Discussion Paper, with ACEVic represented on the Reference Group.
- 2 ACEVic provided feedback to the Adult, Community and Further Education Board on:
 - a) Professional Development Strategic Review
 - b) Marketing and Communication Strategic Review
 - c) ACFE Web Portal Project
 - d) Smart and Sustainable practices from our annual conference
- 3 Organisational Responsiveness Grants were introduced by the ACFE Board.
- 4 Skills First Contracts for 2019 came out in a timelier manner.
- 5 Restrictions on enrolments were lifted for 2019.
- 6 The pre-accredited student contract subsidy rate for 2019 was increased to \$9.10.
- 7 Learn Local Eligibility Exemptions increased from 15% to 20%.

Our advocacy is a part of a broader drive to address issues and ensure the ACE sector continues to strengthen in the future. We work in partnership through the ACE Peak Policy Network with NHVic (Neighbourhood Houses Victoria), ALA (Adult Learning Australia) and CCA (Community Colleges Australia) to ensure key messages are consistent across the sector. The Adult Community Education Sector Statement was produced to provide a platform for recognising, protecting and improving the sector.

Our 'Smart and Sustainable' Conference was a highlight that provided new thinking on sustainable business models while placing the learner at the heart of the positioning of organisations. During the conference which inspired attendees, we held our AGM and elected a new committee.

ACEVic proudly became a lead organisation in a consortium of industry and training providers to develop and pilot accredited training in gender equity, which will build capability of the sector to meet emerging workforce needs. The consortium is being led by Women's Health Victoria and includes Coonara Community House and Yarrowonga Neighbourhood House, who will pilot the training. The consortium also includes Women with Disabilities Victoria, RMIT University, Monash University and Knox City Council. ACEVic gratefully acknowledges the support of the Victorian Government in funding this project.

I would like to thank the outgoing Chairperson, Felicity Williams, and our current Chairperson, Sue Geals, whose leadership and support has been invaluable. They have worked closely with the Adult, Community and Further Education Board Chair, Departmental senior staff, and the Minister to maximise our relationships.

I thank the Board of Governance for their ongoing commitment to ensuring ACEVic is truly representative of the voices of Adult and Community Education. Their thoughtful guidance of the organisation strategically ensures we build the capability and sustainability of community education providers across Victoria.

To our wonderful experienced book-keeper and project worker, your commitment and support to our organisation is appreciated.

Yours sincerely,
Laura Higgins



The Treasurer Report

The financial situation for ACEVic has improved significantly over the year.

Membership has increased overall with nineteen organisations registering as new members. We have seen a significant increase in members from larger organisations with Category 4 and 5 memberships. There was, however a decline in membership from the smaller organisations with Category 1 membership.

Over the course of the year membership records were audited to ensure invoicing was conducted at the correct category level.

ACEVic saw benefits from improved communication with members and attentive follow-up of payments which significantly reduced the number of unpaid debts. A solid membership base remains vital to the ongoing viability of ACEVic and is highly valued.

Insurance commissions from Coverforce increased in line with the increase in memberships. An information campaign was undertaken to ensure that all members who hold policies with Coverforce were identified as ACEVic members in order to ensure appropriate commissions were collected.

The 2018 ACEVic Conference was a highly successful event for ACEVic. ACEVic is grateful to the ACFE Board for funding the Conference and to sponsors including Swinburne TAFE for their significant contributions to the success of the Conference.

As a contributing partner to the joint project funded by the Victorian Government's Workforce Training Innovation Fund, ACEVic has received funding for a two-year period, which assists with involvement in the project into 2019-2020. ACEVic is grateful to Sally Brennan the former ACEVic Executive Officer for her work in contributing to the partnership that was responsible for the successful grant submission.

We are grateful to the expertise and diligence of our bookkeeper Catherine Aulich for managing the finances for ACEVic.

ACEVic will continue to strive to provide high level support and advocacy to member organisations in their role in providing affordable and accessible education to local communities.

Yours sincerely,
Janet Claringbold



ACEVic Inc.

2018 Profit and Loss

January – December 2018



	TOTAL		
	Jan – Dec 2018	Jan – Dec 2017 (PY)	Change
Income			
Discounts/Refunds Given		-23	23
Memberships – Category 1	1,893	3,100	-1,207
Memberships – Category 2	3,003	3,735	-732
Memberships – Category 3	3,491	5,720	-2,230
Memberships – Category 4	7,752	5,104	2,648
Memberships – Category 5	15,185	5,221	9,965
Workshop income		220	-220
Total Income	A\$31,324	A\$23,077	A\$8,247
Gross Profit	A\$31,324	A\$23,077	A\$8,247
Other Income (Loss)			
Commission – Insurance	18,490	16,681	1,809
Conference Fees Received	7,064		7,064
Conference Sponsorship Income	20,909	0	20,909
Consulting Income		1,700	-1,700
Donations Received	1,018		1,018
Interest Income	23	61	-38
Project Funding WTIF Income	4,820		4,820
Total Other Income (Loss)	A\$52,323	A\$18,442	A\$33,881
Expenses			
Bad Debts	749	4,565	-3,816
Bank Charges	299	7	293
Bookkeeping Fees	4,723	3,515	1,208
Donations Given	600		600
Executive Consultancy Fees		28,877	-28,877
Insurance Expenses	1,164	827	337
Membership Consultancy Fees		700	-700
Office, General and Administrative Expenses	213	78	135
Project Funding WTIF Expenses	180		180
Telephone and Internet Expenses	38		38
Travel Expenses	62	2,226	-2,163
Wages and Superannuation			
Superannuation	2,311	407	1,904
Project Funding WTIF Superannuation	310		310
Total Superannuation	2,621	407	2,214
Wages	25,205	7,549	17,656
Allowances	8,486		8,486
Project Funding WTIF Allowances	1,069		1,069
Project Funding WTIF Wages	3,262		3,262
Total Wages	38,021	7,549	30,473
Total Wages and Superannuation	40,642	7,956	32,686
Workcover Expenses		-149	149
Total Expenses	A\$48,670	A\$48,602	A\$69

ACEVic Inc.

Balance Sheet

As of December 31, 2018



	TOTAL		
	As of Dec 31, 2018	As of Dec 31, 2017 (PY)	Change
Assets			
Current Assets			
Accounts Receivable			
Accounts Receivable	-7,685	0	-7,685
Total Accounts Receivable	A\$-7,685	A\$0	A\$-7,685
Cash			
Bank Australia #1437	1,053	1,018	35
NAB #3451	115,077	8,863	106,214
Trybooking Clearing	0		0
Total Cash	116,130	9,881	106,249
Misc Clearing Account	0	0	0
Prepaid Expenses	0	163	-163
Total Current Assets	A\$108,445	A\$10,044	A\$98,401
Total Assets	A\$108,445	A\$10,044	A\$98,401
Liabilities and Shareholder's Equity			
Current Liabilities			
Accounts Payable			
Accounts Payable	-344	291	-635
Total Accounts Payable	A\$-344	A\$291	A\$-635
ATO BAS Lodged and Payable	10,021	1,084	8,937
Grants in Advance – Project Funding WTIF	72,130		72,130
GST Liabilities Payable	0	0	0
PAYG Withholdings Payable	0	0	0
Payroll Clearing	1,130	0	1,130
Prepaid Membership Income	0	11,111	-11,111
Super Suspense	863	863	0
Super Unpaid	991	407	584
Superannuation Payable	0	0	0
Total Current Liabilities	A\$84,791	A\$13,756	A\$71,035
Shareholders' Equity			
Net Income	26,954	-7,081	34,035
Members Funds	412		412
Opening Balance Equity	3,369	3,369	0
Retained Earnings	-7,081		-7,081
Total Shareholders' Equity	A\$23,654	A\$-3,712	A\$27,366
Total Liabilities and Equity	A\$108,445	A\$10,044	A\$98,401

12 Bell Street
P.O. Box 490
YARRA GLEN VIC 3775
Telephone: (03) 9730 1708
Facsimile: (03) 9730 1091
Email: info@svsmanagement.com.au
Website: www.svsmanagement.com.au

20 March 2019

AUDITORS REPORT ADULT & COMMUNITY EDUCATION VICTORIA INCORPORATED

To the Members

Scope

We have audited the attached special purpose financial reports in respect of the Adult & Community Education Victoria Incorporated for the year ended 31 December 2018 consisting of statement of receipts and payments. The Committee is responsible for the information contained therein and have determined that the basis of accounting used is appropriate to the needs of the members. We have conducted an independent audit on the financial reports in order to express an opinion on them to the members. No opinion is expressed as to whether the basis of accounting is used is appropriate to the needs of the members.

The special purpose financial reports have been prepared for the distribution to the members of the entity for the purpose of fulfilling the Committee's accountability requirements. We disclaim any assumption of responsibility for any reliance on this report or on the financial reports to which it relates, to any person other than the members, or for any purpose other than that for which it was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial reports, and the evaluation of significant accounting estimates. These procedures have been undertaken to form an opinion as to whether in all material respects, the financial reports are presented fairly.

The audit opinion expressed in this report has been formed on the above basis.

AUDIT OPINION

In my opinion the financial reports of the Adult & Community Education Victoria Incorporated presents fairly the receipts and payments of the entity for the year ended 31 December 2018.

Yours faithfully



TROY SHORTIS BBus FIPA
SVS MANAGEMENT GROUP PTY LTD



Get in Touch

📍 13 – 15 The Avenue, Ferntree Gully, Victoria 3156

✉️ eo@acevic.org.au

📘 www.facebook.com/AdultCommunityEducationVic