



apprenticeship
employment
network



32nd Annual Report
2016-17

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AEN Statement of Purpose

To support the vocational training and employment network to achieve skilled and sustainable employment for the community

AEN Values

The people within our industry are passionate about providing meaningful training and employment outcomes for the community

A trusted partner with members, government and the wider VET industry

Teamwork and collaboration with our members, government and the community benefits us all

Integrity, honesty and reliability ensure that we will deliver what we promise.

AEN Priorities

- 1. Strengthen the capacity of members and the GTO network**
 - Identify current and new member services
 - Facilitate professional development
 - Identify and encourage communication & marketing
- 2. Strengthen the profile of group training**
 - Continue to develop group training policy and position with Governments
 - Develop new communication tools
 - Establish wider network groups
- 3. Strengthen the financial position and industry reporting**
 - Identify and tender for new projects
 - Strengthen partnerships with government
 - Develop with government the group training industry standards

Chairs Report

Welcome to the 2016-17 Annual Report of the Apprenticeship Employment Network (Group Training Association of Victoria).

As I reflect on the 2016-17 year, I am pleased to note a stable and mature industry, underpinned by strong and united members in Victoria. The Association exists to assist its members to achieve their goals of helping individuals, business and the community to increase their participation in the areas of:

- Employment
- Vocational Education and Training
- Personal and career development

I believe it has continued to achieve this through its skilled and dedicated Executive Director, its staff, and strong governance, in what can only be described as an ever-changing environment.

At Victorian State Government level, the mid-term departure of the Hon. Steve Herbert, Minister for Skills and Training, is indicative of the modern day political environment. The time and energy required to establish, maintain, and often re-establish relationships and trust at all levels is significant to say the least. As an Association charged with the responsibility of representing its members in this area, I am delighted with our continued strong performance over the last twelve months.

The new Minister, the Hon. Gayle Tierney, has demonstrated her willingness to engage and influence continued improvements to Vocational Education and Training in Victoria. The AEN currently enjoys representation on several state government committees and reference groups, including the Minister's Apprenticeship and Traineeship Task Force led by the Victorian Skills Commissioner.

Again, the Victorian membership through active participation has enabled the Association to facilitate quality engagement, demonstrate value for money, and strengthen the AEN value proposition to both state and federal governments. I wish to acknowledge the significant investment and support provided by members throughout the year.

From a federal government viewpoint, I am pleased to report the outstanding and ongoing success of the *Multi-Industry school-based pre-apprenticeship support (MIPS) pilot project*, designed to better inform career choice and improve retention. The Association's ability to attract federal funding is just another example of the Victorian membership creating capacity through collaboration, and opportunities for the future.

Whilst the clear majority of us look to the future, its challenges, and opportunities, it is also important to reflect on the past. The organisations we know today come from humble beginnings to say the least. 2017 marks the retirement of Skillinvest CEO, John Ackland, and Murray Mallee Training and Sunraysia Murray Training CEO, Geoff Carson. With 30 and 28 years of GTO experience respectively, both men have devoted a significant part of their working life to the establishment and development of group training in Victoria. Both men leave behind significant legacies, having built very successful businesses from the ground up. John and Geoff have received numerous awards and recognition over the years, and both are GTAV Fellows. Being awarded the Group Training Fellowship is the highest recognition that can be bestowed by the Association on an individual for their contribution to vocational education and training, and the advancement of group training in Victoria. Congratulations to both Geoff and John on outstanding careers in the group training industry.

Once again, I would like to thank the dedicated staff for their outstanding contributions throughout the year, and to congratulate Gary Workman on his continued hard work and vision for the Association.

In closing, I would like to express my gratitude to the Board of the Association for their dedication and commitment over the last twelve months. Your tireless work is over and above that of your day-to-day workload and is greatly appreciated.



Dean Luciani
AEN Chair



Executive Director Report

Welcome to the 32nd Annual Report for the Group Training Association of Victoria trading as Apprenticeship Employment Network.

It has been a very good twelve months within the Victorian group training network. I believe the Association and network as a whole has received the strongest levels of support from government during my past eight years as Executive Director with both state and federal governments lifting apprenticeships, youth employment and new construction as key priorities for the foreseeable future.

The Victorian government has provided strong support for our members to engage with a number of programs to improve apprenticeship participation that will lead to meaningful long-term employment.

Announcements over the past 12 months include:

- The establishment and our participation on the Apprenticeship Taskforce
- Skillsfirst – RTO funding
- South East automotive workers – to transition into other employment with \$2 million directly to support GTO outcomes,
- Major infrastructure works with minimum 10% apprenticeship targets
- Workforce Training Innovation Fund of \$40 million
- The Victorian Jobs and Employment Network (\$43 million over 4 years), and
- Regional skills and growth fund (\$200 million)

At a commonwealth level, the government last year provided substantial funding of \$6.8 million over 3 years for Victorian, New South Wales and Tasmanian GTOs to trial the Multi-Industry school-based and Pre-apprenticeship Support (MIPS) project. This project has allowed our members to trial a range of innovative pre-apprenticeship models with both secondary schools and unemployed youth, with the aim to better inform participants on their career pathways before commencing an apprenticeship. We have received tremendous levels of interest from members on this project and we believe the results from the pilots will lead to developing best practices in this area and improve overall apprenticeship completion rates in the future.

In March 2016, we launched our new trading name – Apprenticeship Employment Network. This new name has been very well received over the past 12-15 months with public enquires increasing and the name also providing a stronger connection with what our members do. The Association has also been able to increase its advertising and promotional activities with a three-month statewide radio and social media campaign. This will feature again between October and December 2017 that will benefit all members.

As you will see from the financial report, 2016-17 has been a strong result with significant government project funding for the next 12 months. Membership fees account for approximately 9.3% of total revenue for the Association, and to this point the Association relies heavily securing government projects.

AEN will continue to work on a range of projects over the next 12 months including:

- New Victorian GTO Standards – co-regulatory model with the VRQA,
- Multi-Industry school-based and Pre-apprenticeship Support (MIPS).
- South East Automotive Transition (SEAT) program,
- Jobs Victoria employment network – government program,
- Ongoing promotion - social media, website, radio and marketing programs, and
- Upgrade of the SafetyFirst WHS induction training content.

The next 12 months will be busy with both state and federal elections coming up, so it is imperative that as a group we can showcase as many of the local good news stories that highlight the important role group training plays for individuals, for communities and for the economy as a whole.

I would also like to take this opportunity to thank our members, the AEN Board and staff for their support during the year and I look forward to working with you as we implement new initiatives and projects that support the network and promote the benefits of the Apprenticeship Employment Network.



Gary Workman
AEN Executive Director

Key Industry Events

Victorian Government announcement – Apprenticeship Taskforce

On 3 May 2017, the Minister for Training and Skills, the Hon. Gayle Tierney, launched the “Apprenticeship and Traineeship Taskforce”

The Victorian Apprenticeship and Traineeship Taskforce has been established to gather intelligence on potential opportunities and current barriers relating to the uptake of apprenticeships and traineeships across industries in Victoria.

Specifically, the Taskforce will:

- consider the opportunities and barriers relating to the uptake of apprenticeships and traineeships across industries in Victoria,
- determine whether issues raised are industry specific or more broader systemic issues,
- seek specific experiences of individual apprentices, employers and training providers, and
- determine actions that could be put in place to address the issues raised.

Taskforce participants

To ensure that the Taskforce is able to identify the current barriers and examine potential opportunities, it is important to have a considered consultation process which includes representatives from industry, training providers, regulators and government.

As such, the Taskforce will comprise one representative from each of the following:

- Australian Industry Group
- Victorian Chamber of Commerce and Industry
- Victorian Trades Hall Council
- Apprenticeship Employment Network
- Victorian TAFE Association
- Australian Council for Private Education and Training
- Victorian Registration and Qualifications Authority
- Department of Education and Training

This will allow the Taskforce to have representation from those sectors with large numbers of apprentices and trainees as well as emerging industries that have employers who are committed to apprenticeships and traineeships.



Key Industry Events

Official Opening of the Victorian Skills Commissioner Office

The Victorian Skills Commissioner provides advice to the Hon. Gayle Tierney, Minister for Training and Skills, on the following:

- How the training system can better support the economy and jobs by addressing skills shortages, meeting workforce training needs and boosting productivity for employers.
- How industry input can lead to more strategic and targeted interventions to align the training system with industry needs.
- The training needs of existing and emerging industries.
- Promoting training pathways that lead to jobs and skills development in the workforce.
- Addressing the training and workforce development needs of Victoria's regions.



The VSC's initial focus is to establish and oversee a new industry engagement framework to ensure training aligns with Victoria's labour market requirements. The Industry Engagement Framework was launched on 10 August 2016 and facilitates information sharing and collaboration between government, employers, trade unions and training providers. Aligning education and training offered by local institutions with the current and future needs of the state and regional economies will be vital in the years ahead.

Key Industry Events

Skilling Australia Foundation, WPC Group – International Automotive Scholarship

Skilling Australia Foundation and WPC Group celebrated of the success of an outstanding apprentice along with recognising the long-term commitment to apprentice development by Employer Partner, Mercedes-Benz Melbourne at Tullamarine with the Hon. Gayle Tierney – Victorian Minister for Skills and Training.

- Automotive Apprentice – Ellearn Savvidis – was awarded a scholarship where she will travel to the US on a study tour, visiting their largest Mercedes-Benz dealership in California.
- Mercedes-Benz Melbourne was also recognised for their 15+ years of commitment to Apprentice development, that has seen them take on over 150 apprentice's, with 89% retention rates.

Congratulations to the team at Skilling Australia Foundation and WPC Group



Victorian Training Awards

The AEN was again a major sponsor of the Victorian State Training awards in 2016-17.

AEN was the naming rights sponsor for the *Victorian Employer Award for Apprenticeship Development*.

The award was won by Metro Trains Melbourne.



Key Industry Events

Worldskills National competition and Careers Expo - October 2016

During October 2016, many of our members had apprentices and trainees that competed in the WorldSkills National Championships at the Melbourne Showgrounds.

As part of the competition, there was also a careers expo, which invited schools and parents to see firsthand a wide range of skills/trades and to ask industry providers how they can enter a specific career.



AEN Projects

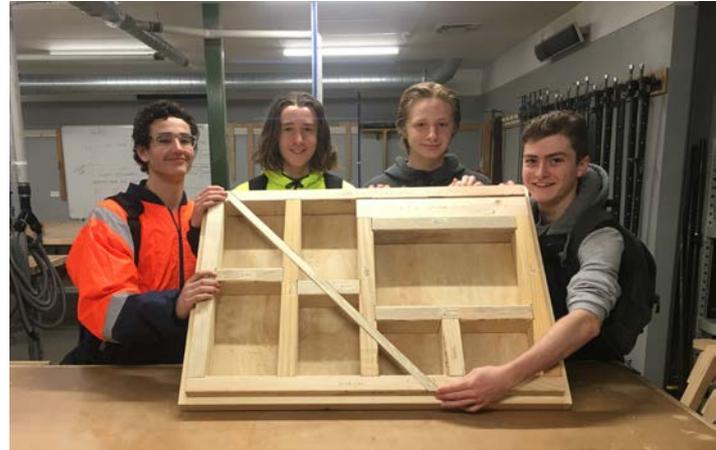
Multi-Industry School-based and Pre-Apprenticeship Support (MIPS) pilot project 2016-2018

Partner: Commonwealth Department of Education and Training

This project will see up to an additional 2000 young people supported over the next two years to trial a range of industry career pathways so they can make a better informed choice of which vocation they wish to pursue.

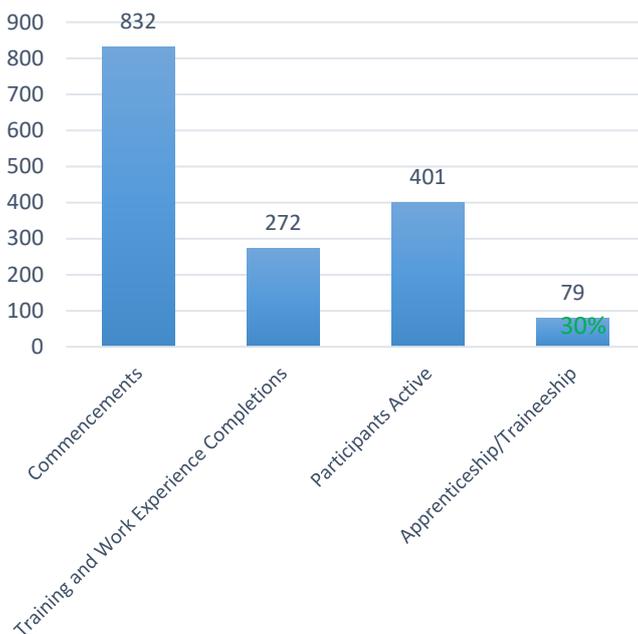
This pilot will provide a number of benefits including:

- Increased flexibility for secondary school students to make an informed choice on their apprenticeship pathway before commencing a national qualification/apprenticeship,
- Secondary schools will have additional local support for career advice and assistance for students looking to enter a vocational career pathway,
- GTOs, RTOs and local secondary schools will be able to build stronger relationships,
- Employers will be able to better select/recruit suitable apprentices,
- The pilot project will identify possible new curriculum for new career pathway entry points for youth and schools leading into existing traditional apprenticeship qualifications.
- The project was established through metropolitan and regional group training organisations across Victoria, NSW and Tasmania.



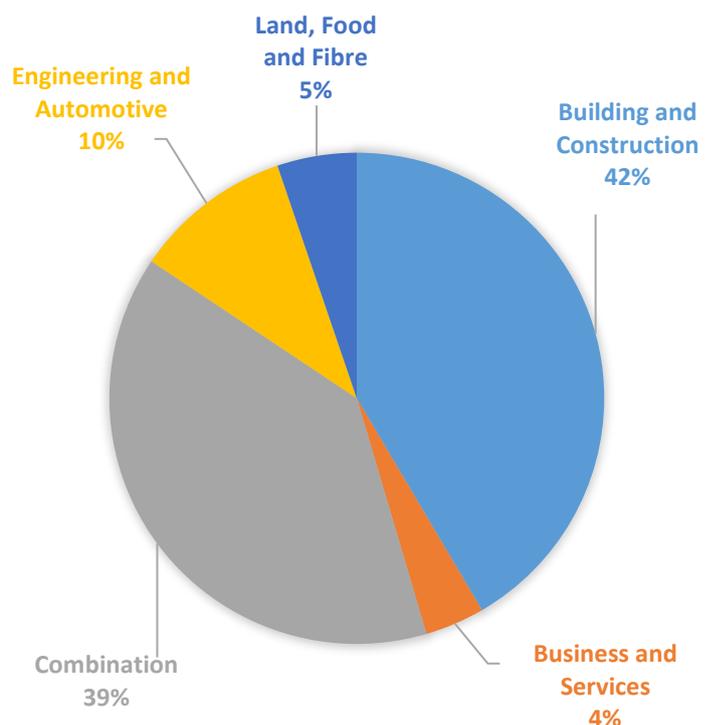
MIP Results to 30 June 2017

Totals 2016/17



***30% of completions to date have secured an Apprenticeship/Traineeship**

Group Themes



AEN Projects

South East Automotive Transition (SEAT) Project

Partner: Victorian Dept. of Education and Training

The South East Automotive Transition (SEAT) project is part of an overall Automotive Industry Transition Plan announced by the Victorian Government in late 2015. The plan will help automotive businesses transition into new markets and workers to retrain and find sustainable jobs.

The package will include a joint project between Chisholm Institute, Holmesglen Institute and other TAFEs to up-skill and re-skill retrenched automotive supply chain workers, to engage workers with industry, to support businesses to restructure into new opportunities and to help retrenched workers find a job. Workers will be able to access help to transition into new employment sooner, reducing the risk of long-term unemployment. It will also strengthen collaboration between TAFEs, industry and the community.

Additionally, group training organisations (GTOs) will be able to access funds to employ 250 retrenched mature-aged automotive supply chain workers as apprentices and trainees.

Key project features:

- The project will fund Group Training Organisations (GTOs) \$2 million over two years to employ approximately 250 retrenched mature aged automotive supply chain workers as apprentices and trainees (defined as 40+ year olds). Commencement Date 1 March 2016.
- Incentives of \$10,000 per apprentice and \$6,000 per trainee would be paid in equal parts at the three and 24-month points of the apprenticeship / traineeship or at completion if it occurs before 24 months.
- The above incentive payments will be in addition to any other State or commonwealth employment incentive available to the GTO/Host employer.
- Payments would provide for engagement of 100 apprentices and 150 trainees.
- All participants will be eligible for VTG funding for further training through TAFE.



Association Board & Staff

Board of Directors

During 2016-17 the AEN Board met on eight (8) occasions.

Name	Meetings Attended
Dean Luciani - <i>Chair</i> <i>Westvic Staffing Solutions</i>	7 of 8
Robert Birch - <i>Deputy Chair</i> <i>G-Force Recruitment</i>	7 of 8
Gary Workman - <i>Executive Director & Secretary</i> <i>Apprenticeship Employment Network</i>	8 of 8
Robyn Goodwill - <i>Independent Director</i>	7 of 8
Ashley Langdon - <i>Director (resigned 3/1/2017)</i> <i>MEGT</i>	5 of 5
Franklin O'Carroll - <i>Independent Director</i> <i>Holmesglen Institute</i>	7 of 8
Mark Knox - <i>Independent Director</i> <i>AGA – Intowork</i>	7 of 8
Paula Ryan - <i>Director</i> <i>The Apprenticeship Factory</i>	8 of 8

Audit Committee

Name	Position
Mark Knox	Chair
Gary Workman	Director
Dean Luciani	Director
Ashley Langdon	Director (resigned 3/1/2017)
Robyn Goodwill	Independent Director

The Audit Committee met a total of ten (10) times. The role of the Audit Committee includes risk management in addition to standard corporate and financial compliance. As well as a detailed monthly analysis of financial reports the Committee maintains a scheduled review of all risks identified in the Risk Management Framework. As a matter of course the Audit Committee has met with the Association's auditors and discussed the process of the 2016-17 audit and financial reporting. Refer to page 28.

Nominations Committee

Name	Position
Rob Birch	Chair
Gary Workman	Director
Mark Dunphy	Independent Committee Member (as required)
Paula Ryan	Director

Communications & Government Committee

Name	Position
Dean Luciani	Chair
Gary Workman	Director
Franklin O'Carroll	Independent Director
Mark Knox	Director
Paula Ryan	Director

AEN Staff

Name	Position
Mr Gary Workman	Executive Director
Mr Nik Mavrommatis	Operations Manager
Penny Mure	Administration & Events
Karen Bond	Project Manager - MIP & SEAT
Isaac Chui	IT Trainee

AEN Contractors

Name	Role
Brad Huffels	Accountant
Peter Canavan	VET Policy and Research
Mirrors PR	Social medial and promotion
Sue Kent	Project Consultant – MIP

Member Events

Mid-year Conference - June 2017, Bendigo

The AEN held its mid-year State Conference on 29 and 30 June 2017 in Bendigo. With a strong turnout representing the majority of members, a range of Government officials and industry experts, the event proved to be a great success.

The event's proceedings were kicked off by the Minister for Skills and Training, the Hon. Gayle Tierney, who highlighted the important role GTO's provide in local communities.

Our guest speakers included the Victorian Skills Commissioner, Neil Coulson, Carl Walsh from the Department of Education and Training and Chris Ingham from the VRQA who provided valuable updates from the Victorian State Government.

The conference also held a number of workshops on:

- RTO assessment validation
- New Victorian GTO Standards and self-assessment process
- Payroll software and IR award changes
- Draft AEN apprenticeship policy position – leading up to the next election



Field Officers Conference - August 2016, Preston

This year's field officers conference was held at the Melbourne Polytechnic Conference Centre in Preston August 2016.

The event also had a number of interstate field officers – 3 from WA and 7 from SA attend.

End of Year Conference, AGM and Annual Awards Dinner, Docklands Melbourne

The Annual General Meeting (AGM) held on 17 November 2016

Apprenticeship Luncheon - March 2017, Melbourne

Over 120 guests joined Minister Tierney with this year's theme looking at the trends that are emerging from new technology and population growth in Australia and how this may affect traditional apprenticeships.



Service Awards

Congratulations to the following people from within the network who achieve a service award milestone throughout 2016.

Industry Service - 10yrs

Craig Hilton - AI Group
 Frances Constable - AI Group
 David Tate - AI Group
 Greg Taylor - AI Group
 Bec Tindall - AI Group
 John Mercica - MEGT
 Jenny Mansfield - MEGT
 Steve Allen - MEGT
 John Taufer - NECA
 Neil Heldson - NECA
 Kevin (Jock) Tripcony - MMTC
 Joanne Cahill - MMTC
 Hayley Shelton - MMTC
 Nicole Steendam - MMTC
 Robert Watkiss - MMTC
 Gemma Middleton - VGT

Industry Service - 15yrs

Elly Findlay - Gforce Employment Solutions
 Kerry Daruwalla - AGA
 Gary Workman - AEN
 Dean Arundell - AI Group
 Anita Peraic - MEGT
 Sally Taufer - MEGT
 Mark Jennings - MMTC
 Michael O'Bree - MMTC
 Mark Schultz - BGT
 Denise Dalton - Westvic

Industry Service - 25 yrs

Rod Styles - AGA
 John Nathan - MEGT
 Alan Sargeant - MEGT

Industry Service - 30 yrs

Gerard House - CVGT
 John Ackland - Skillinvest

Industry Service - 20 yrs

Daryl Lynch - AI Group
 Bridie Gildea - MEGT
 Ashley Langdon - MEGT

Life Members

John Ackland 2008
 Skillinvest (Workco Limited)

Kevin Kennedy 2008
 AGA (Gippsland Group Training)

David Windridge 2008
 MEGT

Miles Coverdale 2009
 Westvic Staffing Solutions

John Glover 2009
 Group Training Association of Victoria Inc.

Geoffrey Foster 2010
 Skills Victoria (Government)

Mike O'Brien 2010
 G-Force

Sue Kent 2012
 MEGT

Geoff Carson 2015
 MMTC & SMGT

Retirement of John Ackland and Geoff Carson

This year has seen the retirement of two chief executives from the group training industry that have played a significant role in the industry:

- John Ackland – Founding CEO of Wimmera Grampians Group Training some 30 years ago (now known as Skillinvest)
- Geoff Carson CEO of Murray Mallee Training company and Sunraysia Murray group training with over 26 years with MMTC.

John and Geoff have contributed significantly to the association and wider industry for many years and have been awarded our highest accolade of AEN Life Members (Fellows) in the past.

On behalf of the members of AEN we congratulate John and Geoff and hope they enjoy long and healthy retirements.



Industry Awards

ATOA Best Victorian Apprentice 2016

Greg Hogan - Gforce Employment Solutions

Originally from Maryborough Victoria, Greg moved to Geelong in 2013 looking for work in the furniture industry. Having started a furniture design course at university, he realised he had a passion for fine timberwork and handcrafted upholstery. In 2013, Greg commenced his upholstery apprenticeship with Banksia Lounges. Under the guidance of his host employer, Dominic Podbury, Greg learned all the necessary skills required to assist with his development in the upholstery industry - developing a keen eye for detail, showing craftsmanship and quality workmanship.

Awarded Holmesglen TAFE's 2nd year Upholsterer of the Year for Victoria and is now going into his 3rd year of the course, he continues to lead the sewing team at Banksia Lounges.

"The toughest challenge was communicating how our sofa designs piece together and create the finished product when the components are turned the right way out. As my final year as an apprentice progresses I'm excited to develop new skills and techniques that will help me through my career as an upholsterer".

Greg is involved in the cycling community. He trains and competes at an elite level racing in Australia and around the world. He mentors junior cyclists in developing essential bike handling skills, health and wellbeing and mindsets to assist them in their sporting ventures and life in general.

ATOA Best Victorian Trainee 2016

Ashley Hall – Gforce Employment Solutions

Ashley completed a school-based traineeship in community services work whilst attending Matthew Flinders Girls Secondary College in 2015. Ashley went about her training and work placement in a quiet, unassuming manner. She always contributed in class and encouraged others at the Gordon TAFE. Hosted with Diversitat in their multi-cultural aged care facility in Geelong West, Ashley showed the elderly wonderful compassion and gentleness despite language barriers. One of her task was to write the life stories of these elderly participants. This task was important to Ashley and assisted her to get to know the participants better and have a greater understanding of the elderly and immigrants to Australia. It was beneficial to the participants as well who relished in telling their stories despite their memories failing them, often their earlier memories were very clear. Ashley also showed her supervisors, colleagues and fellow student's great respect at her placement.

She cares for her mother who has a disability, which is where her desire to help others derives from.

During her traineeship, she completed the Kokoda Track as part of Kokoda Youth Geelong. She raised money for one of the porters who lost their home on her return. Ashley seeks out opportunities to help others in need. She recently won a Rotary Award for Trainee of the Year for her achievements.



Industry Awards

GTO Service Excellence Award 2016

Skillinvest - 'New Agricultural Traineeships for School Leavers in Drought affected North West Victoria'

Skillinvest together with Longerenong College developed and implemented a program to create 20 agricultural traineeships for school leavers affected by the drought in North West Victoria. The program received \$574,000 Government funding. The aim of the program was to provide school leavers with local employment and training so they would not have to leave their communities in search of work and to support farming enterprises to host an agricultural trainee by subsidising the cost.

All 20 trainees/school leavers were enrolled in Certificate III in Agriculture focusing on cropping and grazing. The trainees have benefited from a combination of on the job training with a host employer and study provided by Longerenong College.

This program shows strong support to the farming community, promoting agricultural traineeships in an industry that has seen a decline over the last few years.

Outstanding OH&S Award 2016

Westvic Staffing Solutions – Gap Analysis Tool

Westvic Staffing has played a significant role in assisting Host Employers to identify and meet their OH&S obligations. Some of the methods include the use of checklists, observation and consultation.

Increasing the awareness to senior management and officers regarding their obligations and responsibilities to the *Occupational Health and Safety Act*. Promoting good practice and emphasis on corporate responsibility- thus leading Westvic to developing the Gap Analysis Tool, which is used by senior management/officers to report to their boards of the current state of compliance.

The Gap Analysis Tool – indicates 'the gap between what should be and what is actually in place'.

AiGroup – Apprentice & Trainee WHS

The AiGroup is committed to providing all workers, contractors and visitors with a safe and healthy work environment. They have designed and implemented a number of services with the ultimate goal of eradicating injuries, dangers and incidents from the workplace. These include:

- Safety talk newsletters,
- online safety induction videos,
- take 5 visits and training sessions at host organisations,
- Annual safety training videos sent to apprentices & trainees,
- Annual visits to host organisations, and
- Pre-Employment compliance visits to all new host organisations.

The AiGroup has developed a culture of continuous improvement across all aspects of the business. The AiGroup employs a team of qualified WHS advisors keeping up to date with any changes to legislation, compiling data and analysing areas of concern, areas for improvement and providing continuous information to all relevant stakeholders.

Industry Awards

Australian Technical Officers Association Best Victorian Apprentices 2016

Greg Hogan	G-Force Employment Solutions	Winner
Hannah Terry	G-Force Employment Solutions	Finalist
Ethan Hardwick	CVGT	Finalist
Jayden Carpenter	ATEL	Finalist
William Maynard	Programmed Skilled Workforce	Finalist
Jack Lunney	Programmed Skilled Workforce	Finalist

Australian Technical Officers Association Best Victorian Trainee 2016

Ashley Hall	G-Force Employment Solutions	Winner
Amy Dowe	G-Force Employment Solutions	Finalist
Daniel Lumby	ATEL	Finalist
Aleisha McDonald	ATEL	Finalist

Outstanding OH&S Award 2016

AI Group	AI Group	Winner
Westvic	Westvic Staffing Solutions	Winner

Group Training Service Excellence Award 2016

Skillinvest	Skillinvest	Winner
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Industry Events

ATEP – 30 Years

On Friday 5 May ATEP, formerly Southern Suburbs Group Training, held its annual graduation and awards ceremony. The occasion was also very special as it marked the 30 year anniversary of ATEP. ATEP has supported over 4000 apprentices and trainees over that period. On the night two of the founding members of southern suburbs group training scheme in 1987 Neil Hamilton and Geoff Cockram cut a cake to mark the occasion.

Founding members of Southern Suburbs Group Training Scheme in 1987 Neil Hamilton and Geoff Cockram



Launch of the AFL SportsReady – The Ready Foundation



The Ready Foundation was established by AFL SportsReady and aims to assist in relieving poverty, suffering, distress or misfortune experienced by Aboriginal and Torres Strait Islander young people and other disadvantaged youth.

The Foundation launched in May 2017.



New Minister Gayle Tierney – Western Victoria (Geelong)

The Hon. Gayle Tierney officially replaced Hon. Steve Herbert as Minister for Training and Skills and Minister for Corrections on 9 November 2016. On 22 March Steve Herbert Officially resigned from State Labor Party.

The Association would like to take this opportunity to thank the Hon. Steve Herbert for all his hard work and support of the group training and wider VET industry over his 30 years' service as a government official and politician.



Industry Events

Assistant Minister for Vocational Education and Skills, Karen Andrews

The Hon. Karen Andrews served as Assistant Minister for Science from September 2015 - July 2016 in the Turnbull Ministry. Following the 2016 election, she was appointed Assistant Minister for Vocational Education & Skills.

WPC Group – NissMap – Australian Training Awards – Apprentice Employer of the Year 2016



Kangan Automotive Centre of Excellence - 15 March 2017
Hon. Karen Andrews - Assistant Minister for Vocational Education and Skills



Industry Events

IntoWork MIP Launch – Launceston



Karen Andrews Assistant Minister for Vocational Education and Skills – launched the first participants of AEN MIP project in Launceston Tasmania with local GTO Work and Training (IntoWork) March 2017

The Multi Industry Pre-Apprentice project aims to provide participants with the opportunity to have a “hands on” trial of 3-4 different industries during a course. The project also supports host employers as they can engage with a number of young participants through the project to find the best possible “fit” for their business.

The project is for secondary students from years 10 – 12 and /or existing unemployed people under the age of 25 who might be interested in pursuing a vocational pathway in the future.

Group Training Organisations (GTO’s) from Victoria, New South Wales and Tasmania are encouraged to design courses providing participants with a range of experiences.

Industry Events

CVGT & Poyser Motor Group

On Thursday 29 June the Honourable Gayle Tierney, Minister of Vocational Education and Skills, and Minister for Corrections, presented a number of certificates to apprentices at local motor servicing company Poyser motor group.

Poyser Motor Group is a family owned, multi-franchise dealership located in Central Victoria across two sites in High Street, Bendigo and Midland Hwy, Epsom.

They employ over 170 staff and pride themselves on being part of the local community for over 35 years.

Central Victoria Group Training (CVGT) have been based out of Bendigo since 1983. CVGT provide a range of employment support services to the local community. Currently CVGT support over 250 local apprentices and trainees across a wide range of industry sectors.

Certificates of Appreciation were presented by Minister Gayle Tierney to 15 apprentices for their commitment to studying in the automotive industry.

- William ‘Billy’ Sefton
- Louis Holt
- Adam Turnbull
- Thomas Johns
- Eloise O’Flaherty
- Emil Van Rensburg
- Nicholas Serafini
- Nickolas Mayer
- Darcy Singleton
- Andrew Shedden
- Harry Mildren
- Matthew Horne
- Gabriel Allen
- Mahmoud Othman
- Joseph Stockdale

Executive Director of the Apprenticeship Employment Network Mr Gary Workman said “It’s great to see this partnership between CVGT and Poyser Motor group provide over 100 local apprenticeship job opportunities to the community over the past 20 years”.

“We need more employers across the State to think about their future workforce needs and an apprenticeship is a great way to provide a young person with a start to a rewarding career”.



Member Services

The Association provides a wide range of services to the GTO and wider VET network. Services provided in 2016-17 included:

- Wide variety communication platforms
- Network meetings and Conferences
- Policies and Best Practice guidelines
- Training and professional development
- Members services
 - Tender search
 - Car insurance
 - Consultancy (including; Industrial relations, insurance, superannuation, and WHS)
 - Online training resources and hosting

Member Network meetings

Network meetings are held throughout the year with invited guest speakers from industry and government. The aim to ensure members are kept up to date with changes in regulations and to develop best practice standards.

- Group Training Managers / CEO
- Field Officers
- RTO & eLearning Managers
- OH&S / WHS
- School Based Learning
- Financial Controllers / HR / Industrial Relations
- GTO Standards and Quality Assurance

Association Websites

aen.org.au

Keep an eye on our website as we develop more member only features and improving the Find an Apprenticeship Employer system. Also your first stop for all of our news and events. Log in to the member's section to access 100's of policies and best practice standards, GTO self-assessment and benchmarking data.

needanapprentice.com.au

This job board site gives you the opportunity to connect with out-of-trade apprentices, trainees and potential new candidates. Post your Jobs, and search through submitted resume's (all postings stay valid for 60 days).

gttraining.com.au

Find out about the world of e-Learning the easy way, with information about the AEN learning platform and how you can get your own learning management system.

safetyfirst.org.au

Think SafetyFirst for all things OHS/WHS related. Providing updates on legislation, policy & procedure templates, industry benchmarking, induction training and much more.

SafetyFirst – WHS services

Understanding WHS and providing a safe workplace is everybody's responsibility. SafetyFirst now in its 5th year provides members with access to a range of business services including;



- Quarterly network meetings
- 300+ online WHS policy and procedure templates
- Online WHS training programs
- Workplace OHS/WHS auditing
- Industry Benchmarking of WHS incidents
- Monthly e-Newsletter

GTPaC/eGTPaC

In March 2016 the Association took over the ownership of the GTPaC service from an external provider. GTPaC is a specialised and integrated software solution provided to Group Training and Labour Hire companies throughout Australia since 1994.



This software integrates completely to the Tencia Financial Package; thereby going from Timesheet through to Payroll and to Profit & Loss and Balance Sheet quickly and easily.

A new version of eGTPaC was also launched in late June 2016, which is a web-based extension to GTPaC used by Employees, Host Supervisors, Field Officers, Payroll staff and Administration staff, which allows automatic mobile submission and approval of timesheets with the ability to tailor the pay rates and conditions.

eGTPaC is compatible with both Apple and Android devices.

Members



AFL SportsReady
GPO Box 4337
Melbourne VIC 3001



Apprenticeships Group Australia
Level 1 192-198 High Street
Northcote VIC 3070



Australian Industry Group Training Services
PO Box 7622
Melbourne VIC 8004



The Apprenticeship Factory
PO Box 6092
Shepparton VIC 3632



ATEL Employment Services
2 Michael Drive
Wodonga VIC 3690



Apprentice Trainee Employment Partners (ATEP)
Suite 2 / 12 Jamieson St
Cheltenham VIC 3192



BGT Employment
PO Box 308
Ballarat VIC 3353



Brotherhood of St Laurence
288 Brunswick St
Fitzroy VIC 3065



CVGT Australia
PO Box 473
Bendigo VIC 3550



G-Force Recruitment
PO Box 1987
Geelong VIC 3220



Kestrel Recruitment
9 Stanley Street
Wodonga VIC 3690



MEGT Australia
29 Ringwood Street
Ringwood VIC 3134



Murray Mallee Training Company
PO Box 254
Swan Hill VIC 3585



NECA Education and Careers
PO Box 187
Carlton VIC 3053



Skillinvest
PO Box 93
Horsham VIC 3402



Sunraysia Murray Group Training
146a Eighth Street
Mildura VIC 3500



Victorian Group Training Company
111-113 Bromfield Street
Colac VIC 3250



Westvic Staffing Solutions
PO Box 933
Warrnambool VIC 3280



WPC Group
30-32 Courtney St, North
Melbourne VIC 3051

Affiliate Members



Holmesglen Institute
PO Box 42 Holmesglen
Victoria 3148



Kangan Institute
Private Bag 299
Somerton, Victoria 3062



MIGAS
PO Box 334
Batman VIC 3058



Programmed
Level 15, 380 St Kilda Road
Melbourne VIC 3004



RMIT University
Swanston & LaTrobe Streets
Melbourne VIC 3000



The Service Crew
PO Box 6270
Highton Victoria 3216



UTrain
30 King Drive
Lancefield VIC 3435

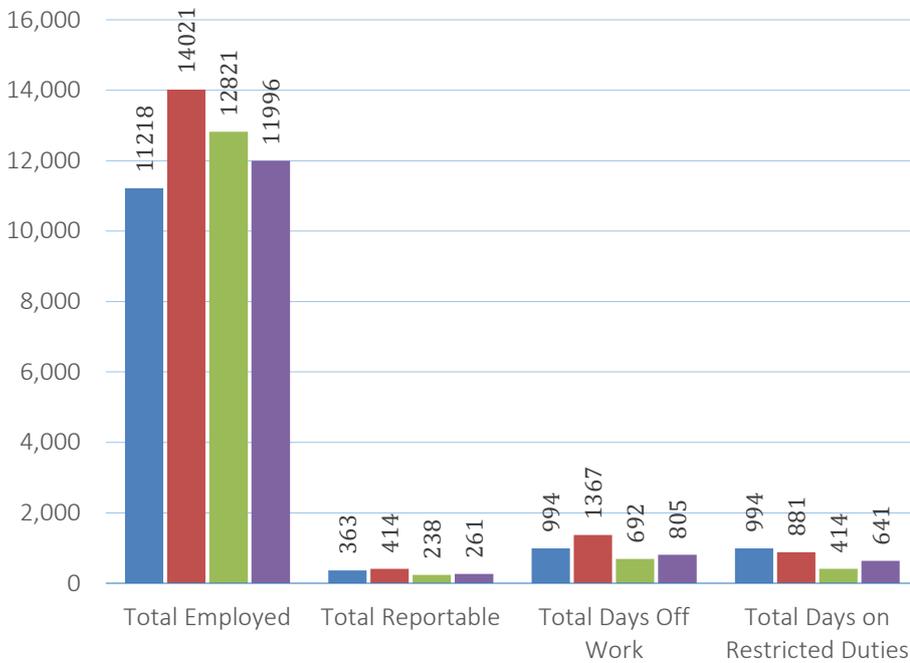
Corporate Partners

We would like to acknowledge and thank our corporate partners for their support throughout the year. We could not provide the level of service we do to members without their generous support

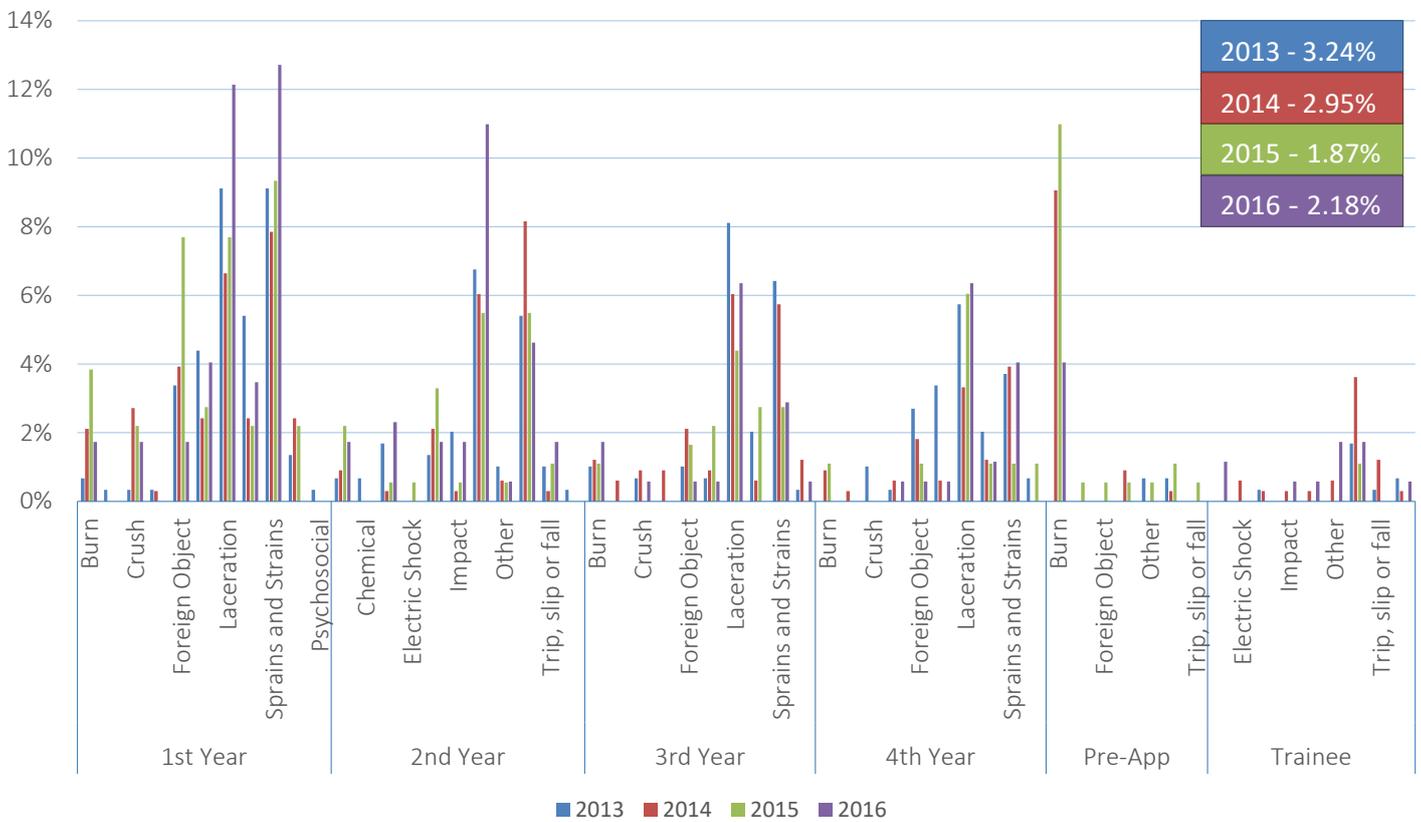


WHS Benchmarking

Over the past Four years the Association has undertaken a WHS benchmarking project with members. The below table indicates the total number of survey data collated on a quarterly basis over this period. It is pleasing to see that the overall WHS performance of the network has improved over the 4 years, with an overall incident rate of 2.18% in the 2016 calendar year.



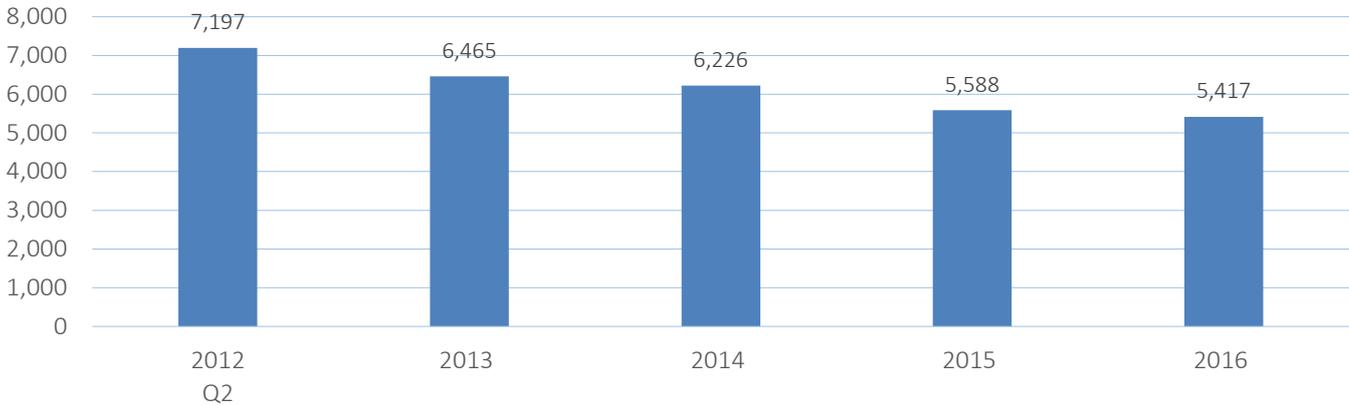
- Summary of injuries for 2013 - 16**
- Most frequent types of injuries**
- 1st Year Apprentices**
 - Sprains & Strains / back
 - Laceration / hand
 - Foreign object / eye
 - 2nd Year Apprentices**
 - Sprains & Strains / back
 - Laceration / hand
 - Foreign object / eye
 - 3rd & 4th Year Apprentices**
 - Laceration / hand
 - Sprains & Strains / back
 - Pre-App**
 - Burn / arm
 - Trainees**
 - Sprains & Strains



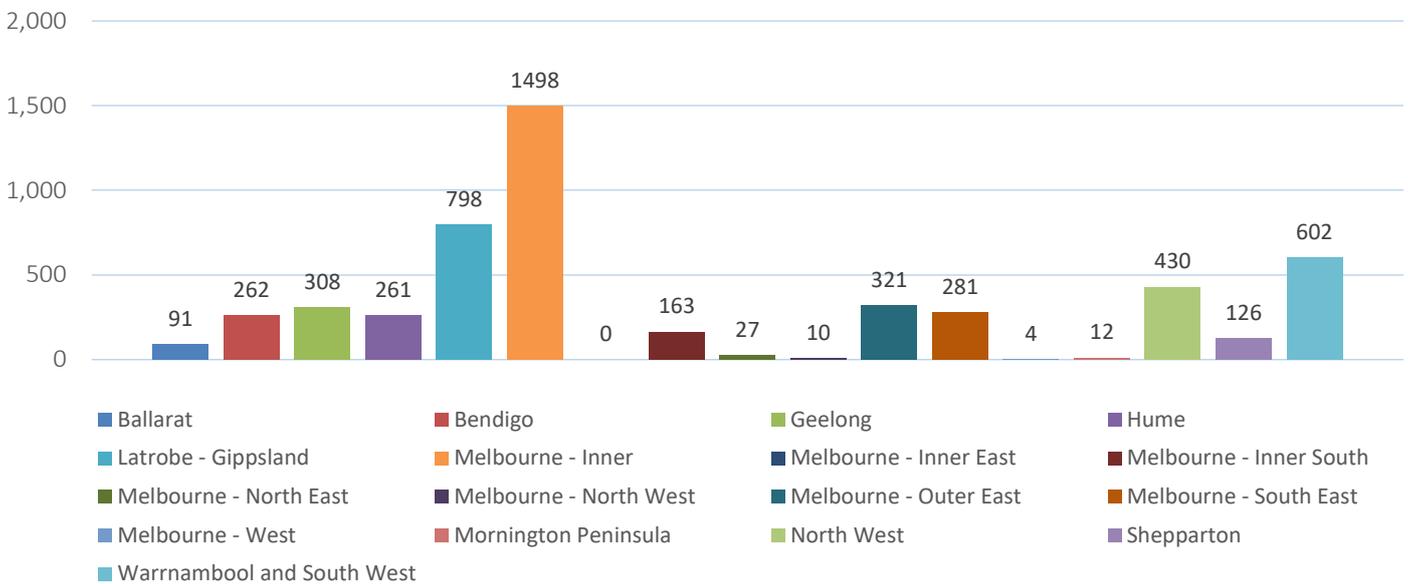
AEN would like to thank the members that have taken the time to submit their WHS data on a quarterly basis. This project will continue in 2017-18.

Industry Performance Statistics 2016-17

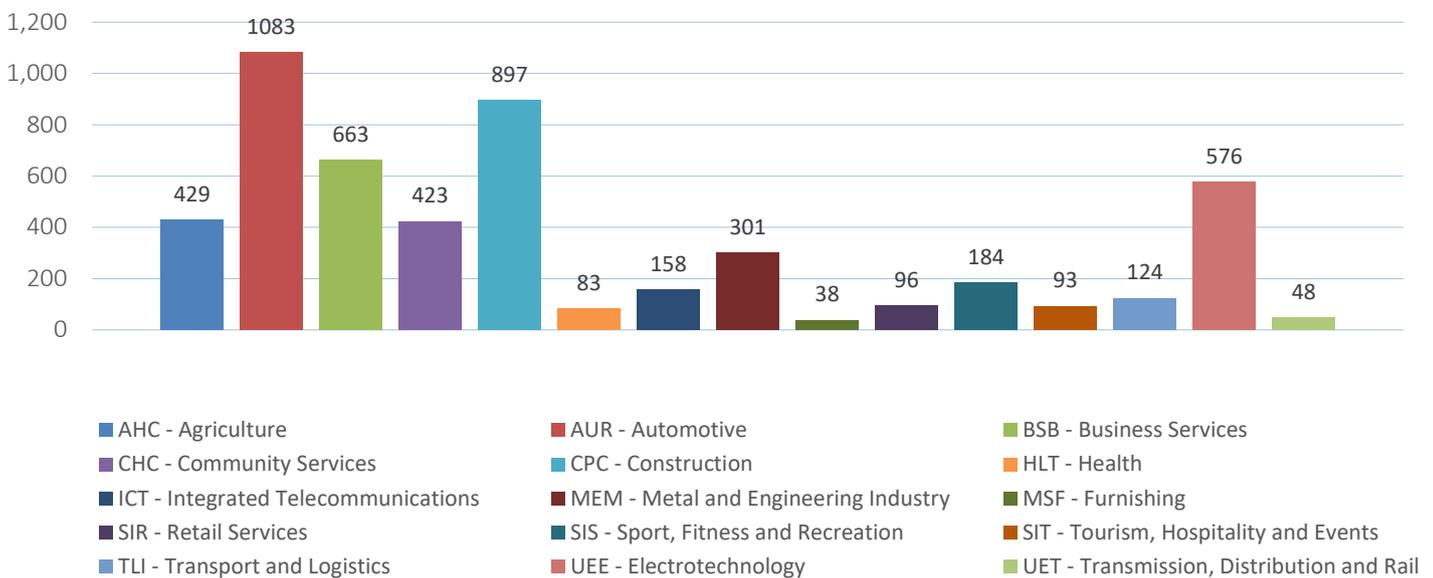
5-year Victorian GTO In-training



2016-17 Victorian GTO In-training by Region



2016-17 Victorian GTO In-training by Industry



2016-17 Financial Report

Statement of Comprehensive Income

FOR THE YEAR ENDED 30 June 2017

	Note	2017 \$	2016 \$
Revenue	2	2,276,923	1,577,776
Cost of member sales	3	(66,261)	(49,640)
Employee expenses		(687,584)	(635,462)
Project expenses		(1,188,868)	(592,143)
Other expenses		(152,184)	(146,741)
Occupancy expenses		(75,326)	(74,507)
Depreciation expenses	8	(26,013)	(23,674)
Audit fees		(10,100)	(5,400)
Motor vehicle costs		(16,170)	(25,269)
Profit for the year		54,416	24,940
Other comprehensive income			
Other		-	-
Total comprehensive income for the year attributable to members of the entity		54,416	24,940

The accompanying notes form part of these financial statements.

2016-17 Financial Report

Statement of Financial Position

AS AT 30 June 2017

	Note	2017 \$	2016 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	5	7,338,560	5,257,670
Trade and other receivables	6	46,053	4,122,497
Other current assets	7	19,767	1,500
TOTAL CURRENT ASSETS		7,404,381	9,381,667
NON-CURRENT ASSETS			
Property, plant and equipment	8	64,497	90,511
TOTAL NON-CURRENT ASSETS		64,497	90,511
TOTAL ASSETS		7,468,878	9,472,178
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	9	105,284	852,985
Provision for employee entitlements	10(a)	45,312	32,015
Other current liabilities	11	6,820,026	8,149,235
TOTAL CURRENT LIABILITIES		6,970,621	9,034,235
NON CURRENT LIABILITIES			
Provision for employee entitlements	10(b)	22,540	16,642
TOTAL NON CURRENT LIABILITIES		22,540	16,642
TOTAL LIABILITIES		6,993,161	9,050,877
NET ASSETS		475,718	421,301
EQUITY			
Retained earnings	13	475,718	421,301
TOTAL EQUITY		475,718	421,301

The accompanying notes form part of these financial statements.

2016-17 Financial Report

Statement of Changes in Equity

FOR THE YEAR ENDED 30 June 2017

	Retained Earnings \$	Association Reserve \$	Total \$
Balance at 1 July 2015	355,440	40,921	396,361
Reserves transferred to retained earnings	40,921	(40,921)	-
Profit attributable to members	24,940	-	24,940
Balance at 30 June 2016	421,301	-	421,301
Balance at 1 July 2016	421,301	-	421,301
Profit attributable to members	54,416	-	54,416
Balance at 30 June 2017	475,718	-	475,718

Statement of Cash Flows

FOR THE YEAR ENDED 30 June 2017

	Note	2017 \$	2016 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from members		404,958	450,125
Operating grants receipts		110,000	110,000
Receipts from project funding		4,483,596	6,013,909
Payments to suppliers and employees		(3,069,135)	(1,765,877)
Interest received		151,472	9,945
Net cash provided by operating activities	18(b)	2,080,890	4,818,102
CASH FLOWS FROM INVESTING ACTIVITIES			
Proceeds from sale of plant and equipment		-	28,500
Purchase of plant and equipment		-	(85,168)
Net cash used in investing activities		-	(56,668)
Net increase/(decrease) in cash held		2,080,890	4,761,434
Cash and cash equivalents at beginning of financial year		5,257,670	496,236
Cash and cash equivalents at end of financial year	18(a)	7,338,560	5,257,670

The accompanying notes form part of these financial statements.

Notes to the Financial Statements

FOR THE YEAR ENDED 30 June 2017

The financial statements cover Group Training Association of Victoria Inc as an individual entity. Group Training Association of Victoria Inc is an association incorporated in Victoria under the *Associations Incorporation Reform Act 2012*.

Note 1: Summary of Significant Accounting Policies

Basis of Preparation

The financial statements are general-purpose financial statements that have been prepared in accordance with Australian Accounting Standards – Reduced Disclosure Requirements of the Australian Accounting Standards Board and the *Associations Incorporation Reform Act 2012*.

Australian Accounting Standards set out accounting policies that the AASB has concluded would result in financial statements containing relevant and reliable information about transactions, events and conditions. Material accounting policies adopted in the preparation of the financial statements are presented below and have been consistently applied unless otherwise stated.

The financial statements were authorised for issue on 20 September 2017 by the members of the association.

The financial statements, except for the cash flow information, have been prepared on an accruals basis and are based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities.

The amounts presented in the financial statements have been rounded to the nearest dollar.

Accounting Policies

a. Income Tax

The association is an eligible Group Apprenticeship scheme and is exempt from income tax under Section 23g (III) of the Income Tax Assessment Act.

b. Plant and Equipment

Plant and equipment are measured on the cost basis less depreciation and impairment losses.

The carrying amount of plant and equipment is reviewed annually by directors to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected net cash flows that will be received from the asset's employment and subsequent disposal. The expected net cash flows have been discounted to their present values in determining recoverable amounts.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the association and the cost of the item can be measured reliably. All other repairs and maintenance are charged to the statement of comprehensive income during the financial period in which they are incurred.

Depreciation

The depreciable amount of all fixed assets, including buildings and capitalised lease assets, is depreciated on a straight-line basis over the asset's useful life commencing from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

The depreciation rates used for each class of depreciable assets are:

Class of Fixed Asset	Depreciation Rate
Motor Vehicles	25%
Office equipment	50%

The assets' residual values and useful lives are reviewed and adjusted, if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Notes to the Financial Statements

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income. When revalued assets are sold, amounts included in the revaluation relating to that asset are transferred to retained earnings.

c. Leases

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses on a straight-line basis over the lease term.

Lease incentives under operating leases are recognised as a liability and amortised on a straight-line basis over the life of the lease term.

d. Financial Instruments

Initial recognition and measurement

Financial assets and financial liabilities are recognised when the entity becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the association commits itself to either purchase or sell the asset (ie. trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transaction costs except where the instrument is classified 'at fair value through profit or loss' in which case transaction costs are expensed to profit or loss immediately.

Classification and Subsequent Measurement

Financial instruments are subsequently measured at either fair value, amortised cost using the effective interest rate method or cost. *Fair value* represents the amount for which an asset could be exchanged or a liability settled, between knowledgeable, willing parties. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted.

Amortised cost is calculated as:

- i. the amount at which the financial asset or financial liability is measured at initial recognition;
- ii. less principal repayments;
- iii. plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest method; and
- iv. less any reduction for impairment.

The *effective interest method* is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that exactly discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

Fair value

Fair Value Measurement

AASB 13 Fair Value Measurement and AASB 2011-8 Amendments to Australian Accounting Standards arising from AASB 13.

The incorporated association has applied AASB 13 and its consequential amendments from 1 July 2013. The standard provides a single robust measurement framework, with clear measurement objectives, for measuring fair value using the 'exit price' and provides guidance on measuring fair value when a market becomes less active. The 'highest and best use' approach is used to measure non-financial assets whereas liabilities are based on transfer value. The standard requires increased disclosures where fair value is used. There were no fair values used at 30 June 2017.

When an asset or liability, financial or non-financial, is measured at fair value for recognition or disclosure purposes, the fair value is based on the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date; and assumes that the transaction will take place either: in the principle market; or in the absence of a principal market, in the most advantageous market.

Notes to the Financial Statements

Fair value is measured using the assumptions that market participants would use when pricing the asset or liability, assuming they act in their economic best interest. For non-financial assets, the fair value measurement is based on its highest and best use. Valuation techniques that are appropriate in the circumstances and for which sufficient data are available to measure fair value, are used, maximising the use of relevant observable inputs and minimising the use of unobservable inputs.

Impairment

At the end of each reporting period, the association assesses whether there is objective evidence that a financial instrument has been impaired. A financial asset or a group of financial assets is deemed to be impaired if, and only if, there is objective evidence that impairment as a result of one or more events (a 'loss event') has occurred, which has an impact on the estimated future cash flow of the financial asset(s).

In the case of available-for-sale financial instruments, a significant or prolonged decline in the value of the instrument is considered to constitute a loss event. Impairment losses are recognised in the statement of comprehensive income immediately. Also, any cumulative decline in fair value previously recognised in other comprehensive income is reclassified to profit or loss at this point.

Derecognition

Financial assets are derecognised where the contractual right to receipt of cash flows expires or the asset is transferred to another party whereby the entity no longer has any significant continuing involvement in the risks and benefits associated with the asset. Financial liabilities are derecognised where the related obligations are either discharged, cancelled or expire. The difference between the carrying value of the financial liability extinguished or transferred to another party and the fair value of consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

e. Impairment of Assets

At the end of each reporting period, the association assesses whether there is objective evidence that a financial instrument may be impaired. If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value-in-use, to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (eg in accordance with the revaluation model in AASB 116). Any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

Where it is not possible to estimate the recoverable amount of an individual asset, the association estimates the recoverable amount of the cash-generating unit to which the asset belongs.

f. Employee Benefits

Provision is made for the Association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled. Employee benefits payable later than one year have been measured at the net present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to employee wage increases and the probability that the employee may not satisfy vesting requirements. Those cash outflows are discounted using market yields on national government bonds with terms to maturity that match the expected timing of cash flows.

Contributions are made by the entity to employee superannuation funds and are charged as expenses when incurred. Annual leave that is not expected to be wholly settled within 12 months is discounted allowing for expected salary levels in the future period when the leave is expected to be taken.

g. Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at-call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities in the statement of financial position.

Notes to the Financial Statements

h. Revenue and Other Income

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. Any consideration deferred is treated as the provision of finance and is discounted at a rate of interest that is generally accepted in the market for similar arrangements. The difference between the amount initially recognised and the amount ultimately received is interest revenue.

Non-reciprocal grant revenue is recognised in profit or loss when the entity obtains control of the grant and it is probable that the economic benefits gained from the grant will flow to the entity and the amount of the grant can be measured reliably. If conditions are attached to the grant which must be satisfied before it is eligible to receive the contribution, the recognition of the grant as revenue will be deferred until those conditions are satisfied. When grant revenue is received whereby the entity incurs an obligation to deliver economic value directly back to the contributor, this is considered a reciprocal transaction and the grant revenue is recognised in the statement of financial position as a liability until the service has been delivered to the contributor, otherwise the grant is recognised as income on receipt.

Revenue from the sale of goods is recognised at the point of delivery as this corresponds to the transfer of significant risks and rewards of ownership of the goods and the cessation of all involvement in those goods.

Interest revenue is recognised using the effective interest rate method, which for floating rate financial assets is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

Revenue from the provision of membership subscriptions is recognised on a straight-line basis over the financial year.

All revenue is stated net of the amount of goods and services tax (GST).

i. Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing and financing activities which is recoverable from, or payable to, the ATO are presented as operating cash flows included in the receipts from customers or payments to suppliers.

j. Trade and Other Payables

Trade and other payables represent the liabilities for goods and services received by the association during the reporting period. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

k. Provisions

Provisions are recognised when the association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions recognised represent the best estimate of the amounts required to settle the obligation at the end of the reporting period.

l. Key Judgments

Provision for impairment of receivables

There are no noted issues with the collectability of receivables, therefore no provision for impairment has been made.

m. Comparative Figures

When required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

Notes to the Financial Statements

Note 2: Revenue and Other Income

	2017 \$	2016 \$
Revenue		
Sales revenue:		
– Project income	1,646,704	1,096,426
– Member sales	141,554	156,781
– Member fees	211,844	195,251
– Operating grants	100,000	100,000
– Interest received	176,821	9,945
– Profit on sale of assets	-	19,373
Total revenue	2,276,923	1,577,776

Note 3: Expenses

	2017 \$	2016 \$
– Meetings/conferences Costs	66,261	49,640
Total member expenses	66,261	49,640

Note 4: Key Management Personnel Compensation

The totals of remuneration paid to key management personnel (KMP) of the association during the year are as follows:

	2017 \$	2016 \$
Key management personnel compensation	200,598	203,091

Other KMP transactions

There were no other transactions with Key Management Personnel.

Note 5: Cash and Cash Equivalents

	2017 \$	2016 \$
Cash at bank and in hand	597,320	1,064,750
Short-term bank deposits	6,741,240	4,192,920
Total cash and cash equivalents	7,338,560	5,257,670

The effective interest rate on short-term bank deposits was 2.38% (2016: 2.25%); these deposits have an average maturity of 79 days.

Note 6: Trade and Other Receivables

	2017 \$	2016 \$
CURRENT		
Trade debtors	1,683	4,122,497
Interest receivable	25,349	-
Amounts owing from the ATO	19,021	-
Total current trade and other receivables	46,053	4,122,497

Notes to the Financial Statements

Note 7: Other Current Assets

	2017 \$	2016 \$
CURRENT		
Prepayments	19,767	1,500
Total current other assets	19,767	1,500

Note 8: Property, Plant and Equipment

	2017 \$	2016 \$
Motor vehicles:		
At cost	104,054	104,054
Less accumulated depreciation	(39,557)	(13,543)
Total motor vehicles	64,497	90,511
Total plant and equipment	64,497	90,511

Movements in carrying amounts

Movement in the carrying amounts for each class of property, plant and equipment between the beginning and the end of the current financial year:

2016/17	Office Equipment \$	Motor Vehicles \$	Total \$
Balance at 1 July 2016	-	90,511	90,511
Additions	-	-	-
Disposals	-	-	-
Depreciation expense	-	(26,014)	(26,014)
Carrying amount at 30 June 2017	-	64,497	64,497

2015/16	Office Equipment \$	Motor Vehicles \$	Total \$
Balance at 1 July 2015	-	45,317	45,317
Additions	-	76,178	76,178
Disposals	-	(7,310)	(7,310)
Depreciation expense	-	(23,674)	(23,674)
Carrying amount at 30 June 2016	-	90,511	90,511

Notes to the Financial Statements

Note 9: Trade and Other Payables

	2017 \$	2016 \$
Trade creditors and accruals	97,479	5,696
Amounts owing to the ATO	-	836,808
Superannuation payable	7,805	10,481
Total trade and other payables	105,284	852,985

Note 10: Provision for Employee Entitlements

	2017 \$	2016 \$
CURRENT		
Provision for employee entitlements (annual leave)	45,312	32,015
(a) Total current provision for employee entitlements	45,312	32,015
NON CURRENT		
Provision for employee entitlements (long service leave)	22,540	16,642
(b) Total non-current provision for employee entitlements	22,540	16,642
Number of employees at year end	5	7

Note 11: Other Current Liabilities

	2017 \$	2016 \$
UNEARNED PROJECT INCOME		
Pre-apprenticeship and school based program	4,820,063	6,088,000
South east auto industry transition	1,924,996	1,975,000
Small business successmap	-	21,500
Total unearned project income	6,745,059	8,084,500
Advances - member services	74,967	64,735
Total other liabilities	6,820,026	8,149,235

Notes to the Financial Statements

Note 12: Operating Lease Commitments

	2017 \$	2016 \$
Operating lease commitments		
Non-cancellable operating leases contracted for but not capitalised in the financial statements		
Payable – minimum lease payments:		
– not later than 12 months	13,170	13,088
– between 12 months and five years	-	-
– greater than five years	-	-
Total operating lease commitments	13,170	13,088

The property lease commitment is a short-term operating lease expiring 5 January 2022. Rental is payable one month in advance with notice of three months required for cessation.

Note 13: Retained Earnings

	2017 \$	2016 \$
Retained earnings		
Opening balance at the beginning of the financial year	421,301	355,440
Transfer from reserves	-	40,921
Profit for the year attributable to members	54,416	24,940
Closing balance at the end of financial year	475,718	421,301

Note 14: Association Reserves

	2017 \$	2016 \$
Association reserve		
Opening balance at the beginning of the financial year	-	40,921
Transfer to retained earnings	-	(40,921)
Closing balance at the end of financial year	-	-

The Association Reserve was consolidated into retained earnings at the 2015/16 AGM.

Note 15: Contingent Liabilities and Contingent Assets

There are no contingent liabilities or contingent assets as at 30/06/2017 (2016: nil).

Note 16: Events after the Reporting Period

There are no events after the reporting period.

Notes to the Financial Statements

Note 17: Related Party Transactions

There were no related party transactions.

Note 18: Cash Information

		2017 \$	2016 \$
(a)	Reconciliation of cash		
	Cash at bank	597,320	1,064,750
	Cash on deposit	6,741,240	4,192,920
		7,338,560	5,257,670
(b)	Reconciliation of net cash provided by operating activities to profit for year		
	Profit for year	54,416	24,940
	Non cash flows in profit:		
	Non cash inflow/(outflow)	(23,692)	(31,574)
	Depreciation	26,013	23,674
	Profit on sale of assets	-	19,373
	Changes in assets and liabilities		
	(Increase)/decrease in receivables	4,076,444	(3,884,028)
	(Increase)/decrease in prepayments	(18,267)	(500)
	Increase/(decrease) in payables	(724,008)	796,926
	Increase/(decrease) in other liabilities	(1,329,210)	7,873,179
	Increase/(decrease) in employee entitlements	19,194	(3,888)
		2,080,890	4,818,102

Notes to the Financial Statements

Note 19: Financial Risk Management

The association's financial instruments consist mainly of deposits with banks, local money market instruments, short-term investments, accounts receivable and payable, and leases.

The carrying amounts for each category of financial instruments, measured in accordance with AASB 139 as detailed in the accounting policies to these financial statements, are as follows:

	Note	2017 \$	2016 \$
Financial assets			
Cash and cash equivalents	5	7,338,560	5,257,670
Trade and receivables	6	46,053	4,122,497
Total financial assets		7,384,613	9,380,167
Financial liabilities			
Financial liabilities at amortised cost:			
– trade and other payables	9	105,284	852,985
Total financial liabilities		105,284	852,985

Note 20: Association Information

The registered office of the association is:

Group Training Association of Victoria Inc. trading as Apprenticeship Employment Network
ABN 79 996 874 017

Level 3, 478 Albert Street
East Melbourne Victoria 3002

The principal place of business is:

Group Training Association of Victoria Inc. trading as Apprenticeship Employment Network
ABN 79 996 874 017

Level 3, 478 Albert Street
East Melbourne Victoria 3002

Directors' Declaration

In accordance with a resolution of the directors of Group Training Association of Victoria Inc, the directors of the entity declare that:

1. The financial statements and notes, as set on pages 28 to 40, are in accordance with the *Associations Incorporation Reform Act 2012* and:

- a. Comply with Australian Accounting Standards – Reduced Disclosure Requirements; and
- a. Give a true and fair view of the financial position of Group Training Association of Victoria Inc as at 30 June 2017 and of its performance for the year ended on that date.

2. In the directors' opinion there are reasonable grounds to believe that Group Training Association of Victoria Inc. will be able to pay its debts as and when they become due and payable.

Chairperson



.....
Dean Luciani

Audit Committee Chair



.....
Mark Knox

Director



.....
Gary Workman

Dated this 20th day of September 2017

Independent Auditors' Report



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Independent Auditor's Report to the Members of Group Training Association of Victoria Inc.

Opinion

We have audited the financial report of Group Training Association of Victoria Inc. (the Association), which comprises the statement of financial position as at 30 June 2017, 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 the members of the committee.

In our opinion, the accompanying financial report of the Association has been prepared in accordance with the *Associations Incorporation Reform Act 2012*, including:

- (a) giving a true and fair view of the Association's financial position as at 30 June 2017 and of its financial performance and cash flows for the year then ended; and
- (b) complying with Australian Accounting Standards – Reduced Disclosure Requirements and the *Associations Incorporation Reform Act 2012*.

Basis for 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 the Association in accordance with 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.

Other Information

The members of the committee are responsible for the other information. The other information comprises the information included in the Association's annual report for the year ended 30 June 2017, but does not include the financial report and our auditor's report thereon.

Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

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Independent Auditors' Report



Responsibilities of the Committee for the Financial Report

The committee of the Association is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards – Reduced Disclosure Requirements and the *Associations Incorporation Reform Act 2012* and for such internal control as the committee determines is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the committee is responsible for assessing the ability of the Association to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the committee either intends to liquidate the Association or to cease operations, or have no realistic alternative but to do so.

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 the 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 this financial report.

A further description of our responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website at: http://www.auasb.gov.au/auditors_files/ar3.pdf. This description forms part of our auditor's report.

Crowe Horwath Vic

CROWE HORWATH VIC

G. Robertson

GORDON ROBERTSON

Partner

Signed at Pakenham this 25th day of September 2017



Apprenticeship Employment Network

Level 3, 478 Albert Street
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