

VICTORIAN COMMON FUNDING AGREEMENT for 2018 and 2019

End of Year Report – SWL Service 2018



In this report, capitalised Terms have the same definition and interpretation as described in the Agreement for the Activity.

Funding Program: **Structured Workplace Learning Service**

Activity Name: **End of Year Report 2018**

Report Period: **01/12/17 – 30/11/18**

Report Due: **10/12/18**

Section 1: Contact Information

Local Learning and Employment Network (LLEN) details	
LLEN Name:	Goldfields LLEN
Address:	45 Mundy Street Bendigo 3550
Executive Officer details	
Name:	Anne Brosnan
Email:	Anne.b@gllen.oeg.au
Phone:	54411444

Section 2: Key Performance Indicators

KPI 1 – 100% of required SWL opportunities (Positions) are advertised	
2018 Target for advertised Positions <i>as shown in 2018-2019 CFA</i>	a) Target: 270
Actual advertised Positions on SWL Portal in reporting period (01/12/17 – 30/11/18)	b) Actual: 625
Percentage = $b \div a \times 100$	231.48%

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Instructions — to calculate Positions advertised (offered), follow these steps:

- 1 Login to SWL Portal as LLEN user
- 2 Navigate to “Analysis”
- 3 Select “Opportunities Added (R1)”
- 4 Select “This Year (DET)” from Common Periods, or enter the date range 01/12/17 – 30/11/18 (may appear as default dates)
- 5 Click “Display”
- 6 Locate the **bolded total** shown in the **POSITIONS column** in the data table to find overall total for **Positions** offered
- 7 Enter your POSITIONS total figure at **b) Actual:** in the table above

KPI 2 – 80% of the KPI 1 <u>Target</u> is Used (Placements)	
2018 Target for Used Positions (Placements) as shown in 2018-2019 CFA	Target: 216
Used Positions (Placements) in reporting period (1/12/17 – 30/11/18) – enter data in the three categories below:	
All Placements consumed by schools in LLEN area	
Total a) Number of <u>locally sourced</u> placements	Total b) Number of ‘<u>out of area</u>’ sourced placements <i>These Placements, whilst not contributing to KPI 2, reflect your LLEN’s work with local schools by training staff and promoting the SWL service, helping the network to achieve its state-wide target.</i>
Total a): 569	Total b): 1
All Placements consumed by schools out of LLEN area	
<i>These Placements reflect your LLEN’s contribution to the pool of SWL positions, and do contribute to KPI 2.</i>	
Total c): 5	
<i>Overall Total for KPI 2 = Total a) + Total c)</i>	
Overall Total: 574	
<i>Percentage = Overall Total ÷ Target x 100</i>	
Percentage: 265.74%	

Instructions — to calculate the above totals, follow these steps:

- 1 Login to SWL Portal as a LLEN user, navigating to “Analysis”
- 2 Select “All Placements consumed by Schools in LLEN area”
- 3 Select “This Year (DET)” from Common Periods, or enter the date range 01/12/17 – 30/11/18
- 4 Click “Display”
- 5 For **Total a**, use the bolded total in the column titled “Number of locally sourced placements consumed”
- 6 For **Total b**, use the bolded total in the column titled “Number of ‘out of area’ sourced placements consumed”
- 7 Within Analysis, now select “All Placements consumed by Schools out of LLEN area”
- 8 Select “This Year (DET)” from Common Periods, or enter the date range 01/12/17 – 30/11/18
- 9 Click “Display”

10 For **Total c**, use the bolded total in the column titled “Number of Placements consumed”

11 Add figures from a) and c) for Overall Total

12 DO NOT include b) as this figure represents opportunities sourced by other LLENs, so is included in their calculations for KPI2

Section 3: Comments and additional information - Optional

Only placements recorded on the SWL Portal contribute to KPI data.

Use this section to provide comments or additional information. Whilst optional, this section can provide valuable qualitative detail by providing:

- further information relating to KPI 1 and/or KPI 2
- details on your work with schools, employers and stakeholders.

Comments relating to KPI 1 and your LLEN’s capacity to connect with employers to offer Positions on the SWL Portal
Extensive professional networks with business and industry sectors across the three LGAs has resulted in significant opportunities for SWL and SBAT placements. This has resulted in the Goldfields LLEN exceeding the annual target by mid-year. The Goldfields LLEN acknowledges the generosity of the Host employers on the SWL Portal. We also acknowledge our Host employers for their commitment to supporting young people in their journey into the world of work. These partnerships significantly contribute to our sense of workplace satisfaction and achievement.
Comments relating to KPI 2 and the uptake of the Positions (i.e. Placements) offered by your LLEN
With new career practitioners being appointed to several schools, the SWL Portal has been embraced; all schools are using the portal to place VET and VCAL students. The Portal has enabled them to be more efficient in their Career Portfolios. The Goldfields LLEN is delighted with the continued support of the schools and their career practitioners.

Comments relating to any other achievements, successes, challenges and strategies as part of the SWL Service in 2018

The Goldfields LLEN has employed the use of project based opportunities and subsequent placements with a range of organisations in Bendigo, such as Bendigo Bank, Bendigo Health, Anglicare and two Bunnings stores. This strategy has resulted in multiple placements which will continue for the remainder of 2018 and 2019. In addition, we have continued to engage smaller host employers to provide a variety of opportunities to students. The Goldfields LLEN has regularly sought feedback from schools, so that the student and school voice has been acted on to ensure best practice. The Goldfields LLEN is pleased to contribute to the state-wide SWL targets.

Section 4: Financial Acquittal (due 1 March 2019)

Section 5: Certification

I hereby certify that, to the best of my knowledge, information included in this report including any attached documentation:

- discloses all relevant information that the LLEN is required to provide in accordance with the Agreement for the Activity;
- is true and correct and without false or misleading statements, and
- is provided after conducting all necessary searches, investigations and enquiries.

I acknowledge that the Department may seek from the LLEN additional information for the purposes of clarifying information provided in this report, including any attached documentation.

CERTIFIED for and on behalf of LLEN:	Goldfields LLEN
ABN:	86303632761
by the following authorised representative:	Anne Brosnan

Complete this section including your name and position details

Name and position of authorised representative

Name: Anne Brosnan

Position: Executive Officer

Sign here:

Date: 30th November 2018

Name of Witness

Name: Michael Hockley

Sign here:

Date: 30th November 2018