

Annual Report 2019





ACEVic's Purpose

To advocate for and support our members to provide high quality, innovative and responsive adult education programs which improve the educational, economic and social prosperity of individuals and communities.

As the peak body and strategic voice for both RTO and non-RTO Learn Local Organisations in Victoria, ACEVic advocates on behalf of members for greater recognition and support for the Adult and Community Education sector. By leading and participating in conversations with funding bodies and policy makers, ACEVic ensures Adult and Community Education continues to be vibrant and responsive. ACEVic champions the work of providers and offers practical and realistic support to assist sustainability and growth of the sector.

We are

Influential

ACEVic contributes to government policies and strategies on Adult and Community Education. We have significant impact on high-level decisions made in the interests of our members and Learn Local Organisations.

Collaborative

ACEVic works respectfully and collaboratively to achieve beneficial outcomes for members, learners and the community. We listen to our members and reflect their voice. We are committed to supporting a united ACE sector and connecting Learn Local providers to strengthen the collective provision of Adult and Community Education.

Accountable

ACEVic is honest and transparent with members and stakeholders. We are dependable and responsive to the changing needs of the sector and are committed to supporting Learn Local Organisations to achieve quality, outcomes-based results.

Equitable

ACEVic works to ensure Adult and Community Education is accessible to all Victorians. We are committed to increasing levels of educational attainment throughout Victoria. Our work with Learn Local Organisations is undertaken with respect and integrity, supporting providers in the delivery of quality and innovative community based education.



The Board

CHAIR

Sue Geals, Community College Gippsland

VICE CHAIR

Felicity Williams, The Centre for Continuing Education

TREASURER

Janet Claringbold, Mountain District Learning Centre

SECRETARY

Anna-Louise Allen, Skills Plus and BRACE

BOARD MEMBERS

Alison Percy, Mountain District Learning Centre

Michael Pernar, Laverton Community Integrated Services

Cliff Rundle, North Melbourne Language and Learning

Nina Bekker, Cire Services

Pauline Wilson, Yarrawonga Education and Training

Melissa Giffard, Yarraville Community Centre

Chair Report

2019 was another year of great development for both the Adult and Community Education (ACE) sector and ACEVic in its advocacy for and support of the Learn Local Organisations of Victoria who are a vital component of the ACE sector.

During 2019 the ACEVic Board reviewed its strategic priorities and developed a plan for 2019-2022 based on three pillars to guide our work for our members,

- Champion adult and community education in Victoria and be the respected and strategic voice of the sector
- Offer services and products that deliver real value to Learn Local members
- Build a strong, sustainable peak organisation

Leading the work of championing the sector was our vital contribution to The Ministerial Summit Adult Community Education (ACE) which included:

- Co-ordinating, and with its members hosting pre-summit learner and provider consultation sessions
- Presenting at the summit on behalf of the entire ACE sector along with Industry and academics
- Providing input and feedback to the development of the Ministerial Statement on the Future of Adult Community Education in Victoria 2020-25, which was informed by the Ministerial summit

The Ministerial Statement is an important milestone for the ACE sector, highlighting the important position ACE plays in the post-secondary education system. The statement emphasises the following underpinning values that ACEVic wholeheartedly endorses:

- Education is crucial to enabling people to participate fairly and equitably in society
- Inclusion and universal access to core education and training are fundamental rights
- The learner is at the centre of adult community education
- Adult community education plays an essential role within the broader post-secondary education system



Leading the work of ACEVic is our Executive Officer. During 2019 we said farewell and thank you to Laura Higgins, and welcomed Tamsin Rossiter who brings a wealth of experience and knowledge to the role.

Providing opportunities for Learn Local staff to meet, share, learn and grow is an important aspect of the service ACEVic offers its members. Our annual conference is the flagship of these opportunities and in 2019 this conference was titled 'The Power of Community Education'. A range of presenters including academics and Learn Local practitioners provided evidence, insights and practical examples of the power of community education. The introduction of Executive

Exchange events, run each term, has added another opportunity for connecting, sharing and learning. I acknowledge and thank the VET Development Centre for their support in hosting these exchanges.

In conclusion, I would like to thank the members of our Board. The volunteer hours they contribute is over and above their incredible commitment to the Learn Locals they lead.

Yours sincerely,

Sue Geals
Board Chair

Executive Officer Report



It is with pleasure I write my first annual report for ACEVic. My first year in the role has been stimulating, productive and rewarding. I thank the outgoing Executive Officer Laura Higgins for her outstanding work and contribution to both ACEVic and the broader Learn Local sector.

The development of ACEVic's new strategic plan and statement of values provides the focus and framework for our work in the coming three years and is aligned with our three strategic pillars.

Champion adult and community education in Victoria and be the respected and strategic voice of the sector.

Regular meetings with Maria Peters, Chair of the ACFE Board, have provided an effective means to share sector concerns challenges and successes and I look forward to continued collaboration with the ACFE Board.

The Ministerial Statement – The Future of Adult Community Education in Victoria 2020-2025, released by the Hon. Gayle Tierney, Minister for Training and Skills and Higher Education – was a considerable moment in the history of the Victorian adult and community education sector. The statement provides the ACE sector with a sense of validation, stability and direction and will transform the provision of pre-accredited training. The underpinning values recognise the crucial role Learn Locals play in the provision of education and training throughout Victoria:

- Education is crucial to enabling people to participate fairly and equitably in society.
- Inclusion and universal access to core education and training are fundamental rights.
- The learner is at the centre of adult community education.
- Adult community education plays an essential role within the broader post-secondary education system.

Throughout the year I worked closely with the Department of Education and Training (DET) by organising sector consultations, participating in the ministerial summit and by providing feedback and input into the content of the statement. DET officials work collegially with ACEVic, seeking sector feedback and providing updates for both accredited and pre-accredited policy, contracts and service provision.

Offer services and products that deliver real value to Learn Local members

The new member's page on ACEVic's website provides Learn Locals and practitioners with a range of professional development activities and helpful links and resources. Our popular quarterly Executive Exchange initiative has united Learn Local leaders and managers within a collaborative forum and encouraged networking, along with the delivery of professional development by external stakeholders.

The DET-funded Accredited Training Gender Equity Training project led by Women's Health Victoria, of which ACEVic is a consortia member, successfully gained accreditation for the Course in Gender Equity 22521VIC. This significant achievement will assist in skilling the emerging practitioners in gender equity and prevention of violence against women who work across a range of industries and sectors. The project has been expertly led by Women's Health Victoria and ACEVic has worked collaboratively with fellow consortia members RMIT, Monash University, Knox City Council, Women with Disabilities Victoria, Coonara Community House and Yarrowonga Neighbourhood House.

Building a strong, sustainable peak organisation

ACEVic's membership continues to grow steadily as we consistently provide a range of services, advice and advocacy for Learn Locals across the state. We are dedicated to supporting all Victorian Learn Locals — both RTO and non-RTOs — across metropolitan and regional areas. We have diversified our revenue base with work commencing on new, collaborative projects to support the provision of high quality, innovative and responsive adult education programs. I have greatly enjoyed meeting ACEVic members and look forward to visiting Learn Locals across Victoria and continuing to provide support and practical advice to practitioners and organisations.

This year we became a registered charity with the Australian Charities and Not-for-profits Commission. This demonstrates to the public our charity status and will aid grant application processes, as well as enable us to be eligible for a range of concessions, benefits or exemptions, further supporting our sustainability.

I have been fortunate to have worked with a highly competent, enthusiastic and supportive board of management, all of whom are current LLO managers or practitioners and bring currency and innovation to their board roles. With acknowledgement to ACEVic Chair Sue Geals for her unwavering support and availability throughout the year. Thank you to ACEVic's office bearers: Felicity Williams (Deputy Chair), Janet Claringbold (Treasurer) and Anna-Louise Allen (Secretary). A warm thank you to Vicki Renner our Project Officer, who made a significant contribution to our annual conference and for her ongoing work on the Gender Equity Project. Thank you to our Bookkeeper, Catherine Aulich of Upper Yarra Bookkeeping Services for her financial skills and contributions, and Laura Higgins of Office Hive for her creative work on ACEVic's communication strategy.

I look forward to serving ACEVic members in the coming year and continuing to support, connect and advocate for the sector.



Tamsin Rossiter, Executive Officer

Treasurer Report

The overall financial situation stabilised during 2019 with ACEVic benefitting from an ongoing project and a successful annual conference.

In 2019, ACEVic membership continued to grow, particularly from larger organisations within the higher fee category, leading to a sustained increase in membership fees. Our focus on building our membership base will continue throughout coming years.

The Workforce Training Innovation Fund (WTIF) project funded by the Department of Education and Training continued throughout 2019 contributing to grants received and adding to administration and operational costs that are associated with the project.

Commissions for insurance through Coverforce dropped by 35% over 2019. This drop is due to fewer members taking out policies with the Coverforce "fill the gap" insurance scheme, which is designed to companion VMIA insurance policies. Discussions have been held with Coverforce to ascertain how to improve the scheme and better promote it to members.

The ACEVic Conference, supported with funding from the ACFE Board, continues to be an important income stream for ACEVic. Income from conference fees were down by 40% on the previous year, however this was due to a commitment made by the Board to offer an affordable conference that would encourage participation of both ACEVic members and non-member Learn Local organisations alike. In addition, conference sponsorship gained less revenue than in the previous year. Although expenses for the conference were reduced, profitability from the 2019 conference was less than the previous conference.

On behalf of the ACEVic Board members, I would like to express my sincere thanks to our Executive Officer Tamsin Rossiter and members of the ACEVic Finance Subcommittee, Sue Geals and Felicity Williams for their continued guidance and support of the financial management of ACEVic.



I would like to acknowledge the significant professional skills of our Bookkeeper, Catherine Aulich of Upper Yarra Bookkeeping Services for the work undertaken for ACEVic throughout the year.

A handwritten signature in black ink, which appears to read "J Claringbold". The signature is written in a cursive style.

Janet Claringbold
Treasurer

ACE Vic Inc.
2019 Profit and Loss
January - December 2019



	Total		
	Jan - Dec		
	Jan - Dec 2019	2018 (PY)	Change
Income			
Discounts/Refunds Given	-1		-1
Membership Income			0
Memberships - Associate Member	338		338
Memberships - Category 0	400		400
Memberships - Category 1	1,035	1,893	-858
Memberships - Category 2	2,664	3,003	-339
Memberships - Category 3	3,892	3,491	402
Memberships - Category 4	6,021	7,752	-1,731
Memberships - Category 5	18,183	15,185	2,998
Total Membership Income	A\$ 32,533	A\$ 31,324	A\$ 1,209
Total Income	A\$ 32,532	A\$ 31,324	A\$ 1,208
Gross Profit	A\$ 32,532	A\$ 31,324	A\$ 1,208
Other Income(Loss)			
Commission - Insurance	11,995	18,490	-6,495
Conference Fees Received	4,205	7,064	-2,859
Conference Sponsorship Income	17,000	20,909	-3,909
Donations Received		1,018	-1,018
GRANTS			0
WTIF Project Funding	40,799	4,820	35,979
Total GRANTS	A\$ 40,799	A\$ 4,820	A\$ 35,979
Interest Income	0	23	-23
Total Other Income(Loss)	A\$ 73,998	A\$ 52,323	A\$ 21,675
Expenses			
Audit Fees	400		400
Bad debts		749	-749
Bank charges	342	299	43
Bookkeeping Fees	7,568	4,723	2,845
Donations given		600	-600
Insurance expenses	1,072	1,164	-93
Marketing	4,344		4,344
Office, general and administrative expenses	1,325	213	1,112
Telephone & internet expenses		38	-38
Travel Expenses	103	62	40
Wages & Superannuation			0
Superannuation	2,748	2,311	437
WTIF Superannuation	2,286	310	1,976
Total Superannuation	A\$ 5,034	A\$ 2,621	A\$ 2,413
Wages	29,542	25,205	4,337
Allowances	10,091	8,486	1,606
WTIF Allowances	8,256	1,069	7,188
WTIF Wages	23,879	3,262	20,617
Total Wages	A\$ 71,768	A\$ 38,021	A\$ 33,747
Total Wages & Superannuation	A\$ 76,802	A\$ 40,642	A\$ 36,160
Workcover expenses	693		693
WTIF Expenses	1,384	180	1,204
Total Expenses	A\$ 94,032	A\$ 48,670	A\$ 45,362
Other Expenses			
BAS Roundoff Gain or Loss	0	0	0
Conference Expenses	4,683	7,480	-2,797
Employee reimbursements		543	-543
Total Other Expenses	A\$ 4,682	A\$ 8,023	-A\$ 3,340
Net Earnings	A\$ 7,816	A\$ 26,954	-A\$ 19,138

ACE Vic Inc.
Balance Sheet
As of December 31, 2019



	Total		
	As of Dec 31, 2019	As of Dec 31, 2018 (PY)	Change
Assets			
Current Assets			
Accounts receivable			
Accounts receivable	0	0	0
Total Accounts receivable	A\$ 0	A\$ 0	A\$ 0
Cash			
Bank Australia #1437	0	1,053	-1,053
Event Brite Clearing	0	0	0
NAB #3451	93,498	115,077	-21,579
Total Cash	A\$93,498	A\$ 116,130	-A\$ 22,632
Misc Clearing Account	0	0	0
Prepaid Expenses	0	344	-344
Total Current Assets	A\$93,498	A\$ 116,474	-A\$ 22,976
Total Assets	A\$93,498	A\$ 116,474	-A\$ 22,976
Liabilities and shareholder's equity			
Current liabilities:			
Accounts payable			
Accounts payable	0	0	0
Total Accounts payable	A\$ 0	A\$ 0	A\$ 0
ATO BAS Lodged & Payable	4,752	10,021	-5,269
Grants in advance - WTIF	39,881	72,130	-32,249
GST Liabilities Payable	0	0	0
PAYG Withholdings Payable	0	0	0
Payroll clearing	0	1,130	-1,130
Prepaid Membership Income	14,964	7,685	7,280
Super lodged & payable	1,567	991	576
Super Suspense	0	863	-863
Superannuation payable	0	0	0
Total current liabilities	A\$61,165	A\$ 92,819	-A\$ 31,655
Shareholders' equity:			
Net Income	7,816	26,954	-19,138
Members funds	412	412	0
Opening Balance Equity	3,369	3,369	0
Retained Earnings	20,736	-7,081	27,817
Total shareholders' equity	A\$32,333	A\$ 23,654	A\$ 8,679
Total liabilities and equity	A\$93,498	A\$ 116,474	-A\$ 22,976

Accruals Basis

SVS Management Group Pty Ltd

Taxation, Management Accounting Et Superannuation

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24 March 2020

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 2019 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.

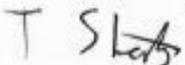
Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial reports, and the evaluation of significant accounting estimates. These procedures have been undertaken 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 2019.

Yours faithfully



TROY SHORTIS BBus FIPA
SVS MANAGEMENT GROUP PTY LTD



Thanks to North Melbourne Language and Learning and Cloverdale Community Centre for the photos.



ACEVic
ADULT COMMUNITY EDUCATION VICTORIA

The adult and
community education

**Learn
Local**

learnlocal.org.au



Business



and
skills



Community
services



Year 12

Get in Touch



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