

2018 VAF Annual General Meeting

MINUTES OF APRIL VAF & ANNUAL GENERAL MEETING

Held at ACE, Docklands

26th-27th April 2018 **Chair – Adrian Lea**

Members in attendance 26th

Alan Platt RT	Chris Antonopoulos RT	Mark Liberto BH
Mark Egan BH	Leslie Cetoupe BH	Adrian Lea BH
Michael Cope BH	Ron Locandro CH	Michael Barlow CH
Shane Wood CH	Morris Keiser CH	Carl Gibson CH
Steve McDonald W MTA	Jim Baker GOTAFE	Mark Ward GOTAFE
Mark Cunningham GORDON	Greg Maconachie GORDON	Adam Canny GORDON
Max Hart SUNRAYSIA	Wayne Haw BKL	Joe Ballato BKL
Michael Mavrika BKL	Gary Atherton BKL	Gavin Cribb BKL
Stuart Behrend BKL	Tim Hearn GOTAFE	Geoff Beer GOTAFE
Tim Kohn GOTAFE		

Others attending

Apologies

Peter Lawrence	
Pat Thornton CMM/BKL	

1. Introduction - Meeting Opened at 1.00 pm

Adrian Lea welcomed the attendees and opened the meeting.

ACE welcome by Gary Atherton and Gavin Gibb

2. Minutes from previous meeting:

- Minutes of the previous forum not available. Adria Lea Verbally went through the events of the last VAF. Minutes to be distributed at a later time.

3. Treasurers report

- Adrian Lea presented on behalf of Peter Lawrence. Overview of financials put forward. Detailed financial report to be presented at the AGM.
- 4. Website report.**
- Alan Platt demonstrated VAF website and Facebook site. Called for any amendments to be made and encouraged members to join the Facebook site.
- 5. CMM Report**
- Stuart Behrend reported in the absence of Pat Thornton.
 - New version of the Cert II in air con just released on TGA. Same title but new code, AUR20218. AURETU005 Retrofit and modify air con removed from the core and now an elective. The new qual is not equivalent to the old one.
- 6. General business**
- Adrian Lea discussed World skills national event is on 2-4 June in Sydney. Next round of regionals will commence in 2019.
 - Adrian Lea discussed professional currency for teachers and how the VAF has a role in that.
 - Gary Atherton discussed compliance. Mainly around staff currency at the unit level. Discussed the need for teachers to be released to industry to gain technical currency.
- 7. Apprentice Student Management System project**
- Joe Ballato presented on the current project between BKL and the state government. See attachment for details.
- 8. Honda Innovation Competition**
- Erkan Bagdadi presented information about the Honda Innovation Competition. He encouraged schools to take part in it. For details of competition see- <http://hondainnovation.com.au/comp.html>
- 9. Validation session**
- Adrian Lea facilitated unit validation of attending institute's assessment documentation.
- 10. ACE Tour**
- 11. Meeting finished 4:30pm**
- 12. Evening meal at The Grove Train Docklands.**
- Guest speaker Troy Credlin Mission Australia.

13. AGM Members in attendance 27th commenced at 9:00am

Alan Platt RT	Chris Antonopoulos RT	Mark Liberto BH
Mark Egan BH	Leslie Cetoupe BH	Adrian Lea BH
Michael Cope BH	David Adams CH	Barry Jones CH
Ron Locandro CH	Carl Gibson CH	Michael Barlow CH
Shane Wood CH	Morris Keiser CH	Peter Lawrence VAF
Steve McDonald W MTA	Jim Baker GOTAFE	Mark Ward GOTAFE
Mark Cunningham GORDON	Greg Maconachie GORDON	Adam Canny GORDON
Max Hart SUNRAYSIA	Wayne Haw BKI	Joe Ballato BKI
Michael Mavrika BKI	Gary Atherton BKI	Gavin Cribb BKI
Ajay Ahir BKI	Tim Hearn GOTAFE	Geoff Beer GOTAFE
Tim Kohn GOTAFE	Craig Brittle BH	

14. Others attending

Steve Wrathall VACC	

15. Apologies

Pat Thornton CMM/BKI	

16. Apprenticeship Student Management System (ASMS) Assessment tools.

- Ajay Ahir presented the development of the ASMS assessment tools. Currently a work in progress with the aim of having a paperless and efficient means of recording student assessment. Results will be entered into the ASMS automatically. Examples of tools were demonstrated.

17. Industry Specialist Mentoring for Australian Apprentices.

- Steve Wrathall discussed the mentoring support being delivered by the VACC. The program is federally funded by the Government. VACC have 5.5 mentors covering Victoria and 1 mentor for Tasmania. Contract is funded to the end of 2019. They are targeting 1st and 2nd year apprentices as a priority. They are supporting non VACC apprentices. Apprentices under other GTO's are not covered as they have their own mentoring system. 250 apprentices are currently signed up. The aim is to dramatically reduce the lack of retention of apprentices through their training.

18. 9:45 AGM Annual Presidents Report

- Adrian Lea presented the 2017 annual report. See attached

19. 9:50 10/3/2017 AGM minutes

- Moved, Ron Locandro. Seconded Adrian Lea

20. Financial Statement year ending 31 Dec 2017:

- Peter Lawrence. See attached
- Moved, Adrian Lea. Seconded Shane Wood

21. Election of Office Bearers and Committee

Adrian Lea called for nominations. As there was only one nomination for each position, the following persons were declared elected:

- President Adrian Lea (moved Gavin Cribb/seconded Peter Lawrence)
- Vice President Gary Atherton (moved Ron Locandro/Alan Platt)
- Treasurer Peter Lawrence (moved Craig Brittle/Mark Cunningham)
- Secretary Gavin Cribb (moved Gary Atherton / Michael Mavrika)
- General Committee Alan Platt (including Web Master)(moved Barry Jones/ Ron Locandro)

Chris Antonopoulous	(moved Alan Platt / Morris Keiser)
Ron Locandro	(moved Alan Platt / Gary Atherton)
Michael Cope	(moved Mark Liberto / Gary Atherton)

22. Annual General Meeting finished:

- The Annual General Meeting for the 2018 year will be held in 2019, at a date and location to be advised.

23. Meeting Closed 10:11

- Adrian Lea

24. PWC Skills for Australia

- Sinead McKenna presented report on PWC work with training packages. They are looking after 8 sectors. Currently working with IRC in the automotive sector to engage with industry. 26 UOC's going online for comment on Monday 30th of April 2018.
- Workshop. PWC conducted a workshop on reviewing the *Vocational Preparation and Certificate II in Automotive Servicing* qualifications. VAF members broke into groups and discussed proposed changes.
- This was a great opportunity for VAF to have input into the training package reviews and it will hopefully become a regular agenda item at VAF.

25. Training Systems Australia.

- David Birnbaum presented an introduction on engaging learners in the growing area of Electric Vehicles. EV growth is creating a demand for training. The *Unitrain System* is an ideal platform for developing the underpinning knowledge required using low voltage equipment. *Car Train Systems* are more focussed on real world engine management, diesel, hybrid and electric vehicle systems. These allow for system diagnostic testing using scanning and oscilloscope tests.

- Pascal Mater demonstrated the system. The hybrid electric simulator was used based on the Toyota Prius system.

26. Meeting Closed

- 12:00 Adrian Lea closed the meeting. Next VAF location is proposed to be in Mildura 9th & 10th August. TBC.

Attachments

VAF Forum

Quality, digital and integrated – a solution!

26 April 2018



Background

- Bendigo Kangan Institute 2018 Compact Agreement (B/W BKI & Minister for Training & Skills)
- Agreement aims to align Victorian Government's commitment to provide a stable, high quality and trusted training and TAFE system to BKI strategic directions and activities.
- Key aim is to enhance TAFE's distinct role in leading the VET system in excellence, quality and innovation to ensure better outcomes for learners and employers
- Agreement encourages
 - collaboration between TAFEs (Regional and Metro)
 - sharing of expertise
 - Ensuring systems meet industry and learner needs
 - benchmarking



Background

VAF 1. ASMS –an integrated system (BKI - Docklands)

ASMS – a Quality, digital and integrated student management system

VAF 2. Quality Operating systems (Proposed – TBC)

Processes and Procedures for future state apprenticeship and non apprenticeship model which incorporate SMSs and LMS

VAF 3. Digital Learning Platform (Proposed – TBC)

ACE Learning Management System

Benchmarking survey

- Will occur at each presentation
- No attendee details required – preferably RTO name to be provided

3

BKI vision for quality, digital and integrated systems

Same customer experience
Same student experience
With a flexible delivery model



Teachers teach
Administrators administer
Reduce the administrative workload
of teachers

This vision equates to the following High Level Requirements:

- A coordinated, informed workforce
- A customer focused business
- Effective staff usage
- Scaling up BKI apprenticeship markets
- Stronger industry partnerships

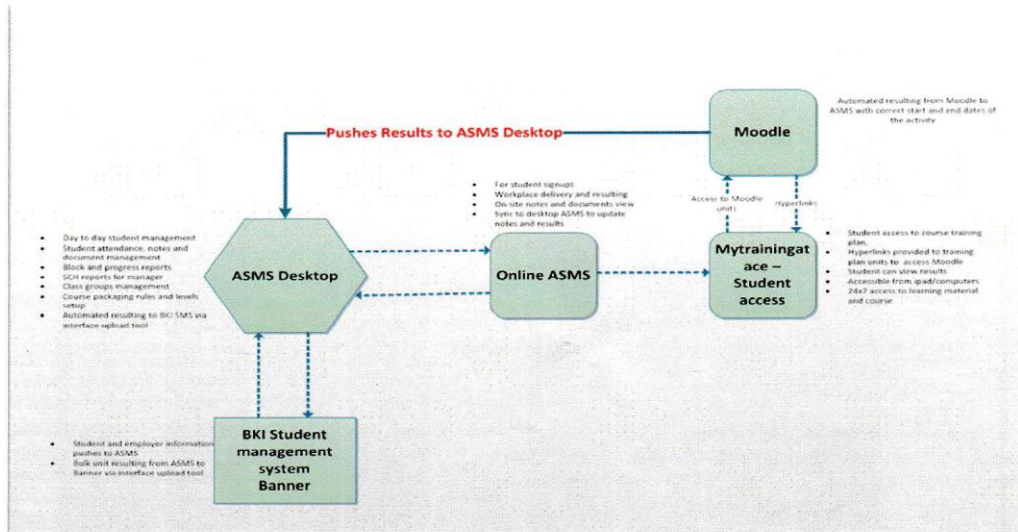


Bendigo
TAFE

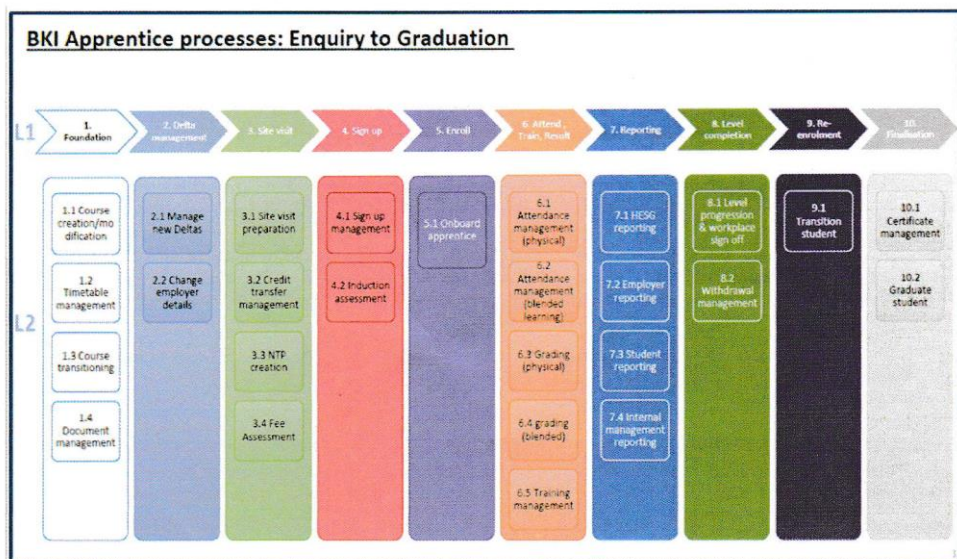


KANGAN
INSTITUTE

Quality, digital and integrated systems



Processes and procedures



ASMS

APPRENTICE STUDENT
MANAGEMENT SYSTEM

- A stand alone system developed over many years
- Key benefits achieved from ASMS:
 - Integration with LMS and primary BKL primary SMS
 - Real time resulting (i.e. automated transfer from ASMS to Banner)
 - Built in compliance features
 - Quality operating processes and procedures to improve efficiencies
 - Electronic NTP for apprentices that can be done on site
 - Employers received regular advice on student absences and progress
 - Improved industry engagement
 - Work place delivery ASMS online option
 - Student access to online learning materials & assessments
 - Streamlined administration systems

ASMS

- VAF 1. Integrated system
ASMS Desktop Application
- VAF 2. Quality operating systems
Online ASMS - Sync with Desktop
application www.asmsonline.com.au
- VAF 3. Digital Learning Platform
Student ASMS for Moodle access and to
view training plan and results.
www.mytrainingatace.com.au



ASMS Desktop showcase

Key areas:

- Student profile
- Progress reports
- Reporting to employers
- Resulting
- Documents management
- Notes management
- Attendance recording and management
- Student movement



VICTORIAN AUTOMOTIVE FORUM Inc.

ANNUAL REPORT 2017

Contact details of person providing the report:

Name: Adrian Lea

Position: President – Victorian Automotive Forum

Tel: 0410 522 224

Email: adrian.lea@boxhill.edu.au

Signature:.....

Victorian Automotive Forum (inc)



Organisation number: A0046959D

President – Adrian Lea Treasurer – Peter Lawrence Secretary – Pat Thornton

Email: vicautoforum@outlook.com

The Victorian Automotive Forum (VAF) is a not-for-profit, industry-based organisation whose primary aims cover issues related to education and training within the Automotive and related industries. The Executive Group for the VAF is known as the Committee of Management. This is comprised of an eight-member committee, which operates within the framework of the VAF Articles of Association.

Four elected officers of the Committee of Management, three elected ordinary members, and a nominated Webmaster / Media liaison.

Three distinct support roles, requested by the committee to support in decision making, preparation and feedback from the Automotive Industry. They are the Curriculum Maintenance Manager (CMM) Price Waterhouse Cooper (PWC) and nominated representatives from Industry, invited on request.

All Committee of Management members are elected for one-year terms with the exception of the Curriculum Maintenance Manager (CMM) for Automotive – Victoria, Price Waterhouse Cooper (PWC) who are appointed as incumbents in their respective roles.

The Committee of Management may elect to appoint a Public Officer of the VAF to support with Compliance requirements.

The Committee of Management is responsible for the operation of the VAF with the day to day operations delegated to the President.

The Committee of Management monitors the finances of the organisation, its meetings and forums. Also any programs or conferences it chooses to run.

Attachment 1 - VICTORIAN AUTOMOTIVE FORUM SENATE STRUCTURE – 2017

The 2017 annual year comprised of 3 main events, and 3 committee meetings -

- March 9 / 10, 2017 – VAF AGM at ACE Docklands
- August 24 / 25, 2017 – Bendigo Kangan, Charleston road campus Bendigo
- November 16 / 17, 2017 – Chisholm Institute (Frankston Campus)
- February 24, 2017 – Committee of management meeting - Box Hill Institute

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- June 22, 2017 – Committee of management meeting – Box Hill Institute
- October 10, 2017 – Committee of management meeting - Box Hill Institute

The committee of management and VAF representatives were involved in a variety of discussions, industry presentations and professional development activities over the past twelve months as follows –

27. CMM reporting

Pat Thornton detailed the relationship between the Skill Service Organisations, the Automotive Industry Skills Committee and the Industry Reference Committees.

Pat has also developed a strong link to Price Waterhouse Cooper involving them in a long standing relationship with the VAF and insight knowledge into future training package updates.

28. Courseware Validation and Moderation Exercises

The VAF members were involved in review and moderation of learning and assessment materials breaking into small groups to conduct valuable validation exercises on Institutes courseware.

29. McGraw-Hill and CDX

McGraw-Hill presented on the new release of the tenth edition of Automotive Mechanics. This edition will move into the online interactive space and be formatted in an AUR unit basis rather than a mechanical system basis as previously used.

CDX presented on their updated learning resources and online content including heavy road transport and advanced electrical schematic diagnosis.

30. World Skills Presentation

Mick Prato, from World Skills, gave the members a presentation on World Skills status as applied to automotive. Mick also requested more input from TAFE colleges in terms of practical tasks and venues for competition.

31. Corghi Wheel Servicing Equipment

Andrew Cornwell, from Corghi, reviewed the history of the Corghi company followed by a presentation of the latest Corghi equipment.

32. Milwaukee Tools Presentation

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Daniel Ventieri and Josh Prior, from Milwaukee Tools, gave a presentation on Milwaukee battery powered electric hand tools.

33. Sidchrome Tools Presentation

Daniel Keyse and Simon Van Stokrom from Sidchrome presented on the current apprentice deals on offer by Sidchrome, and latest technologies and apprentice tool kits in the market.

34. Loctite Presentation

Richard Hoe and Rocco Mammoliti, from Loctite, gave the members a practical demonstration on superiority of Loctite thread locking compounds in comparison to normal mechanical locking devices.

35. Industry tours

Bombardier manufacturing– the world's leading manufacturer of both planes and trains, allowed the VAF to take a tour of its Dandenong Manufacturing facility.

36. AHG – Automotive Holdings Group gave an update on their activities –

Automotive retail and logistics group founded in 1952
Largest automotive retailer in Australia by sales, profitability and market capitalisation
103 high profile passenger and commercial vehicle dealerships throughout Australia.

They also offered Structured Work placement, apprenticeships and a variety of Automotive employment opportunities.

37. Website development

Continued work has been put into the Victorian Automotive website over the past twelve months primarily by the Webmaster Alan Platt. He has worked closely with the Forum committee and members to build and create a purposeful website that contains a variety of supporting documents and professional development strategies for the use by association members.

This can be viewed at the following web address <http://victorianautomotiveforum.org/>

A further addition to the VAF social media promotion is our Facebook page. Alan has continued to update and promote social media articles and images to this site creating an extended VAF media platform.

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All members have been strongly encouraged to register with both the Website and Facebook page and support the Victorian automotive forum with online posts and comments.

Closing comments.

As Current president of the Victorian Automotive Forum, I appreciate the support from all members, associates, guests, Victorian TAFE institutes and RTO's, sponsors and industry bodies,

Without the efforts from these groups and key Automotive staff from across the sector this forum would not be possible. I encourage all of you here today and those who are not to continue these key messages of the VAF and to work closely with each other, maintain these automotive networks, share in professional development and remain sustainable as a supportive community.

I look forward to working alongside all of you in the future and supporting the Victorian Automotive Forum for years to come.

Details of the annual report provided to the Forum members and associates will be published on the Victorian Automotive Forum Website within the next two weeks.
<http://victorianautomotiveforum.org/>

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Victorian Automotive Forum (inc)

ABN 74 341 277 419

Inc. Assoc. No. A0046959D



Financial Report, Year ended 31 Dec 2017 (Updated)

Assets as at 01 January 2017

Cheque Account balance	\$16,087.48
Operating Account balance	\$1,872.76
Laptop Computer	\$380.00
Outstanding Invoices:	\$180.00
Total assets	\$18,520.24

Income:

	2016	2017
Membership Fees	\$1860.00	\$1920.00
Forum Registrations	\$8010.00	\$6300.00
Interest	\$0.00	\$0.00
Sponsorships	\$0.00	\$0.00
Other Income	\$0.00	\$0.00
Total	\$9870.00	\$8,220.00

Memberships were up slightly in 2017, but Forum Attendance was down. This may have been due to the fact that one Forum was held at Swan Hill, requiring some additional expenditure to attend.

Significant Expenses:

	2016	2107
Bank Fees	\$156.04	\$171.78
Depreciation	\$200.00	\$100.00
Expense reimbursements	\$1770.28	\$130.00
Costs of holding meetings	\$987.30	\$3802.00¹
Asset purchases	\$0.00	\$0.00
Software	\$0.00	\$0.00
Office expenses (stationery etc.)	\$179.00	\$62.63
Professional Association Fees	\$0.00	\$0.00
Consumer Affairs Fee	\$54.50	\$55.80
Bad Debts	\$90.00	\$90.00
Website	\$202.28	\$131.00
Total	\$5339.40	\$4543.21

Note 1: There has been a significant increase in fees charged by Forum hosts for catering.

Assets as of 31 December 2017

Cheque Account balance	\$19,732.70
Operating Account balance	\$1,073.33
Laptop Computer	\$280.00
Outstanding Invoices:	\$180.00
Total assets	\$21,266.03

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Liabilities as of 31 December 2017

Current liabilities	\$0.00
Provision for bad debts	\$90.00

Net Operating Surplus (Deficit) for	2016	2017
	\$5430.60	\$3676.79

Trusts, Loans and Mortgages

The VAF had no trusts, loans or mortgages during the 2017 Financial Year

Other notes to this Report

The operating surplus was again sound last year. The rise in memberships is of note due to the general upheaval in the TAFE sector, but the cost of hosting the events has risen somewhat.

The Association is in a sound financial position and able to meet all its debts on time.

We still had a few issues with the second credit card not working correctly. We will work with Bendigo Bank to iron out the issue.

On advice from the Bank, we will add a third signatory to the accounts, with two still required for all transactions except for the Credit Card.

Best Regards

Peter Lawrence

Treasurer, VAF

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Schedule 1

Regulation 15

Form 1

Associations Incorporation Reform Act 2012

Sections 94 (2)(b), 97 (2)(b) and 100 (2)(b)

**Annual statements give a true and fair view of financial performance and position
of incorporated association**

We, Peter Lawrence and Adrian Lea, being members of the committee of the
Victorian Automotive Forum inc. certify that –

“The statements attached to this certificate give a true and fair view of the financial
performance and position of the above named association during and at the end of
the financial year of the association ending 31 Dec 2017 .”

Signed: Peter B Lawrence

Date: 27 Apr 18

Signed: Adrian Lea

Date: 27/4/18