



Trade Training Centre / Trades Skills Centre 2017 Activity Report

For period 1 January 2017 to 31 December 2017

Before you begin

Before completing Trade Training Centres (TTCs) / Trade Skills Centres (TSCs) 2017 Activity Reports, Education Authorities and schools should read the TTCs/TSCs in Schools Program Guidelines, the 'Guide to completing and submitting the TTC/TSC 2017 Activity Report' and other relevant information that can be accessed at: www.education.gov.au/trade-training-centres-schools-program.

Information for Education Authorities

Completing

- Education Authorities access and download the TTC/TSC 2017 Activity Report from School Entry Point. To complete the Activity Report Education Authorities can:
 - enter the details for each school, save and submit the form; or
 - email the form as an attachment for the lead school to complete, save and return to the Education Authority.
- Prepopulated information at Part A may be updated by the Education Authority if required.
- To update other prepopulated information in the form please refer to the contact details below.
- TTC/TSC activity information is entered by typing details directly into the form. All questions are mandatory.
- Education Authorities are responsible for ensuring all details on the form are correct and quality assured before submitting the form on School Entry Point.

Submitting

- **ONLY YOUR EDUCATION AUTHORITY CAN UPLOAD AND SUBMIT THIS ACTIVITY REPORT INTO SCHOOL ENTRY POINT. INDIVIDUAL SCHOOLS DO NOT HAVE THE NECESSARY ACCESS.**
- Submit the form by clicking the '**Submit to School Entry Point**' button located at the bottom of the last page. The School Entry Point username and password must be entered in the labelled fields.
- An error report is displayed on the last page if there are mistakes or omissions in the form at the time it is being submitted. These must be corrected before the form can be submitted.
- Once submitted a Reference Number is generated, displayed in the form and the form cannot be updated unless advised by the Department of Education and Training. Please save the form to your computer after submitting.
- Submitted form(s) can be viewed by logging into School Entry Point and clicking the '**Find Report**' button.

Information for Schools

Completing

- This TTC/TSC 2017 Activity Report is accessible as a prepopulated form with the lead school/cluster school details. To report updates to prepopulated information please refer to the contact details below.
- TTC/TSC activity information is entered by typing details directly into the form. Note: all information relating to site/s is hidden. To respond to TTC/TSC site questions expand the area by clicking on the '+' symbol next to the site name and Training Course or click on the '**Expand All Sites**' button. All questions are mandatory.
- The TTC/TSC 2017 Activity Report can be saved to a local computer by clicking the '**Save to My Computer**' button located on the last page. Please ensure that you save a copy for your reference.
- If lead school and/or cluster schools are completing the TTC/TSC 2017 Activity Report they should save the completed form to their computer.
- Once the school or site information is entered in the form, the form should be saved and can be emailed as an attachment.
- **ONLY YOUR EDUCATION AUTHORITY CAN UPLOAD AND SUBMIT THIS ACTIVITY REPORT INTO SCHOOL ENTRY POINT. INDIVIDUAL SCHOOLS DO NOT HAVE THE NECESSARY ACCESS. PLEASE RETURN YOUR COMPLETED FORM TO THE EMAIL ADDRESS IN A2 BELOW.**

Contact us

If you have any difficulties in completing the form contact the Department of Education and Training at:

Email: TTCReporting@education.gov.au

Telephone: (02) 6240 8003 - 9am to 5pm (EST) Monday to Friday

Part A - Education Authority Details

A1 Education Authority

Victorian Independent Schools BGA Limited - 8852

A2 Primary Contact

Check if the information is correct. If changes are required contact the Department of Education and Training.

Title

Mrs

Given Name(s)

Lindy

Surname

McArdle

Position

Manager, Grants Administration

Telephone

03 9825 7218

Mobile

Email

lindy.mcardle@is.vic.edu.au

Preferred Contact Method

Email

Part B - Project Details

42657 - Albury Wodonga Community College Trade Training Centre

	AGEID	School Name
Lead School	25136	Albury Wodonga Community College
Date of Commencement	10/10/2011	
Reporting Period	1 January 2017 to 31 December 2017	
Last day to Submit	30/06/2018	

Part C - Trade Training Activity

C1. Were students from Albury Wodonga Community College enrolled at any of the sites for the Albury Wodonga Community College Trade Training Centre in 2017?

- Yes
 No

If No, explain why Albury Wodonga Community College did not participate in the Albury Wodonga Community College Trade Training Centre in 2017.

0/2000 characters entered

C2. Did the contracted Cluster Schools enrol students at any of the sites for the Albury Wodonga Community College Trade Training Centre in 2017?

AGEID	School Name	Response select Yes/No
No Cluster Schools for this Project		

C3. Have students from schools that are not contracted Cluster Schools been enrolled in Training Courses at this TTC/TSC?

- Yes, if Yes, select the non contracted Cluster School that had enrolled students in qualifications at this TTC/TSC site.
 No, if No, continue to C4

Non-Contracted Schools

C4. Were Approved Training Courses (or any other eligible Training Courses) delivered at the Site/s listed in your agreement in 2017?

Site Name	Response select Yes/No
Albury Wodonga Community College Trade Training Centre - Albury Wodonga Community College	<input checked="" type="radio"/> Yes <input type="radio"/> No

**If you answered No to a Site, Questions C5-C12 for that TTC/TSC site will be disabled.
Please proceed to C13 and answer C13-C16**

[Collapse All Sites](#)

Site Name: Albury Wodonga Community College Trade Training Centre - Albury Wodonga Community College Site

[Validate Site](#)

Training Course: Certificate II Kitchen Operations SIT20416

C5. Was this Training Course delivered at this site in 2017? Yes No

IF YOU ANSWERED YES, GO TO PART C6.

If No, answer C5.1 and C5.2

C5.1 Explain why this Training Course was not delivered in Albury Wodonga Community College Trade Training Centre - Albury Wodonga Community College site in 2017.

IF ANOTHER ELIGIBLE TRAINING COURSE WAS DELIVERED INSTEAD OF THIS TRAINING COURSE, PLEASE ENTER THE DETAILS AT C12.

0/2000 characters entered

C5.2 Is the Training Course to be delivered in a future year?

Yes

No

If yes Please indicate the first year it will be delivered.

First Year to be delivered

If No, explain why the Training Course will not be delivered and complete a request to vary template.

0/2000 characters entered

C6 Which RTO is certifying the delivery of the Training Course?

RTO Code

3732

RTO Name

Albury Wodonga Community College Limited

C7 How many students in years 9, 10, 11 and 12 were enrolled in this Training Course at Albury Wodonga Community College Trade Training Centre - Albury Wodonga Community College site in 2017?

Non-Indigenous Males	Indigenous Males	Non-Indigenous Females	Indigenous Females	Total
21	2	30	3	56

C8 Of the total number of students enrolled in this Training Course at Albury Wodonga Community College Trade Training Centre - Albury Wodonga Community College site, how many successfully completed this Training Course?

Non-Indigenous Males	Indigenous Males	Non-Indigenous Females	Indigenous Females	Total
12	2	25	3	42

C9 Of the total number of students enrolled in this Training Course at Albury Wodonga Community College Trade Training Centre - Albury Wodonga Community College site, **and not including the students entered at C8**, how many students have partially attained this Training Course at this site in 2017?

Non-Indigenous Males	Indigenous Males	Non-Indigenous Females	Indigenous Females	Total
9	0	5	0	14

C10 Of the total number of students enrolled in this Training Course at Albury Wodonga Community College Trade Training Centre - Albury Wodonga Community College site, how many were enrolled in Australian School Based Apprenticeships (ASBA) (or School-based Apprenticeships and Traineeships (SAT) in Queensland) in this Training Course or related Training Courses?

Non-Indigenous Males	Indigenous Males	Non-Indigenous Females	Indigenous Females	Total
0	0	0	0	0

C11 How many hours per week was the Albury Wodonga Community College Trade Training Centre - Albury Wodonga Community College site used to deliver this Training Course?

Average Hours per Week	Average Weeks per Year	Total hours per year
12	26	312

C12 Was an eligible Training Course, **not previously listed on this form**, delivered at Albury Wodonga Community College Trade Training Centre - Albury Wodonga Community College site in 2017?

- Yes
 No

If Yes, what was the eligible Training Course not previously listed delivered (You will have to answer questions C6 to C11 for this Training Course):

C13 Was the Albury Wodonga Community College Trade Training Centre - Albury Wodonga Community College facility utilised by **students** for activity other than for the delivery of Approved Training Courses and/or Direct Pathway Qualifications in 2017?

For example, taster courses, other Vocational Education and Training in Schools (VETiS) activities, other school activities, elective activities, community-group-organised after-hours activities.

- Yes
 No

Name of Activity

Albury Wodonga Community College Limited (Indie School students linked to Home Eco Studies)

Average hours per week

2

Average weeks per year

40

Total hours per year

80

[Remove](#)

Name of Activity
 Albury Wodonga Community College Limited (VET Program students part of accredited training)

Average hours per week: 4 Average weeks per year: 16 Total hours per year: 64 [Remove](#)

Name of Activity
 Albury Wodonga Community College Limited (disability students using facility for cooking days)

Average hours per week: 4 Average weeks per year: 4 Total hours per year: 16 [Remove](#)

Name of Activity
 Albury Wodonga Community College Limited (retirees part of U3A and Creative Learners programs)

Average hours per week: 4 Average weeks per year: 4 Total hours per year: 16 [Remove](#)

Name of Activity
 Albury Wodonga Community College Limited (Indie School students TASTER Course)

Average hours per week: 3 Average weeks per year: 4 Total hours per year: 12 [Remove](#)

Name of Activity
 Albury Wodonga Community College Limited (Foundation Students - pathways back to VET - TASTERS)

Average hours per week: 4 Average weeks per year: 4 Total hours per year: 16 [Remove](#)

[Add another Type of Training Activity](#)

C14 Was the Albury Wodonga Community College Trade Training Centre - Albury Wodonga Community College facility utilised by **staff** for activity other than the delivery of Approved Training Courses and/or Direct Pathway Qualifications in 2017?
 For example, professional teacher development, demonstrations, parent meetings, after-hours courses.

- Yes
 No

Name of Activity

Average hours per week: _____ Average weeks per year: _____ Total hours per year: 0 [Remove](#)

[Add another Type of Training / Activity](#)

C15 Was the Albury Wodonga Community College Trade Training Centre - Albury Wodonga Community College facility utilised by the **local community/industry** for activity other than for delivery of Approved Training Courses and/or Direct Pathway Qualifications in 2017?
 For example, Vocational Education and Training (VET), adult education, short courses, demonstrations, meetings, industry groups, hired use.

- Yes
 No

Name of Activity

Average hours per week

Average weeks per year

Total hours per year

Remove

Add another Type of Training / Activity

C16 Are you delivering any Approved Training Course/s at the Albury Wodonga Community College Trade Training Centre - Albury Wodonga Community College site in 2018

Yes

No

Training Courses

Delivered 2018

Certificate II Kitchen Operations SIT20416

Yes No

C16.1 Are you delivering any other Approved Training Courses at the Albury Wodonga Community College Trade Training Centre - Albury Wodonga Community College site in 2018?

Yes

No

If Yes, what is the Approved Training Course?

In providing the information in C16 and C16.1, we accept any variation to the Project Specific Schedule that may arise.

Collapse All Sites

Part D - General Information on the TTC/TSC

D1 Has the TTC/TSC improved the engagement of students generally or students in particular?

Yes

No

Please provide details

2017 has been a very positive year for our Indie School and TTC. We have seen positive engagement which is good give we focus on 'vulnerable' students who have previously disengaged from secondary school. We predict that 2018 will have fewer students undertaking the Certificate II in Kitchen Operations due to the age range we have 'attached' to our school this year. It will likely be the case that the TASTER classes will increase and then in 2019, higher numbers again. Of course this can change very quickly with our student base.

535/2000 characters entered

D2 Has the TTC/TSC improved school enrolments and/or retention rates?

Yes

No

Please provide details

Across the previous years of Bakery to Kitchen Operations, we have witnessed an improvement is approximately 100% and at a level that the original TTC had anticipated.

We see again in 2017 a very good result and confirmation for our student cohort that the interaction of on site TTC facilities helps them think more proactive towards the world of work.

The outcomes for our 'Indie' School students indicates they have in our TTC, 'experienced' the hospitality aspects of this employment stream to which they have an interest. Indications show that some of our students then you seek to undertake a higher level qualification in the hospitality (and related) field. We see this as a worthwhile outcome meaning their 'entry' level Certificate or Statement of Attainment has provided the experience of expected coursework study and the industry they can expect to work in.

871/2000 characters entered

D3 Has the TTC/TSC improved the behaviour or enthusiasm of students?

Yes

No

Please provide details

The 'Indie' School TTC is important to the vulnerable nature of our student base we chose to work with. With the RTO students, older students (community), pathway students attempting to return to school and partnership a disability organisation, we have a 'nice' mix and 'feel' to the student learning environment. We see positive behaviours and improvements in understanding OH&S, business practices and over enthusiasm of students is equal or higher than in the year before.

477/2000 characters entered

D4 Have you received feedback from families or the community about the TTC/TSC?

Yes

No

If yes, please provide details

Typically we have very positive and regular feedback including the many visitors we host in any year through our TTC. Student family members tend to be low level feedback given most of our students have a lower level of family interaction than most. However those family members who visit our school seem positive about our environment and presentation of our classrooms including TTC.

In 2017, visitors included Commonwealth and State Ministers and MP's, all of which seemed very impressed with our facilities, student support and practical nature of the outcomes from our small TTC.

584/2000 characters entered

D5 Has local industry and employers engaged with and / or supported the TTC/TSC?

Yes

No

Please provide details

We continue to have relationships with a nearby cake shop who provides industry relevance to our students. This arrangement has been helpful for students and the two shop staff involved have a positive approach to their industry and to the students of our school.

264/2000 characters entered

D6 How many students who were enrolled in the TTC/TSC in 2017 have gone into jobs in the industry or industries associated with the training?

6

D7 Has the TTC/TSC improved the transition into the workforce / tertiary education for students?

Yes

No

Please provide details

We continue to believe so. While the 'Indie' School numbers are small, they represent a positive outcome for students who are starting a long way (academically) back. The linkage between the TTC to student VCAL studies, has practical benefit as do the occasions they use their TTC experiences to support other school 'cooking' activities for example on ANZAC Day and School Open Day.

383/2000 characters entered

D8 Do you wish to provide us with any other information relevant to the operation of the TTC/TSC?

Yes

No

If yes, please provide details

Our organisation/school still appreciates the work undertake to support us establishing a small TTC, then in transferring from a Certificate III Bakery qualification to a Certificate II Kitchen Operations qualification. The end result of our TTC over past years has been beneficial, and AWCC thanks Independent Schools, DET and ASQA for their assistance.

355/2000 characters entered

D9 Do you wish to upload any supporting documents / photos?

- Yes
 No

Please attach your supporting documents / photos

Maximum attachment size 1MB.

Supported attachment types are Word (.doc, .docx), Rich Text File (.rtf), Portable Document Format (.pdf)

D10 The Australian Government Department of Education and Training may be interested in hearing more about how your TTC/TSC is benefitting your community. Do you give permission for the department to contact you to further discuss the feedback that you provided above?

- Yes
 No

TTC Contact

In the event that the Australian Department of Education and Training may wish to contact the TTC/TSC directly to discuss the information provided in this form.

Title	Given Name(s)	Surname
Mr	Rodney	Wangman
Position		
Principal - Chief Executive Officer		
Telephone	Mobile	
02 6043 8200	0417 253 801	
Email		
ceo@awcc.edu.au		
Preferred Contact Method		
Email		

Completing this form

Save to my computer

'Save to my computer' allows you to save a draft copy of your Data Report to your local computer so you can access the form without being connected to the internet.

Or

To Submit to the Department of Education and Training, enter your School Entry Point Username and Password then select '**Submit to School Entry Point**'.

ONLY YOUR EDUCATION AUTHORITY CAN UPLOAD AND SUBMIT THIS ACTIVITY REPORT INTO SCHOOL ENTRY POINT. INDIVIDUAL SCHOOLS DO NOT HAVE THE NECESSARY ACCESS

Username

Password

Submit to School Entry Point

'**Submit to School Entry Point**' allows you to submit your completed Data Report to the Department of Education and Training for processing. Once submitted information in the form cannot be changed.

Errors found in form

The following errors were found in the form. Please correct them before attempting to submit the form. If you have any issues completing the form, contact the Department of Education and Training Helpdesk on (02) 6240 8003 for assistance.

Validate Form

To go directly to the errors in the form, double click on the error message(s) provided below:

Please enter your School Entry Point username
Please enter your School Entry Point password