



ANNUAL REPORT

2023

Artwork titled: 'Uncle Ronald Edward Pepper' by Lizzy Dalton, Gunaikurnai woman, NDIS Capacity Building Art participant.



**Bass Coast
Adult Learning**

Learn More.

**239 White Road
Wonthaggi**

RTO ID: 3720

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Lizzy Dalton

Gunaikurnai woman
lizzy-native-foods.myshopify.com



Acknowledgement of Traditional Owners

Bass Coast Adult Learning operates on Kulin Nation country. We acknowledge the Bunurong and Boonwurrung People as the traditional custodians of the Bass Coast region and pay our respects to elders past and present.



ABOUT US

Bass Coast Adult Learning (BCAL) offers a unique service to people living, working and/or studying in Bass Coast and nearby districts. We have a history, since 1988, of providing a range of offerings to meet our community's further education and training needs and interests.

We are a Registered Training Organisation (RTO) and a Learn Local. We are a registered Australian Migrant Education Program (AMEP) provider.

We are the only local (Bass Coast) post-secondary education provider filling the skills gap between low and basic skill levels and, either, entry level employment or further training offered by public (TAFE) and other RTOs. Many of our programs include special emphasis on language, literacy, numeracy, digital and employability skills. We also offer tailored training to local businesses.

We have established partnerships with a range of government and community agencies and organisations, enabling us to develop and deliver programs that meet the training needs of our community.

Our site at 239 White Road, Wonthaggi is leased from the Bass Coast Shire Council. We host and collaborate with our location partners at Wonthaggi U3A and Wonthaggi Woodcrafters. In 2023, South Coast FM also took up residence, which further broadens offerings that meet the needs of a cross section of the Bass Coast community.





Our legal context

As a community-based, not-for-profit organisation, BCAL is incorporated under the Associations Incorporation Reform Act 2012. We are a registered charity with Deductible Gift Recipient status and have Income Tax Exempt status under the Income Tax Assessment Act 1997. This aspect is regulated by the Australian Charities and Not-for-profits Commission (ACNC) and we report annually.

We are required to hold an Annual General Meeting within 5 months of the end of our financial year, which for BCAL, as an educational institution, is the calendar year.

Many of our programs are delivered under contract to State or Commonwealth Government Departments.

We deliver nationally accredited qualifications under contract to the Victorian Government which also the

funds delivery of pre-accredited or Learn Local programs through its Adult, Community and Further Education section (ACFE).

The Commonwealth Department of Home Affairs funds our delivery of nationally accredited English language training through AMEP.

BCAL delivers Capacity Building programs to National Disability Insurance Scheme (NDIS) clients. The NDIS is administered by the National Disability Insurance Agency (NDIA) which is an independent statutory agency.

RTO ID: 3720

INC No: A0017261Y

ABN: 80 913 366 342

AT A GLANCE



12,649

Pre-accredited hours



21,580

Accredited hours



27

NDIS Participants
Cooking and
Photography



58

Enrolments in new courses
Cert III IT, Volunteering,
the Sustainability Series



131

Responsible Servicing
of Alcohol enrolments



132

CPR enrolments

2023 partnerships



Our Philosophy

At BCAL we believe that learning changes lives for the better and opens opportunities for us all to achieve our full potential. Community-based learning and development addresses personal and social development, active citizenship, individual health and wellbeing issues. It empowers people, both as individuals and in communities, to make positive changes in their lives and can grow community-led groups and services that make their communities more cohesive, sustainable, and better able to overcome the challenges they face. This is particularly the case for the disadvantaged and those facing discrimination, who can gain the confidence and skills they need to influence decisions that affect their lives.

Our Mission

To provide a flexible, supportive and inclusive adult learning environment to enable community members from Bass Coast and surrounding areas to study, improve work and life skills and build social capital.

Our Vision

Bass Coast Adult Learning is a vital community resource. We offer a range of learning programs and community development opportunities in a welcoming, inclusive and supportive environment.

Our Strategic Objectives



COMMUNITY

We will build partnerships with other organisations to serve and strengthen the community of Bass Coast Shire. Lifelong learning makes an important contribution towards promoting social inclusion, active citizenship and social capital.



PEOPLE

We will provide education and training that meets the needs of the Bass Coast community. We will build staff capabilities as lifelong learners and model this to our students and participants.



GROWTH

We will grow our service capacity and capability to deliver our services locally.



SUSTAINABILITY

We will maintain our financial diversification and viability and successfully transition the organisation to the next stage of its leadership.

CHAIR'S REPORT



After a number of years serving on the BCAL Board, when Maddy Harford indicated she would be stepping down from the role of President at the 2023 AGM, with some trepidation I offered my services.

Maddy was always going to be a hard act to follow, she had made an extremely significant contribution both as President and earlier as acting Centre Manager during her many years as a Board member. She continues to make an invaluable contribution, now serving as Board Secretary.

After incurring a significant financial loss in 2022, the Board recognised the need to improve our financial performance and among other things appointed a Finance Sub-committee that was tasked with keeping a much closer eye on all matters financial. 2023 also began with the appointment of a new Centre Manager. We were fortunate to obtain the services of David Leslie who had recently retired from the position of Principal at Mary McKillop College in Leongatha. David has worked in the field of education in executive roles for many years and his calm, thoughtful approach to the many challenges faced by BCAL and the staff working under him, has been extremely satisfying.

Apart from the core courses that BCAL has offered over many years, including now, several tailored for NDIS participants, a number of other programs/events that occurred during 2023 continue to help make our presence felt within the Bass Coast shire.

These include:

- The very successful Bass Coast Edible Gardens project, held each year in February, now in its third year. Seventeen individual gardens were featured in 2023, attracting well over 700 visitors. Under the guidance of Maddy Harford and Sharon Willcox and marketing and promotion contractor, Alex Lieb, BCAL was \$10,000 better off. That presenting gardens were happy to donate their time and effort to BCAL speaks to growing recognition across the shire.

- Our Industry Practice Networks project led by Olivia Hurrell, is leading the Learn Local sector across Victoria in developing partnerships with the Health sector. The project really started to gain traction during 2023 and has now been extended to the end of 2024.

BCAL's renewed focus on local partnerships is likely to bear fruit in 2024, with applications submitted for two other projects and I look forward to hearing more good news early in 2024.

The BCAL Board continues to meet bi-monthly and it is pleasing to report that we now have a representative from each of our sub-tenants, the Woodies, U3A, and now South Coast FM on the Board.

Finally I would like to thank all our staff, Board members, and wonderful volunteers for their continued commitment to ensuring BCAL continues to provide education and training to its specific community cohort.

A handwritten signature in black ink, appearing to read 'Graeme Charles'.

Graeme Charles

Chair, BCAL Committee of Management

TREASURER'S REPORT



Financial Performance in 2023

As previously, we had challenges getting course enrolments, but the staff came up trumps again and we finished the year achieving a 35% increase in student hours (standard course hours) over 2022.

The breakdown by course groups is as follows:

Profit and Loss Summary

	Student Hours	Revenue (\$k)
Accredited Courses	21,580	\$164
Pre-accredited Courses	12,649	\$140
Fee-for-service Courses	1,698	\$ 72
NDIS	4,271	\$234
All Courses	40,198	\$610
Other Revenue		<u>\$111</u>
Total Revenue		\$721

The total revenue of \$721k was 5% over budget and 26% ahead of 2022.

The overall result was a loss of -\$51k but the net cash flow for the year was higher at +\$63k, the difference being due to provisions, depreciation and accruals. This is a good result for a not-for-profit enterprise.

We managed to keep a strong asset base, with \$230k in the bank and on deposit; and assets of \$370k versus liabilities of \$201k, leaving net assets of +\$169k.

The committee has approved a budget for 2024 with a further increase in revenue, targeting a small overall profit.

A handwritten signature in blue ink that reads "T. J. Herring". The signature is written in a cursive style.

Tim Herring
Treasurer, BCAL

Refer to Appendix A for the full Financial Audit Report.

BOARD



Graeme Charles
Chair



Maddy Harford
Secretary



Tim Herring
Treasurer



Lynn Kirk
U3A



Mike Bladen
Wonthaggi Woodcrafters



Leslie Adams
General Committee Member



Nina Kane
General Committee
Member



Peter Jones
South Coast FM

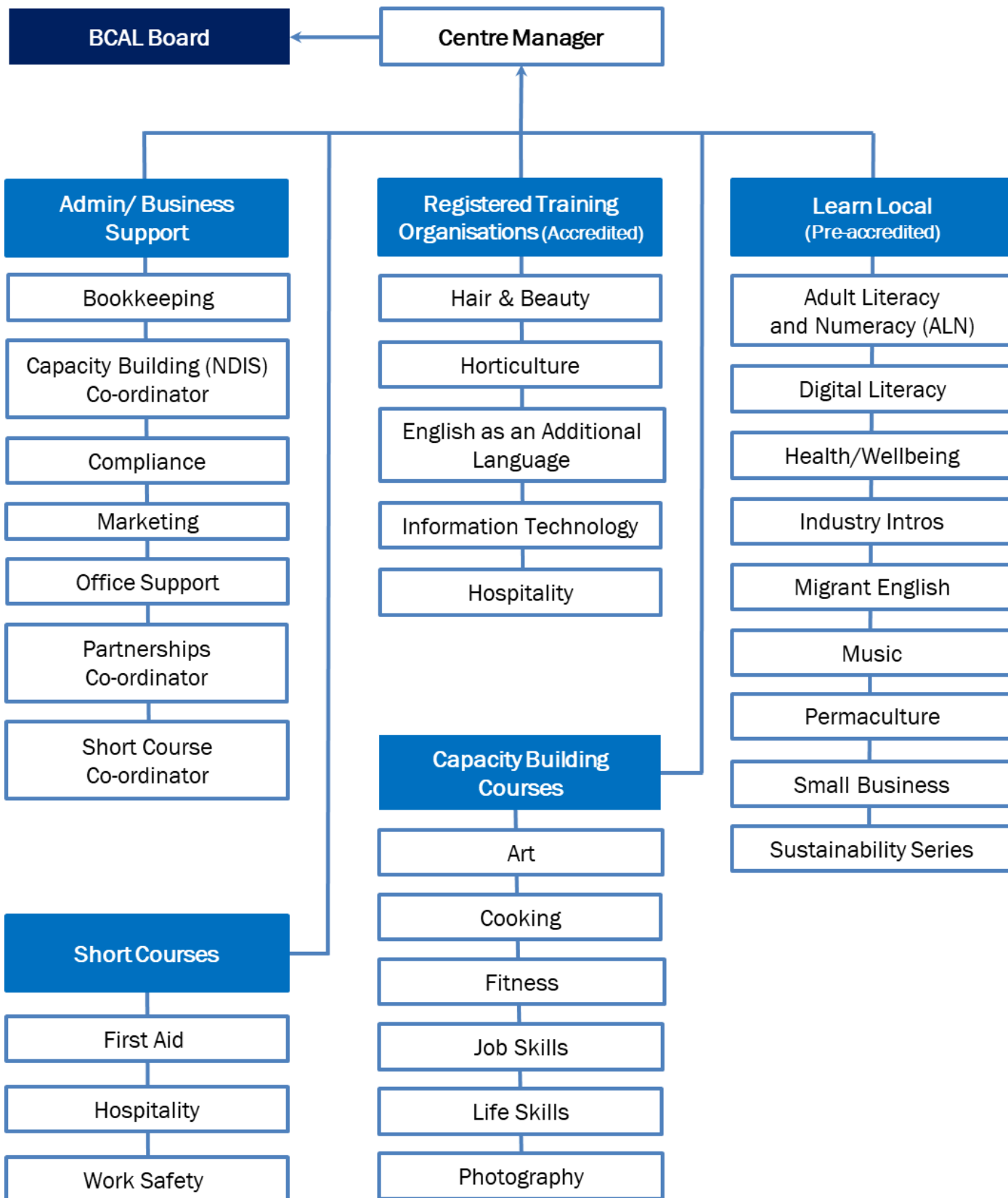


Kate McNish
Staff Representative



David Leslie
Centre Manager

ORGANISATION STRUCTURE



CENTRE MANAGER'S REPORT



I commenced my role as Centre Manager at BCAL in January 2023. I have been an educator in secondary schools for 36 years, serving as Principal for the last 17 years. My connection to this region spans 24 years.

It is a great privilege to be part of BCAL's dynamic and vital learning community. From the beginning, I have been impressed by the warm and inviting atmosphere at BCAL. It is the individuals who embody and sustain this unique essence that defines BCAL. We are engaged upon life long learning for everyone. Our mission is to help everyone, no matter their background or circumstances, to gain skills to study, improve work and life skills and build social capital. All of BCAL's activities, as shown in this annual report, are working towards this overarching goal. Each of us has a part to play and brings our own individual mix of personality, experiences and knowledge to contribute to the BCAL story. The diversity of its people is one of the great strengths of BCAL.

BCAL is a lively place, with a busy calendar of events. I am greatly indebted to my predecessor, Olivia Hurrell, who not only did an outstanding job as Acting Manager but has also been very generous in helping me learn the ropes of not just a new enterprise, but a whole new system; acronyms, language and landscape. I also want to particularly thank Bill Street for all his assistance and unstinting work. All of the staff are highly capable, very welcoming and helpful. Their commitment to BCAL is one of its greatest strengths.

The BCAL site is also home to Wonthaggi Woodcrafters, the Community Garden and University of the Third Age (U3A). This year we were pleased to welcome a new co-tenant, SouthCoast FM community radio. We all share a collective passion for life-long learning and each complements the work of the others.

BCAL is fortunate to have such a dedicated and capable Board. I wish to thank Maddy Harford in particular for helping me to settle in and for her ongoing, invaluable assistance. President Graeme Charles and Treasurer Tim Herring are also extremely helpful. They put in many hours of work on behalf of BCAL, it is easy to forget they are all volunteers. I am very grateful for all the Board members' support; professional, organisational and personal. I, and we, could not function without them.

BCAL is both an RTO delivering certificated training, and a Learn Local provider. A highlight of 2023 was BCAL being recognised at both the RTO and the Learn Local awards.

The Victorian Training Awards cover many large and well known TAFEs and RTOs. BCAL was a Finalist for the Community Training Provider of the Year. For a small regional provider, this is a great achievement.

In the Learn Local Awards, BCAL won the Award for best program by a small provider for our Practical Music microbusiness class, presented by Lisa Ovejero. These were recognised when BCAL was visited by the Parliamentary Secretary for Training & Skills, Nina Taylor MP to meet and congratulate the music class.

2023 has been a busy, productive and enjoyable year. We have also put in place a number of measures on which to build further success. BCAL is optimistic about the future.

A handwritten signature in black ink, appearing to read 'David Leslie'.

David Leslie
Centre Manager

TEACHING AND LEARNING

English as an Additional Language



In the EAL program during 2023 we worked to enhance the way our students settle into life and society in Australia. We encouraged their engagement with work/study skills, and facilitated their connection with our local community and social networks.

To achieve this we created a rich adult learning culture in which students were happy to share their knowledge, ideas and experiences; an environment in which they feel valued, respected and supported by their teachers, volunteer tutors and by each other.

We integrated English language learning into diverse topics, ranging across current affairs, contemporary Australian culture, Indigenous culture, colonisation, citizenship, conservation and ecological themes.

Students applied their language skills during guest speaker presentations and as part of our volunteer tutor program. We were happy to see students of all levels communicating their stories and exchanging their ideas.

We went on some excellent excursions and nature walks to Grantville and Screw Creek. Ed Thexton from the Conservation Society talked to us about the importance of biodiversity and ecology. We were very excited to visit the State Library of Victoria in Melbourne. We studied the book *Kulin Tales* by Sonia Marie and its seven seasons of the Bunurong .

Later in the year, students were invited to the lively opening of the new Cowes Cultural Centre, Berninnet. They participated in The Living Circle Concert Parade, by singing a song 'Everyone is Welcome' by Dr Laura Brearley. The students joined audience members in a procession through centre, singing the song in different places.

A photo story installation was created in the classroom to celebrate and share all the wonderful work that goes on in the English as an Additional Language program here at BCAL.



Success story: Malaya Wang

In 2023 Malaya completed the Certificate I in English as an Additional Language whilst working part time as an engineer assisting with new trains in the Met train system. She has enjoyed increasing her social connection with classmates and the wider community. She has also improved her understanding of local service providers. Malaya is going on to study Certificate II where she will explore career options and learn more about living in Australia.



Horticulture

The Certificate III in Horticulture students have finished their stunning Indigenous Garden, aiming to provide a peaceful space for students and staff to contemplate and admire the local plants and wildlife. Despite numerous delays, a detailed design process was completed within the year. The students meticulously followed a comprehensive plan, which included budget, timeline, and workplace health and safety considerations. Each student's unique skills and knowledge greatly contributed to the remarkable result. Witnessing birds enjoying the ponds and birdbath, lizards basking, and showing respect for BCAL's resident snakes' habitat is truly fulfilling.



At BCAL's Pathways Festival students demonstrated how to propagate seedlings and taught the audience how to actually do it themselves. It was a very engaging activity and well received.



The students also had industry placement throughout Bass Coast at places such as the Cape Community Farm.

Sustainability Series



The Sustainability Series delivered several short courses throughout 2023. The Introduction to Renewable Energy was delivered by Werner Theinert at BCAL Wonthaggi and at Cowes in partnership with Phillip Island Community and Learning Centre. The permaculture course with trainer Rick Coleman was delivered at BCAL Wonthaggi and Corinella and District Community Centre.

We continued to raise awareness about this series by attending the Sustainability Festival and conducting a family fun climate flag activity at MYLI, My Community Library Wonthaggi.

Attendance at local network meetings is generating interest in our Sustainability Series and the link to the Victorian Skills Authority *clean* economy; renewable energy, circular economy and climate mitigation and adaptation.



Information, Digital Media and Technology

2023 saw BCAL's first delivery of the Certificate III in Information Technology course. It was a challenging course to run for a group comprised of people with vastly different levels of experience and abilities, but being available to help anyone take their next step is what we're all about.

We made the decision to combine Computer Basics and the intermediate level Computers for Office Skills courses for wider appeal. The Basics and Beyond course attracted 28 enrolments overall. Each class became a great group of friends. It's always great to see a group of people who came in nervous and uncertain, leaving with big smiles and looking forward to what's next.

The Friday afternoon Tech Club sessions continue to be an excellent way for people to boost their abilities and knowledge without going deep into technical jargon. The class assisted people with social media, connecting Bluetooth devices, smart TVs and streaming services, how to spot a scam, and much more.

In November, BCAL delivered on-site training in Excel to Bass Coast Health, we hope this proves a model for future co-operation.



Hair and Beauty



The Certificate II Salon Assistant Class of 2023 welcomed a diverse group into the Hairdressing learning environment. The class comprised six students from two secondary school campuses: five from Bass Coast College and one from Frankston Oakwood College, who was residing in Cape Woolamai under the education centre's outreach program. In Term 3, a student from Newhaven College joined the class and will continue into 2024 under the Skills First Program.

Students showed great enthusiasm as they learnt colour correction, with a few students demonstrating a keen interest in experimenting with hair colouring both at home and in the training salon. The class visited Leongatha TAFE Gippsland in Term 1 to explore local Certificate III in Hairdressing opportunities. In Term 3, they visited Melbourne,

touring BIBA, a Registered Training Organisation offering Certificate III studies in Hairdressing/Barbering, and Elly Lukas Beauty School. This was an excellent opportunity to explore career pathways after completing their course.

One student had a stronger inclination towards beauty over hairdressing, but excelled in both areas. Teacher Kate McNish, trained in both fields, shared beauty industry skills with the student, highlighting the valuable contribution of BCAL to the students' future training.

Special mention goes to the student from Frankston Oakwood College, supported by dedicated staff due to her young age of 16. We extend our best wishes to her for the upcoming year.

The Hair Taster days in early December 2023 generated significant interest, resulting in 11 students enrolling for the 2024 course. This attendance marked a successful engagement for the program.



Success story: Bella Marshall

Bella was studying Year 12 and also started a work placement at Complexions on Billson, a beauty salon in Wonthaggi, in 2023. She continues to work there on Fridays.

Reading, Writing and Maths for Life

The Reading, Writing, Maths for Life class caters to a diverse group of students ranging from 18 to late 50s. Students show great enthusiasm and happiness, often delving into topics that pique their interest. The session kicks off with a 'Show-and-Tell' segment, where each student shares an item or personal news, sparking engaging discussions among peers.



Teacher Annie Chisholm also focuses on hands-on learning and real world problem solving. She introduces fascinating items from her farm like tadpoles, caterpillars, and fossils or flowers and fruit from the Wonthaggi Community Garden.

In Maths, students tackle subjects such as times tables, integers, and percentages, alongside practical exercises like analysing an electricity bill. The class concentrates on spelling and reading, with an expanding library offering a range of books for comprehension exercises and engaging in board games, with Scrabble being a favourite. Writing activities involve using notebooks or responding to emails on laptops.

The highlight of the day is the global online game called 'Freerice', in which students respond to English or Math questions. Each correct answer donates 10 grains of rice through the World Food Programme to help children in developing countries.



Practical Music

The Victorian Learn Local Pre-accredited Award (for small providers) won by the Practical Music course in 2022 has been the gift that keeps on giving.

The announcement of the award led to:

- An official visit to BCAL from Nina Taylor MP, Parliamentary Secretary for Training and Skills, leading to a front page feature in the Sentinel Times
- An interview and two songs played on ABC Gippsland's Saturday Breakfast program.
- An invitation to perform at the 2023 Learn Local Awards ceremony.

Although logistics prevented the group from performing live at the awards, they sent a video recording of a performance which was played at the announcement of the nominees.

Bill said it was a life goal achieved to have a band he's in introduced by awards MC and RockWiz Quizmaster Brian Nankervis.

The year started with the group taking on its biggest project: organising a concert at the Dalyston Hall. They did everything themselves from booking the venue and talent, to promotions and ticketing. They arranged for the Footscray Gypsy Orchestra to play and to present workshops. A splendid time was had by all.

Lisa Ovejero had to take leave during Term 2. Fortunately, we had the talented musicians David Hubble and Bill Street step in to ensure the course's continued success for the rest of the year.



Practical Music students and staff with Nina Taylor MP, Parliamentary Secretary for Training and Skills. ©Sentinel-Times



Hospitality

We delivered ten Responsible Service of Alcohol courses with 131 enrolments in total.

BCAL now delivers Responsible Service of Alcohol and Food Safety at Phillip Island Community and Learning Centre (PICAL) in Cowes.

The delivery at PICAL has also seen an increase in demand for the Food Safety Level 2 Supervisor course.

Workplace Safety

BCAL collaborates with Australian Safe-T Training to provide various workplace safety short courses. The most sought-after courses are the Construction Induction course, also known as White Card, and Traffic Management. The White Card training is essential for anyone entering a construction site, from labourers to site managers, to architects to even catering staff.

First Aid

BCAL has become renowned as a highly trusted and favoured First Aid training provider in the region. Much of this success can be attributed to Megan Darby's engaging teaching approach, which makes learning both enjoyable and effective. Despite First Aid being a mandatory requirement in numerous workplaces, individuals return not only out of obligation but also out of genuine interest.

We now deliver First Aid courses twice per term and also provide annual updates to businesses and organisations including: Bass Coast Children's Centre, Beveridge Williams, Considine & Johnstone and Koonwarra Fire Brigade.

Enrolments for 2023:

- CPR – 132
- First Aid Level 1 – 32
- First Aid Level 2 – 100





CAPACITY BUILDING (NDIS)

2023 was a consistent year for the Capacity Building program. With no major session changes, the revision of 2022's sessions has proven successful. We were able to fill vacancies in current sessions, resulting in a more efficient use of time and funds.

Our 1 on 1 sessions have grown slightly to accommodate participants needs. The 2023 CelebrateAbility event was loads of fun. We opted for an art exhibition opening for the morning, followed by a laid back BBQ and live music in the afternoon. It was a beautiful day with lots of dancing, food and celebration.

Moving forward, most Capacity Building sessions are at full. 2024 has seen the addition of a hair and beauty session, thanks to a partnership with Yooralla. This partnership has also overflowed into the computers session. We continue to fill vacancies almost as soon as they arise and all sessions are off to a great start in 2024.

Our three cooking sessions have had another successful year. All sessions have been at capacity all year. Participants have made great progress, both with their kitchen skills and personal skills. Participants are learning to julienne and sauté while learning the value of teamwork and working with their strengths and accepting their limitations and differences. It is an honour to observe. Participants have produced consistently amazing meals, especially our School Lunches group who sell their creations to our willing staff for Tuesday lunch. Images from our cooking sessions fare extremely well on social media, with insights showing consistently high interactions with these posts.

Exploring Art



The year saw participants continue to develop friendships, social skills and explore their creativity through numerous art forms. In first term the participants had the opportunity to exhibit in the Inverloch Art Show Hub. Participants priced and titled their works and many sold pieces and attended the official opening. An outstanding result was achieved by Lizzy Dalton who won first prize in the all abilities category.

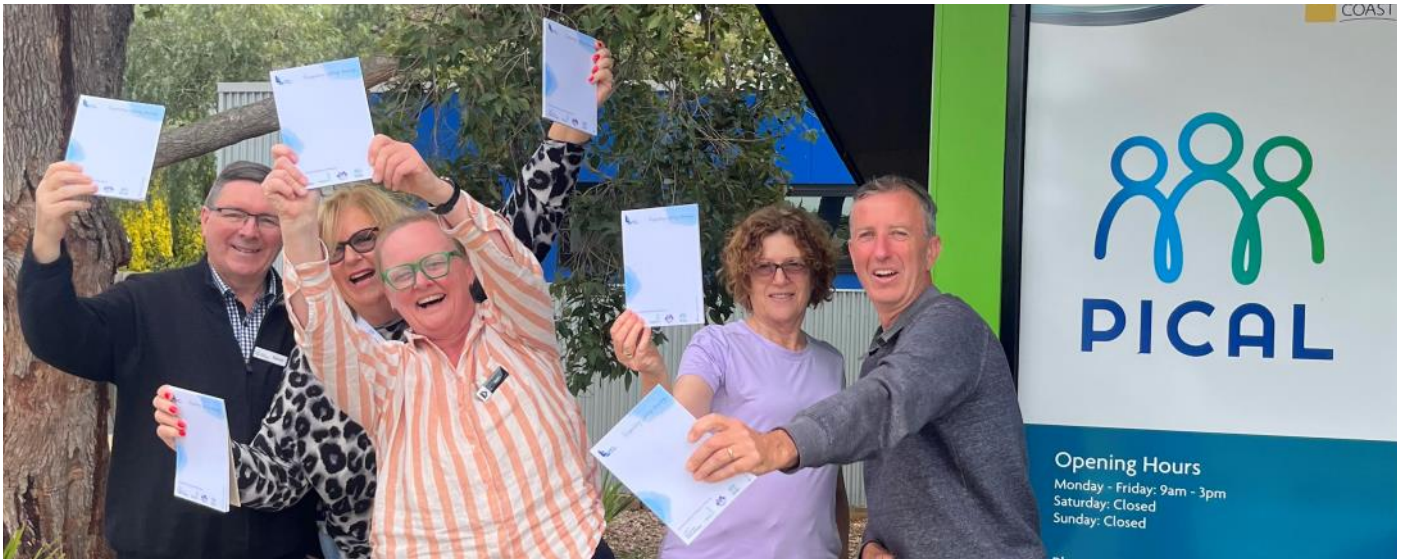
Art was instructed by Lisa Ovejero during Term 1, Laura Brearley in Term 2, and Camille Monet in Terms 3 and 4. Each teacher brought their distinct talents to enrich the art class. Camille, who has now assumed a permanent position, is a highly skilled and celebrated artist with a background in social projects. She has brought the empathy, enthusiasm, experience and creativity that the groups thrive on. As a result, art sessions have been consistently full and well attended.

In December participants held an exhibition, 'Looking in the Mirror,'. The exhibition was a vibrant collection of various mediums, photography and colours, each piece reflecting the participants' unique talents.



Success Story: Christian and Evelynn

Christian and Evelynn participated in multiple cooking sessions, job skills, life skills and travel training while at BCAL, all of which have bolstered their knowledge and confidence to allow them to pursue their goals. They have both moved out of their family homes and are now living independently. Christian has a full-time job at Coles and is managing his responsibilities with confidence. Evelynn is living the life they choose to live, without the constraints of family to hold them back. We are very proud.



PARTNERSHIPS

BCAL highly values working in partnerships with local organisations, businesses and government to deliver high quality education and training programs. Consequently, a Partnerships Coordinator position was developed in January 2023.

Throughout the year, BCAL continued to strengthen existing partnerships as well as create new collaborations. The development of this role enabled BCAL to gain some new funding for joint projects. In addition, organisations approached BCAL to collaborate on funding proposals.

Some of the highlights of 2023 were:

- presenting at the Learn Local best practice forum (the development of our Renewable Energy course)
- securing the coordination role of the Industry Practice Network - Health Support Services via the Adult Community and Further Education Board
- strengthening our partnership with Corinella and District Community Centre to deliver a variety of Learn Local courses in the Waterline community developing and sharing marketing resources via the Bass Coast and South Gippsland Learn local Partnership with Phillip Island Community and Learning Centre, Milpara Community House, and Manna Gum Community House
- coordinating pathways into accredited training with TAFE Gippsland. For example, the Care and Support course pathways into Certificate III in Individual Support at Leongatha

- development and delivery of an online Volunteer Tutor Training course with TAFE Gippsland for 21 participants
- connecting with The Ladder Project Foundation who assist young people to access education and training
- connecting with Bass Coast Foundation about improving opportunities for financial literacy
- delivering a workshop making Eco Flags at Myli – My Community Library, Wonthaggi
- strengthening our connection with Landcare by attending the Sustainability Festival at Bass Landcare and submitting a project proposal for a new partnership project
- developing a partnerships with Bass Coast Shire Council to deliver 32 gardening workshops throughout Bass Coast in 2024
- forming partnerships with local building and construction companies Coldon Homes and Capeview Building Products
- attending the Phillip Island tourism and business network to understand industry training needs.





Bass Coast Adult Learning

Learn More.

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