

Annual Report 2016

Capital City

Local learning and employment network



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About the Capital City LLEN

Background

The Capital City Local Learning and Employment Network (City LLEN) is one of 31 LLENs across Victoria established in 2001 by the State Government following recommendations made in the *Kirby Report; Ministerial Review of Post Compulsory Education and Training Pathways in Victoria*.

As a not for profit incorporated association we represent our members from the education, training, community, government, business, employment sectors to improve the outcomes of young people. We do this by working in partnership to develop new and enhance existing pathways and support for young people residing, studying or visiting the City of Melbourne. We focus our work on the most at risk young people to include strategies that help the homeless, the at risk of homelessness, young people with criminal histories or at risk of interacting with the youth justice system and young people at risk of becoming early school leavers.

Between 2001 and 2014 LLEN's were funded by the Victorian Department of Education, in its various incarnations and names. Following a 2009 Council of Australian Governments (COAG) Agreement on National Partnerships, the federal government contributed funding to LLEN's (via the Victorian government) under the National Partnership on Youth Attainment and Transitions – Partnership Broker program that ran from 2010–2014. Following a change in federal government leadership, funding for the Partnership Broker program was ceased, however the Victorian state government agreed to provide the LLEN providers in Victoria with a one year contract for just 2015. Our 2015 contract represented a significant diversion from our previous contractual focus, requiring the LLEN to concentrate on industry and business initiatives compared to re-engagement, retention and attainment – the traditional cornerstones of the LLEN program.

Our Role

The City LLEN develops annual work and strategic plans (that reflect government contract requirements) that inform the brokering of partnerships that address government policy goals and local needs. We work with schools, community organisations, business and industry and all levels of government to identify the needs and issues impacting young people, especially at risk young people to devise and deliver strategies and initiatives that improve the chances and maximise the opportunities for our young people.

All LLEN's deliver their programs within their geographical boundaries as well often working together on joint initiatives, the City LLEN as the name suggests, works within the City of Melbourne. Compared to other LLEN's, the City LLEN is atypical in profile. This is to be expected of any capital city where we have larger numbers of corporations, universities as well as larger numbers of homeless and visiting disengaged young people attracted to the big city lights. Our mix of visitors and residents creates a complex mix of needs and attributes not always easily defined but like our many partners in the city, we wouldn't want to work anywhere else.

Chair's report



It is with great pleasure, that I present the 2016 Annual Report of the Capital City Local Learning Network (City LLEN). Our mission to achieve better outcomes for at risk young people and enhance their engagement in education, training and employment remains at the forefront of everything we do, and I am pleased to share the depth and breadth of our activities of 2016 as described in this report.

In 2016, the Department of Education and Training (DET) contracted the LLEN Network to deliver the Structured Workplace Learning (SWL) Program. SWL is a natural match with our LLEN services, the program allows us to consolidate existing relationships and initiatives delivered for our schools. This is done via the requirement to source employers for work experience placements that match the industry the senior students are studying. SWL is different from Year 10 work experience programs in that placements need to provide more informed, applied learning opportunities for students that are directly relevant to the vocation program being completed as part of their VET (Vocational Education & Training) studies.

The Education State was launched by DET in 2016, this is a significant new agenda established to provide every Victorian student with the opportunity to succeed in life, regardless of background, place of residence or circumstance. This approach includes ambitious targets and increased support

and guidance to schools and other education/welfare providers. Infrastructure changes at the departmental/regional level are occurring to assist the implementation of support for schools and new programs. We welcome the commitment to place based, multi-disciplinary approaches to each of the 17 new education regions.

As well as the SWL program for our region, we were pleased to see much needed investments in young Victorians with the commencement of a range of youth intervention initiatives that complement the City LLEN programs. These include the Navigator Program, for students with serious attendance problems and the Reconnect Program for early school leavers to participate in tailored training with case management support being delivered by our partners at the Centre for Adult Education (CAE).

I would also like to take this opportunity to acknowledge the commitment of all Board (Committee of Management) members and thank them for their input. The board consists of volunteers who provide resources to support the governance, strategic planning and policy directions of the City LLEN and we are very grateful for their generosity in sharing their time, expertise and networks. Thank you to our member who stepped down in 2016, Caroline Cuckson, Manager for Disability Youth Programs. We warmly welcome Sarah Bourke, Victorian State Manager, the Ladder, Dianne Bloom, Youth Resource Officer, Victoria Police and Michael Meehan, Head of School, Box Hill Institute (Centre for Adult Education) city campus.

Finally, thanks to the staff of the LLEN, the ever capable Louise and all the new staff who commenced in 2016 for their contribution to our work supporting at risk young people in the City of Melbourne.

Dr Virginia Dods
Chair

CEO's report

Welcome to the 2016 Annual Report. Without a doubt, 2016 was a big year. With the roll out of the new Structured Workplace Learning (SWL) program and subsequent recruiting and training of a new team, it has been a very busy, positive year. The introduction of SWL resulted in a modest increase in staffing facilitating an improvement in *the economies of scale* of our operations, this in turn enabled us to achieve greater outcomes for our community across both the LLEN – *Disengaged Learners* and the SWL programs.

Highlights from 2016 include: a new partnerships formed with the Centre for Multicultural Youth, the delivery and design of the inaugural Ada Lovelace Day – a Science, Technology, Engineering & Maths (STEM) event to encourage female students to pursue careers in new and emerging scientific fields, an expansion of our work with University High, a new partnership with the Catholic Education Office, the great outcomes achieved by Concern Australia through our partnership with them.

We also increased our presence on social media, creating a Twitter, LinkedIn and You Tube accounts as well as updating our Facebook page. Our work in this regard has increased our reach and reputation in the education/youth sector and provided a useful marketing tool to connect with young people for LLEN and SWL initiatives. Astonished at the exorbitant cost increase to web site design since our last update in 2010, I embarked on demonstrating the benefits of *lifelong learning* and taught myself the skills needed to create our new site: www.cityllen.org.au

I would like to thank Neil Coulson, the inaugural Victorian Skills Commissioner who presented at last year's Annual General Meeting (AGM) on *Young People, Skills and the Labour Market*. As the LLEN for the City of Melbourne we are committed to focusing our work on the most at risk young people as well as ensuring our networks, schools and all young people remain informed of the trends in education, training and employment so that all



young people are equipped with the information, skills and knowledge to maximise their opportunities.

In thinking about the work we do I am reminded of the notes read and YouTube videos watched from the 2016 Australian Institute of Family Studies Conference. The keynote speech by Professor John Lynch of Adelaide University stated in response to the question: "Are we sure there is no magic potion that will push poor children into the ranks of the middle class? 'Only if the potion contains health care, child care, good housing, sufficient income for every family, child rearing environments free of drugs and violence, support for all parents in their roles, and equal education for all students in all schools. Without these necessities, only magic will make that happen.'" Let's try to bring a little more equality of opportunity in education and support for all the young people in our midst.

Finally a big thank you to all the board/Committee of Management members for their ongoing support, all the staff that worked for the LLEN in 2016 and a big shout out to our new team member, Celia Tran who has been very generous in bringing her existing relationships in her voluntary work sphere to support our work with at risk young people to achieve great results.

Louise Smith
CEO

The year in review

During 2016 the Capital City Local Learning and Employment Network (City LLEN) delivered a new LLEN contract renamed the *Disengaged Student grant* as well as a new contracted program for the City of Melbourne; the *Structured Workplace Learning (SWL) program*.

Our Key Performance Indicators for 2016 LLEN – Disengaged Students program were to support schools to:

- Identify young people that are at risk of disengaging from education prior to completing Year 12 or a vocational equivalent
- Identify and provide support, education options and pathways to enable those young people to remain in education, and to

Support the broader community to:

- Identify young people who have disengaged from education prior to achieving Year 12 or a vocation equivalent
- Provide support, educational options and pathways to enable those young people to re-engage and remain in education.

The SWL program sources local employers to provide structured work experience – by this we mean that the work experience; unlike the Year 10 work experience programs most people are familiar with; is for senior VCAL and Vet In Schools students requiring experience in the industry that matches their training. Our work involves sourcing placements with suitable employers for students in the City of Melbourne.

Centre for Multicultural Youth Partnership

The Centre for Multicultural Youth (CMY) is a not-for-profit organisation supporting young people from migrant and refugee backgrounds to build better lives in Australia. As one of the largest and most vital organisation supporting multicultural youth in Australia, CMY delivers its work through a combination of specialist support services, training and consultancy, knowledge sharing and advocacy. CMY works to remove the barriers young people face.

In 2016 the City LLEN met with CMY to discuss potential partnerships and strategies to maximise support and interventions to best assist young people from multicultural backgrounds. In particular the LLEN wanted our strategic interventions to target the most vulnerable/at risk young people to increase school retention and career aspirations to help this cohort reach their potential. Through various meetings with different staff members at CMY, we identified that there was a need and gap in the provision of information regarding a young person's employment and education/training transitions.

The Ucan2 program is a partnership between AMES Australia, CMY and Foundation House. It recognises the need to provide additional support for young people (16–24 years) who are newly arrived to Australia and from a refugee or migrant background. The program has three components: work skills curriculum (educational provider), psychosocial support (Foundation House) and social connections (CMY). Ucan2 runs one day a week for 6 months (16–18 weeks) at each educational site, with multiple sites running at any one time. Throughout Term 2 and 3 in 2016, the City LLEN worked alongside AMES Australia, CMY and Foundation House to deliver employment and education/training pathways

interactive workshops across 2 sites; including one secondary school and in the Melbourne CBD. The workshops designed and delivered by the LLEN played an integral role in providing valuable information for the young people to assist them in finding work, or study.

Participants in our workshops came from: Burma, China, Sudan, Ethiopia, Sri Lanka, Bhutan and Afghanistan. All together over 35 young people attended our program and each received a comprehensive resource pack containing reference material designed and developed by the LLEN as well as other valuable sources of information and advice to support their education, employment, transitions and welfare needs, including:

- Resume writing
- Tips for interviews
- Tips on finding work – the hidden market

- Careers development useful links
- List of University and TAFE open days in Victoria
- List of Skills and Jobs Centre in Victoria
- Skills and Jobs Centre Flyer for specific region
- List of Youth Services in their region
- Transition to Work program information in their region
- Navigator program information in their region
- Local community initiatives e.g. homework clubs, job clubs
- Structured Workplace Learning Portal information for VET/VCAL students.



“A very insightful workshop for our students, it’s exactly what they needed to help transition into the positive pathways”

UCAN2 Facilitator Sarah Joyce

Ada Lovelace Day – Girls in STEM (Science, Technology, Engineering & Maths)

On October 12th together with our partners the City LLEN launched the first Ada Lovelace Day in Melbourne at the Royal Society of Victoria (RSV). In the RSV, the LLEN found a new partner, we are pleased to have established a great relationship with them as the harbingers of all things scientific in Victoria and look forward to more partnership work in the future.

Ada Lovelace was a 19th century English Mathematician heralded for her work on algorithms that informed the development of early computing processes. Acknowledged as a genius, Ada was a brilliant woman dying young at 36 years of age in 1852. Ada has been celebrated in England for many years and more recently in other countries as we learn, acknowledge and recognise Ada for her contribution to maths at a time when being a woman of science was even more challenging than it is today. The aim of Ada Lovelace Day was to leverage Ada's achievements to promote and celebrate the achievements of Women in STEM and encourage the next generation of girls passionate about Science, Technology, Engineering and Maths to pursue a career in STEM.

The City LLEN worked with our partners including; Swinburne University, Inner Eastern LLEN, Lateral Magazine and BrainSTEM to arrange guest speakers and identify the key messages and benefits for girls who would attend. This work included identifying a range of informative speakers to present to the girls to celebrate and inform them of the benefits of careers in STEM as well as several fun 'science and technology' fun based activities. As a blue print for the design of Ada Lovelace Day, we shared the successful format refined through years of experience delivering activity and information based partnership events with the Royal Children's Hospital and this proved to be an essential component to making the event the success it was.

The emcee for the evening was Alanta Colley. By day Alanta is a public health practitioner who also teaches engineering students about international development and has also worked as a comedian.

Other presentations were made by:

- Leonie Walsh Director and Founder, Productive Management Solutions – pathways into STEM fields, how a passion for learning and curiosity about the world translates to a myriad of interesting careers, why more women are needed in STEM
- Sophia Ferentz, Former President of WISE the University of Melbourne – the various career journeys available into STEM
- Sid Verma from BrainSTEM - the rise of emerging new fields requiring STEM skills and qualifications, most useful courses and subjects to best prepare students today for sustainable careers tomorrow
- Olivia Noto and Calum Field, The Foundation for Young Australians Foundation (FYA) – the future of work, skills for the future – the 'new basics' and STEM.

Students also took part in activities run by Robogirls, Engineers without Borders, and Girls who Code. The night was a great success with the venue booked to capacity, attendees were inspired and engaged on the importance of completing their secondary school studies with science and maths subjects in order to best prepare them for careers in STEM. It was great to see so many girls from our schools and partners attend including; University High, St Aloysius and the Huddle.

The City LLEN also spent a lot of time developing a script and preparing the media for a short video made to market the event, the video was played on a continuous loop during the breaks and as students arrived. This video celebrated Ada Lovelace and careers in STEM.

We would also like to thank the fabulous Jess Vovers for her support and great photography on the day and Edward Dunston for organising many of the guest speakers.



"A great night, where our students had an opportunity to get inspired and hands on about STEM in a safe environment – we hope to see more initiatives like this"
Sophie Dutertre Manager Education Program at The Huddle

University High School

In 2016 we welcomed a new Careers Coordinator at University High, Vivian Sispas. It was great working with Vivian and her colleagues to establish a number of new initiatives as well as re-envisioning some older partnerships the LLEN has delivered with the school from previous years.

Our partnership work with the school included:

Support for at risk students – Provision of advice, processes and procedures for identifying at risk students and potential pathways together with transition support for individual students designed to maximise retention in education. The LLEN also provided the school with process and resources for advising students on alternative education options in the City of Melbourne. This work has included responding to telephone calls, emails and attending meetings at the school to discuss options for at risk students and inform the teachers of the various supports and options available to them and their students to help make decisions regarding the ‘best’ next steps to remain engaged. We also informed teaching staff on the range of new initiatives available to students and how these can be incorporated into retention and re-engagement processes

The Progression Program – The LLEN designed and implemented a new initiative for students at risk of disengaging that consists of an interactive workshop to a group of 16 at risk students in Year 10 and 11. The City LLEN worked with students and prepared a presentation for them designed to equip them with an understanding of the Victorian Certificate of Applied Learning (VCAL) program and other alternative pathways to vocational careers or further study. Students were given an in depth understanding of how the VCAL works and benefits of applied learning as an alternative way to learn and engage in education. Students were also provided with a comprehensive resource pack which contained important and additional information for students and their parents on VCAL, including VCAL

schools nearby, the Official VCAA VCAL guide, list benefits of VCAL, how to enrol and useful links prepared by the LLEN.

Also incorporated into the Progression program was a city tour of alternative education options in Melbourne. A group of 18 at risk students and teachers took part in the day event that included:

- Centre for Adult Education/Box Hill Institute City Campus (CAE/BHI) – where the CAE/BHI kindly arranged for our school students to meet and learn from a group of current CAE/BHI students so they could ask questions and hear directly from students completing VCAL in an alternative setting. In this way the secondary students learnt that the VCAL model was a comprehensive applied learning experience that could enable them to complete their secondary education and prepare them for the workforce or easily pathway into further studies. Staff from CAE/BHI also spoke about the range of welfare and career guidance supports and further study options available for them.
- William Angliss Institute (WAI) – here the students had the opportunity to see classes in action in a range of applied learning settings, they especially liked the chocolate cooking demonstration. After seeing the food and cooking preparation course areas, WAI conducted a tour of the rest of their facilities showing the youth services and student break out areas as well as the flight attendant training area which is always a big hit. Students were then treated to a lunch catered and prepared by current WAI students.
- Royal Melbourne Institute of Technology (RMIT) – students had the opportunity to tour the large city campus and hear about the VCE program offered at RMIT as well as how their VET and VCE programs enable students to pathway into a range of further studies from vocational certificates, undergraduate and post – graduate programs relevant to current labour market needs.

The day was interactive enabling students to ask questions whenever they wanted, student feedback focused on the day being informative and useful:

“[VCAL] seems cool, easier and more hands on... the session was informative...”

“...it was interesting [knowing] different ways you can achieve by studying or doing VCAL...the session was very informative”

“...It was a very productive and informative session...it has given me an understanding and has given me a knowledge about doing VCAL”

“[VCAL] is another option to achieve what I want to achieve...the session was great for me to understand this”

Alternative Pathways – What to do if the ATAR you received is not what you were expecting

– The City LLEN prepared and presented a workshop to all the Year 11 and 12 cohort on the considerations needed and steps to be taken if a student finds that they have received a score much lower or higher than they were anticipating. The session was designed to reassure students and remind them that there are many ways to enter university and other pathways and programs available to them to reach their goals. We also talked about the pressures and other challenges impacting young people in their decision making and where they can get support and help for the decisions they need to make and what organisation to contact for other issues or problems. The student cohort was split in two so the LLEN delivered 2 of these sessions.

Home Work Club – School Focused Youth Service – In response to a need identified by staff at University High, the LLEN spent considerable time researching and developing a model to establish a local home-work club for at risk students and

students residing in public housing attending the school. Ultimately we decided to give the implementation of the home work club to the SFYS (ran by Melbourne City Mission) who were looking for projects with our schools.

School Support Services City of Melbourne Network Meeting

– The City LLEN organised a network meeting between key members of the school staff, including the Vice Principal, Head of Schools, the careers coordinator, the Wellbeing team, as well as Department of Education and Training staff (Health and Wellbeing, Transitions, Navigator), key service providers and local agencies providing re-engagement services to young people. These included SFYS providers (MacKillop Family Services and Melbourne City Mission), ReConnect providers, Look Out Education Centre, Drummond Street Services, the Inner Melbourne VET Cluster (Transition to Work program), Anglicare and Hotham Mission.

Over 20 people attended the meeting, participants sharing how their organisation works for at risk youth and how services can support each other, refer between each other and better support outcomes for at risk young people. The group agreed to form a network that the LLEN will reconvene in 2017.



Zoomin – A Guide for School Leaver’s Guide www.zoomin.org.au

Our Zoomin website was launched in 2015 and updated to maintain relevance during 2016. Designed for students leaving school or considering leaving school prior to Year 12 completion as they may face these questions:

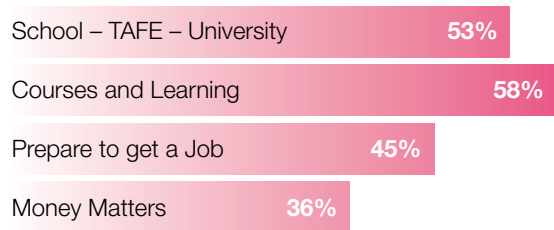
- I didn’t achieve the ATAR score I needed or was hoping for the course I wanted to get into, what do I do now?
- How do I change my preferences?
- Who can I speak to at university to help me with my choices and enrolment?
- What are my other options – are there any other pathways available to me?
- How do I access Youth Allowance?
- What other services are available?
- How do I manage my money, what are my entitlements, where can I go for help?

It was interesting to note that the site received a big spike in visitors in October, followed by another anticipated spike following the release of VCE ATAR results in December. The average time spent on the site was 5 minutes.

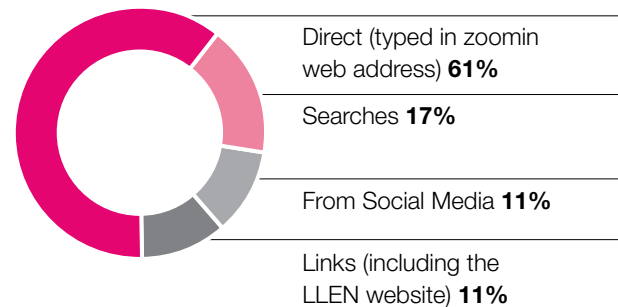


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Traffic Sources



Concern Australia Partnerships

Our long held partnership with Concern Australia continued in 2016 resulting in working with them to deliver two initiatives.

Staying Connected

In partnership with the LLEN and RE Ross Trust, Concern Australia’s Staying Connected program provides intervention support to children and young people who have experienced homelessness and family violence in the past. The aim of the program is to help them break the cycle of family dysfunction, family violence and other behaviours that lead to homelessness and trauma by introducing a number of strategies that support on-going engagement and connection with school.

In 2016, 15 young people participated in the program, 8 were in primary school and 7 were in secondary school and ranged in age from 5 years to 17 years. Support included regular visits from youth workers and community mentors, regular meetings with parents and care givers, referrals

and attendance support for certain specialist needs, material aid and relational support.

Outcomes achieved included:

- All children/young people were successfully engaged and experienced strong relationships with their youth workers and community mentor; this is an essential precursor to further improvement in their circumstances
- All but 2 of the participants (one 17 years old who obtained employment and one 17 year old who became homeless again) remained actively and regularly engaged with their schools, two of the children are in an alternative education setting for young people with complex behavioural issues and/or a mental health problem
- The young person who became homeless was provided with intensive support to help them access crisis accommodation, once settled she was helped to commence a Caring for Animals course at the RSPCA (Royal Society for the Prevention of Cruelty to Animals)
- 13 of the 15 children have improved in meaningful use of time as they participated in extra-curricular activity and demonstrated improved attitude and behaviour, motivation, social networks and relationships. The exceptions to this was the participant who became homeless, has a borderline personality disorder, post- traumatic stress disorder and an 8 year old boy requiring more time, nurturing and care
- Extra-curricular activities organised for 11 of the participants included: dance lessons, guitar lessons, chess lessons, keyboard/piano tuition, gymnastics, Scouts, football and basketball. The benefits to participants self-esteem, confidence, social and communication skills has really helped them see a life course more positive than the ones they came from.

Staying Connected has increased the protective factors in the children/young persons life, these factors will help insure them against other



challenges, grow their resilience and help prevent them from becoming disengaged from school and education.

We would also like to congratulate Anne Mitchell our loyal supporter and partner working for Concern Australia and for the most at risk young people in our community for the recognition she was so deserving of when she was awarded the HESTA National Community Sector Award 'Unsung Hero'. We look forward to seeing Anne as she stars in the soon to be released HESTA television commercials.

Homeless Photography/ Applied Learning project

The LLEN partnered with Concern Australia together with the Rotary Club of Southbank to engage with a number of secondary schools to further our partnership work commenced previously to either a) raise awareness of the issues and precursors leading to youth homelessness and/ or b) work to support the re-engagement of young homeless people or those youth who are at risk of homelessness. In 2016 this partnership manifest in supporting a program with secondary schools to learn more about youth homelessness (using the curriculum the LLEN worked on under a previous partnership in 2013) including participating in a photography competition for senior secondary students.

Photographs made by students were exhibited at Federation Square during Homeless Persons Week.



Kensington Community High School

SYN Radio Station

We are always on the look out for innovative ideas and inspiration to develop new programs and initiatives to support the engagement and applied learning of students at Kensington. This year after meeting with the youth based community radio station, SYN FM we realised they provided an opportunity to provide students with a fun, interactive, applied learning activity that would also take them out of the school once a week for a term. All these components support increased attendance and interest by the students.

The program at SYN was tailored by them to suit the students at Kensington and included:

- Learning the basics of broadcast production/ presentation
- Presenting a program live on air
- Developing public speaking skills and confidence to discuss ideas publicly
- Providing an opportunity for students to talk about their work, provide creative expression for challenging topics and help them to understand and consider other points of view, and
- How to use a console and other technical sound engineering considerations.

VCAL Graduation Evening

Since its inception the City LLEN has been supporting this evening that celebrates the achievements of the senior VCAL students at Kensington Community High School. With over 30 students, their parents and families in attendance it is always heart-warming to witness and hear of those students, who may have been expelled from mainstream government schools, shining and excelling in their studies at Kensington and receiving the recognition they deserve.

Advanced Action Program

The LLEN supported the school to develop and deliver an engineering engagement project designed to support attendance, retention and engagement in their studies, this program also facilitated vocational pathways into entry level skills based careers across a number of engineering fields. A group of Year 9 students participated in a work skills program that included attendance at Kangan Batman TAFE to complete training in components of Certificate II in Engineering studies.

Managed Individual Pathways (MIPs)

Working with the teaching staff of Kensington the LLEN helped them to re-visit and revise MIPs resources and materials to support an enhanced program to be implemented at the school.

World of Work

In 2016 the City LLEN brokered a new partnership between the Brotherhood of Laurence and University High school to provide transition and engagement support to all of the Year 10 cohort. This resulted in several meetings convened to discuss the needs and design of the session staff from the Brotherhood of St Laurence would deliver. In October, 230 Year 10 students piled into the theatre of the school to take part in an interactive program for the afternoon on labour market do's and don't's. All the things students need to know about the World of Work and were *too shy to ask*. This information also fed into our Structured Workplace Learning (SWL) preparation but was primarily developed to teach students about:

- How to successfully apply for and keep a part time job whilst still at school
- Benefits of part time work whilst completing secondary school
- Work place rights and money matters
- How to have difficult conversations
- What's ok, What's not ok at work

- Bullying and Sexual Harassment
- Contracts, part time versus casual and Fair Work Australia.

The day was such a success, we have been asked to arrange another program next year.

Carlton Primary School Partnership

The City LLEN has been working with Carlton Primary school for over 10 years on a range of interventions to support the engagement, education and transitions of their students. Most of the students at Carlton Primary come from Humanitarian Refugee backgrounds and face particular disadvantages navigating the education system as their parents are often poorly educated and illiterate together with unemployment and family poverty, these parents often find it more difficult to support their children's learning. Carlton Primary do an excellent job creating a welcoming, engaged and ambitious school community. The LLEN worked

with the school to identify two partnerships we could work with them on, one involved professional development for staff (will be delivered in 2017) and the other, delivered in September 2016 was a transition forum for parents and students in Years 5 and 6.

Partnering with High Hopes Educational Consultants to deliver a fun, interactive and informative program, parents and students alike learnt more about the education system in Victoria, how timetables work in secondary school, what to expect at high school, how to organise your time, complete home work, parenting tips to help keep teenagers motivated and engaged and lots of encouragement to the students to achieve and believe in themselves. Each year the school remind us of how much the parents, students and teachers appreciate the forum we have devised and arranged for them. We hope that increase transition support leads to increased retention further on in secondary school for the students who participate.





The Huddle Partnerships

In 2016 the LLEN expanded their partnership work with the community engagement arm of the North Melbourne Football Club resulting in 2 initiatives successfully delivered in 2016. We also worked with the Huddle on various other strategies resulting in signing a Memorandum of Understanding (MOU) to guide our work together in the future.

Work Expo

Following the great success of the Work Expo held at the Huddle in 2015, we reconvened with several partners to devise another Work Expo for 2016. This year; as well as the Huddle our partners included; the CAE/BHI, City of Melbourne, Victoria Police and AMES. Partners met regularly to devise a program for local young people residing in public housing from multicultural/EAL (English as an Additional Language) backgrounds as well as students from our local secondary schools. The expo showcased local career industries and opportunities, delivered sessions on how to apply for a job, the benefits and options for mentoring, how to network to get a job and general job search skills. A range of guest speakers presented to over 150 young people who attended the event held in October, these included:

- Neil Coulson, Victorian Skills Commissioner
- Electrical Trades Union
- North Melbourne Football Club players
- AFL Sports Ready
- Bowens Hardware
- City Wide.

The City LLEN participated in the market place stalls where we showcased our Zoomin website, our stall was very popular facilitating careers and transition conversations with the young people attracted to the open website page. Also providing support and advice were staff from the MMVLLEN about their job placement and internship programs; the CAE/BHI and employers were available to provide individual advice about their courses, programs and industry careers and opportunities.

Northway Program

The LLEN met with the Huddle to help determine other ways we could support and value add to their initiatives as a result we identified the need for students attending local secondary schools from EAL backgrounds often needed more support to complete home-work and who could also benefit from a range of recreation activities. Using a peer based/counselling/engagement model we devised a loosely arranged structure to encourage EAL students to attend the Huddle after school one afternoon a week to obtain learning and tuition advice to support their education achievement in school as well as an opportunity to play basketball, football or some other activity that could operate as an informal 'youth club'. Our overall goals for the Northway initiative was to enhance retention, well-being and participation, thereby strengthening local at risk youth opportunities and educational outcomes. One off sessions were also devised to focus on single issues as they emerged, such as our 'What to do if your ATAR is not what you were expecting' program. This program operated in Term 2 and 3.

Carlton Work and Learning Program

The LLEN is a member of the Carlton Work and Learning (CWL) Planning Advisory Committee who meet every 2 months to monitor progress, discuss strategies, local issues and other relevant information to support the delivery of this great initiative. Implemented and delivered by the Brotherhood of St Laurence, the CWL provides education, training and employment pathways support and job placement services to residents of public housing from EAL communities, including young people. Other partners include Carlton Neighbourhood Learning Centre, Department of Health and Human Services, Drummond Street Services and Carlton Church of All Nations.

By October 2016, 191 people had received support from this program and found employment through it, 168 of these were still working one month later and 138 were with the same employer 4 months later. 219 participants completed pre-accredited training, including pre-vocational English, Business Numeracy, Computing and Work Skills and 60 completed accredited training.

In 2016 the LLEN together with the Brotherhood of St Laurence and Carlton Neighbourhood Learning Centre re-designed and delivered the *Open Sesame* workshop for at risk young people residing in public housing from an African background. The purpose of the workshop was to support and teach young people how to integrate part time work with studying at senior secondary school, how to find and secure a part time job and all things employment related. Economic participation and experience obtained whilst still at school can help young people to remain engaged in pursuing their studies and create the skills, networks and self-belief needed for further success in education, training and employment.

St Aloysius Girls College – Careers Evening

City LLEN staff met with staff from St Aloysius Girls College to discuss their needs and how the LLEN could help them, in doing so we identified that we could help source suitable speakers to present at the Careers evening event being planned for May. As a result the LLEN arranged for speakers from a range of industries attend and present to the students: Nursing (St Vincent's Hospital & Western Health), Community/Youth Work (City LLEN), Community Development (Asylum Seekers Resource Centre), Speech Pathology (Royal Children's Hospital) and Engineering (Meinhardt). The evening was successful with industry representatives presenting to over 50 students and their parents on the different paths available to students to enter different industries.



Royal Children's Hospital Partnership "Study with Your Health and Not Against It"

Now in its fifth year this partnership and resulting forum is going from strength to strength, becoming bigger and better with each progressive year to deliver a forum aimed at enhancing the transition support and engagement of secondary school students experiencing chronic illness. The success of this event is testimony to the hard work, regular meetings and dedication of the staff at the Royal Children's Hospital (RCH), Ronald McDonald Learning Program (RMLP) and Livewire who together with the LLEN implement continuous improvement principles into the partnership each subsequent year.

Every year over 350 young people aged 12–19 are engaged by the RCH Transitions Service team, which provides holistic (including education) transition support to help them; remain engaged in education, pathway from secondary school to further education and pathway from paediatric to adult care if required and build skills such as self-advocacy regardless of a health condition and/or disability. Approximately 250 of these young people have long absences from school due to their illness which impacts their capacity to finish school in the usual timeframes and their self-belief of what they are capable of in terms of their secondary schooling and post school options. Our partners identified and recognised the concerns and questions from young people transitioning through their services and found gaps which included difficulties getting information around VCE Special Provision, VTAC's Special Entry Access Scheme (SEAS), vocational education and training options, scholarships and disability liaison officer support at universities and TAFEs. This need informed the development of our first forum.


In 2016 the forum was held on the 21st of June at the Victoria University Convention Centre city campus with over 170 young people in attendance. The forum is divided into two sections with separate presentations tailored specifically for young people, and parents and teachers. Our MC who delivered the welcoming address was Mark Howard, a Network Ten sports reporter who entertained the audience with tales of his pathway into his current position and the pitfalls in his job.

The other presenters included:

- Professor John Polesel, Professor of Education and Associate Dean International students at the University of Melbourne, *Post School Transitions*. John manages a range of research projects focussing on upper secondary education and transition from school, his research includes issues of inequality, the relationship between schools and vocational training and how these relate to future employment prospects.
- Michael Ciesielski, Victorian Tertiary Admissions Centre (VTAC), *Special Entry Access Scheme*, how to apply, when to apply, tips and information about the process
- Headspace – how to recognise early signs of mental illness and what to do about it, what's normal teen woes and what's not
- Peggy Soo, Youth Disability Advocacy Services (YDAS) – How to study with a disability, what supports are available at university and how to access them
- Adam Whitbread, Victorian Curriculum and Assessment Authority (VCAA) – Career Pathways and Vocational Studies.



“Study with
Your Health and
Not Against It”



Earlier in 2016, the City LLEN team met up with Peggy Soo from YDASS, together with her lovely seeing eye dog Tessa we were taken with Peggy's positive engagement approach to supporting young people and realised she would be a great addition to this forum and were so pleased when she agreed to be present during the market stall time and provide a presentation to the attendees. During the dinner break attendees were busy asking questions of our market stall organisations, these included: RCH Centre for Adolescent Health – ChiPS, Headspace, La Trobe University, RMIT University, National Disability Services, Careers Consultants, Distance Education Victorian, RMLP, Victoria University, Victorian Curriculum & Assessment Authority (VCAA), YDAS and the Victorian Tertiary Admissions Centre (VTAC). In response to feedback and the questions from parents in the Q and A session last year, the LLEN instigated and organised the inclusion of a Centrelink representative to be available to answer questions and provide advice to students and families in terms of their entitlements for government support.

Students received a show bag designed by a young person who has been a long term patient at the RCH which included a variety of flyers and information to further support engagement and transitions, many of which were prepared by the LLEN. As per every other year, as well as local students, other patients from the RCH come from across Victoria and so many schools were represented at the forum.

Parkville College – Melbourne Youth Justice Centre Partnership

This partnership provides a range of intervention supports for young male secondary students undertaking custodial sentences within the Melbourne Youth Justice Centre. These students are most at risk; many share co-morbidities, learning difficulties, poor family of origin (in terms of low socio-economic status, coping strategies, family function, existence of family violence, substance abuse and mental health issues among other challenges) as well as the criminal behaviours that lead to detention. Most students also demonstrate poor literacy and numeracy skills and are years behind their peers in relation to emotional regulation, resilience and general education standards.

The purpose of the partnership we brokered between Parkville College and No Limits was to create the space to mentor and nurture students undertaking custodial sentences which also incorporated a range of techniques and applied learning methods that would help built trust and life skills. These included: social-emotional awareness and learning, strategies to manage emotional regulation, techniques to enhance self-awareness and decision making. These skills together with enhanced education achievement will support a decrease in recidivism and positive pathways into education, training or employment.

Two programs were delivered in 2016 to groups of 12 and 16 young people respectively. The program endeavours to maintain mentoring relationships with participants post release and via partnerships with other organisations contracted for post –release services and continue to steer them to career and education pathways. The City LLEN wishes to extend a big thank you to Joe Vantuccio and his team for the commitment and dedication shown to the young people they help, they do a very hard job, very well.

Our work with Joe Vatuccio and his team from No Limits as well as the amazing teachers from Parkville SC may come to an end this year. We wish them all the best and thank them for their dedication and commitment to helping some of the most at risk young people in our state.

FUSE Multicultural Youth Summit with MYAN Australia

City LLEN's team member, Celia Tran was able to bring her existing relationship with the Multicultural Youth Advocacy Network (Australia) to her partnership work for the LLEN and worked with the MYAN team to address specific issues impacting at risk youth from migrant backgrounds. This work led to informing and contributing to the *FUSE 2016* conference event held in December. FUSE was established to support emerging youth leaders in Melbourne who are from refugee and migrant backgrounds to support them to maximise achievements in leadership, education, transitions and career pathways.

Over 40 young people from refugee, asylum seeking and migrant backgrounds attended the event together with our special guests including social advocate; Yassmin Abdel-Magied, Amnesty International's Ming Yu Hah, Victorian Multicultural

Commissioner; Helen Kapalos, Australia's first National Children's Commissioner Megan Mitchell, Assistant Minister to Social Services and Multicultural Affairs; Senator Zed Seselja, Greens Senator Janet Rice and MP Maria Vamvakinou.

The young people also had opportunities to further develop advocacy and leadership skills, understand how to support and build human rights issues, learn from and share perspectives with peers from around Australia, engage with political leaders and other decision-makers, and develop action plans for active citizenship at the local, state and national levels. These skills and attributes not only contribute to positive, inclusive wellbeing, they also support engagement in education thereby contributing to enhanced retention and pathways. Participation in the program will also enable participants to gain other life skills such as communication, leadership and receive mentorship that will further support them in their education and careers going forward.

Participants also had the opportunity to meet and learn from leading advocacy bodies including Amnesty International, the Refugee Council of Australia, YACVic, the Youth Climate Coalition, Young Workers Centre to inform on the ground plans for community contribution at the local, state and national levels.





Grandparents as Carers Forum – *Caring Again?*

The idea to hold the *Caring Again?* forum for grandparents looking after their grandchildren arose from conversations held among members of the Inner Melbourne Youth Community Partnership (IMYCP) in 2015 in response to the emerging needs being identified by this cohort in their struggle to support their grandchildren’s education. IMYCP members (City of Stonnington, City of Melbourne, IELLEN, Taskforce) have become aware that more and more grandparents are becoming responsible for their grandchildren due to parental incarceration, or removal of children by child protection authorities, or inability to parent due to mental illness or drug abuse issues or because of a parental death. The education system, globalisation and the rise of information technology has created a parenting experience that is very different to the one in which these grandparents first raised their own children. Navigating the education system and managing teens in the best of times is challenging but place the trauma of losing your parents – for what ever reason – on top of normal teenage angst and the challenge increases.

In order to increase engagement and retention in education for these teens living with their grandparents, IMYCP members agreed to hold a forum that would arm attendees with the information and knowledge required to better support their grandchildren. This resulted in two forums being held in 2016, one in April held in Prahran and

one in October, held in the Melbourne CBD to coincide with Seniors Week.

Partners met with the Mirabel Foundation who provide a support and intervention program for grandparents looking after grandchildren specifically because of the substance abuse issues experienced by their birth parents to inform the design and implementation of *Caring Again?* Over 70 carers attended the forums who heard from a range of speakers including:

- Grandparents Victoria – what supports are available, what changes are needed to legislation to better support grandparents as carers
- Mirabel Foundation – contemporary education pathways, managing teen moods, how to support a smooth transition to further education, employment, adulthood, what links and supports are available for what region
- Department of Human Services, Commonwealth Government – Grandparent Advisor program – what entitlements and supports they can provide, where and how to receive help on payment issues
- A Grandparent with lived experience as a carer – how to cope, what to worry about, what not to worry about, dealing with schools and other education providers. The importance of patience, love and tolerance and reaching out to others for support.

Stalls were also provided as resources for the grandparents including representatives from OzChild, and Taskforce and a lively discussion ensued in the Question and Answers session.

Also in attendance as well as grandparent carers and guest speakers were representatives from Kildonin Family and Child Welfare Services – Kinship Care Program, the Centre for Excellence, Noah’s Ark, City of Hobsons Bay, Anglicare, LookOut, New Hope Foundation and Odyssey House.

South Sudanese Youth & Elders – several meetings were held with large groups of Sudanese elders to explore potential options with the

community to respond to issues and engagement challenges impacting young people from the South Sudanese community. Following recent media alarmist reports about these young people the elders were keen to meet with us and the police, as a result the LLEN organised several meetings with the police from several metropolitan stations and together we discussed various strategies for engaging young Sudanese people in positive pathways. A lot of time and research was prepared by the City LLEN in an effort to support the community and their young people but opportunities for funding was limited given that most members resided outside of our LLEN area and most interventions were required to be place based. We were able to deliver some community capacity building skills to the elders to support them in their efforts to establish more sophisticated approaches to community work and engaging with their youth.

The Centre – RMIT Skills and Jobs Centre

The Centre is a small not for profit organisation delivering services in North Melbourne to at risk members of the local community and approached the LLEN in 2016 to help them develop and deliver a careers and transition advisory sessions to the young people attending their home work club. As a result we brokered a partnership between them and RMIT TAFE's Skills and Job Centre to tailor a program for them which was delivered in July.

On Track Connect

This program was delivered by the LLEN network between 2001 and 2010 and returned to the network in 2015. Designed to capture the pathways and destinations of all Victorian school leavers and ensure that those not actively engaged post completion of Year 12 (or after leaving during or at the end of Year 11) are connected to supports that ensure they are transitioned successfully to an employment service provider, other education/mid year entry options, careers counselling or referral

to some other welfare or other type of service. The LLEN delivers this service by contacting the students and communicating with them, at the end of the program a report is compiled for the Department and the data, together with the data and information gleaned from the University of Melbourne are compiled to create the City of Melbourne *On Track Report 2016*.


Students who consent to participate in the survey are contacted six months after leaving school, participation in the survey is voluntary and school leavers may opt out of completing the survey when contacted.

A copy of the latest On Track Reports can be found on the City LLEN's website under Publications and Resources (under About Us).

Catholic Education Office Victoria

The LLEN met with the Catholic Education Office (CEO) head office welfare team located in East Melbourne who support all catholic schools in Victoria to discuss potential ways of working together. As a result we developed a proposal outlining a range of options to support the at risk students attending their schools. From this the CEO chose a variation on our pathways or '*alternative education in the city and other career pathways day*' for students who came from over 15 catholic secondary schools across metropolitan Melbourne.

Held in May, over 25 students and a group of teachers attended the day we organised and planned for them in order to learn more and understand how career and education pathways could fit in with goals; including the benefits of VCAL and VET in schools. We started the day at the Centre for Adult Education where students heard from current students (enabling the CAE students to gain public speaking experience and complete assessment tasks for their community engagement and personal development skills) about the benefits of VCAL and completing VCE in a city environment. From there the students were taken to the William



Angliss Institute for lunch, a tour and talks from teaching staff about careers and pathways available through their youth engagement programs. We also organised time to be spent at RMIT TAFE for the students to gain an understanding and feel for attending a larger organisation to complete their tertiary or post compulsory education.

The day was exhausting for all involved but such a success the CEO have asked the LLEN to repeat the program next year.

Smaller Projects, Partnerships and Other Work in 2016

Western Melbourne Children and Young People Area Partnership (Department of Education and Training, South Western Region, Youth Employment Forum and Vulnerable Youth Strategy meetings, under the Area Partnership Pilot program), the LLEN attended several meetings and whole day forums, actively participating in identifying strategies and ideas to support vulnerable children and families residing in the North Melbourne and Flemington areas.

Western Youth Employment and Learning Network – together with Western Metropolitan Councils and LLEN's a new partnership was created to tackle youth unemployment across the western suburbs and to address other disadvantages impacting young people. The group met several times and developed a Terms of Reference document to outline the purpose and actions of the group.

School Focused Youth Service (SFYS) – Several meetings attended and potential collaborations explored with Melbourne City Mission and Mackillop Family Services, including attempting to bring SFYS into our Parkville programs, so far it seems they are concentrating on schools outside of our LLEN. The City LLEN has also prepared a proposal for SFYS providers to consider joining us in our work supporting University High's homework/tutoring

initiative and to work with us supporting students attending Parkville Secondary College within the Melbourne Youth Justice precinct. We are also a member of the South Western DET Region – Regional Advisory Group for SFYS covering the Western Metropolitan and Western Region of Victoria.

Navigator Program – the City LLEN participated in the network meetings convened by Anglicare, the Navigator provider (in partnership with the Brotherhood of St Laurence) for our region. We also arranged for program representatives to attend network meetings in the city to share information about the program with a range of non-school stakeholders and community organisations.

Inner Melbourne Youth Community Partnership – as members of this group representing organisations in the inner Melbourne area we meet in the Melbourne CBD to discuss issues pertaining to at risk young people, share news and information and identify projects and causes to apply ourselves to. The group also address broad strategic policy, actions and advocacy surrounding at risk young people aged 15–25 in terms of transition pathways in the inner city region. The City LLEN is also a member of the Education to Employment subcommittee that explores transition issues for at risk young people.

Children of Incarcerated Parents Committee – Following on from our work with the Brimbank Melton LLEN developing a tailored training intervention for young women aged 18/19 years undertaking custodial sentences in 2014, we were invited to join this high level, cross sectoral committee that examined strategies and recommendations aimed at supporting the education and well-being of young people in jail or the children of women in jail.

CLAN (Carlton Local Area Learning Network) – the LLEN attended and participated in these network meetings aimed at supporting at risk people residing in the Carlton precinct.



North Melbourne Area Committee (NAC)

– the LLEN attended some of these meetings and contributed to community planning forums during 2016.

Reconnect (Box Hill Institute/Centre for Adult Education – BHI/CAE) Partnership – together with partners of the former New Pathways program, Melbourne East Victoria Police and BHI/CAE the City LLEN helped brainstorm and inform new ideas to support the BHI proposal to deliver Reconnect services. Reconnect is a state government funded initiative to support early school leavers in a range of welfare and training supports aimed to successfully transitioning them back into further education, training or employment. A new partnership and Advisory Committee was formed following the successful application of BHI to include: the Outer Eastern, Gateway, Maribrynong and Moonee Valley and City LLENs, Odyssey House and Whitelion. The City LLEN has attended partner meetings and undertaken marketing and support for the program with referral pathways in our LLEN.

RMIT TAFE Tertiary Pathways and Preparation Committee – the LLEN is a member of this committee advising RMIT on programs and pathways issues impacting pre-tertiary programs.

City LLEN new website

After 7 years in its present form it was time to retire our old 'ccllen' website. Visitors and partners often reported problems trying to find us online and landing on the other 'ccllen' website – this is the Campaspe Cohuna LLEN located in Echuca. We were named by the Department of Education and Training back when the LLEN initiative was established in 2001/02 and are the only 2 LLEN's sharing an acronym. To avoid this confusion we also took the opportunity to change our domain address to reflect how we are known. To save money we designed, wrote and did all the background work to create the new website ourselves. It took awhile as we did this work to fit in around our more pressing priorities but we are very proud of its new look and thank the young people we spoke to to inform the simplicity of its design and less is more approach. Please visit: www.cityllen.org.au

Victorian College of the Deaf

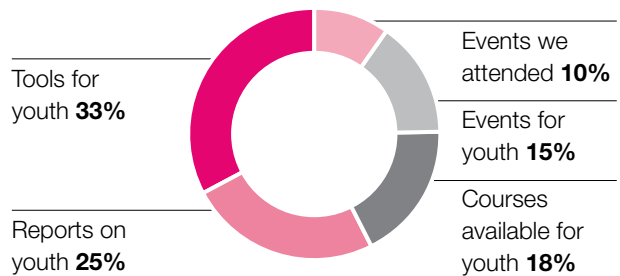
In 2016 the City LLEN built new relationships with staff from the secondary school as well as the not for profit organisation next door to the school, Sign for Life. As a result we prepared and delivered a vocational pathway/careers guidance/transition forum to a group of senior students in June.

Digital media

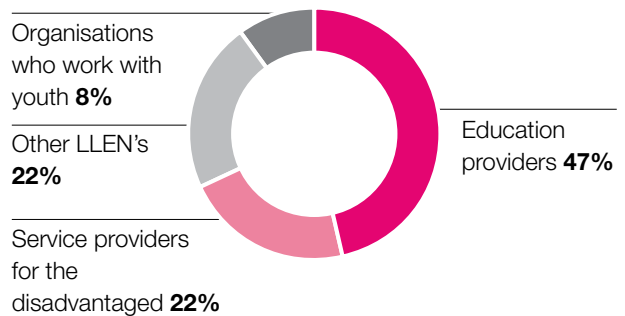
The City LLEN recognises the growing importance of a social media presence, not only for the opportunity to share our knowledge and resources, to promote and celebrate our events and achievements with others; but to also help us stay informed. As a result the LLEN employed a part time Digital Content/ Administration staff member in late 2016 to develop and maintain a social media presence. This has proven to be a wise investment as we have greatly increased our reach and responses to our work and partnership opportunities.

Using Twitter, Facebook, Newsletters, our new website and Linked In accounts we have raised our profile significantly. We also created a You Tube account to post videos we have made or have permission to post when relevant to our work. Prior to embarking on our strategy to reach out using social media, the LLEN undertook an analysis of the youth and education sector to inform how we can best influence this space and a Social Media Strategic Plan. This included determining who our target audience was, when and what to post, how often and for what purpose. As a result it was decided to focus our posts to appeal to Education providers, Youth Service organisations, Youth Advocates and community organisations under the assumption that when we wanted to engage young people directly our partners and followers would do on our behalf. Trying to be all things to all people and to appeal directly to young people would have undermined 'our brand' and confused our audience, so far our strategy has been working well.

The chart below describes what we post about.



The chart below is a breakdown of who interacts us, who likes our posts and who re-tweets our tweets.



Our Twitter followers include most other LLEN's if they have twitter, lots of individuals with an interest in youth and education issues, many community welfare service and youth service providers. Organisations that have connected with us include: Centre for Multicultural Youth, Anglicare, Box Hill Institute, Foundation for Young Australians, *Because I'm a Girl*, Melbourne City Mission and many others (over 300 in the closing months of 2016). We have also had posts liked by organisations and people with high profiles, further increasing our influence and reputation.

In terms of our influence on social media, there are five main types of information that we have circulated or created first hand, these include:

Tools for youth: this could for example be a new educational app designed for youth, or a helpful website with information regarding education (targeted at youth) – for example our website Zoomin

An example of a tweet we shared of a valuable tool was an app by *Because I am a Girl* called *Free to Be* which helped young girls of Melbourne share experiences and feel safe in the city.



Newsletters: The LLEN newsletters are another way to help inform our connections and partners of what's going on in the LLEN and youth space.

Reports: On education and youth, we find relevant for our followers and helpful. For example this Foundation for Young Australians report on future economic challenges for students in relation to longer times spent studying, paying more HECs despite this they are not properly prepared for work.

Courses/programs: We find it important to share courses or programs for alternative education options that might be hard to come by. For example, we shared the Koorie Youth CAE and Box Hill Institute's New Pathways program designed for young Koorie people who are not attending school, training or work.

Forum and Events: For youth or about youth, these could be forums held for education providers and those working in the education space or events for youth regarding leadership, education, careers, transitions and more. For example the LLEN promoted an event our staff took part in, The FUSE summit of 2016, which helped young people come together and achieve their goals. We also promoted all of our LLEN events and celebrate achievements, and cross promote where we can. For our Ada Lovelace Day event to support girls in STEM careers, we linked to our new YouTube account so people could watch our promotion and explainer video.

We look forward to extending our presence on social media in the future and continuing to share with our partners and friends. Our end goal is to be able to influence and assist our fellow organisations to remain informed and ultimately get as many services as possible to youth who need them.



Structured Workplace Learning



Structured Workplace Learning (SWL) is on-the-job training that allows students to develop their work skills and understand employer expectations. SWL is available to Victorian school students undertaking a VET program as part of their VCE or VCAL studies. In 2016 the LLEN and all 31 LLEN's in Victoria were awarded the contract by the State Government the contracts to be the official providers of SWL services for secondary schools in all sectors. Rolling out a new program can often be challenging but following an extensive recruitment program the LLEN established the SWL program in time for the government portal so by the time the online presence was ready, so were we.

In May we were pleased to attend the official launch of the SWL program with the Minister for Education, the Hon. James Merlino show casing the new portal for the first time.

As part of the SWL program the LLEN was required to visit our schools and train them on how to use the portal, then arrange for the Department of Education and Training to issue teachers with portal access, we were also responsible for arranging portal training and access for neighbouring LLEN staff.

When the program started, there were 162 students studying a VET or VCAL course amongst our participating schools who were eligible to take up an SWL placement. This number, of course, does

not include the number of students attending school outside of the Capital City LLEN's Local Government Area (LGA), who find that doing a SWL placement in the City of Melbourne is much more convenient. These students therefore prefer to use placements the City LLEN source.

From the beginning of the contract coming into existence the SWL team at City LLEN has added a diverse roster of inner city employers willing to take students over the course of the year and into the future. City LLEN has an assorted roster of employers in multiple industries tailored to the courses students at schools within the LLEN area have undertaken to study. Ranging from the Beauty and Retail industry to Digital Media and Motor Mechanics.

MYER, amongst the many great employers on the portal has been a fantastic addition to our list of employer relationships. They have been willing to take multiple at risk students from our schools and several were offered work with them, a fantastic bonus outcome for the program. Myer were also happy to host students from our schools under the Year 10 work experience programs. Whilst we are not paid to arrange Year 10 work experience, it was often impossible to avoid if we wanted to maintain a good relationship with an employer and very much appreciated by our schools.

Other unexpected developments from the SWL program has included helping employers with the recruitment process for paid positions of young people, this has sometimes been onerous on our staff but once again, essential to maintaining good relationships needed to provide SWL placements in the future.

Visit – www.workplacements.education.vic.gov.au

MYER

Mehran was one of our MYER SWL placements from St Joseph's Flexible Learning Center. Mehran was studying for a Certificate III in Business.

Mehran felt that many of the skills he is learning while working in the men's department; such as how to deal with customers directly, related directly to his coursework, making the placement enjoyable as well as meaningful.

Mehran said "the work so far has been "really good" and that he was "enjoying every minute of every hour". Mehran's placement was very successful. He impressed his supervisors so much so that he was offered a Christmas Casual position with Myer.

Mehran was one of three SWL students offered employment with MYER at the conclusion of their placement.



UPMARKET PETS

Darren is one of our great employers at Upmarket Pets, who sees the value of the SWL program and its benefits to his business. Darren believes in giving the students real life, industry specific work experience. Darren explained that the students bring "a want to learn and be taught, lots of enthusiasm" and that "they have been great so far". Kayla was a VCAL student at Mount Ridley College who enjoyed her first placement, and performed so well that she was welcomed back to partake in a further placement every Friday until the end of the year. Kayla's SWL placement included industry specific work experience that included working with the animals, assisting customers and working the till.

Kayla said she enjoyed the placement immensely and that she had "improved [her] people skills, gained more confidence, and it has given [her] a good idea of what it's like to work in the real world"



Committee of Management 2016

Dr Virginia Dods (Chair)	Senior Policy Officer, Commission for Children and Young People
Chris Christoforou (Treasurer)	ACFE Projects Leader, Centre for Adult Education/Box Hill Institute
Sha Cordingly (Deputy Chair)	CEO, Australian Community Workers Association
David Cragg	Assistant Secretary, Victorian Trades Hall Council
Victoria Carullo	Deputy Head, Vocational Education, RMIT TAFE
Gary Power	Principal, Kensington Community High School
Lisa Patience	Work and Learning Program Manager, Brotherhood of St Laurence
Leading Senior Constable Diane Bloom	Melbourne East Branch, Victoria Police
Caroline Cuckson	Manager, EACH Disability Employment Services
Victoria Smith	Program Manager, Equity and Diversity Unit, RMIT University
Sarah Bourke	Manager, the Ladder
Michael Meehan	Head of School, Box Hill Institute of TAFE City Campus

Our partners

The City LLEN gratefully acknowledges the support and contribution of the following organisations and networks:

Adult Migrant Education Service (AMES)	City of Yarra	Marist Youth Care
African Community School	City of Port Phillip	Melbourne Citymission – Frontyard
Anglicare	Clayton Utz	Melbourne Multicultural Hub
Apprenticeships Plus	CoHealth	Melbourne Youth Services Forum
Australian Business Community Network	Commission for Children and Young People	Myer
Australian Community Workers Association	Concern Australia	Neighbourhood Justice Centre
Australian Red Cross	Council to Homeless Persons	No Limits
Bendigo Bank	Department of Education and Training	North Melbourne Football Club – the Huddle
Brotherhood of St Lawrence	Drummond Street Services	North Melbourne Language & Learning Centre
Brimbank Melton LLEN	Dulwich Centre Foundation	North Melbourne Legal Service
Careers Education Association of Victoria	Edmund Rice Foundation	North West Community House
Carlton African Support Network	Estate Computers	North Yarra Community Health Centre
Carlton Church of All Nations	Ethnic Communities Council of Victoria	Office of Housing
Carlton Local Area Network (CLAN)	Glenelg Southern Grampians LLEN	Outer Eastern LLEN
Carlton Neighbourhood Learning Centre (CNLC)	High Hopes Education Consultants	Parkville College
Carlton Primary School	Inner Eastern LLEN	Peter MacCallum Cancer Centre
Carlton Work and Learning Centre	Inner Melbourne VET Cluster	Pitcher Partners
Catholic Education Office	Innovic	Pro Bono Australia
Centre for Adolescent Health	Jesuit Social Services	Red Crayon
Centre for Adult Education (CAE)	Kangan Batman TAFE	Rive Nile
Centre for Excellence	Kensington Community High School	Ronald McDonald Learning Programme
Centre for Multicultural Youth	Livewire	Royal Children’s Hospital
City Library	Lost Dogs Home	Royal Melbourne Institute of Technology University & TAFE
City of Melbourne	Mac Killop Family Services	Royal Society of Victoria
		Salvation Army

Service Skills Victoria
 School Focused Youth Service
 Signal Art Space
 Simonds College
 Spirit West
 St Aloysius College
 St Joseph's Flexible Learning Centre
 St Kilda Youth Services
 Streat Social Enterprise
 Taskforce
 The Centre North Melbourne
 The Huddle
 Travencore School
 University High School
 University of Melbourne
 Victoria Police – Melbourne East
 Victoria University
 Victorian Aboriginal Education Association
 Victorian College of the Deaf
 Victorian Cooperative on Children's Services for Ethnic Communities
 Victorian Curriculum and Assessment Authority (VCAA)
 Victorian Employers Chamber of Commerce and Industry
 Victorian Farmers Federation

Victorian Learning and Employment Skills Commission
 Victorian Public Tenants Association
 Victorian Schools Innovation Commission
 Vincent Care
 Visionary Images
 Western Metropolitan Regional Office of DEECD
 WestVic Dairy
 William Angliss Institute of TAFE
 Young Men's Christian Association (YMCA)
 Young Women's Christian Association (YWCA)
 Youth Affairs Council of Victoria (YACVIC)
 Youth Connect
 Youth Disability Advocacy Service
 Youth Law
 Youth Substance Abuse Service (YSAS)



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Fax: (03) 9329 5747

Email: jphard@bigpond.com

Eugene Odachowski – sole practitioner

20 January 2017

Attention: Louise Smith
Capital City LLEN
Level 2
Suite 208/343 Little Collins Street
Melbourne VIC 3000

Dear Madam,

RE: 2016 AUDIT

We wish to advise that we have completed our audit of your Association for the year ended 31st December 2016.

Our signed audit report has been appended to your financial statements for the year ended 31st December 2016.

Please send us a signed copy of the Statement by Management Committee for 2016.

2016 AUDIT FINDINGS

During the course of our audit there were no matters to report.

Should you wish to discuss anything in more detail, please do not hesitate to contact us.

Our fee for professional services rendered is enclosed.

Yours faithfully,

J. P. HARDWICK & ASSOCIATES



EUGENE ODACHOWSKI, A.C.A.
Chartered Accountant

Statement of financial performance

For year ended 31 December 2016

	2016 \$	2015 \$
INCOME		
Grants from State Governments	366,217	273,972
Interest Received & Sundry Income	6,986	3,449
Total Income	373,203	277,421
EXPENSES		
Advertising & Promotion	640	746
Audit Fees	2,000	1,600
Fees Charges	8,294	5,630
Consumables	5,226	2,440
Depreciation	10,398	6,251
Contract & Other Services	0	-192
Equipment	0	0
General & Other Expenses	16,148	4,452
Insurance	1,298	992
Project Expenses	25,485	20,840
Rent	19,343	19,493
Salaries	249,212	135,967
Other Salary Related Costs	13,943	1,287
Staff Training	1,699	5,194
Superannuation	23,382	14,117
Telephone & Communication Expenses	10,501	6,118
Travel & Motor Vehicle Expenses	6,799	11,167
Utilities	1,470	1,113
Loss on Disposal of Vehicle	0	3,382
Interest on Hire Purchase	1,756	732
FBT Expense	3,584	3,572
Total Expenses	401,178	244,901
NET PROFIT (LOSS) FOR THE YEAR	-27,975	32,520

Statement of financial position

As at 31 December 2016

	2016 \$	2015 \$
MEMBERS EQUITY		
Retained Earnings b/forward	131,701	99,181
Add		
Net profit (Loss) for the Year	-27,975	32,520
Members Equity 31 December 2016	103,726	131,701
Represented by:		
CURRENT ASSETS		
Cash at Bank cheque account	38,599	1,360
Sundry debtors	0	130
Bendigo bank operating account	115,523	120,508
Bendigo bank savings account	104,582	0
Bendigo bank debit card	1,716	0
Cash on hand	198	264
	260,618	122,262
OTHER CURRENT ASSETS		
Grants receivable	0	29,700
Total Current Assets	260,618	151,962
NON-CURRENT ASSETS		
Office Equipment at cost	23,391	27,039
Furniture & Fittings at cost	6,958	4,830
Less Accumulated Depreciation	-26,082	-25,682
Motor Vehicle at cost	35,055	35,055
Less Accumulated Depreciation	-9,501	-3,165
Computer Equipment at cost	10,996	0
Less Accumulated Depreciation	3,662	0
Office Rental Bond	1,521	1,512
Total Non-Current Assets	38,667	39,589
TOTAL ASSETS	299,285	191,551

Statement of financial position

As at 31 December 2016

	2016 \$	2015 \$
CURRENT LIABILITIES		
Creditors	902	0
MasterCard Credit Card	0	78
Payroll Liabilities	1,879	1,689
Grants in advance	114,401	0
Chattel mortgage creditors	0	5,496
GST payable	11,793	3,833
PAYG Withholding	5,942	0
Total Current Liabilities	134,917	11,096
Long Term Liabilities		
Provision for holiday pay	17,958	11,122
Provision for long service leave	21,539	18,237
	39,497	29,359
Hire purchase creditors	24,658	24,664
Less unexpired Interest Charges	-3,513	-5,269
	21,145	19,395
NON-CURRENT LIABILITIES	60,642	48,754
TOTAL LIABILITIES	195,559	59,850
NET ASSETS	103,726	131,701

Cash flow statement

For year ended 31 December 2016

	2016 \$	2015 \$
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash receipts from operations	571,814	112,560
Cash Payments from operations	-425,569	-252,088
Net Cash provided from Operating Activities	146,245	-139,528
CASH FLOWS FROM INVESTING ACTIVITIES		
Receipts from sale of vehicle	0	12,000
Payments for Plant & Equipment (net)	-9,475	-35,055
	-9,475	-23,055
CASH FLOWS FROM FINANCE ACTIVITIES		
Hire purchase Repayments	0	0
Net Increase in Cash	136,770	-162,583
add		
Cash at Beginning of Year	122,132	284,715
Cash at End of Year	258,902	122,132
Made up of		
Cash at Bank & Short Term Deposits	258,705	121,868
Cash on hand	197	264
	258,902	122,132
RECONCILIATION OF OPERATING SURPLUS TO NET CASH PROVIDED FROM OPERATING ACTIVITIES		
Operating Profit (Loss) for Year	-27,975	32,520
Add Back Depreciation	10,398	6,251
Add Back Loss on disposal of vehicle	0	3,382
	-17,577	42,153
CHANGES IN ASSETS & LIABILITIES		
Increase (Decrease) in Creditors & Accruals	21,307	-10,597
Increase (Decrease) in Grants in Advance	114,401	-141,254
Increase (Decrease) in Debtors	28,114	-29,830
NET CASH PROVIDED FROM OPERATING ACTIVITIES	146,245	139,528

Statement by Management Committee

In the opinion of the Management Committee of the Capital City Local Learning and Employment Network Incorporated:

- a) The accompanying Income Statement and Cash Flow Statement are drawn up so as to give a true and fair view of the result and cash flow of the Capital City Local Learning and Employment Network Inc for the year ended 31 December, 2016;
- b) The accompanying Balance sheet and Statement of Changes in Equity is drawn up so as to give a true and fair view of the state of affairs for the Capital City Local Learning and Employment Network Incorporated as at the end of the financial year, and
- c) At the date of this statement, there are reasonable grounds to believe that Capital City Local Learning and Employment Network Incorporated is able to pay its debts as and when they become due and payable.

Signed in accordance with a resolution of the Management Committee

(Chair).....*Virginia L. Dads*..... Date: *20.02.17*.....
Capital City Local Learning & Employment Network

(Treasurer):*[Signature]*..... Date: *22/2/2017*.....
Capital City Local Learning & Employment Network





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*The LLEN program is supported by the Victorian Government
through the Department of Education and Training*

