



MACQUARIE
Community College



Realise Your Potential

annual report 2014



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OUR MISSION AND VALUES

MISSION

Macquarie Community College is a leading provider of dynamic and innovative adult learning experiences that are relevant, accessible and affordable.

OUR CORE VALUES

Accountability
Collaboration
Commitment
Diversity
Empowerment
Innovation
Integrity

OUR STRATEGIC PLAN

Macquarie Community College places a focus on our students and this commitment is demonstrated in - the four focus areas of our strategic plan:

OUR STUDENTS

- Our students reflect the demographics of our community
- We deliver superior customer service
- We have productive partnerships with new and existing stakeholders

OUR PROGRAMS

We provide and deliver superior learning programs to meet the diverse needs of the communities in which we operate:

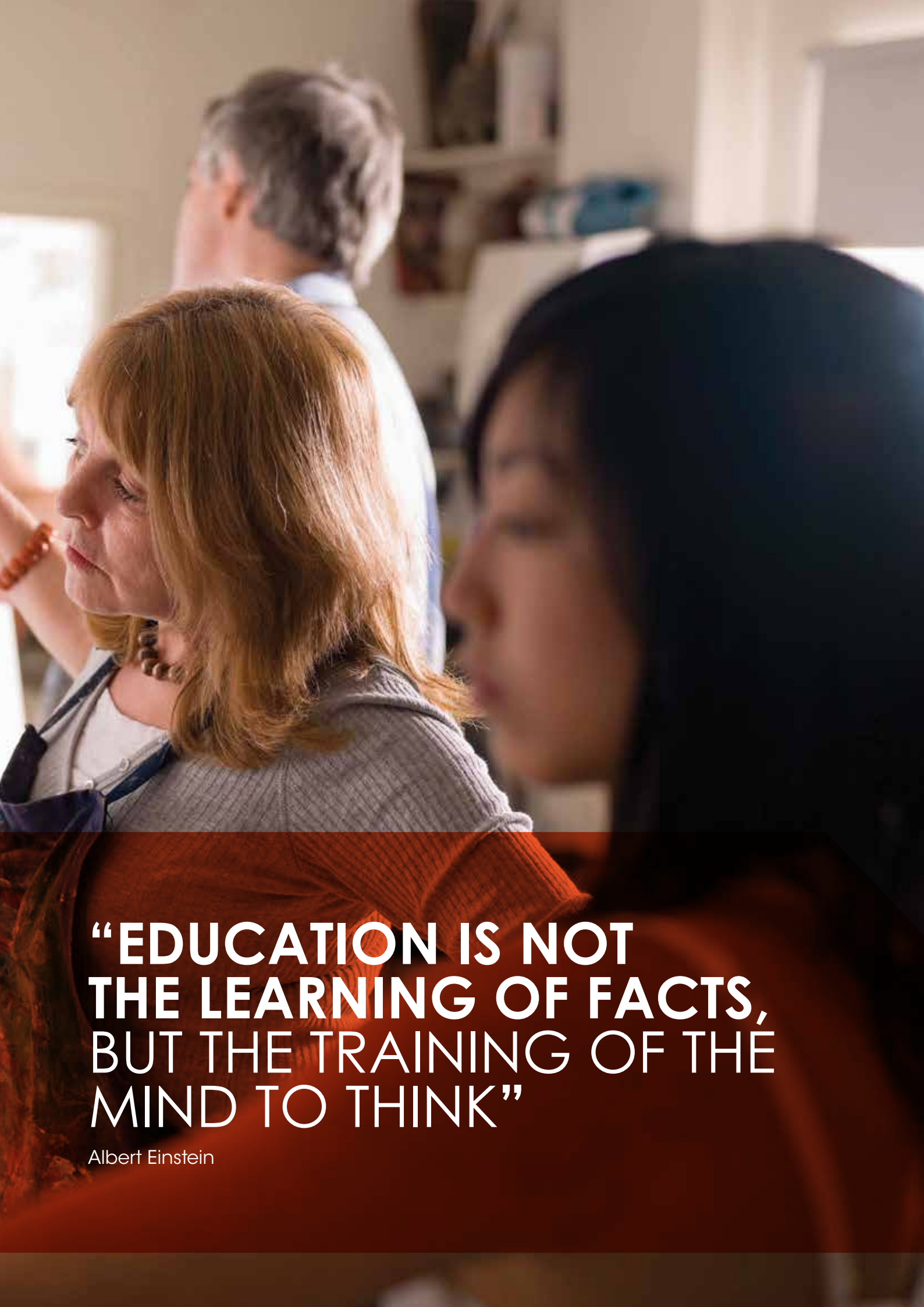
- Excellent adult migrant english programs
- Quality approved vocational learning courses
- Diverse leisure and lifestyle courses

OUR PEOPLE

- We are an employer of choice
- We are a learning organisation
- We are a high performing organisation

OUR PROCESSES

- We operate profitably
- We optimise human and physical resources
- We have an effective, leading edge IT platform

A photograph of a classroom setting. In the foreground, a woman with blonde hair, wearing a grey sweater and a blue apron, is looking towards the left. In the background, a man with grey hair is standing, and another person with dark hair is partially visible. The scene is lit with warm, natural light, suggesting a bright window. The overall atmosphere is one of a focused learning environment.

**“EDUCATION IS NOT
THE LEARNING OF FACTS,
BUT THE TRAINING OF THE
MIND TO THINK”**

Albert Einstein



CHAIRMAN'S REPORT

The environment in which **Macquarie Community College** has operated in recent times has been one of turbulence, financial uncertainty and competitiveness – all of which have led to a busy operating year with a disappointing financial close in 2014. The year ended on a very strong positive footing however with the awarding of up to \$3 Million of 2015 funding to the College under the NSW Government's program *Smart & Skilled*.

Having been on the State Government's training reform agenda since 2012 it was pleasing to see the program finally spur into action in the second half of 2014. It would be remiss of me if I failed to acknowledge the challenges Macquarie has faced as we anticipated this program coming to fruition in each of the last three years. This has impacted significantly on budget planning and our ability to achieve desired growth in training course delivery.

Even more pleasing than the announcement was the realisation that **Macquarie Community College** was one of the most successful non-TAFE applicants to be funded to deliver *Smart & Skilled*. This has set the stage for a very exciting and potentially prosperous year in 2015.

The success of Macquarie Community College's application for *Smart & Skilled* funding is a fine testament to our outgoing CEO Dr June Heinrich. After four years of turbulent activity June departs leaving the Training arm in a position to deliver significant numbers of full and partial qualifications to adults in Sydney and Central Coast communities under this new program. The funding is targeted at skill shortage areas and also includes special entitlement funding for eligible learners who have faced barriers to completing their education (such as disability, indigeneity, long-term unemployment, regional location). The *Smart and Skilled* funding will enable some of our students to achieve their first skill-based qualification, or for those already in the workforce to upgrade their current qualifications.

This funding opens the door to establish strong growth in our training operations, more fully utilise our premises, and to build enduring partnerships with other educational institutions.

In addition to the new students we will work with on the Central Coast we have broadened our operations as a result of the Hawkesbury Community College merger and the commencement of our First Aid business in Northern NSW.

Another very significant change for the College has been the appointment of a new CEO, Theresa Collignon. The board, made aware of June Heinrich's plans to retire earlier in the year, postponed its strategic review which would have seen a new strategy being implemented from early 2015. However all directors were agreed it was imperative that the incoming CEO be actively leading the strategic planning process. To this end the board is looking forward to working with our new CEO, the senior team and staff to map a pathway forward for a more prosperous and educationally productive future. I anticipate in developing the new strategic direction we will examine a wide range of options that will explore ways in which we can deliver on our mission to provide quality, affordable adult education more efficiently and effectively.

I would once again extend my thanks to my fellow directors for their continuing support, expertise and commitment to improving the direction of Macquarie for the communities in which we operate.

Most importantly I would like to acknowledge the tenacity, dedication and commitment that Dr Heinrich exhibited throughout her time as CEO of Macquarie Community College. We wish you a long and productive retirement June.

Sue Murray
Chair

CHIEF EXECUTIVE OFFICER'S REPORT

I am very pleased to be writing to you as the newly appointed Chief Executive Officer of the **Macquarie Community College**. It is an honour and a privilege to take on the leadership role with such a well-respected, long standing not-for-profit College.

The past 3-5 years have possibly been the most challenging for the College in its long history with respect to changes to the funding environment, strategic and competitive challenges for all of our business units and increasingly strict compliance and reporting requirements.

Our Mission challenges us to provide members of our community with life long learning opportunities that are relevant, affordable and accessible. Despite the difficult operating and funding environment of 2014 the College delivered outcomes that brought programs and educational opportunities to more than 3925 individuals enrolled in our programs.

The communities we serve are now very diverse and geographically spread from the original base in the Carlingford/Ryde areas. In addition to our long-running AMEP operations in Sydney's outer west we have now incorporated the catchment areas previously served by the Northwest Community College (Hills District) and the Hawkesbury Community College (Richmond and Hawkesbury). The finalisation of the merger with Hawkesbury is reflected in this year's financial results.

As a result of our successful tender to participate in the NSW Government's *Smart and Skilled* program we will have the opportunity in 2015 and beyond to provide relevant, affordable and accessible qualifications and skills programs to even more individuals through our **Macquarie Training College** in Sydney and on the Central Coast. Last but not least, the College established a new First Aid business, initially piloted in the Lismore area in the last quarter of 2014.

The Adult Migrant English Program (AMEP) continues to operate at scale, with quality and profitability under the leadership of Peter Harrison and his team. The impact of

this life-changing program on our clients in Blacktown, Mount Druitt and Ermington is significant and long-lasting. The English skills attained, plus the childcare and settlement support our clients can access are significant to their successful integration into their new communities in Sydney's west. The AMEP meets or exceeds all of the key performance indicators set by the government. The overall client satisfaction with the program, as measured by an external survey, remains very high and this is a real tribute to the staff and leadership at AMEP.

Malcolm Harrison and Paula Sheehan continued to implement changes to the **Leisure & Lifestyle Program** in order to ensure long term sustainability. The program of courses is regularly refreshed to better target the communities we operate in. We strive to provide relevant and interesting courses, recognising the changing demographics and aware of the challenge of competition, not just for our participants' discretionary education dollars, but against the demands placed on their precious time given the increasingly busy lives of our community members.

Sock Ngui, one of our longest serving staff members continued her important work with the courses for people with intellectual disabilities, and each term the College had approximately 210 enrolments. As an important part of Macquarie course offerings, these courses are subsidised by the College, enabling fees to be set at more affordable levels.

Macquarie Training College continues to offer more than 22 nationally accredited qualifications. In 2014, the total number of enrolments in accredited courses was lower than expected, largely driven by the changes in government funding and delays to the implementation of the announced training reforms in NSW. Some of these challenges are shared with our colleagues in the community college sector as part of the extraordinary changes in compliance and funding, not to mention changing demographics and consumer demand for new modes of training.



photograph by Anna Zhu



Despite these challenges our English languages programs continue to grow and expand with the successful implementation of the **Skills for Education and Employment (SEE) program** which in its first full year of operations in 2014 performed well with more than 85 participants in various stages of commencement or completion of up to 800 hours of English language tuition. Our Language, Literacy and Numeracy programs operated strongly, providing valuable English language skills and part qualifications to almost 215 clients.

New national standards for Registered Training Organisations came into effect in 2015, initiating a significant program of work in 2014 to review and improve our training operations, and our quality and compliance systems. This work, led by David Wilson and Linda Selfridge, in addition to the strong impetus we have gained through securing *Smart and Skilled* funding will be a tremendous foundation for the turnaround of the Training business unit in 2015.

We move into 2015 with a less uncertain future with the State Government's reform of the NSW vocational and training sector now in place and changes to regulation and compliance at the Federal Government level now clarified. Nevertheless, given the radical changes to the way adult education is now funded and monitored in NSW and by the Commonwealth there will be an unrelenting requirement for improvement of our systems and processes to meet our client and funding obligations.

I want to acknowledge the contribution made by each member of the 2014 senior executive team at Macquarie. Their hard work as individuals and as a team enabled the College to navigate through another year of challenges. Their commitment to the mission, vision and values of Macquarie, to their staff, our members and to our students is part of what makes the College a leading not-for-profit provider of adult education programs.

I also want to thank our volunteer board of directors and committee members who devote many hours in their support of the organisation, charting the direction for Macquarie Community College. I look forward to working with the Board, staff and stakeholders in shaping our new 3 year Strategic Plan.

Our members, community, Government and corporate partners play a crucial part in promoting, supporting and sharing Macquarie's mission and vision.

I hope that as you read this annual report you can embrace the passion we share in seeking to provide the community with lifelong learning opportunities that are relevant, accessible and affordable.

In closing I would like to thank my predecessor Dr June Heinrich who celebrated her last day with us at the College in March, after nearly 4 years as the CEO of Macquarie Community College. Under June's leadership the College has achieved numerous milestones including being accredited for a further five years by the Australian Skills Quality Authority and a further three years as an ISO 9001 organisation. In addition to securing ongoing contracts with the NSW Government and the excellent

operational results of the AMEP program two standout highlights are the Federal Government contract to deliver the Skills for Education and Employment in Northern Sydney and the exceptional opportunity the College has to deliver vocational education training under the NSW Government's *Smart and Skilled* framework. Macquarie was one of the most successful Registered Training Organisations in NSW in a very competitive tender process which looked at capacity and performance - and we are one of only two Community Colleges to secure significant levels of funding.

In reflecting on her time at **Macquarie Community College** June tells me she has enjoyed the challenge of steering the College into new directions to remain competitive, although that journey has not been without its challenges. June brought a wealth of experience to the role in 2011 following her 16 year tenure as the former CEO of Baptist Community Services and her strong career background as an educator. I am sure that my thanks to June for her stewardship of the Mission of the College are echoed by the many thousands of students, clients and participants who have benefited from the learning opportunities provided by the College during the past 4 years under her leadership as the CEO.

Theresa Collignon
Chief Executive Officer



OUR PEOPLE

Macquarie Community College is made up of a diverse group of people who are committed to providing high quality learning experiences for its students. Our aim is to ensure students receive positive learning outcomes that develop intellectual, social, cultural and ethical attitudes and behaviours. We employ over 280 staff and deliver more than 300 unique programs.

The diversity of our programs is reflected in the diversity of our people who value and recognise individual and cultural difference. We continuously review our practices to ensure we are best placed to meet student and industry needs and provide quality education to each of our students.

It is because of our commitment to quality we were awarded a significant contract under the NSW Government's *Smart & Skilled* program. *Smart & Skilled* has been designed to give people the chance to gain the skills they need to get a job and advance their careers. The changes will dramatically change the landscape for educational professionals and we have begun the process of ensuring our teaching practices, staff and curriculum meet the significant changes introduced by reforms across the vocational education sector.

Central to the changes under *Smart & Skilled* is the renewed focus on quality and compliance. Our investment in reshaping our policies and procedures successfully led



PHOTO: from left to right Heba Day, Connor Whyntie, June Heinrich (CEO), Susan Murray (Chair), Julie Willis, Peta Iken, Annette Tan, Susan Lee, Grace Li, Lorraine Denovan and Tereiza Shenouda. (Absent: Leigh Wood, Betty Calderwood and Ljubisava Residovic)

to our reaccreditation of ISO9001 certification. This award recognises our capacity to ensure excellence in training delivery and an opportunity to promote the Government's shared vision for quality. An enormous effort was undertaken for the ISO9001 accreditation process and we thank the teams who contributed to our success.

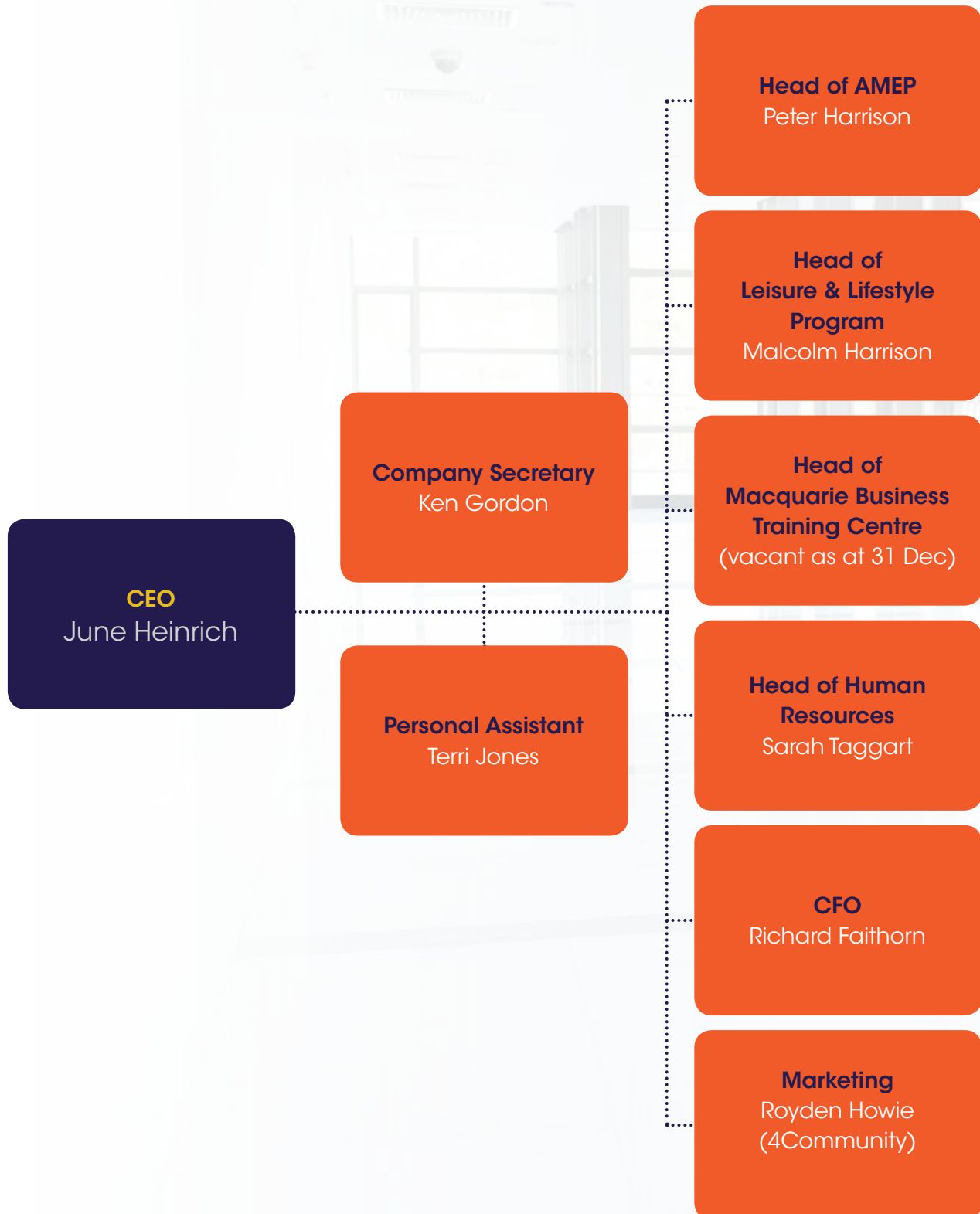
Each year we celebrate the contribution individual people make toward the results of our business. Our annual Staff Excellence Awards are an opportunity to nominate peers for an outstanding contribution as well as service excellence and innovation. The 2014 recipients were Tereiza Shenouda, Ljubisava Residovic, Peta Iken, Connor Whyntie, Lorraine Denovan, Susan Lee, Annette Tan, Heba Day, Grace Li, Julie Willis, Leigh Wood and Betty Calderwood.

One of the remarkable traits of our College is the number of employees with long tenure. Our trainers are experts in their field and their loyalty and commitment help us achieve our vision. We know the dedication and approach given to each and every student provides a learning experience that is educational, innovative and fun. Three teachers celebrated 20 years of service: Trudy Burton, Emese Turchanyi and James Stevenson. Special congratulations go to Elizabeth Lawrence who celebrated 25 years. Since 1989 Elizabeth has been teaching pottery to students across the Pennant Hills and Beecroft areas. Over this time her classes have run continuously with very few cancellations.

We value the hard work, dedication and commitment our people show each day to make our College an outstanding place to work.

MACQUARIE COMMUNITY COLLEGE ORGANISATION CHART

as at December 2014



**AMEP
Administration**

**Leisure &
Lifestyle**

**Disability
Programs**

**Brush Farm
Events &
Venue Hire**

**RTO
Administration**

**Language,
Literacy &
Numeracy**

**Customer
Service**

First Aid

Accounts

Payroll

Property

I.T.

MEMBERS OF THE SENIOR EXECUTIVE TEAM 2014



June Heinrich
Chief Executive Officer
Acting Head Macquarie Business Training Centre



Malcolm Harrison
Head of Leisure & Lifestyle



Peter Harrison
Head of AMEP



Richard Faithorn
CFO



Sarah Taggart
Head of Human Resources



Royden Howie
4community Marketing

The Senior Executive team at the time of the report (April 2015) comprises new team members Theresa Colligon (CEO), Stuart Bastock (Head of RTO) and Winston Olegasegarem (acting CFO).

OUR COLLEGE AND OUR MEMBERS

Macquarie Community College has undergone a number of structural changes since it first commenced providing community based learning opportunities in 1950. Periods of amalgamation and expansion have seen the area served by the College grow substantially and, as part of the community it serves, the College has been responsive to changing societal needs and expectations.

On 19 February 2003 **Macquarie Community College** was registered under the Corporations Act 2001 as a public company limited by guarantee. As such, membership of the College is open to members of the community, subject to the approval of the Board of Directors. The College may bestow honorary life membership to members who have made an extraordinary contribution. The College has awarded 7 Life memberships since the year 2000: Ken Harvey; Joe Lonsdale; John Payne; Robert Gamble; Christine Bennet, Ian Hunt, George Papallo.

Members receive periodic communications from the College as well as the Annual Report and yearly financial statements. Members may nominate fellow members as candidates for Director and have the right to attend general meetings of the membership, including the Annual General Meeting at which Directors are elected to the Board.

During 2014 the Board again reviewed the College's Constitution in order to modernise and streamline it. After consulting with the members this was taken to an extraordinary general meeting in March 2015. The adoption requires 75% of members in attendance to vote in favour of the proposal. The majority of members present did vote in favour of the adoption of a new more modern Constitution but the requisite 75% was not met.

Board of Directors 2014

Susan Murray	-	Chair
Robert Lundy	-	Deputy Chair until 5 June 2014
Jennifer Green	-	Deputy Chair from 6 June 2014
Mark Brandon	-	Honorary Treasurer
June Heinrich AM	-	Chief Executive Officer
Ted Bell	-	until 16 October 2014
Jan Christensen	-	until 27 May 2014
Richard Connell		
Peter Garrard		
Antony Mamo		
Sock Ngui	-	until 27 May 2014
Peter Perivolaris	-	from 27 May 2014



OUR PROGRAMS

Adult Migrant English Program (AMEP)
Macquarie Training College
Disability Program
Language, Literacy and Numeracy
Leisure and Lifestyle Program



ADULT MIGRANT ENGLISH PROGRAM (AMEP)

The Adult Migrant English Program (AMEP) is part of a suite of settlement services that provides English Language classes to newly arrived migrants and humanitarian entrants to help them successfully settle and actively participate in the Australian community and potentially find employment.

The AMEP is funded by the Australian Government and relocated from the Department of Industry to the Department of Education and Training towards the end of 2014.

The Macquarie AMEP program operates as part of a highly successful consortium relationship with Navitas, Mission Australia and KU.

The Macquarie AMEP Unit had another highly successful year in 2014. Almost 1300 students were enrolled in the program across our three locations in Blacktown, Mount Druitt, Ermington. A total of 219,258 actual teaching hours were delivered across the three Macquarie AMEP centres, as well as 8,908 which were delivered on the four pre-vocational Settlement Language Pathways to Employment/ Training (SLPET) courses run at Blacktown.

A successful NEAS audit was conducted at all three Macquarie AMEP Centres in May 2014. NEAS is a global leader in quality assurance for the English language teaching (ELT) sector.

Financial Results

The end of year 2014 financial results were some of the strongest revenue results since we began the program in 1998 - second only to those of 2013 in the history of Macquarie AMEP. The cessation of the Bridging Visa E classes, higher salary costs, plus a slight dip in humanitarian registrations contributed to the end result. However this was again an outstanding result and all credit must be given to the AMEP team as a whole.

2014 AMEP Client Numbers and Profiles:

- 868 clients were enrolled at Blacktown
- 279 clients were enrolled at Mount Druitt
- 152 clients were enrolled at Ermington

A wide-cross-section of nationalities were supported across our three AMEP centres:

Blacktown

64 different countries were represented in our client base, with 15.2% of our students coming from India, 10.0% coming from China and 9.0% from Iran.

Mount Druitt

39 different countries were represented, with 29.0% of our students coming from Iraq, 13.2% from Egypt and 12.1% from Pakistan.

Ermington

19 nationalities were represented, with 51.3% of our students coming from China, 17.1% from Korea and 7.8% from Iran.

The predominant language spoken at both Blacktown and Mount Druitt was Arabic.

Chinese (Mandarin & Cantonese) was the major language spoken at Ermington.

32.2% of the clients at Blacktown, 57% at Mount Druitt and 8.5% at Ermington had humanitarian visas.

The students were mostly female: 63% in Blacktown, 67% at Mount Druitt and 67% at Ermington.

AMEP Consortium-based online client satisfaction surveys were completed by all AMEP and SLPET students once per term. In all three centres survey results demonstrated that Macquarie AMEP staff continued to ensure that client needs were met. The total percentages in all four terms at all three Macquarie AMEP centres were comparable, often higher, than the average results from the other colleges in the Navitas AMEP Consortium. Students at all three centres also completed an anonymous internal paper-based client satisfaction survey each term.



2014 Projects and Event Highlights

The Macquarie AMEP continued partnering with DHS Centrelink Blacktown on a collaborative self-service project giving students online access to Centrelink/Medicare services onsite at Blacktown AMEP.

A number of community events organised and participated in were also highlights of the year:

In March Harmony Day was celebrated at all three centres with the main event being staged at the Blacktown RSL Club, organised in collaboration with other local service providers and community organisations.

Also in March International Women's Day was celebrated with the theme *Ending Poverty through Economic Empowerment*.

In May the various organisations in the Blacktown Centre premises staged a scone and tea event hosted by Macquarie AMEP for Australia's Biggest Morning Tea with the proceeds going to the Australian Cancer Council.

In June Refugee Week was celebrated with a range of activities at the three AMEP Centres.

In October we had a stall and representation at the Community Services Expo at Bowman Hall in Blacktown.

In the same month we held a combined Garage Sale & Diwali show on the lawns at the Mount Druitt Centre. Staff and students from the Blacktown Centre also attended. The Diwali Show had performances followed by a multicultural lunch. AMEP staff had contributed all the items for the Garage Sale which were sold cheaply. The Sale raised \$1,320 which was donated to the Westmead Children's Hospital.

To finish the year in December staff and students from both the Blacktown and Mount Druitt Centres joined together in the Blacktown Showgrounds to celebrate a Multicultural Day with performances and a multicultural picnic. Hampers and toys for the children were donated by the Hill Song City organisation.

Looking to the Future

Given that the current AMEP Contract will expire at the end of June 2017 priority will be given to working with Navitas and our AMEP Consortium partners to be fully prepared to respond to the future AMEP RFT.

In relation to this the AMEP team will be concentrating on continuing to have excellent outcomes in relation to the program KPIs set by Government and enhancing the delivery of the Program generally.

Projects for completion in early 2015 include the rebranding of all promotional material, the website and signage to reflect the AMEP's alignment with the Department of Education and Training (DET).

Professional development for teachers will continue, concentrating on e.documentation and moderation. All AMEP teachers have now completed their TAE LNN training which will be a compulsory qualification from the 1st July 2015.

We look forward to further developing the program in 2015 and continuing to see the significant and positive results it is achieving for our students.



MACQUARIE TRAINING COLLEGE

Macquarie Training College is the training operation of Macquarie Community College and is a leading provider of business solutions through education and training. We deliver our services predominantly in New South Wales with a particular focus on community services. As a College, we have over 22 nationally accredited qualifications available on our scope.

In the first six months of 2014 the College received funding under the Strategic Skills Program to deliver 11 training courses in Hawkesbury and at Chatswood. This funding re-invigorated the RTO which had not delivered many training courses in 2013 because of the lack of government funding.

During the second half of the year the focus was on preparing for the introduction of *Smart and Skilled* by the NSW Government and the preparation of the tender to become a *Smart and Skilled* provider. The College was one of a limited number of training providers to receive funding under *Smart and Skilled*. The successful tender has resulted in significant funding for 2015 and the opportunity to expand our training to the Central Coast.

Staff

2014 saw some significant changes in staffing in the RTO to generate new business opportunities, streamline and improve our customer service, and sharpen our focus on quality and compliance. From November 2014 the RTO had no senior Manager and was managed on an interim basis by the CEO, pending recruitment of a new Head of MBTC, which was finalised in April 2015.

Audits

In order to ensure that the College would meet our increased compliance requirements David Wilson was appointed as the Quality and Compliance Manager for the College in September 2014. In December 2014 the College was successful in its re-registration audit for ISO 9001.

Our Scope

As a registered training organisation, MBTC successfully applied to add upgrades to courses in Project Management and to add Work Health & Safety to our scope. We also added First Aid Training. In December 2014 our application to become an approved VET FEE-HELP Provider was approved by the Federal Government. VET FEE-HELP will assist our students studying at Diploma level and above and also the Certificate IV in Aged Care and Disability Services by deferring their need to pay upfront for their training until their income reaches a designated level set by the Government.

Building Relationships

Whilst we continued to nurture existing relationships, we also focused on building new relationships in the corporate sector. As a college, we continued our existing relationships with government bodies such as State Training Services and AMES, and forged new contacts with Industry Skills Councils. The College Strategic Advisory Committees at Chatswood and Hawkesbury met quarterly to discuss local opportunities and needs.

Looking to the Future

2014 was the beginning of renewed activity in the RTO and the outlook for 2015 is positive with the successful *Smart and Skilled* tender. This will open many opportunities for the College. The RTO is now looking forward to a bright and positive 2015 with many partnerships established with other training providers and other organisations.



DISABILITY PROGRAM

The Disability Program (previously known as Community Access) continues to operate as one of Macquarie's most stable and popular education initiatives, with a range of courses available for people with all levels of intellectual disability. The primary objective is to provide affordable and quality courses for people with an intellectual disability, both in recreation activities as well as in functional and personal skills.

Venues

Macquarie provides the Disability Program at a range of venues the main ones being:

- Minimbah Challenge, Marsfield
- The Rydalmere Centre
- The Marsden Centre, Westmead

Community Partnerships

Macquarie offers a post-school options program at Cromehurst School, Lindfield, and provides courses to clients from Achieve Australia at their day program centre in Epping.

At the start of Term 1, 2014, the college accelerated into full swing in its partnership with Sunnyfield Disability Services to provide courses. A total of five new courses were run for their clients. It is expected that this will be an on-going program for the clients who are mainly in

housing and independent living and, therefore, in need of basic functional and survival skills.

Courses and Enrolments

Average number of running classes per term in 2014 was about 25 with an average of 210 to 220 enrolments for each term.

The courses on offer were in Art/Drawing, Music & Percussion, Dancing, Literacy Skills, Basic Cooking skills, Computer skills, and Multi-Sports. At the Rydalmere and Marsden Centres we ran courses in Art & Craft, Beauty and Grooming as well as Visual Sensory Stimulation and Colour Therapy.

Looking to the Future

In the many years that we have been running the Disability program, a close rapport has been established with a number of Service providers in the Northern & North-west region and very often, we receive positive feedback from them regarding their clients or our courses.

We will continue to maintain our image by providing courses to meet the needs of people with an intellectual disability. Special thanks and acknowledgement must be extended to the Macquarie Board and Management for their continuing support for the survival of the Disability Program.



LANGUAGE, LITERACY AND NUMERACY

The Language, Literacy and Numeracy (LLN) programs ensure LLN support for a range of clients who are looking to participate more fully in the Australian community, to prepare for further vocational study, to prepare for employment, or to increase employability skills.

Support and Social Inclusion Funding

Again in 2014, **Macquarie Community College** received Social Inclusion funding from the ACE Unit of the Department of Education and Communities. This funding was designed to deliver training to permanent residents preparing for employment, who would miss out on training without financial support. The College also received additional funding from the ACE Unit to deliver a program for youth at risk in the Hawkesbury and Mature Workers Seeking Employment.

Skills for Education and Employment (SEE)

In 2014 Macquarie began the SEE Program at Chatswood and Ryde early in 2014. This funding is to provide LLN Certificate courses for registered jobseekers who are referred to the program by Centrelink or by a Job Seeking Agency (JSA). The College had two successful audits during the year and the program is growing.

Funding from Adult Migrant English Service (AMES)

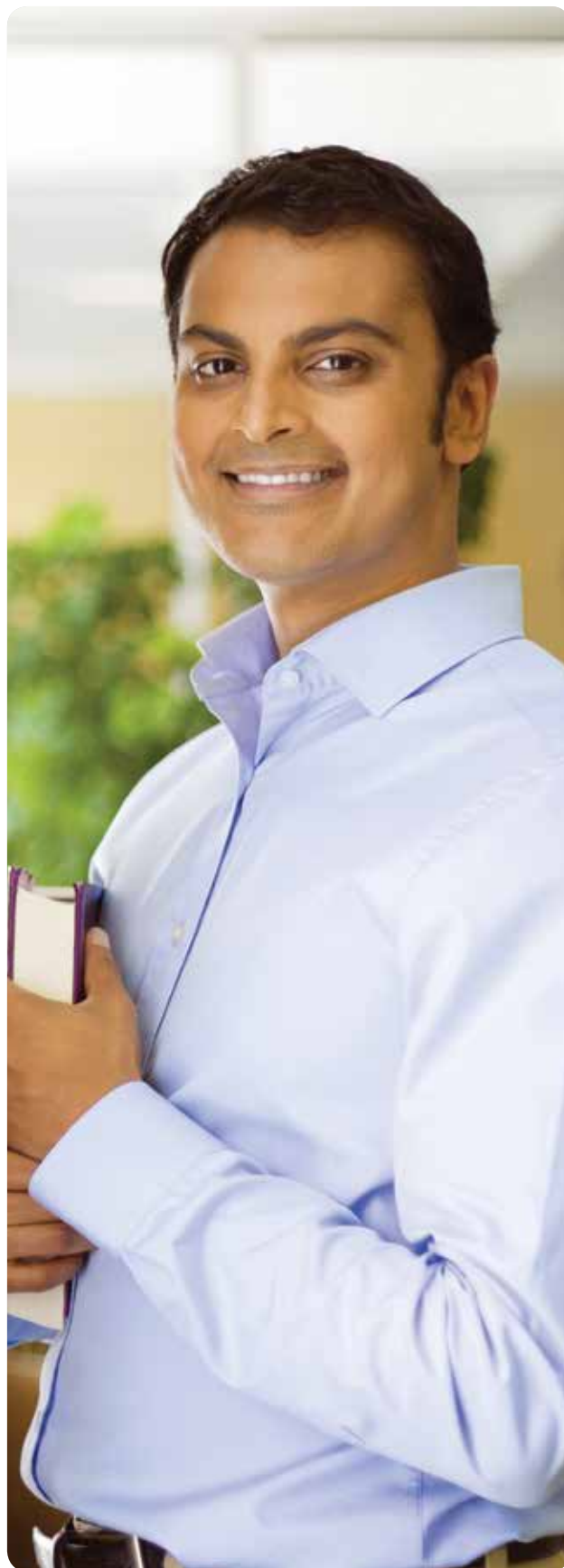
During 2014 the College received funding to deliver 3 Skillmax Programs and 1 Education for Employment Program for skilled migrants requiring English to gain employment in Australia. These programs are highly appreciated by the students whose goal is to gain a job.

Additions to Scope of Registration

With the addition of the new Foundation Skills Training Package consisting of three LLN certificates to scope the College was able to deliver a Foundation Skills Course at Carlingford in 2014 as preparation for the delivery of this training under *Smart and Skilled* in 2015. These certificates focus on workplace LLN skills, communication skills and digital technology skills. They will be essential for delivering *Smart & Skilled* programs from 2015.

Looking to the Future

In 2014, we were successful in recruiting Geetali Krishnasamy as the LLN Manager, Annette Tan as a Literacy Consultant and Daya Mijovic as the Manager of the SEE Program. These staff bring a great deal of knowledge and experience to their roles. With the introduction of Community Service Obligation Funding as part of *Smart and Skilled* in 2015 the College will be well placed to deliver courses using this funding stream. The College looks forward to an expansion of its LLN programs in the coming years.



LEISURE AND LIFESTYLE PROGRAM

Courses

The Leisure and Lifestyle (L&L) program at Macquarie remains at the core of our community education curriculum. This year the College implemented a strategy aimed at securing the long term viability of the traditional Leisure and Lifestyle program, which involved the deletion of courses that had poor enrolment histories, the relocation of courses to venues with increased student amenity, and the consolidation of courses to Macquarie venues. In total the L&L Program provided life-long learning opportunities for 4,611 enrolments in 2014, three more than in 2013.

By the commencement of Term 1, the outcomes from these decisions showed:

- reduced class cancellations
- higher retention rates for existing students
- higher average class sizes
- overall increase in enrolments compared to the corresponding year

Venues

The consolidation of programs at Macquarie campuses in Chatswood, Carlingford, Brush Farm and Hawkesbury resulted in a positive impact on key performance indicators. By the commencement of Term 1

the Leisure and Lifestyle program had successfully:

- rescheduled courses from The Parsonage to other Macquarie venues
- seen the introduction of upgraded teaching resources at Brush Farm Corrective Services rooms
- reduced course costs
- increased numbers of students per class
- increased numbers of students enrolling through the website

The move to the Brush Farm Campus continues to prove popular with students and teachers. There is an increase in day time utilisation of Brush Farm House and it has become the focus of our weekend programs. In addition, under the management of the College, Brush Farm House has become a popular location for family functions, weddings, rehearsal space, art and craft exhibitions and small business events.

Teachers and programming

The focus on running each course profitably has resulted in teachers having greater certainty about their term to term teaching commitments. In addition, the College

has concentrated on increasing the number of students enrolling in the entry level language programs in order to develop an increase in the number of students moving through to higher level courses.

The College has also experienced an increasing demand for intermediate/continuers classes in subjects where previous offerings have been limited to introduction/beginners courses. There was significant opportunity for additional courses to be organised due to demand from students on the wait list, following expressions of interest. The College completed a review of Lifestyle and Leisure teaching contracts, and a teacher evaluation program for 2014.

Significant Developments

- Decrease in costs – due to consolidation of venues
- Increased usage of Brush Farm Campus for external hirers – additional income for College
- Closer scrutiny of courses offered reflected an improvement in cancellation rates.

Looking to the Future

The Leisure and Lifestyle program is continually updated and refreshed. In 2014 the popularity of short session courses increased, particularly in finance related courses and home styling and weekend workshops. The popularity of some programs such as Aquafitness continues each term. It is now clear that there is an increasing use of the College website to browse course details and complete enrolments. The opportunity and utilisation of social media is also providing new means of connecting with existing and new students. The Leisure and Lifestyle program still seeks opportunities to partner with selected corporate partners to deliver L&L courses into the corporate workplace.

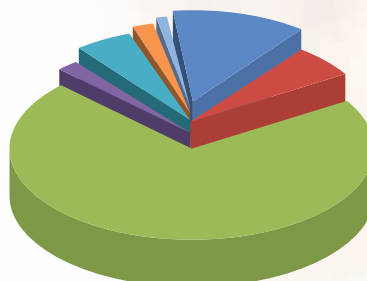


FINANCIAL SUMMARY

Income

Course Fees	13%	\$1,020,454
ACE	8%	\$670,668
AMEP	68%	\$5,357,395
SEE	3%	\$224,862
SSP	5%	\$383,023
Interest	2%	\$145,357
Miscellaneous	1%	\$127,655*
	100%	\$7,929,414

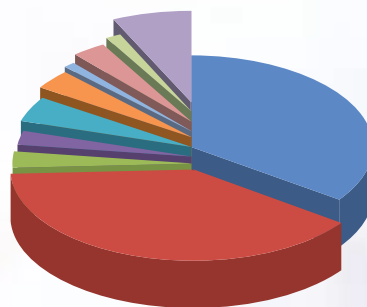
*includes donation of \$115,000 from Hawkesbury Community College (HCC) merger



Expenditures

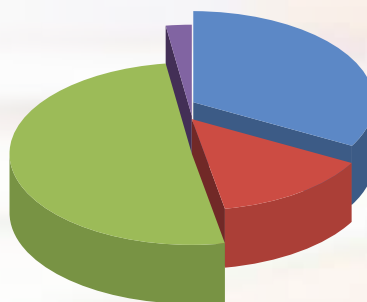
Teacher Expenses	34%	\$2,797,879
Staff Costs	33%	\$2,757,949
Course Expenses	2%	\$142,713
Marketing	4%	\$332,828
Computer Expenses	8%	\$641,086
Rent	6%	\$511,022
Legal & Consulting Expenses	1%	\$69,230
Depn & Amortisation	3%	\$220,866
Insurance	1%	\$85,476
Other	8%	\$699,962*
	100%	\$8,259,011

*includes \$160,000 creditors settled for Hawkesbury Community College (HCC)



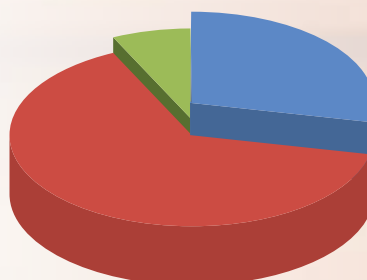
Assets (what we own)

Cash	35%	\$4,026,294
Trade Debtors	9%	\$1,042,704
Property Plant & Equipment	54%	\$6,187,766
Other Assets	2%	\$179,474
	100%	\$11,436,238



Liabilities (what we owe)

Trade Creditors	28%	\$253,913
Employee Benefits	69%	\$608,387
Other Liabilities	3%	\$30,444
	100%	\$892,744



OUR VALUED PARTNERS

OUR FUNDING PARTNERS

The support of our funding partners is greatly appreciated.

NSW Government through

- State Training Services
- Adult Community Education (ACE)
- Adult Migrant Education Services (AMES)

Government of Australia through

- Department of Industry
- Department of Education and Training

Macquarie Community College work in a highly effective consortium with Navitas, Mission Australia and KU Children's Services to deliver the AMEP.

Auditors

Bentleys NSW Audit Pty Ltd
Level 10, 10 Spring Street,
Sydney NSW 2000

Solicitors

Hunt and Hunt
Level 2, 1 Innovation Road,
North Ryde NSW 2113

Bankers

Commonwealth Bank of Australia
GPO Box 7099
Sydney NSW 2001

OUR GEOGRAPHICAL LOCATIONS



Macquarie Community College

Phone: 1300 845 888

Carlingford

Address: 263 Marsden Road
Carlingford, NSW 2118

Phone: 02 8845 8888

Fax: 02 9872 6912

Chatswood

Address: Level 1
8 Thomas St
Chatswood, NSW 2067

Phone: 02 9411 9300

Fax: 02 9410 1556

Hawkesbury

Address: UWS Campus Building K7
Vines Drive
Hobartville, NSW 2753

Phone: 02 4588 5466

Fax: 02 4588 5454



Macquarie Adult Migrant English Program

Phone: 9621 4175

Adult Migrant English Program Blacktown

Address: Level 2
125 Main Street
Blacktown, NSW 2148

Phone: 02 9621 4175

Fax: 02 9621 3865

Adult Migrant English Program Ermington

Address: Suite 6B/10
Betty Cuthbert Avenue
Ermington, NSW 2115

Phone: 02 9621 4175

Fax: 02 9621 3865

Adult Migrant English Program Mount Druitt

Address: Seventh Day Adventist Church
55 Hythe Street
Mount Druitt, NSW 2770

Phone: 02 9621 4175

Fax: 02 9621 3865



Macquarie First Aid - Lismore

Address: PO Box 55
Lismore, NSW 2480

Phone: 1300 675 238



**“EDUCATION IS NOT
PREPARATION FOR LIFE;
EDUCATION IS LIFE ITSELF”**

John Dewey



MACQUARIE
Community College





MACQUARIE COMMUNITY COLLEGE ANNUAL REPORT 2014



call us **1300 845 888**



www.macquarie.nsw.edu.au



info@macquarie.nsw.edu.au