

# 21

## **Annual Report** **2021**

Canberra Institute of Technology

## Acknowledgement of Country

Dhawura Nguna Dhawura Ngunnawal  
Ngunnawalwari Dhawurawari  
Nginggada Dindi Yindumaralidjinyin  
Dhawura Ngunnawal Yindumaralidjinyin

This is Ngunnawal Country.  
We always respect their Elders, male and female.  
We always respect Ngunnawal Country.

CIT acknowledges the cultural host nation of the ACT, the Ngunnawal people as Canberra's first inhabitants and Traditional Custodians of the ACT and Region. We recognise the special relationship and connection to Country that the Ngunnawal people have with this area since time immemorial.

Prior to non-Indigenous arrival Ngunnawal were a thriving community whose cultural practices were and still are core to their physical and spiritual wellbeing. We acknowledge the historical dispossession of the Ngunnawal people and recognise the long lasting, profound and ongoing impact to their health and well-being that invasion has had on their livelihoods, cultural practices and families as well as the continuation of their laws/lore.

CIT respectfully acknowledges the significant contribution of the Ngunnawal people to the life of Canberra. We also acknowledge other Aboriginal and Torres Strait Islander peoples that have made this place their home.

## Canberra Institute of Technology

### Annual Report 2021

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**Part A**  
**Transmittal Certificate**



## Transmittal Certificate

Mr Chris Steel MLA  
Minister for Skills  
ACT Legislative Assembly  
London Circuit  
Canberra ACT 2601

Dear Minister

We are proud to present the 2021 Canberra Institute of Technology (CIT) Annual Report.

This report has been prepared in accordance with section 7D of the *Annual Reports (Government Agencies) Act 2004* and in accordance with the requirements under the *Annual Reports (Government Agencies) Directions 2019*.

It has been prepared in conformity with other legislation applicable to the preparation of the Annual Report by CIT.

We certify that the information in the attached Annual Report, and information provided for whole of government reporting, is an honest and accurate account and that all material information on the operations of CIT has been included for the period 1 January 2021 to 31 December 2021.

We certify that fraud and prevention has been managed in accordance with Part 2.3 of the *Public Sector Management Standards 2006 (repealed)* (see section 113 of the *Public Sector Management Standards 2016*).

Section 13 of the *Annual Reports (Government Agencies) Act 2004* requires that you present the report to the Legislative Assembly within 15 weeks after the end of the reporting year.

Yours sincerely



Craig Sloan  
Board Chair  
CIT  
25 March 2022



Leanne Cover  
CIT CEO  
25 March 2022

# FROM THE CIT BOARD CHAIR



**Craig Sloan**  
CIT Board Chair

I am pleased to present the Canberra Institute of Technology (CIT) 2021 Annual Report.

The CIT Board launched the new *Strategic Compass 2025 – CIT Futures* (Strategic Compass) in October 2021. The Strategic Compass outlines CIT's vision for embracing a future rich with possibilities and sets out the strategic directions for the organisation for the next five years. This strategy follows on from the *Strategic Compass 2020 – Evolving Together*, which has been largely implemented with CIT staff and stakeholders over the past five years.

The new strategy is aspirational and raises expectations for CIT staff, students and stakeholders about CIT's critical future role in the ACT and region. It will more broadly raise awareness to external audiences about how CIT is uniquely placed to contribute to the prosperity and sustainability of Canberra's future. It will also provide an opportunity for the Minister for Skills and the CIT Board to advocate for CIT and the ongoing importance of vocational education and training (VET), especially in regard to the ACT's economic recovery from the impacts of COVID-19 and the changing nature of jobs.

The Strategic Compass acknowledges that the jobs of 2025 may look vastly different to those of today and that CIT graduates of the future will seek ongoing learning, increasing their value to employers, their own businesses and the broader economy and community.

Throughout 2021, CIT continued to be a key contributor to the ACT economy and community, working closely with government, industry and students, adapting course delivery and assessment approaches to ensure that the maximum number of students could gain their qualifications as soon as possible under challenging circumstances.

While 2021 started in a 'COVID normal' environment the ongoing impacts of the pandemic continued to resonate across CIT staff and students. In August 2021 CIT was hit again with the impact of COVID-19 when the ACT returned to lockdown due to the increasing number of cases and all CIT campuses were physically closed to staff, students and the ACT community. Building on the lessons learnt from the 2020 lockdown CIT was able to swiftly close campuses, continue with remote learning as required and transitioned back to campus when able. At all times the priority for CIT was the wellbeing of staff, students and the ACT community.

Despite the disruptions our overall student numbers increased by over 4% and we saw an 18% increase in the delivery of teaching hours. While international student numbers declined there was an increase in apprenticeships and traineeships. There was also an increase in students self-identifying as Aboriginal and/or Torres Strait Islander and students self-identifying as having a disability in line with our corporate objective of improving educational outcomes for disadvantaged groups.

CIT continues to work with the ACT Government to ensure our future relevance and sustainability. CIT has commenced transitions based on course offerings, contemporary workforce development and performance indicators to better reflect CIT's role as the public provider of VET in the ACT. This work commenced in 2021 with a major data analysis activity and review of current CIT course offerings, aiming to streamline offerings to best meet student and industry needs and position CIT for success.

Demand for cyber security courses, a priority area for government, continued to grow. Enrolments in the Certificate IV in Cyber Security increased by 35.7% in 2021 and a new Statement of Attainment course,

Introduction to Cyber Security Awareness, was introduced in Semester two 2021. This growth has been supported by the ongoing success of the CIT Training Security Operations Centre (TSOC), the first national collaborative training solution to the cyber security skills shortage developed in 2018.

The introduction of electric vehicle training in 2021, developed in conjunction with Tesla and Transport Canberra, is an exciting addition to our contemporary suite of offerings. This training will be expanded during 2022, facilitated by investment in an electric vehicle training simulator.

CIT continues to explore future skills needs of industry to support the diversification of the ACT economy, creating opportunities to engage with new industries and businesses. In undertaking this work CIT aims to understand how jobs are changing. CIT is supporting small business in the emerging defence and space related sectors to understand current skill gaps and future demand. As a taster, we were very proud of our Year 12 student team who won the SpaceHack Imagination Award at the inaugural SpaceHack event hosted by the Canberra Innovation Network (CBRIN).

In another challenging year CIT was yet again recognised as the ACT Large Training Provider of the Year at the ACT Training Awards. This award recognises a registered training organisation (RTO) that offers a broad range of training products and services and demonstrates excellence and high-level performance in all aspects of VET.

CIT is at the forefront in upskilling and developing new training to prepare for inevitable workforce growth in the renewable energy sector. With our industry partners Vestas and Neoen, CIT was honoured to win the Industry Collaboration Award at the ACT Training Awards and the Australian Training Awards. This award recognises an exemplary skills development collaboration between an industry body and an organisation delivering nationally recognised training. Another outstanding achievement was CIT's recognition on the international stage at the Global Wind Industry Training Awards in Copenhagen winning two of nine awards for Training Team of the Year in the Asia-Pacific Region and Training Team of the Year – Globally (smaller training providers).

The development of the new CIT Woden Campus continues to be a priority for CIT. Throughout 2021, the Board worked closely with the Woden Project Board, Major Projects Canberra and the ACT Government to progress the planning of the new Woden campus. This included consultation sessions with the community, staff, students and industry representatives.

The CIT Board farewelled long term member Peter McGrath, who has contributed significantly to the VET sector in the ACT and more specifically to CIT through membership on the CIT Board since its inception in 2015 and prior to that on the CIT Council since 2012. Also farewelled was Nigel Phair Executive Director Canberra Cyber University of NSW, a Board member from 2018 and student member Eve De Gregorio.

The CIT Board was pleased to welcome Roslyn Jackson, a Fellow Chartered Accountant and company director, Paul McGlone Chief Executive Officer of Seeing Machines, and student member Louise Starr, all bringing a wealth of new skills and knowledge to the deliberations of the Board. I thank the outgoing members and my fellow Board members for their work during the year, particularly for their strategic insights, their collaborative and collegiate approach, and their commitment to CIT's ongoing success and sustainability.

I would also like to acknowledge and thank the CIT CEO Leanne Cover, the Executive Team and staff across CIT for their contribution to the successful implementation of the Strategic Compass 2020, their ongoing responsiveness and adaptability to the challenges presented by the constantly changing VET landscape and for their commitment and dedication to students and the ACT community as we continue to deliver quality education through challenging and uncertain times.

As the inaugural Chair of the CIT Board since 2015 it has been my pleasure and honour to lead CIT through this significant period in the history of CIT, working together to ensure the ongoing success of CIT as an important Canberra icon.

# FROM THE CIT CHIEF EXECUTIVE OFFICER



**Leanne Cover**  
Chief Executive Officer

Assisting students to achieve their main reason for studying at CIT is at the forefront of all CIT teaching, learning and business planning. With the ongoing impact of COVID-19, CIT remained committed to the provision of quality teaching and learning and supporting our students to reach their study goals.

While 2021 was a complex and challenging year CIT was able to deliver strong results for our students, with a training satisfaction rating of 88%<sup>1</sup> and 83.5%<sup>2</sup> of our students being employed after training, compared with 70.3% employed nationally. With 77%<sup>3</sup> of graduates citing employment related outcomes as their main reason for study, this was an excellent result, particularly given the unprecedented challenges CIT, like many other businesses, faced in 2021 with the impact on students and staff of the extended period of lockdown due to the COVID-19 pandemic in the ACT.

Our industry partnership with the Spark Ginninderry Training and Employment Initiative, a program aimed at key disadvantaged groups who are disconnected from the labour market, delivered the JobTrainer Industry Explorer Program to help young people thinking about future career options across seven key industries.

CIT partnered with community organisations to provide a range of targeted training opportunities to assist disadvantaged groups of people gain employment or move to further study in 2021. This included programs such as: Future Skills for Future Jobs for school aged students with a disability; and the Job Success Program delivered through a partnership with the Migrant and Refugee Settlement Service.

CIT also hosted a variety of industry events to increase connections between students and employers to improve graduate outcomes. In 2021 this included an industry speed dating event for the accounting sector and an employment workshop hosted by CIT Library Services.

It has been particularly encouraging to see our students continuing to excel, even in the face of recent disruptions. We were so honoured to have our students recognised for excellence at the ACT Training Awards, the annual Nestlé Chef's Hat competition and the Australian WorldSkills championships, demonstrating their engagement with their studies as well as the dedication and commitment of our highly skilled teaching workforce.

Without the dedication of our teachers CIT students may have missed out on the WorldSkills Championships in 2021 as they were held at the height of the ACT lockdown. CIT staff went above and beyond in a short period of time to arrange the activities, in a 'COVID safe' environment that enabled our students to compete. It was well worth the effort with CIT students taking out two gold, two silver and one bronze medal.

We were very proud of one of our Year 12 students who achieved an Australian Tertiary Admission Rank (ATAR) score of 99.40. Not only was this a great result for the student, it was the highest score in more than 12 years for CIT.

The CIT Board launched the new *Strategic Compass 2025 – CIT Futures* in October acknowledging the ongoing and long-term transitions required at CIT, while seeking to emphasise the importance of being

1 Learner Engagement Survey – see performance analysis

2 Student Outcomes Survey, National Centre for Vocational Education Research – see Performance Analysis

3 Student Outcomes Survey, National Centre for Vocational Education Research – see Performance Analysis

able to adapt our workforce, course offerings and service and business operations to the changing needs of our students, industry partners and the rapidly changing nature of jobs and employment.

Transformation-sized change is affecting all global industry sectors, creating unfamiliar landscapes and uncertainty for all organisations. It has never been more important to understand this constantly changing environment, in order to enable CIT to maintain relevance and viability for mutual benefit. CIT continued with our transformation work through our 'evolving together' approach to understanding the complexities of the CIT system and the ecosystem in which CIT is embedded. This work has empowered us to work more collaboratively and differently in a complex environment and to be able to adapt and respond to the ambiguity of what's happening in the local and global landscape. This included weekly sessions with staff from across multiple areas of CIT including with all staff teams to launch the Strategic Compass, as well as weekly sessions with educational and divisional leaders to understand the new perspective of dealing with increased complexity in our work and the industries and the community we serve. The success of this work in collaboration and adaptation came to the fore when the ACT was once again thrown into lockdown between August and October 2021. To support staff during this period and to keep the focus of our business and on our students, twice weekly information sessions were held for all staff.

The CIT Business Continuity Plan was enacted under the leadership of Cheryl Steff, acting Executive Director Corporate Services. The health and wellbeing of staff, students and the ACT community was the key priority during this period as CIT was also recognised as an exposure site, placing staff and students into quarantine. A dedicated COVID Safe Campus Learning Manager position was created to work with all Departments/Divisions and Colleges to create COVID safe plans. In early October CIT recommenced limited face-to-face delivery on campus for students in selected courses identified as essential.

During this challenging time CIT maintained coherence and continuity in the provision of learning and student and staff health and safety. I especially commend the CIT teaching staff who quickly responded and adjusted teaching and learning activities to meet the needs of students, employers and industry at the course and Department scale.

Under the JobTrainer initiative CIT was allocated 2,500 places in full qualifications, pre-employment bootcamps, and short online statement of attainment courses for delivery in 2021 and 2022. Over 1,500 places were delivered in 2021. CIT also secured a further 115 JobTrainer places for delivery in 2022 in the four priority areas of Aged Care, Disability, Children's Education & Care, and Digital.

Supported by our new 'COVID safe' plans, we have celebrated student and staff achievements and I feel privileged to have been able to attend many end of year events both physically and virtually—from the Year 12 Graduation to the International Student Celebration of Success. Thank you to all of you who created new and innovative ways for these events to still take place and celebrate our collective achievements and success.

The VET sector is continuing to undergo major transformation, being driven by the shared responsibility of reform between the Australian and state and territory governments and the ongoing impact and disruption brought about by the COVID-19 pandemic. It is expected that the national VET sector will play a vital, challenging and transformational role in supporting Australia's future growth and prosperity in the coming years.

I would like to thank the CIT Board for their guidance and direction throughout the year, the CIT Executive team and the dedicated CIT staff who have demonstrated outstanding commitment to students, acted with integrity, professionalism and adaptability to embrace challenges to ensure the best possible outcomes for our students and the ACT economy.

I would also like to particularly acknowledge the inaugural CIT Board Chair, Mr Craig Sloan, whose leadership and vision has positioned CIT for future success where we are at the centre of a vibrant, constantly adapting ecosystem of students, business, and the community.



A large, stylized white letter 'B' is centered on the page. The letter has a thick, rounded, sans-serif font. The background is a light orange color with a diagonal gradient. A thick orange diagonal line runs from the top left towards the bottom right, passing behind the letter 'B'.

# Part B

## Organisational Overview and Performance

# ORGANISATIONAL OVERVIEW

The Canberra Institute of Technology (CIT) was founded in 1928 as the Canberra Technical College. In 1975 it became the Canberra College of Technical and Further Education before merging with Bruce and Woden TAFE's and being established as the Canberra Institute of Technology in 1987. The *Canberra Institute of Technology ACT 1987* legislates CIT as a Territory Authority.

CIT plays a major role in the development of the ACT's future workforce and in building the skill base of the economy. Its core business is the design and facilitation of high-quality vocational programs, training and education and services to meet the needs of a diverse customer base – locally, nationally, and internationally.

CIT is Canberra's only government established provider of vocational education and training (VET), offering quality education and training through the development of unique learning experiences that meet the National VET training and certification requirements and provide students with meaningful and job ready qualifications. VET not only has a critical role to play in the post-pandemic recovery, it has been estimated that the majority of new jobs projected in the next five years will require post-secondary qualifications, with seven out of 10 of the fastest-growing occupations having a VET qualification pathway<sup>4</sup>.

CIT contributes to the economic growth of the ACT and plays a significant role in creating a qualified and skilled workforce across self-employed, public service and private industries, attracting international students, contributing to the ACT innovation ecosystem, and driving life-long learning for the economic and social benefit of the ACT<sup>5</sup>.

## ROLES, FUNCTIONS AND SERVICES

CIT supports the ACT Government and the Minister for Skills, Chris Steele MLA, to meet his obligations for the delivery of publicly funded VET at CIT and the delivery of the CIT campus redevelopment. As a member of the ACT tertiary education community, CIT also carries out its activities in a competitive environment where quality education provides an advantage. This includes a focus on diversification of revenue sources, competing and winning competitive work through User Choice, Skilled Capital, and other commercial initiatives.

## CORPORATE OBJECTIVES

The CIT corporate objectives for 2021 as outlined in the Statement of Intent are:

- > create a more agile CIT that can effectively respond to the changing VET environment
- > be the provider of choice for students, employers, industry and government
- > improve educational outcomes of disadvantaged groups
- > operate as a customer-centric organisation through increased focus on the student experience
- > operate as the public provider of VET in the ACT
- > operate with greater commercial and entrepreneurial focus in the increasingly contestable marketplace
- > meet industry needs by providing the highest quality, contemporary training in a variety of flexible modes
- > grow the capability and capacity of Canberra's changing workforce for employers and industry
- > contribute to the ACT's growing economy and the ACT's reputation of being one of the world's most liveable cities by attracting high-achieving students and delivering quality training and education that skills the ACT and regional workforce.

<sup>4</sup> Minister for Employment, Skills, Small and Family Business Michaelia Cash, National Centre for Vocational Education Research (NCVER) Conference, 2019

<sup>5</sup> A report commissioned by CIT – Canberra Institute of Technology: Economic and Social Contribution to the ACT found that for every \$1 spent by CIT \$1.99 of value add was returned to the ACT community KPMG, 2018

## STAKEHOLDERS

CIT has an extensive network of stakeholders who are essential to meeting its Corporate Objectives, including students, employers, industry, unions, governments and the ACT community.

CIT has a wide range of industry and business partnerships that are critical in helping it stay ahead of trends and emerging skills needs for students and community outcomes. Developing new partnerships and fostering existing partnerships is a key strategic priority for CIT (see section on Performance Analysis).

CIT maintains a close relationship with schools and other education providers and has established partnerships with universities in the ACT, including the University of Canberra (UC), Charles Sturt University (CSU), the Australian National University (ANU), the University of New South Wales (UNSW) and the Australian Catholic University (ACU). These relationships enable CIT students to gain university credits for their CIT training and for university graduates to gain practical skills that employers value through training at CIT.

CIT is a trusted provider of training to support the Australian Government and provides training to the Department of Veterans Affairs, Department of Foreign Affairs and Trade, Department of Defence and the Digital Transformation Agency.

## VISION, MISSION AND VALUES

CIT is committed to excellence in the development and delivery of contemporary VET. CIT shares the ACT Public Service values of respect, integrity, collaboration and innovation and has adopted a further set of cultural traits (see section on Human Resources Management) to promote a workforce with the highest integrity, which in turn delivers a positive environment for work and study.

### Strategic Compass 2025 – CIT Futures

The CIT vision and mission are set by the *Strategic Compass 2025 – CIT Futures* (Strategic Compass) that articulates CIT's aspiration and intent under four strategic pillars and seven strategic priorities. The Strategic Compass 2025 has been developed at a time of major structural reform for the VET sector. Nationally, during the past decade the sector has experienced falling levels of Australian Government funding, declining enrolments, and a growing threat from the non-accredited, ed-tech sector. Nationally,

TAFE institutions and governments are adopting a varied scale and range of reform actions to ensure long-term sustainability and relevance in an increasingly complex and ambiguous environment.

### Our Aspiration and Intent

At CIT we are embracing a future that is rich with possibilities, a future where we are at the centre of a vibrant, constantly adapting ecosystem of students, business and the community. Our flagship Woden campus is a crucial steppingstone to this future. CIT is an integral part of the ACT community, and as the public provider of VET is uniquely placed to contribute to the prosperity and sustainability of Canberra's future.

We must:

- > Be experts at collaborating, connecting, and fostering partnerships with multiple stakeholders to capture, create and nurture new possibilities.
- > Be influential, developing and trialling cutting edge practices, leading by example to demonstrate what is possible in VET.
- > Be recognised and acknowledged as an economic and social enabler vital for sustainable economic growth.
- > Be inclusive for all members of our community, with a focus on empowering traditionally marginalised cohorts and supporting those facing disadvantage.
- > Be trusted as agile and responsive to emerging industry, business, and community needs, and to deliver quality VET for jobs of the future.



# Strategic Pillars

STRATEGIC COMPASS 2025



## Leading change

Raising our ambitions to meet new expectations



## Advancing Canberra's workforce

Adapting our courses and means of delivery to provide skills for the future



## Growing our region's economy

Supporting jobs, economic resilience, and future prosperity



## Transforming our business

Investing in our business for viability and value

Strategic Compass 2025 — Strategic Pillars

## Our Strategic Pillars

The four strategic pillars are:

- > Leading change – raising our ambitions to meet new expectations.
- > Advancing Canberra's workforce – adapting our courses and means of delivery to provide skills for the future.
- > Growing our region's economy – supporting jobs, economic resilience, and future prosperity.
- > Transforming our business – investing in our business for viability and value.

## Our Strategic Priorities



### Student Experience

No two students are alike, and the value of a personalised experience has never been higher. With a wide range of diverse student and industry needs we will think, be and work differently ensuring our students' success is at the centre of everything we do.



### Contemporary Skills

The jobs of 2025 and beyond may not be the jobs of 2021, or those lost to the pandemic. As an organisation we must deliver contemporary skills to the ACT and region, enabling students to adapt to multiple possible futures in the economic sectors of growing relevance for Canberra and the nation.



### Campus Renewal

A flagship CIT Campus is being built in a central, well-connected part of Woden. This will support Canberrans to reach their full potential through quality education and skills development. Place making will be renewed and extended beyond the new Woden Campus to all our campuses, ensuring we contribute to the culture, economy and the vitality of all ACT communities and act as a catalyst for connecting students and industry through education, innovation, culture and social inclusion.

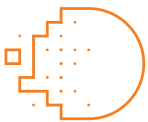
# Measuring Success

STRATEGIC COMPASS 2025

Create positive effects on skills development, community wellbeing and the growth of the ACT economy.

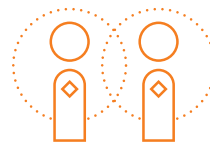
- Learning for life
- Employment
- Digital access
- Sense of belonging and inclusion

Strategic Compass 2025 — Measuring Success



## Digitalisation

The exponential growth of technology and the varied rate of adoption from business to business has created uneven digitalisation and digital literacy in our ecosystem. We must continually increase our technological capabilities to provide seamless transitions between social, work and student digital environments. We will deliver superior online student experiences throughout the student journey.



## Partnerships

The world is experiencing transformation-sized change affecting all industry sectors and creating unfamiliar landscapes and uncertainly for many businesses. We are aware that any value we create is through meeting the needs of others, students and businesses alike. We will lead change by driving an adaptive, modern workforce through our strong industry relationships.



## Our People

Organisations are defined by their people and the momentum and success of an organisation is powered by its staff. We will empower staff, inspiring confidence, agility and resilience to develop leaders who push the boundaries and can navigate ambitious landscapes while maintaining accountability for their actions.



## Sustainability

With a rapidly changing world, the importance of sustainability has never been stronger. We will embed sustainability at the core of our thinking, strategy and business operations, protecting our natural environment, human and ecological health, while driving innovation to meet our community's priorities.

## CIT'S BUSINESS ENVIRONMENT AND PLANNING

A well-educated community is the basis of Canberra's social and economic wellbeing. There is a clear strategic link between VET and the economic and social development of the ACT. The provision of VET through CIT is an important element in the ACT Government's commitment to assist Canberrans to be a part of a highly trained and skilled workforce which in turn engenders a strong and vibrant ACT economy. CIT's service delivery forms an integral component of the ACT's VET commitment with CIT receiving a high percentage of ACT training funding.

CIT delivers the CIT Board Priorities through the Strategic Compass, its corporate objectives and obligations under the *Canberra Institute of Technology Act 1987*, and government priorities.

CIT must also comply with requirements set by VET and Higher Education regulators, including the Australian Skills Quality Authority (ASQA), the Tertiary Education Quality and Standards Agency (TEQSA) and the ACT Board of Senior Secondary Studies (BSSS).

CIT is guided by and delivers on government policy commitments as required. Specifically, CIT is

enabling growth in identified demand sectors and supporting the objectives of the Heads of Agreement on Skills Reform, the National Agreement on Skills and Workforce Development, and the National Partnership on the Skilling Australians Fund (SAF), signed in 2018 by the ACT Government. CIT is also delivering under JobTrainer, a joint initiative of the ACT and Australian Governments, offering free VET to school leavers, young people and job seekers to support the post COVID-19 economy.

CIT has fostered productive working relationships within the ACT Government and is a trusted partner on progressing the Territory's priorities in relation to jobs and growth, economic development and skills for emerging key capability areas.

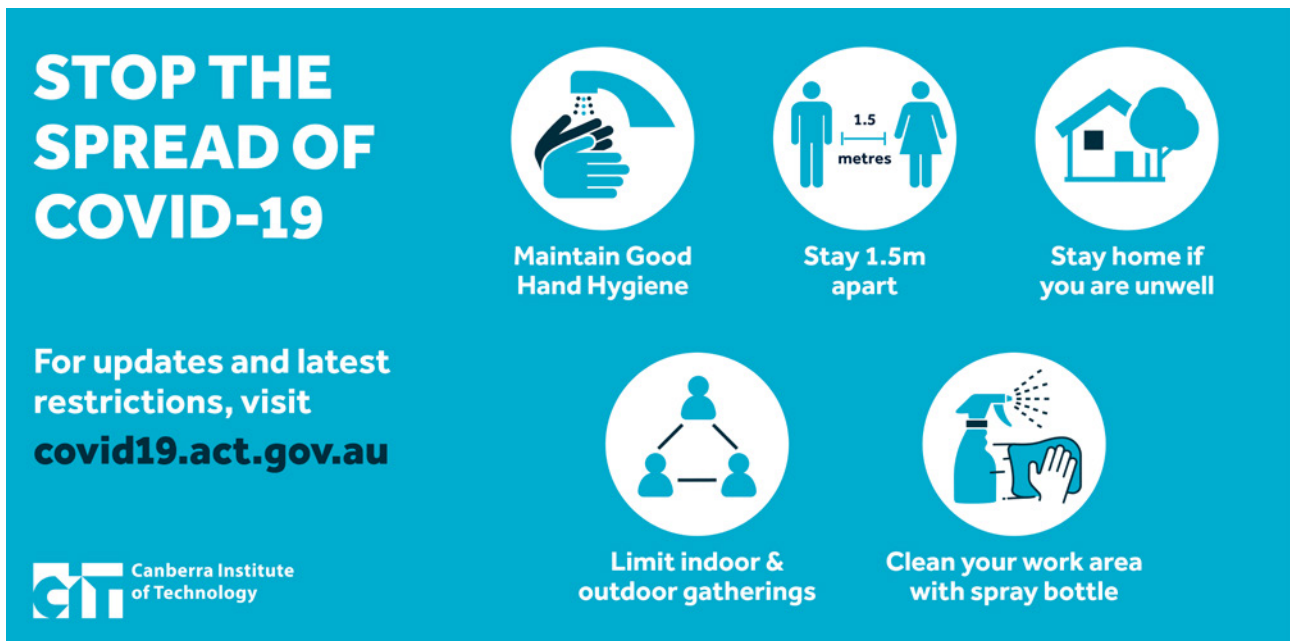
CIT aligns with ACT Government strategies including: *A Globally Connected City*; ACT Digital Strategy; and *Canberra: A Statement of Ambition*.

CIT has embraced the ACT Wellbeing Framework and will measure its strategic success against the key indicators: Learning for life; Employment; Digital access; and Sense of belonging and inclusion.

CIT is represented on the Board of TAFE Directors Australia and contributes to national policy debates on the future of VET.



Rachel Crawford — Retail Baking, WorldSkills Challenge



COVID-19 poster

## COVID-19

On the back of the disruptions experienced in 2020, CIT commenced 2021 with operations guided by the latest advice from the ACT Chief Health Officer and the ACT Government. While the ACT was fortunate to have had very few cases of COVID-19 in the first half of the year, outbreaks throughout the year in other jurisdictions highlighted the continued need for vigilance and planning to respond to potential outbreaks in the ACT.

When the ACT Government announced a lockdown on Thursday 12 August due to an increasing number of cases, CIT, armed with the lessons learnt from 2020, was able to quickly adapt and respond to the needs of students, staff and the ACT community.

The health and wellbeing of staff, students and the ACT community was the key priority during this period as CIT was also recognised as an exposure site placing staff and students into quarantine. All campuses were physically closed, initially for seven days and then extended, in line with ACT Government and public health directions. The CIT Business Continuity Plan (BCP) was enacted on 12 August and the Crisis Management Team (CMT) met for the first time that day and continued to meet as required until the COVID response became more normalised.

In response to the ACT Government lockdown extensions, campuses remained physically closed until early October, while teaching and student support continued remotely. CIT worked closely with relevant ACT Government departments the Australian Education Union and the Community and Public Sector Union, and in adherence to the ACT's COVID-19

Pathway Forward, CIT began returning to campuses to deliver face-to-face training and assessments for students in term 4. In late September, “COVID Safe Campus Learning” meetings were initiated, and a dedicated COVID Safe Campus position was created to work with all Departments/Divisions and Colleges to understand our collective response and create local COVID-safe plans.

During 2021 COVID safe practices were promoted throughout CIT through regular staff forums, CMT meetings and Future Work forums. Government and health guidelines and requirements were adhered to, and updated information was provided on the CIT website and through dedicated staff and student messaging as required.

## SUMMARY OF PERFORMANCE 2021

CIT and its subsidiary, CIT Solutions, delivered training to over 24,000 students across its government-funded, commercial and adult education programs (compared with around 23,000 in 2020). Of these, just over 5,000 were non-accredited learners enrolled in recreational courses, professional workshops and foreign language tuition at CIT Solutions.

Despite the challenges presented by the COVID-19 pandemic over the past two years, CIT has continued to excel in its delivery of high-quality government-funded, contestable and commercial training. This was achieved through a blend of online and face to face delivery using innovative and supportive learning practices.

A summary of key achievements is provided below with further information and details of Accountability Indicators under the strategic priorities of the *Strategic Compass 2025 – CIT Futures* provided in the section on Performance Analysis.

### Key performance achievements for 2021 include:

- > the launch of the new *Strategic Compass 2025 – CIT Futures* outlining CIT’s vision for embracing the future, with the outcomes supporting Canberrans to reach their full potential through quality education and skills development and shape the Canberra of 2025 and beyond
- > being recognised on the international stage at the Global Wind Industry Training Awards in Copenhagen winning two of nine awards for *Training Team of the Year in the Asia-Pacific Region* and *Training Team of the Year – Globally (smaller training providers)*
- > CIT, with partners Vestas and Neoen, winning the Industry Collaboration Award at the ACT Training Awards and the Australian Training Awards
- > winning the ACT Large Training Provider of the Year at the ACT Training Awards
- > CIT students being recognised for excellence, winning ACT Trainee Student of the Year, ACT Vocational Student of the Year and ACT Apprentice of the Year at the ACT Training Awards
- > CIT students winning two gold, two silver and one bronze medal at the WorldSkills Australian Championships
- > delivery of 5.2 million training hours, an 18% increase on 2020 despite ongoing challenges from COVID-19
- > provision of education and training to 581 international students from 64 countries
- > provision of training to 3,709 apprentices and trainees (including 208 Australian School-based Apprenticeships)
- > provision of 1,500 JobTrainer enrolments in full qualifications, pre-work bootcamps and short online statement of attainment courses
- > 35.7% increase in the Certificate IV Cyber Security course from 487 enrolments in 2020 to 661 enrolments in 2021
- > delivery of 18 Mental Health First Aid courses to 182 participants including the development of a custom Mental Health Awareness program for the Environment, Planning and Sustainable Development Directorate (EPSDD)
- > assisting the hospitality industry through an increase in the delivery of the Responsible Service of Alcohol (Statement of Attainment) to 425 in 2021, compared with 376, in 2020 and 327 in 2019
- > development of a new online course in Farm Case Management and skill sets in social media for small business and hospitality compliance to commence delivery in 2022
- > working with Major Projects Canberra (MPC) on the ongoing development of the new CIT Woden campus
- > extensive consultation with staff and other stakeholders on the design of the CIT Woden campus
- > development of a blueprint for the CIT digital strategy
- > an upgrade to CIT Fyshwick campus increasing learning and teaching spaces
- > establishing new partnerships and enhancing existing partnerships
- > enhancing management capability through ongoing transformation work with the senior leadership team
- > delivery of an intensive professional development program for teachers digital skills and online delivery
- > providing training that meets students’ needs reflected in the student outcome survey of 83.5% of CIT students being employed after training compared with 70.3% nationally
- > 84.9% of CIT graduates reported achieving their main reason for study in 2021, just above the national average of 83.8%
- > continuing to exceed student and employer targets for satisfaction with training at CIT at 88% and 90% satisfaction rating respectively
- > introduction of a new food waste recycling program in the culinary department achieving over 5,000 kg of food waste recycled, 225kg of livestock feed produced and a saving of over 10,000 kgs of CO<sub>2</sub> emissions
- > ongoing management of the COVID-19 response and expansion of online and flexible learning options with additional supports provided for students to continue their studies through periods of disruption.

## STUDENT DEMOGRAPHICS – ACCREDITED PROGRAMS

**5.6%**  
(1,080)

self-identified as  
Aboriginal and/or  
Torres Strait Islander

**12.7%**  
(2,434)

self-identified as  
having a disability

**20.6%**  
(3,946)

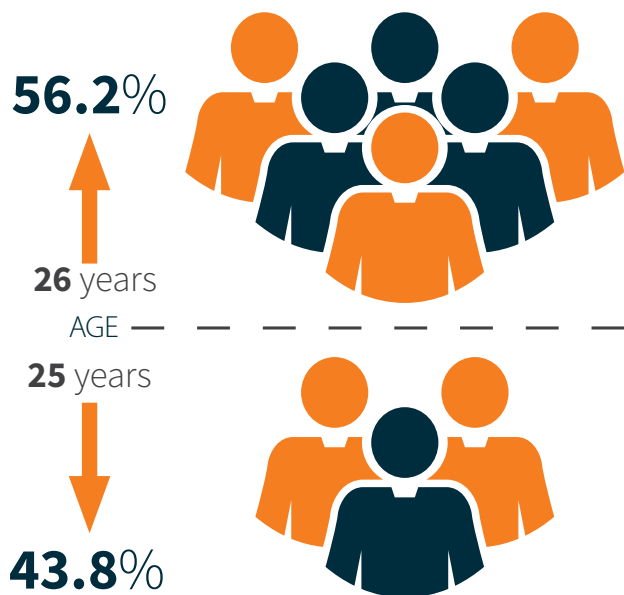
self-identified as speaking  
a language other than  
English at home

**44.6%**  
(8,548)

identified as female

**3%**  
(581)

were international  
students from **64**  
countries



**3,709**

were apprenticeships/traineeships  
(including 208 Australian School-based  
Apprenticeship (ASbA) student enrolments)

**72.1%** from ACT

**18.3%**  
from NSW

**6.4%**  
from other  
states

**3.2%**  
from  
overseas



**86.1%**  
studied part-time

## 2022 OUTLOOK

The CIT priorities and focus for 2022 have been identified by the ACT Government and the CIT Board through the *Strategic Compass 2025 – CIT Futures*. CIT will continue to contribute to the ACT Government's agenda of making Canberra more inclusive, progressive and connected during 2022 while continuing to follow any ACT Government COVID-19 directions or guidelines.

Delivering on the Strategic Compass CIT will continually adapt and align to the commercial and regulatory environments and the needs of the national and ACT environment. Implementation of the Strategic Compass will include:

- > review and reconfiguration of course offerings
- > contemporary workforce development of teaching and non-teaching staff
- > reviewing and assessing performance indicators to appropriately reflect the current VET environment
- > clarification and agreement on the role of CIT as the public provider and the relationship with government and community.

The seven strategic priority areas for CIT; including student experience, contemporary skills, campus renewal, digitalisation, our people, partnerships and sustainability are reflected in the CIT Board priorities set for 2021-22. These are:

1. maintaining a sustainable financial model for the future of CIT
2. improving CIT's responsiveness and flexibility to meet the changing VET environment (including changes emanating from the National Cabinet Skills Committee)

3. building additional capacity and industry partnerships in emerging industries and areas of government demand (such as cyber, renewables, health, education and apprenticeships/traineeships)
4. improving the recognition of CIT as a major economic and social contributor to the ACT and region, now and into the future
5. enhancing contemporary organisational transformation and workforce development at CIT through ongoing investment in our people
6. enhancing teacher capability (including by advancing digital fluency) and reshaping education and training offerings so students have contemporary learning experiences
7. maintaining focus on transforming our business through people, processes and system changes including fully understanding the costs of service delivery
8. working collaboratively with Major Projects Canberra on campus renewal including CIT Woden and the establishment of a new Yurauna Centre at CIT Bruce
9. investing in digital infrastructure as a part of CIT's campus renewal strategy and in line with the Chief Minister's ambitions for Canberra.

Planning and resourcing will also be directed to address potential shifts in CIT's regulatory environment in 2022, including likely changes in national policy with an increased focus on consistent national pricing, quality management, real time data and increased industry led product design and development.



Minister for Skills, Chris Steel MLA at the launch of the electric-vehicle training with Tesla Transport

## CIT BOARD

The CIT Board, established in 2015 under Section 9 of the *Canberra Institute of Technology Act 1987* (CIT Act), consists of a minimum of seven and no more than 11 members, appointed by the ACT Government Minister for Skills. The CIT CEO is a Board member in accordance with Section 80 (4) of the *Financial Management Act 1996* (FMA).

As required by Section 56 of the FMA, the CIT Board is liable, under the responsible Minister, for the efficient and effective financial management of CIT. The CIT Board Charter outlines the roles and responsibilities of board members, code of conduct, conflict of interest and other information relating to meetings, subcommittees and administration. The CIT Board

Charter is available on the CIT website. Appointments to the CIT Board are conducted in accordance with the ACT Government Boards and Committees Handbook.

Several new members joined the Board in 2021. In May 2021, Louise Starr replaced Eve De Gregorio as the student representative. Peter McGrath and Nigel Phair were replaced by incoming members Ros Jackson and Paul McGlone when their tenure expired on 30 June 2021.

## CIT Board Members



**Craig Sloan**  
Chair



**Kate Lundy**  
Deputy Chair



**Leanne Cover**  
CIT CEO



**Raymond Garrand**  
Member



**Paul McGlone**  
Member



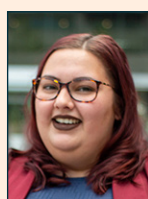
**Roslyn Jackson**  
Member



**Professor  
Frances Shannon**  
Member



**Jane Madden**  
Member



**Tahlia-Rose Vanissum**  
Member



**Sam Mills**  
Staff Member  
(elected)



**Louise Starr**  
Student Member  
(elected)

During 2021 there were five ordinary meetings.

### Board Meeting Attendance in 2021

Name	Position	Meetings
Craig Sloan	Chair	5
Kate Lundy	Deputy Chair	5
Leanne Cover	CIT CEO	5
Raymond Garrand	Member	5
Professor Frances Shannon	Member	4
Jane Madden	Member	4
Tahlia-Rose Vanissum	Member	4
Paul McGlone (appointed 1/7/2021)	Member	3
Roslyn Jackson (appointed 1/7/2021)	Member	3
Nigel Phair (term expired 30/6/2021)	Member	2
Peter McGrath (term expired 30/6/2021)	Member	2
Louise Starr (appointed 6/5/2021)	Student Member	3
Eve De Gregorio (term expired 5/5/2021)	Student Member	2
Sam Mills	Staff Member	5

### CIT Board Subcommittees

The CIT Audit Committee is a subcommittee of the CIT Board. It was established by the CIT Board in accordance with the ACT Government Internal Audit Committee and Function Framework and Sections 56 and 77 of the *Financial Management Act 1996*. Its role is to provide independent, objective assurance and assistance to the CIT Board on CIT's risk, control and compliance framework, internal audit function and its external accountability responsibilities. The Audit Committee oversees the preparation of the financial statements on behalf of the CIT Board. For further information on the activities of the Audit Committee see section on internal audit.

### Matters considered by the CIT Board

The Board plays a key role in setting the strategic direction of CIT as well as providing oversight of financial reporting and human resource matters. CIT Board members bring a range of skills and expertise to CIT. In 2021 the CIT Board was focused on monitoring and responding to the ongoing impact of the COVID-19 pandemic on CIT students, both the impacts from 2020 as well as an additional lockdown between August and October 2021. This included a

focus on the safety of staff and students, pausing on campus teaching, assessing activities and adapting services to an online environment, supporting the employment priorities of the ACT Government and understanding the impact of the pandemic on CIT's budget and future financial sustainability.

The launch of *Strategic Compass 2025 – CIT Futures* in October was a key priority for the Board during 2021. Development of this document commenced in 2020 as CIT transitioned from the *CIT Strategic Compass - Evolving Together* and was approved by the ACT Government Cabinet in 2021. The *Strategic Compass 2025 – CIT Futures* outlines CIT's vision for embracing a future rich with possibilities and sets out the strategic directions for the organisation for the next five years.

The Board also focused on strategies to enhance industry engagement across CIT through a specially convened subcommittee meeting. This focus has resulted in board members facilitating introductions to a number of key Canberra businesses and the establishment of new strategic relationships.

The Board considered and endorsed a new CIT Strategic Risk Register 2021 which was developed during 2020 by the CIT Executive with assistance from ACT Insurance Authority (ACTIA). This new approach to risk management will ensure the alignment of

both strategic and operational risk management wholistically across CIT.

Throughout 2021 the CIT Board continued its active engagement in the design and development of the new CIT Woden. The Chair and CEO participated on Major Projects Canberra's CIT Woden Project Board to progress the planning and delivery of the new campus and its connections to the broader renewal of the Woden precinct. Significant consultation occurred during 2021 and CIT was able to ensure the staff and student voice was heard.

## Remuneration for executives and board members

All CIT executives are paid in accordance with Determinations of the ACT Remuneration Tribunal and relevant laws and instruments, including the *Public Sector Management Act 1994* and the *Public Sector Management Standards 2006*. Under the *Remuneration Tribunal Act 1995*, the Remuneration Tribunal determines remuneration for the CIT CEO and members of the CIT Board.



Tayla Croker and Jack Bartholomeusz — Landscape Construction, WorldSkills Challenge



Griffith Bell — Cabinet Making, WorldSkills Challenge



Elliot Nunn — Plumbing, WorldSkills Challenge

## CIT SOLUTIONS PTY LTD

CIT Solutions Pty Ltd is a wholly-owned subsidiary of CIT that reports to the Australian Securities and Investments Commission in accordance with the *Corporations Act 2001*. CIT Solutions remains the training provider of choice for many Australian Government departments and agencies and some ACT Government directorates. CIT Solutions also provides training in a large range of foreign languages as well as marketing services to CIT for the recruitment of international students. Short courses in professional development and recreational interests are available to people in Canberra and provide lifelong learning opportunities. The CIT CEO is also the CEO of CIT Solutions. Further information about the performance of CIT Solutions in 2021 is in the section on Performance Analysis.

## INTERNAL ACCOUNTABILITY, GOVERNANCE AND OVERSIGHT

### Organisational Structure

CIT comprises three divisions, five teaching colleges, and CIT Yurauna, which is a service dedicated to Aboriginal and Torres Strait Islander peoples (see section on Aboriginal and Torres Strait Islander Reporting). Each College, led by a College Director and supported by capable management teams, provides quality VET in a range of areas. The divisions provide support to all teaching areas which are supported by VET practitioners with current industry qualifications and a breadth of experience.

The Teaching Colleges are:

- > Business and Leadership delivering a wide range of skills in accounting and law, management and business, and business administration
- > Health, Community and Science delivering a range of courses focused on meeting the needs of the community and industry in forensic science, environment, animal technology and science with health and community services disciplines
- > CIT Technology and Design works closely and collaboratively with local industry and delivers course in building and interior design, engineering and spatial information, hair and beauty, floristry and horticulture, photography, visual arts and fashion, information, communication technology, communication, media and music

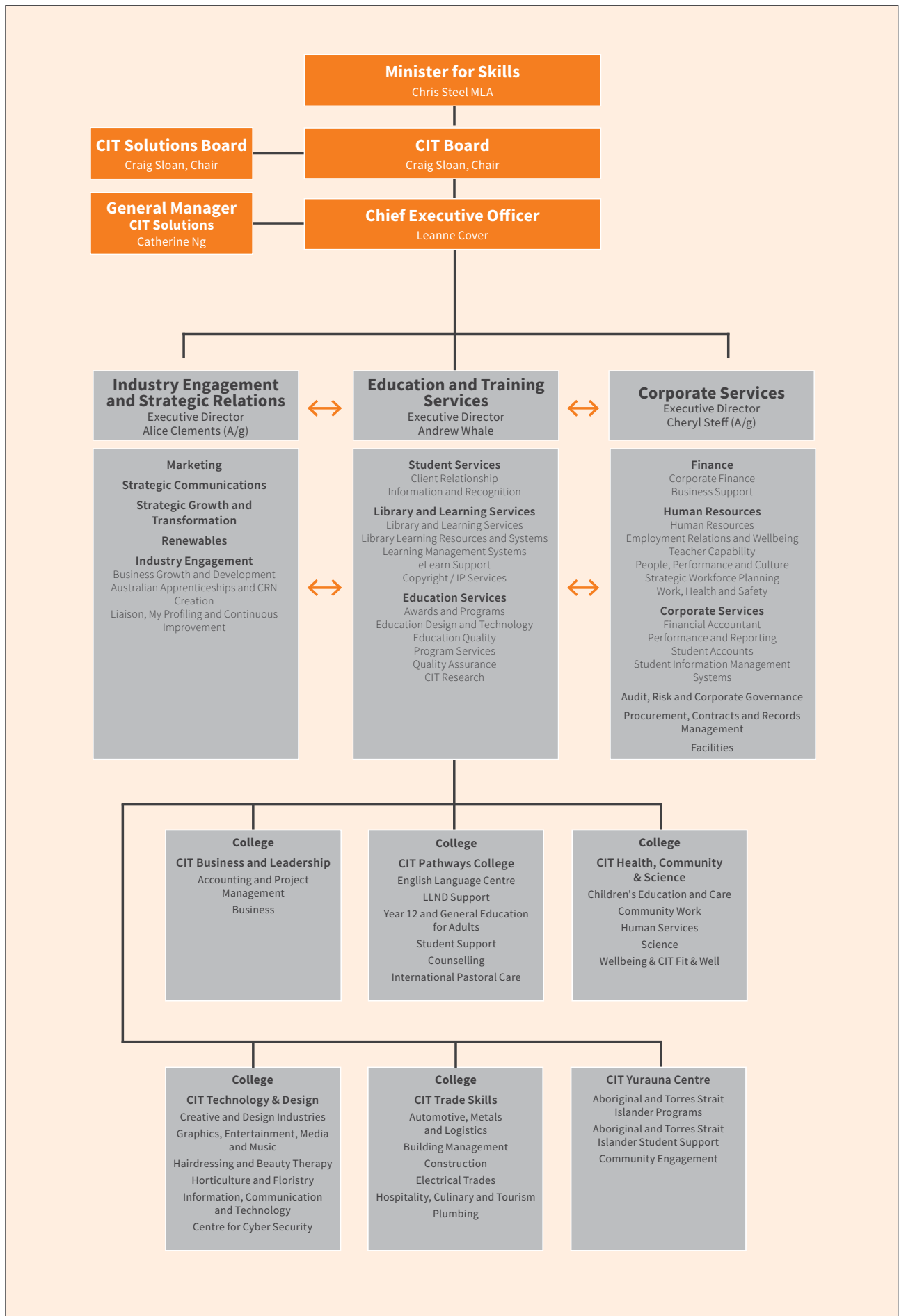
- > CIT Pathways delivers the ACT Senior Secondary Certificate, English language skills and Language, Literacy, Numeracy and Digital (LLND) Support for Foundation skills.
- > CIT Trade Skills aims to produce qualified trade people for the ACT community and region through a range of relevant programs, state of the art training facilities and a collaborative approach to industry engagement and also provides foundation skills to help students build essential skills.

The **Education and Training Services Division** is responsible for the integrity and delivery of teaching and learning across CIT to meet the needs of students and employers in the ACT and regional community. This includes the oversight of CIT colleges, CIT Yurauna, Education Services, Student Services and CIT Library and Learning Services. The Division's objectives are to provide high quality VET which is engaging, innovative and provides students with authentic workplace-based learning experiences. The Division also has a supporting role in ensuring CIT fulfils the compliance requirements set by VET and Higher Education regulators, including the Australian Skills Quality Authority (ASQA), the Tertiary Education Quality and Standards Agency (TEQSA) and the ACT Board of Senior Secondary Studies (BSSS).

The **Corporate Services Division** is responsible for a comprehensive range of support services across CIT in the areas of finance, human resources, industrial relations, corporate governance, audit and risk, facilities management, information technology, records management, work health and safety, student administration system and corporate compliance. Corporate Services is also responsible for ensuring CIT meets its obligations as a Territory Authority, to the ACT and Australian Governments.

The **Industry Engagement and Strategic Relations Division** is responsible for supporting and coordinating the growth of CIT's business by developing broad and effective links with industry; aligning CIT programs with industry expectations and outcomes; and ensuring stakeholders and the community are aware of the contribution CIT makes to individuals, employers and the ACT economy. In addition, the Division provides ministerial liaison and support to the CIT Chief Executive Officer (CEO) and CIT Board and liaises with the Economic Development section within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) regarding the future economic development of the ACT and the region.

# CIT Executive and Functional Structure



## CIT Senior Executive Team

The Senior Executive Team comprises the CIT CEO; the Executive Director, Education and Training Services; the Executive Director, Industry Engagement and Strategic Relations; the Executive Director, Corporate Services; the Senior Director Finance; and the Senior Director Human Resources. The Executive Team work collaboratively and report to the CEO.



**CIT CEO, Leanne Cover,** reports directly to the CIT Board and provides strategic leadership across CIT. The CEO is responsible for ensuring CIT is operationalising the four pillars of the Strategic Compass. A major foundation

piece for the CEO is the development of system-wide adaptive capacity to ensure the relevance and long-term future of CIT, continually evolving to a business model able to compete in the rapidly changing and competitive VET environment. CIT's CEO drives the long-term vision of CIT by ensuring effective delivery of programs; and maintaining productive relationships with the Minister, leaders in the ACT public sector, other training providers and educational organisations. The CEO provides leadership to the Executive Team in quality VET outcomes: strategic planning and governance; staff, community and stakeholder engagement; creating a compelling student experience; planning and reporting; financial and operational analysis; policy development; service delivery excellence; and campus modernisation. The CEO, along with the CIT Board Chair, regularly meets with the Minister for Skills and representatives from ACT Government Directorates.



**Executive Director, Education and Training Services, Andrew Whale**

The Executive Director, Education and Training Services provides overall leadership to CIT's educational leaders to ensure consistent and quality

education and training outcomes are achieved and that CIT meets and exceeds student and employer expectations. The position is also responsible for the leadership of CIT Colleges, the Yurauna Centre, Education Services, Student Services and Library and Learning Services. The position provides the primary interface with ASQA, TEQSA and the ACT BSSS ensuring CIT's educational governance is appropriate as a public provider to meet all regulatory requirements, including those in the international student domain.



**Executive Director, Corporate Services, Carolyn O'Neill to 3 July 2021 and Cheryl Steff from 2 August 2021**

The Executive Director, Corporate Services has primary responsibility for ensuring the efficient operations of CIT through appropriate business and professional services supporting the strategic and operational needs of CIT. This includes overall management of CIT's budget and finances, human resources, property management, information technology, audit and risk, procurement and corporate compliance. This position is also the key liaison point for other ACT Government services supporting CIT.



**Executive Director, Industry Engagement and Strategic Relations, Paul Ryan to 15 July 2021 and Alice Clements from 9 August 2021**

The Executive Director, Industry Engagement and Strategic Relations has primary responsibility to ensure CIT has broad and effective links with industry to grow CIT's business; responsibility for the CIT brand and ensuring stakeholders and the community are aware of the contribution CIT makes to individuals, employers and the ACT economy; and responsibility for ministerial liaison and providing support to the CIT CEO and CIT Board. In addition, the position liaises with the Economic Development area of CMTEDD regarding the future economic development of the ACT and the region.



**Senior Director, Finance, Greg Tong**

The Senior Director Finance is responsible for CIT's financial management functions including reporting, budgeting, cash management, accounts, costing, capital, projects, records management and a range of other administrative support functions. Key links to other ACT Government bodies include ACT Treasury and CMTEDD. The role directly supports internal governance and external compliance activities including reporting student activity and associated statistics to the ACT and Australian Governments.

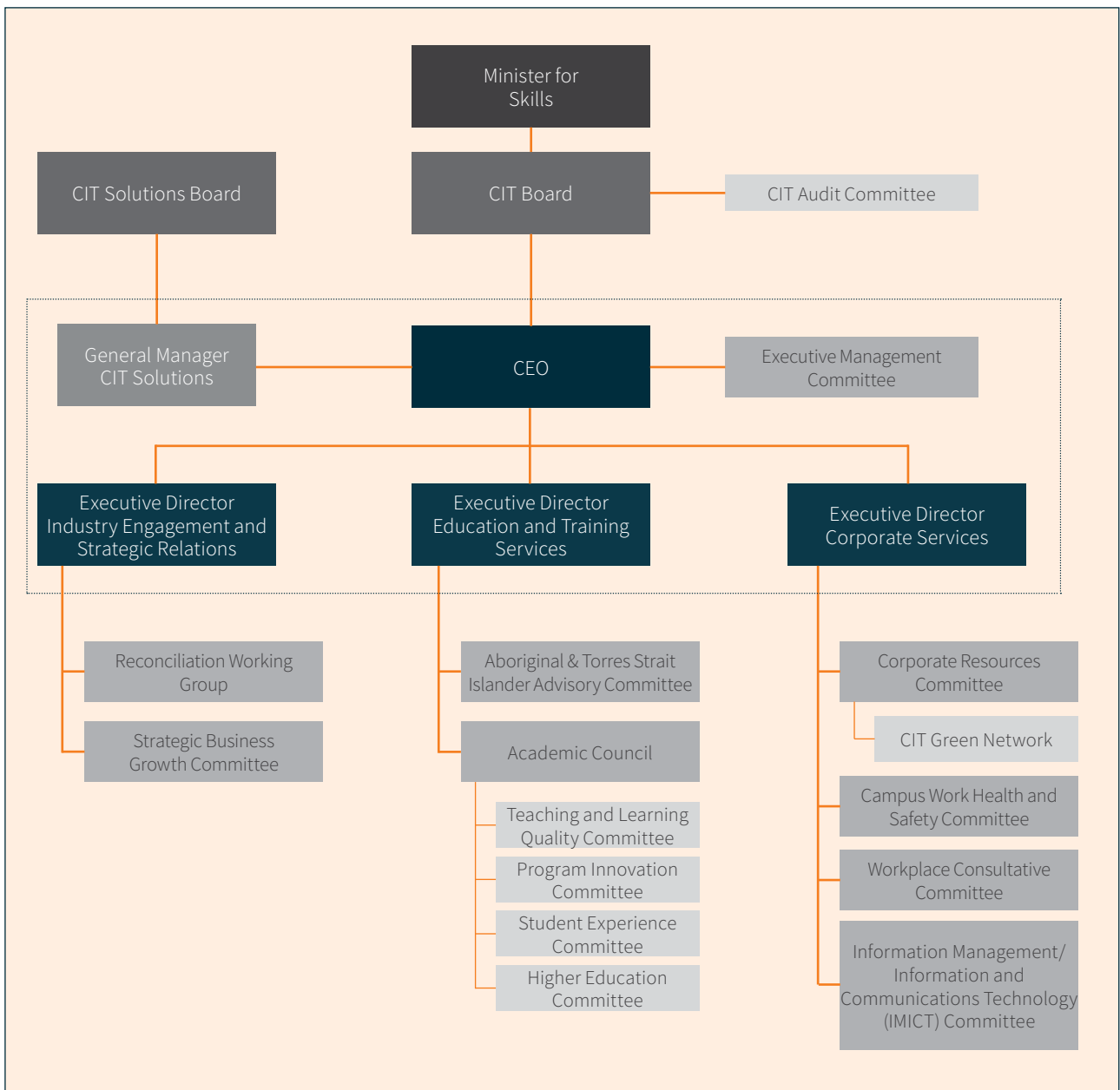
**Senior Director, Human Services, Cheryl Steff until August 2021**

The Senior Director, Human Resources is responsible for planning, developing, coordinating and implementing all aspects of human resource management, workforce development and industrial relations operations. The CIT HR team supports organisational outcomes and drives transformational change through the provision of timely and effective support, advice and assistance to the leadership team across all areas of CIT in employment policy and practice, employee and industrial relations, workplace safety and injury. The Senior Director, Human Resources works collaboratively with all areas of CIT to meet commitments articulated in the Strategic Compass and leads the development of a high-performance culture and workforce capability.

**CIT Internal Governance**

Under the CIT Internal Governance Framework, CIT committees, advisory groups and working groups are accountable to the CEO through the Executive Management Committee.

**CIT Governance Framework**



Committee	Role
<b>Executive Management Committee (EMC)</b>	To support the CIT Board and the CEO by providing timely, professional and informative advice in relation to key strategic direction setting and the efficient and effective operation of CIT. EMC is accountable for the performance outcomes of CIT through the implementation and monitoring of strategic, operational, educational, people and financial business plans and processes and for ensuring that appropriate frameworks, delegations, policies, procedures and resourcing are in place to support the delivery of CIT strategic and operational objectives. EMC is chaired by the CEO and made up of the executive team.
<b>Corporate Resources Committee</b>	To provide advice on issues relating to oversight responsibilities relating to financial, human resources and corporate governance. This is a subcommittee of EMC.
<b>Academic Council</b>	Academic Council is the principal academic governance body of CIT.  Academic governance is the framework of policies, structures, relationships, systems and processes that provide direction and oversight of academic activities (teaching, learning, assessment and research) at CIT. This includes regulation of the quality and standards of performance of CIT VET services. There are four committees (described below) which support and report to the Academic Council. The outcomes of meetings are reported to EMC.
<b>Teaching and Learning Quality Committee</b>	To advise on the development, implementation and review of strategies, policies and initiatives to meet legislative, regulatory and professional requirements and to address quality standards and best practice in teaching and learning.
<b>Program Innovation Committee</b>	To advise on and approve strategies, policies and initiatives that review and enhance current teaching and learning programs and identify new and innovative programs and practices. This committee also identifies innovative practices in program delivery that use technology and work- based models.
<b>Student Experience Committee</b>	To advise on and approve the development, implementation and review of strategies, policies and initiatives to ensure the learning needs and educational experience of students are addressed. This involves analysing key measures of the student experience and identifying actions to improve and enhance students' education experience.
<b>Higher Education Committee</b>	To advise and make recommendations on the review, development and implementation of strategies, policies and initiatives that enable academic enhancements and ensure that CIT meets the Higher Education Framework (Threshold Standards) 2015 and other TEQSA requirements.
<b>Aboriginal and Torres Strait Islander Advisory Committee</b>	To provide advice and guidance on how CIT can meet training needs of industry and the community for Aboriginal and Torres Strait Islander people as well as to provide input into business planning for the delivery and support of Indigenous education at CIT. The Committee also liaises closely with the Reconciliation Working Group. Outcomes of meetings are reported to EMC.

Committee	Role
Reconciliation Working Group	The CIT Reconciliation Working Group engages collaboratively with all areas across CIT to advance reconciliation by implementing and monitoring the <i>CIT Reconciliation Action Plan</i> (RAP) and by gathering support and commitment, encouraging all CIT staff to participate in initiatives and events.
Strategic Business Growth Committee	To provide advice to ensure CIT is able to effectively and collaboratively establish and achieve revenue targets to ensure CIT's financial sustainability and competitive market share. The Committee is also responsible for establishing, leading and reviewing the policies, approaches and frameworks around competitive forces such as pricing and funding arrangements.
Campus Work Health and Safety Committee	To facilitate cooperation between staff and management on the development, implementation and review of Work Health and Safety (WHS) policy and procedures. To monitor compliance with WHS legislation, standards, codes of practice, policies and procedures.
Workplace Consultative Committee	To facilitate effective consultation with employees and their representatives, including union representatives, on workplace matters.
Information Management / Information and Communication Technology (IMICT) Committee	To develop and maintain CIT's vision and strategy for IMICT and to provide governance to the management of the future of IMICT in CIT. The Committee's primary focus is strategy and tactics in line with the Strategic Compass.
CIT Green Network	To engage with staff and students to promote sustainable practices across all CIT business activities and implement the ACT Government's Climate Change Action Plan across CIT business activities.

# PERFORMANCE ANALYSIS

Servicing more ACT students than any other post school education provider and as the public provider of VET, CIT is committed to continual improvement supported by ongoing monitoring and auditing to ensure delivery of nationally consistent, high-quality training and assessment services required to meet the VET Quality Framework, and Higher Education Standards. CIT also specialises in the delivery of the ACT Senior Secondary Certificate to mature age students.

CIT delivers 29 national training packages across the Australian Qualification Framework (AQF), from certificate I to graduate certificate levels and all *Fields of Education*. As of December 2021, CIT's scope of registration included 183 current training package qualifications, 16 VET-accredited courses and two Higher Education courses.

CIT has Australian Skills Quality Authority (ASQA) Registered Training Organisation (RTO) registration until 2024, including delegated authority to amend its scope of registration for VET training products and registration with the Tertiary Education Quality and Standards Agency (TEQSA) as a Non-University Higher Education Provider (NUHEPS) until November 2023. CIT was also granted the maximum accreditation of five years for its Diploma of Nursing program through the Australian Nursing and Midwifery Accreditation Council until 2023.

CIT delivers its services under Output class 1.1 Provision of Vocational Education and Training Services as set in the 2021-22 ACT Budget Statement of Intent. This output involves the provision of VET delivery to the ACT community and surrounding region, in accordance with the needs of students, employers, industry, and the broader community. CIT delivers VET training through a number of funding models, including direct ACT Government appropriation funding, JobTrainer, User Choice (Australian Apprenticeships), Skilled Capital, Commercial (full-fee) and other schemes.

## STUDENT OUTCOMES - STRATEGIC OBJECTIVE 1

CIT has one strategic objective in the Statement of Intent which is to provide training that meets student needs ensuring a job ready skill set for our future workers.

### National Student Outcomes Survey - Strategic Indicator 1

The key strategic indicator used by CIT to measure its success is the national Student Outcomes Survey, conducted annually by the National Centre for Vocational Education Research (NCVER)<sup>6</sup>. By focusing on VET graduate outcomes, the survey gauges as an indicative measure, how well CIT serves individuals and the community.

The Student Outcomes Survey collects information on employment outcomes, reasons for training, satisfaction with training, and further study outcomes and provides a comparison against national TAFE performance. CIT students consistently achieve high levels of employment or are undertaking further study after training.

Specific areas of assessment include:

- > employed after training
- > not employed before training, employed after training
- > employed or in further study after training
- > enrolled in further study after training
- > achieved main reason for training (reasons for studying include getting a job, gaining extra skills for current job, changing careers, getting a better job and developing or starting a business).

The 2021 performance of CIT graduates against national performance for Australian TAFE graduates is highlighted below. As illustrated, CIT graduates have exceeded the national performance in all but one area, showing a strong performance in employment related indicators.

<sup>6</sup> The National Centre for Vocational Education Research (NCVER) - a not-for-profit company owned by the state, territory and federal ministers responsible for vocational education and training. NCVER conducts an annual survey and provides research on vocational education and training in Australia to governments, the training sector, industry and the community.

For CIT graduates in 2021:

- > 83.5% were employed after training compared with 70.3% nationally
- > 52.1% were not employed before training, employed after training compared with 41.8% nationally
- > 92.2% were employed or in further study compared with 84.7% nationally
- > 35.8% were enrolled in further study after training compared with 40.1% nationally
- > 84.9% achieved the main reason for study compared with the national average of 83.8%.

## 2021 ACCOUNTABILITY INDICATORS

CIT delivers VET through ACT Government Controlled Recurrent Payment (CRP), the ACT Government Skilled Capital program, funding for Australian Apprenticeships, the JobTrainer Program and commercial activities delivered by CIT and its subsidiary, CIT Solutions.

Historically, student activity data for the ACT Budget Accountability Indicators reported in the Statement of Performance focused specifically on the subset of CIT's education delivery that is subsidised by the ACT Government through Appropriation/CRP. This did not reflect the full extent of CIT's training delivery as it excluded non-CRP funded training, which has become an increasing proportion of CIT's delivery in recent years. Recognising this, in 2021 CIT introduced updated Accountability Indicators that

provide a more transparent view of the scope of CIT's VET delivery. Further details are in the Statement of Performance.

The current budget Accountability Indicators of Nominal Hours, Program Enrolments, Module Pass Rates, Program Completions and Average Controlled Recurrent Payment per Nominal Hour (reported below) will be discontinued from 1 July 2022 as these measures only relate to training delivered under CIT's CRP funding scheme.

CIT's landscape is continuing to change, with an expectation that CIT will need to win more contestable and commercial funding in the future. To reflect this CIT introduced two new Accountability Indicators in 2021: Subject Enrolments and Subject Pass Rate, to better reflect the trend in study preferences of students who have moved away from pursuing full qualifications in favour of individual skillsets.

Despite the challenges of the COVID-19 pandemic on the disruption to training for students, CIT continues to exceed the performance indicators for training satisfaction rates for both students and employers. CIT also experienced an increase in the delivery of training hours and module pass rates were again above target.

CRP program enrolments and program completions were both below target as students continued the trend of increasing preferences for enrolling at CIT under other student schemes that are not currently included in the CRP measures, most notably the User Choice (Apprentices and Trainees), Skilled Capital and the JobTrainer Programs.



CIT students Kestra Howard and Stuart Woolmer using their pathology testing skills

## Subject Enrolments

Subject Enrolments refers to student enrolments in each individual Unit of Competency for the reporting period, as opposed to a full qualification. The number of subject enrolments for 2021 was 111,464 reflecting a 3% variance above the target of 108,000. As a new Accountability Indicator, there is no comparative data.

## Subject and Module Pass Rates

Subject and Module Pass Rates refer to the proportion of subject enrolments issued with a grade indicating successful completion of a VET Unit of Competency during the reporting period.

The **Module Pass Rates** indicator only includes those enrolments under CIT's standard government-subsidised enrolment scheme (formerly referred to as 'Profile' enrolments) and does not include other enrolment types such as User Choice (Australian Apprenticeships), Commercial, Skilled Capital, or other government-funded arrangements. The Module pass rate for 2021 was 81%, an 8% variance above the 2021 target of 75%

The limitations of the Module Pass Rates indicator were deemed acceptable when the indicator was introduced in 2005. Since then, the VET landscape (and CIT's operations) has evolved, with an increasing proportion of CIT's activity no longer covered by this measure. As this indicator no longer provides an adequate view of CIT's operations, it is being discontinued and replaced by the **Subject Pass Rates** indicator (the word 'Module' has been updated to 'Subject' to better reflect contemporary VET terminology). This new indicator captures all of CIT's enrolments and activity, providing enhanced visibility and transparency of CIT's entire operations, and in particular includes those government-subsidised enrolments that were not covered by the older measure.

For 2021 CIT recorded an 86% subject pass rate, 1% above the target of 85%. As a new accountability indicator there is no comparative data available for this year.

## Nominal Hours

Nominal Hours (training hours) is the nationally accepted quantitative output measure for the VET sector.

- > CIT delivered 5.2 million training hours in 2021, an 18% increase on the 4.4 million training hours delivered in 2020.

- > This includes 2,682,167 training hours for publicly funded programs (2,456,123 in 2020), above the 2021 target by a positive variance of 3%. The remaining training hours are delivered through contestable programs.

## Program Enrolments

- > Program enrolments for 2021 in government subsidised programs at 9,822 showed a 16% variance below the 2021 target of 11,700 but an increase compared to 9,558 in 2020.
- > Within this total for 2021, qualifications showed a greater reduction than short courses as students continue to move away from pursuing qualifications in favour of individual skillsets. The COVID-19 pandemic again negatively impacted program enrolments in 2021, although to a slightly lesser extent than 2020.
- > As mentioned on page 33, CIT only has a program enrolment target for government subsidised programs, which does not reflect CIT's full extent of training delivery. When considering all of CIT's training delivery, CIT received an increased total of 29,245 program enrolments compared to 27,917 in 2020.

## Program Completions

- > There were 3,382 (3,102 in 2020) program completions (includes qualifications under the AQF and does not include skill sets, statements of attainment and non-accredited training such as ACE programs). This was a 25% variance below the 2021 target of 4,500.
- > Like program enrolments, program completions were also below target due to the continuing trend of students moving away from pursuing full qualifications in favour of individual skill sets and the impact of the COVID-19 pandemic in 2020 and 2021.

## Learner and Employer Satisfaction Rate

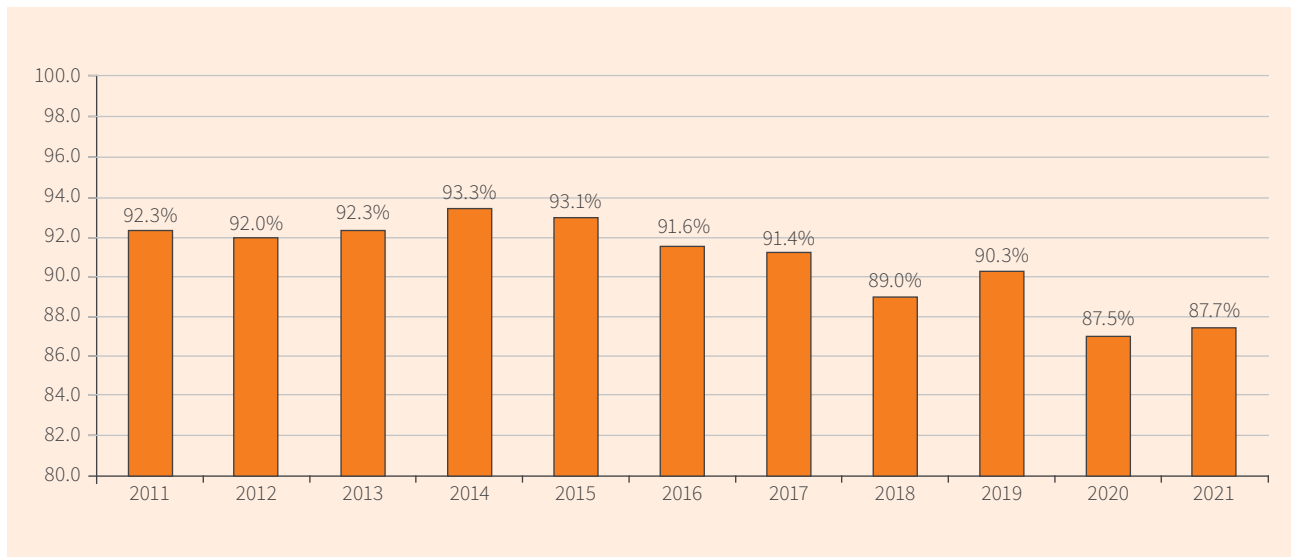
Learner and employer satisfaction rates are measured through the Learner Engagement Survey and Employer Satisfaction Survey. These surveys are conducted in line with the ASQA Data Provision Requirements 2012 and the *National Vocational Education and Training Regulator Act 2011* provisions. All RTOs are required to use mandatory tools to collect learner engagement and employer satisfaction quality indicator data.

### Learner Engagement Survey

The Learner Engagement Survey is based on CIT students enrolled in nationally accredited programs. The 2021 survey, conducted from 8 to 22 November, returned a response rate of 21.3% with 2,015 students responding to the survey out of a possible 9,448 students. The satisfaction rate with training at CIT was 87.7% (rounded up to 88% in the Statement

of Performance) which is above the Accountability Indicator target of 85%. Learner satisfaction rates with training at CIT over the past 10 years have remained strong as per the graph below.

### Learner satisfaction rates 2011 to 2021

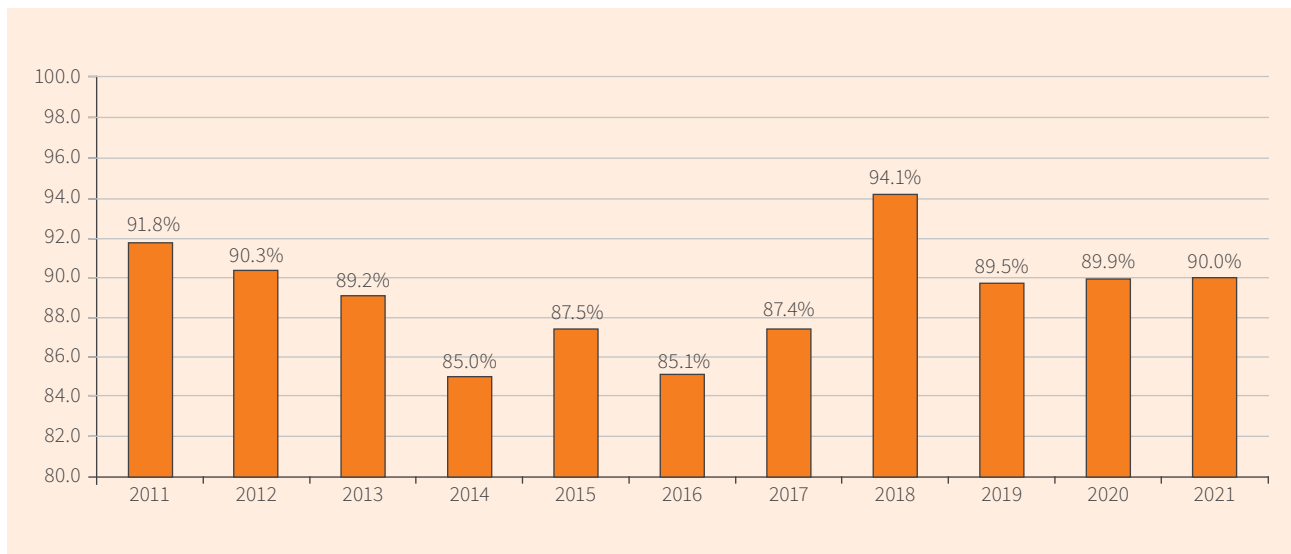


### Employer Satisfaction Survey

The Employer Satisfaction Survey is based on employers of apprentices or trainees at CIT. The 2021 survey, conducted from 8 to 22 November, returned a response rate of 19.8% with 348 employer responses out of 1,749 employers. Many employers were from

large companies (single respondent) with multiple apprentices/trainees. The satisfaction rate with training at CIT for 2021 was 90.0%, which is above the Accountability Indicator target of 80%. Employer satisfaction rates have remained positive over 10 years as per the graph below.

### Employer satisfaction rates 2011 to 2021



## 2021 STRATEGIC PERFORMANCE HIGHLIGHTS

CIT does not operate in isolation from the many complex social and economic systems within which it is nested. The *Strategic Compass 2025 – CIT Futures* articulates the strategic priorities for CIT and all activities conducted at CIT are focused on the enablement of the four strategic pillars of the Strategic Compass. These are demonstrated in many outcomes across CIT and within the ACT community. We serve the community in multiple ways including:

- > partnering with industry to increase productivity and position the new economy for prosperity
- > enabling access and opportunity for social and economic success including the development of the ACT community, services and infrastructure
- > provision of courses and qualifications to ensure quality within the ACT skilled workforce
- > investing in CIT's long-term future and positioning for relevance and value in all that we do.

CIT's customer focus aims to deliver training to meet student needs and deliver optimal outcomes for students, business, industry and the ACT community. The following performance outcomes align with the strategic priorities of the Strategic Compass and demonstrate achievements and the commitment of CIT's staff, our students and our partners.

## STUDENT EXPERIENCE

Assisting students to achieve their main reason for studying at CIT is at the forefront of all CIT teaching, learning and business planning and development. The reason for study cited by 77% of respondents in the 2021 NCVER Student Outcomes Survey is employment related. This includes getting a job or a promotion, changing careers, starting a business, upskilling or meeting the requirements of a current job. As noted previously CIT rates highly among graduating students for achieving the reason for their study.

With a focus on employment outcomes CIT will continue to partner with government, business and industry stakeholders to provide student experiences that result in job-ready graduates for industry sectors.

CIT provides ongoing and up-to-date advice and support for all students including international students, in the form of teaching and learning support, access to the Student Wellness Hub as well

as access to mental wellbeing, counselling, disability, tutoring and migrant support. In addition, CIT, the CIT Student Association (CITSA) and CIT Solutions offer opportunities for social interactions between students in support of their mental health and wellbeing.

## JobTrainer

JobTrainer, a joint initiative of the ACT and Australian Governments, offers free VET to school leavers, young people and job seekers across Canberra in areas of employment growth to support the economy as we emerge from the COVID-19 pandemic.

CIT was allocated 2,500 places in full qualifications, pre-employment bootcamps, and short online statement of attainment courses for delivery in 2021 and 2022. CIT delivered over 1,500 places under the JobTrainer initiative in 2021 including 800 places in full qualifications, 659 places in online statements of attainment and 132 pre-work bootcamp places. The remainder of the allocation will be available for students in 2022. CIT also secured 115 additional JobTrainer 2.0 places for delivery in 2022 in the four priority areas of Aged Care, Disability, Children's Education & Care and Digital.

JobTrainer students were provided additional support through weekly drop-in Language, Literacy Numeracy and Digital (LLND) tutorial sessions and were given access to a dedicated Online Learning Success Officer who helped students adapt to an online learning environment. In addition to these, students were also able to choose five, one day workshops to complement their study in areas such as critical thinking, resilience and wellbeing, digital skills and workplace communication.

### Student Demographics - JobTrainer

**56%**  
Female

**42%**  
Male

**2%**  
Gender Neutral

**57%**  
jobseekers

**20%**  
declaring a disability

**4%**  
identifying at Aboriginal or Torres Strait Islander

## Apprenticeships and Trainees

Apprenticeships and traineeships combine paid work and structured training supporting students to learn a trade or workplace skills and receive a nationally accredited qualification. CIT has a dedicated team of highly experienced staff looking after apprenticeship and traineeship arrangements at CIT. In 2021 CIT had 3,709 apprentices and traineeships (including 208 Australian School-based Apprenticeships (ASbAs)). This was a 7.3% increase in apprentices and traineeships from 3,456 in 2020 and a 27.6% increase in ASbAs from 163 in 2020 to 208 in 2021.

## Women in Trades

CIT experienced an overall increase in female apprentices in 2021, especially in areas where women are often under-represented, such as traditional trades. In 2021 there were 262 female apprenticeship enrolments - an overall increase of 33% for the same period in 2020 when there were 197 female apprentice enrolments. In terms of non-traditional female trades of construction, carpentry, plumbing and metal fabrication, there were 111 female apprenticeship enrolments in 2021, an overall increase of 40.1% for the same period in 2020 where there were 79 female apprentice enrolments.



## Morgan Sutton - ACT Apprentice of the Year

Morgan Sutton, who completed a Certificate III in Electrotechnology at CIT, was awarded the Apprentice of the Year for the 2021 ACT Training Awards.

Morgan began her career working in aged care as a nurse, but later decided to change careers and start an electrical apprenticeship.

“I chose this industry as my dad runs his own electrical company and this gives me a chance to become a part of the family business,” Morgan said.

“I am really grateful to receive the award and I would like to encourage others, especially

women, to study an apprenticeship at CIT and consider a career in trades” Morgan said.

“Our clients are embracing having a female project manager and love that I am also there on the tools every day putting in the hard work.”

Morgan believes everyone can be highly successful if they are provided with the right training and adopt a strong work ethic. She describes herself as living proof that if you want something enough, you won't let any barriers stop you.

## Streamlining VET Training Process for School-aged Students

CIT proactively engaged with the ACT Education Directorate, Catholic and Independent schools to streamline the process for school-aged students seeking to engage in vocational training at CIT. CIT also collaborated with the BSSS in 2021 to ensure students were able to efficiently engage and finalise their studies despite the COVID lockdown. CIT is implementing the Careers Pathway Program which will allow school leavers to undertake short course training at CIT and link directly with industry to

achieve long term employment and assist ACT industry to address skills shortages.

The CIT School Engagement Strategy was established in 2021 to increase school students' awareness of VET and enable them to experience what it's like working in industry. Information regarding school engagement is provided in the section on Community Engagement.



## ACT Trainee of the Year - Sophie New

The moment Sophie New stepped into the classroom as a Learning Support Assistant (LSA), she realised she had made the right career decision. Since then, she hasn't looked back.

As an LSA, Sophie assists primary school students with their reading and writing, and simply loves her job. In addition to working as an LSA, Sophie is studying a Certificate IV in Education Support and was recently awarded the 2021 ACT Training Awards Trainee of the Year, recognising her skills and commitment to her chosen field.

“The Certificate has really helped build on my skills as an LSA. I can then take this knowledge and strategies back to my school to assist the school community,” she said.

Sophie is delighted about receiving the award and encourages others to consider a traineeship.

Recently, Sophie has spent some of her time working remotely, helping students study from home during the ACT COVID-19 lockdown.

“This is a really challenging time for all and being able to still provide literacy assistance to students while they can't come to the classroom is really important.”

The course has also given Sophie the opportunity to meet LSAs from other ACT public schools and make the most of this networking opportunity.

## Mature Workers Program

A grant to provide flexible training, education and services, while supporting mature workers to overcome barriers to skills development and career progression is seeing a positive and steady increase in 2021 and has already reached near-2019 levels of engagement. While the grant has officially concluded it has left a positive and lasting impact, increasing staff awareness in the specialised services of how to provide advice and assistance which can best support mature students in choosing the right course, navigating the enrolment processes and successfully undertaking training.

## Broaden Your Horizons

The Broaden Your Horizons event at Bruce Campus in June 2021 introduced Aboriginal and Torres Strait Islander students to career opportunities in the design, manufacture, and construction stages of large-scale construction projects. It was presented in a safety workshop format to showcase the CIT High-Risk Training facility and as a way of exploring training possibilities with major construction industry firms. Approximately 150 Aboriginal and Torres Strait Islander students in years 9 to 12 from seven schools and colleges attended. Students participated in simulated High Risk safety training activities and met with construction industry employers and representatives from Multiplex, Future Generation and Snowy 2.0. Current Aboriginal and Torres Strait Islander students were active in Q&A sessions, demonstrated use of High-Risk equipment and performed simulated rescues.

## Student Awards

### ACT Training Awards

CIT students were recognised at the ACT Training Awards. These awards demonstrate that CIT's commitment to quality VET has not waived and we remain focused on the support our students need to help them achieve their reason for study. CIT students were awarded:

- > ACT Vocational Student of the year – Banda Ramadan (see page 47)
- > ACT Apprentice of the year – Morgan Sutton (see page 37)
- > ACT Trainee of the year - Sophie New (see page 38)
- > ACT Aboriginal and Torres Strait Islander Student of the year - Philip Khalu-Reindl (see page 55).

## WorldSkills 2021

WorldSkills raises the profile and recognition of skilled people and shows how important skills are in achieving economic growth. Twelve CIT students qualified for the WorldSkills Australia National Championships in 2021, held in Perth WA at the height of the Canberra lockdown. Despite this, WorldSkills Australia and Skills Canberra were keen for ACT based finalists to have a chance to compete. With less than one week's notice, CIT teachers scheduled and planned six COVID-safe competitions across three campuses, over four days (21-24 October), with a seventh competitor travelling to Goulburn to compete with NSW students. CIT students won five medals at the WorldSkills Australia closing ceremony, which was live-streamed from Perth on 27 October. These were:

- > Rachel Crawford - Gold Medal, Retail Baking (Bread)
- > Jacob Casey - Gold Medal, Joinery
- > Tayla Croker and Jack Bartholomeusz - Silver Medal, Landscaping Construction
- > Ryan Hanns – Silver Medal, Refrigeration and Airconditioning
- > Elliott Nunn - Bronze Medal, Plumbing and Heating.



Ryan Hanns —Refrigeration and Airconditioning, WorldSkills Challenge

## Bridge Challenge

The annual CIT Construction and Engineering Bridge Challenge saw teams from ACT schools competing to create the strongest bridge. The challenge was open to students enrolled in years 9 and 10 or enrolled in building and construction Certificate I or II at school. The event has been running since 2016 and this year's challenge had over 23 teams competing with industry support from National Association of Women in Construction, Geocon, Project Coordination and the ACT Training Fund Authority. The competition demonstrates the many career opportunities available in the construction and engineering industries. St Francis Xavier Team 3 was the overall winner with Gungahlin College winning the maximum load carried and efficiency and Kingsford Smith team taking out innovation and aesthetics.

## Chef's Hat

The annual Nestlé Golden Chef's Hat culinary competition supports apprentices and junior chefs and provides a chance to showcase their skills in a live cook-off. Two CIT Commercial Cookery students competed in 2021 with Noah Cairnduff winning a Silver Medal and Riley Angelosante a Bronze in the regional round.

## Student Support

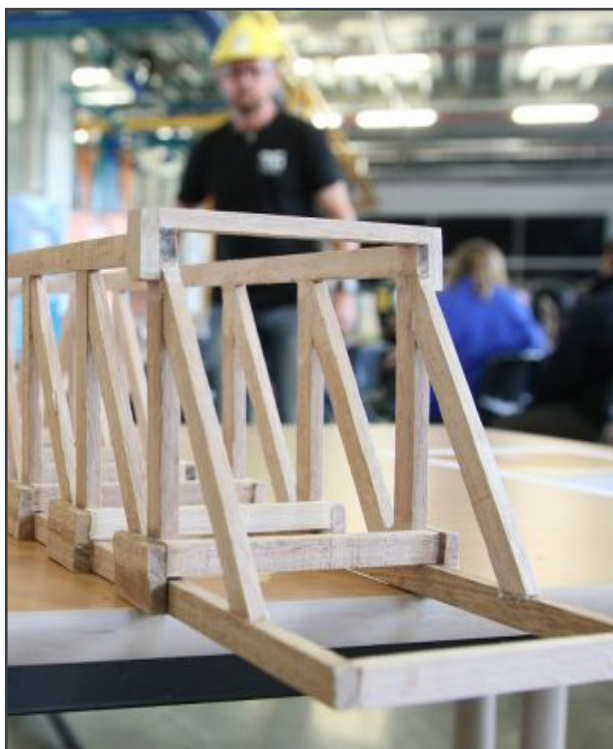
With the impact of COVID -19 on students in 2020 and 2021 CIT student support services introduced telehealth, video streaming and phone counselling

services as part of its response to remote learning. While the uptake of these was slow to begin with there was a marked difference in 2021 with students being more able and accepting of technology in relation to these services. CIT will continue to provide these options as it has improved the efficiency of service delivery across multiple campuses. In 2020 CIT recorded a total of 4,458 counselling appointments for 1,168 clients, increasing to 5,350 counselling appointments in 2021 for 1,520 clients. These include youth, migrants, international students, students with a disability and students seeking careers advice.

Improving educational outcomes of disadvantaged groups is a corporate objective of CIT as the public provider of VET in the ACT. CIT values the principles of life-long learning and educational opportunities to improve employment outcomes. For initiatives providing targeted training for specific demographic groups during 2021 see section on partnerships.

## Pride Event

CIT remains dedicated to creating a community that is welcoming and supportive of all students. A Pride Event hosted by CIT Fashion Design during Pride Month celebrated diversity and the LGBTQI+ community at CIT, in Australia and around the world. Pride Month celebrations are held throughout June as part of commemorations of the 1969 Stonewall Riots while also recognising the progress made in the past 52 years.



CIT Bridge Challenge



Noah Cairnduff — Nestlé Golden Chef's Hat

## Affordable IT Equipment

During 2021 the CIT Student Association (CITSA) partnered with Worldview Technologies to provide affordable IT equipment for students in need. Over 40 devices were provided. The Laptop Initiative started in 2020 with the first wave of COVID-19 lockdowns to ensure all students had access to affordable laptop or desktop computers to be able to study from home. The initiative includes a special package for design and ICT students, built to suit their specific needs. From the launch of the initiative, there has been a consistent need from the student community and with the help of the CIT fee assistance program for eligible students, devices have been provided for as little as \$40.

## CIT Year 12 Program

### Australian Tertiary Admission Rank

CIT offers the Year 12 qualifications for students in a supported and flexible environment. The Year 12 Certificate aims to build academic skills and confidence for work and further study. Students can also enrol in this course to gain an Australian Tertiary Admission Rank (ATAR) for university entry or improve an existing ATAR. In 2021 17 students completed their Year 12 certificate. One CIT student achieved an ATAR score of 99.40, the highest score in more than 12 years for CIT. This was followed by the second highest ATAR of 98.15 with a total of four students receiving over 90 and 10 students over 80. In 2020 the top ATAR score was 90.75 and in 2019 it was 97.90.

## SpaceHack

Team Martian, a team of Year 12 CIT students took part in the inaugural SpaceHack event hosted by the Canberra Innovation Network (CBRIN) and were presented with the SpaceHack Imagination Award for their concept of specially engineered slime that removes dangerous waste particles. The students competed against 10 other teams from UC, ANU and UNSW to identify how an existing or emerging technology or process could be applied in space and how space technology could add value and impact on earth. The event supported by the US Embassy in Canberra, aimed to encourage transcontinental collaboration in space industries while giving students a chance to meet with mentors from the space industry. After two days of brain storming, research and preparation, the CIT team presented their ideas in a short pitch to judges, including representatives from the space industry. Teams also received support from experts in refining and launching innovative problem-solving projects.



CIT Year 12 students took part in the inaugural SpaceHack



Employment Workshops for Students



Industry Speed Dating Event

## Employment Workshops for Students

CIT students looking to enter the job market have undertaken a series of workshops at CIT Reid, aimed at readying them for the challenges of employment. While the workshops were open to all students, most attendees were international students.

The two workshops, organised by staff from CIT Libraries and the Accounting and Project Management Department, covered a range of topics including writing a CV and preparing for interviews, to help students find work. The idea behind these workshops was to give students a chance to learn more about the intricacies of the Australian job market.

## Connecting Students with Employers

Connecting students with employers is a key strategy for improving employment outcomes. CIT hosts a variety of industry events and activities to increase connections between students and employers including employment expos, site visits to Canberra companies (in person or virtual), industry presentations to students and networking events. Some examples for 2021 are provided below.

### Industry Speed Dating Event

An industry speed dating event for CIT accounting students provided an opportunity to meet



CIT students support local charities

prospective employers and speak to industry representatives from a range of different organisations about the sorts of roles on offer in the job market and what skills they need. The event also matched students with employers to undertake a work placement as part of their studies. The benefits of attending this event provided participants with opportunities to build their understanding of the local industry and government sectors, as well as gaining skills and experience.

### Hospitality and Event Management Students

During Semester one, CIT Diploma of Hospitality and Diploma of Event Management students hosted their first face-to-face events since the COVID-19 pandemic as part of their studies, raising over \$5,500 for local charities.

The four student-run events, attended by industry representatives, employers and members of the ACT community, provided an opportunity to practice adhering to new requirements, producing venue COVID-safety plans, and allowing students to experience real-life challenges of hosting an event during COVID-19 while showcasing their skills in event management.

### Construction Site Visits

Regular site visits as part of the CIT construction course not only provide hands on experience but opens pathways to employment. Managers and site personnel from construction companies meet directly with students to explain aspects of the building industry such as Codes, structures, problems and solutions, supervision and management and to answer any questions students have. These

engagements enable students to meet with company personnel and are leading to an increasing number of Diploma students obtaining quality employment outcomes in the sector.

### CIT Fitness Industry Day

An industry day was held for the CIT fitness students in 2021. This involved industry professionals presenting on job opportunities, career paths, educational opportunities and information about the overarching industry and employers' expectations. Current recruitment opportunities were also presented on the day. Engagement with industry professionals was highly valued by the students as it broadened their understanding of future career paths and introduced them directly to potential industry employers.

### Work Experience and Support Program (WESP) Graduation

In 2021 CIT again participated in the WESP. The program provides migrants living in Canberra with formal training and workplace skills to assist them in joining the workforce. The ACT Government sponsored program is unique to the ACT and has been operating for 20 years. As part of the program CIT provides four weeks of training through our Business and Leadership College. The graduation ceremony was held in July and Minister Tara Cheyne MLA, presented graduation certificates to the participants.

At the ceremony, graduates and the Minister spoke with great passion and enthusiasm for the role CIT plays in this program, not only in the formal education delivery but also in the shared experiences

and engagement. This support from CIT has been fundamental to the success of the Program which this year saw more graduates than ever before secure jobs prior to graduation, with 15 out of 16 participants finding employment in the ACT Government.

## Teacher of the Year Awards

CIT's dedicated teachers, highly experienced in their industry fields, often go above and beyond in assisting students to meet their goals. The annual Teacher of the Year awards, run by the CIT Student Association, are a chance for students to recognise their teachers. In 2021, the hard work of all the CIT teachers was recognised with 25 official nominees. Over 600 votes

were cast for Teacher of the Year. CIT has a proud record of successful students across a wide range of disciplines. The winning teachers for 2021 were:

- > Donna Catherall - Business and Leadership
- > Helen Barker - Health Community and Science
- > Tina Williamson - Pathways College
- > Robert Lageano - Technology and Design
- > Seb Maupin - Trade Skills.



## Challenging Stereotypes: Women in Trades

CIT is committed to helping students and staff challenge gender bias and inequality while reaching their goals in their chosen careers.

Karen Abel is CIT's first female Construction Head of Department and one of CIT's many brilliant women leaders. As a champion for women in construction with over two decades of industry experience, and with the full support of CIT, Karen continues to make CIT a great place to receive high-quality training and education.

Karen started as an apprentice in carpentry in 1998 at a time when female apprentices in trades were distinctly uncommon. She ran her

own carpentry business, working on commercial and residential projects as well as leading major federal government projects.

CIT supports female trade students in a range of ways and recently developed a partnership with Build Like a Girl, a Canberra-based not-for-profit supporting female apprentices.

Karen knows the importance of CIT's role in leadership in industry collaboration and she is a member of both Supporting and Linking Tradeswomen Australia and the National Association of Women in Construction.



Student visit to McArthur Wind Farm in Victoria



Global Wind Organisation Basic Safety Training for a wind turbine generator

## CONTEMPORARY SKILLS

In another challenging year CIT has again been recognised as the ACT Large Training Provider of the Year Award at the ACT Training Awards. This award recognises an RTO that offers a broad range of training products and services and demonstrates excellence and high-level performance in all aspects of VET. The award is testament to the high-quality training and services CIT provides.

In line with the implementation of the Strategic Compass, CIT commenced a major review of current courses, transforming course offerings to ensure that all courses offered reflect current and emerging industry employment needs. All course development is focused on delivering employment outcomes for students and increased flexibility in delivery options. This work will continue to be prioritised in 2022.

### Renewable Energy

CIT is at the forefront in upskilling and developing new training to prepare for the expected workforce growth in the renewable energy sector. CIT has partnered with industry in the renewables sector since 2015 to deliver industry-relevant skills and training in solar installation and maintenance, battery storage systems and wind turbine technical and safety training.

### Global Wind Industry Awards

In November 2021 CIT was recognised on the international stage at the Global Wind Organisation (GWO) Safety Training Awards in Copenhagen. Competing against 80 other providers from around the world, CIT won two of nine awards for Training Team of the Year in the Asia-Pacific Region and Training Team of the Year – Globally (smaller training providers) cementing CIT as a global leader in the renewable energy training sector. The GWO training was first established in 2012 by members of the global wind industry, in response to the demand for a recognisable international standard in safety training and emergency procedures for the wind turbine industry. CIT is one of Australia's first GWO accredited providers, delivering GWO training since 2017. The awards highlight CIT's focus on leading change and developing and delivering GWO safety training at the highest standard. They also demonstrate CIT's delivery of innovative, industry responsive and continuously improving training and CIT's knowledge sharing approach with the community and industry to the safety and evolution of the wind energy workforce.

## Industry Collaboration Award

The CIT renewable energy industry collaboration is a joint approach to researching and building sustainable networks, training opportunities and career pathways for jobs in the global renewable sector. CIT has formed a strong partnership with Neoen and Vestas, both global leaders in this exciting and evolving industry sector, through the establishment of the CIT Renewable Skills Centre of Excellence. The partnership was awarded the Industry Collaboration Award at the ACT Training Awards and the Industry Collaboration Award at the 2021 Australian Training Awards. The Industry Collaboration category recognises an exemplary skills development collaboration between at least one employer/industry body and at least one organisation delivering nationally recognised training.

## Electric Vehicle Training

CIT has worked closely with Tesla and Transport Canberra to develop skills based electric-vehicle training for both light and heavy vehicles. This training will support the ACT Government to achieve their target of a zero emissions public transport system by 2040. The skills and training package tailored to bus mechanics was piloted in December 2021 and it will be rolled out to all Transport Canberra mechanics and workshop staff in 2022 in readiness for the arrival of the ACT Government's zero emissions bus fleet.

CIT has worked closely with Transport Canberra and Tesla to ensure CIT's electric-vehicle training for both light and heavy vehicles is innovative and cutting-edge to meet the skills needed now and for the future.

Upskilling and developing new training to prepare today's and our future workforce for the growing renewable energy sector is a key priority for CIT.

CIT is nation-leading in the delivery of the Battery-Electric Vehicle Inspection and Servicing skillset. The nature of electric vehicles means automotive technicians will be introduced to high voltage systems which requires a thorough understanding about safely working with high voltage electricity and the way these electric vehicles are operated and serviced.

## Diploma of Community Services

In collaboration with Services Australia during 2021, CIT developed the new Farm Household Case Officers (FHCO) training program to support the Farm Household Allowance (FHA) program which aids farming families experiencing hardship. The Diploma of Community Services, providing vital skills in case management and community welfare, is expected to be delivered in 2022 to 80 participants. This program is delivered 100% online with a mix of self-guided learning, virtual interactive workshops and online support tutorials. Development of the FHCO program enhanced CIT's existing online offerings in the CHC training package and demonstrated CIT's digital adaption and ability to be flexible to different learning requirements. The online resources developed for this program will also be utilised to provide greater online study options for current and future students studying Community Services.



CIT CEO Leanne Cover and CIT teacher Richard Lindsay at the launch of the electric-vehicle training

## Forensic Training

During 2021 CIT collaborated with several state government departments to discuss the future training needs of Australia's Police Force. CIT negotiated and secured Training Agreements with both NSW Police Force and NT Police, Fire and Emergency Service to be the preferred provider of Forensic Training. The training agreements include provision of four forensic qualifications in a blended delivery model which comprises online learning and short residential programs to facilitate practical demonstration. These two new training agreements expand CIT's longstanding delivery of high-level, specialised forensic qualifications and demonstrate CIT's ability to provide complex training programs to a range of participants.

## Cyber Security Training

Demand for cyber security courses continued to grow. Enrolments in the Certificate IV in Cyber Security increasing by 35.7% from 487 enrolments in 2020 to 661 enrolments in 2021. The statement of attainment course Introduction to Organisational Cyber Security Awareness increased from 30 enrolments in 2020 to 157 enrolments in 2021 and a new statement of attainment course Introduction to Cyber Security Awareness was introduced in Semester two 2021.

The CIT cyber security team had discussions with local cyber security company, Ionise, to develop a range of mutually beneficial projects, including sharing industry intelligence, input into the physical requirements of the Training Security Operations Centre (TSOC) at the new CIT Woden campus, representation on Industry Advisory Group and potential work placements for CIT students.

## Australian Government Digital Apprenticeship Induction

CIT has been delivering training to trainees from the Digital Transformation Agency through the Australian Government Digital Apprenticeship Program for close to 13 years. In 2021 CIT enrolled 51 new trainees across several ICT statements of attainment and the Cyber Security Certificate IV program. In addition to the trainees, CIT hosted 23 new Digital Graduate Program participants in the Graduate Certificate in Networking and Cyber Security.

## Co-design Workshop – Canberra Cyber Hub

CIT hosted the Canberra Cyber Hub – Codesign Breakfast. Attended by over 100 ACT cyber, government and educational stakeholders the event was designed to workshop the various themes that had evolved from previous work undertaken by the Nous Group for the ACT Government in 2020.

## ACT Vocational Student of the Year – Banda Ramadan

Banda Ramadan, 2021 winner of the ACT Training Awards Vocational Student of the Year, is forging a new career in cyber security after completing a Certificate IV in Cyber Security at CIT.

"I am so pleased to receive this award. I love my new career and the CIT course really helped me with the skills I need for the cyber security industry," she said.

Banda taught computer science and software engineering courses at universities in Jordan and Saudi Arabia before choosing to specialise in cyber security.

"I was very interested in changing my career to cyber security, especially as there is a global shortage of experts."



"Being in academia for all my working life and having no experience in the industry made it challenging for me to achieve my goal. Also, I had no work experience in Australia, and this made it harder for me to pursue jobs locally."

Banda has now achieved many of her goals by retraining and has a role as a cyber defence specialist in a telecommunications company.

Her next goal is to build a solid career in cyber security, become an expert in the field, and use her skills to serve the local community.

The CIT CEO represented CIT and was joined by representatives from across the CIT landscape, including Business Development, Woden CIT design team and the Centre for Cyber Security.

## Mental Health First Aid Training

Mental health is one of Australia's national health priority areas. Intensified by the COVID-19 pandemic, CIT has seen a sharp increase in requests for Mental Health in the Workforce training over 2021. In partnership with Mental Health First Aid Australia, CIT delivers several commercial courses via various delivery options. During 2021 CIT delivered 18 Mental Health First Aid courses to 182 participants. Additionally, CIT developed a custom Mental Health Awareness program for the Environment, Planning and Sustainable Development Directorate (EPSDD) with two sessions delivered to 29 participants in 2021 and ongoing delivery planned in 2022 and 2023.

## PARTNERSHIPS

CIT does not operate in isolation. As an education provider, CIT recognises the value in working directly with industry to ensure training meets student and industry needs. CIT has an extensive range of industry connections with over 2,300 contacts engaged regularly. CIT is continuously seeking to further develop and engage local, national and international organisations with the aim of establishing mutually beneficial business partnerships. CIT currently facilitates over 200 partnerships with industry and business that operate through funding agreements, contracts and memorandums of understanding.

Partnerships also enable the development of cross industry collaboration and alliances with government, community and education providers to ensure CIT is best equipped to provide the training that our students need to gain employment or seek better jobs.

CIT is driving change in the VET sector by working closely with industry to co-design training in new and emerging industries such as electric vehicle maintenance, renewable energy and cyber security (more information under Contemporary Skills). In a world of uncertainty, the ability to detect industry trends and having the adaptability and agility to respond to emerging needs is required to maintain CIT's relevance to industry.

Information regarding current partnerships with renewable energy providers, the ACT Government and community and industry groups are included in the section on contemporary skills and sustainability.

The following information provides example of some significant partnerships and collaborations conducted during 2021.

## Industry Advisory Groups

CIT formally engages with industry through College Industry Advisory Groups (IAGs) as part of a three-tiered approach to industry engagement, adopted by the Board in 2019. IAGs are strategic networks that enable industry and the community to identify their current and emerging workforce skill needs. This co-design model ensures CIT's training is contemporary, relevant, and producing work ready graduates. In May 2021 the CIT Board convened a special meeting with CIT staff to explore opportunities to create better engagement with industry and reconfigure IAGs to improve reporting in 2022.

## Collaborations in 2021

### Future Skills for Future Jobs: Nexus Project

CIT, Nexus, and the Australian Training Company partnered to deliver an innovative program allowing up to 20 Canberra school students that identified as having a disability, to undertake a school-based apprenticeship. In 2021 the training was delivered to 19 students, highlighting CIT's ability to collaborate successfully with stakeholders including the ACT Education Directorate, Skills Canberra, Canberra Innovation Network (CBRIN), the Australian Training Company and several private businesses. All stakeholders continue to collaborate to ensure participants complete their ASbA and achieve long-term employment outcomes.

### Worldview and Salvation Army Collaboration

CIT worked with Worldview, a local social enterprise improving employment outcomes for disadvantaged people, and the Salvation Army to support young people in the ACT through the Australian Government's Foundation Skills for Your Future Program. In collaboration with Worldview in 2021, CIT developed a contextualised course that fills skills gaps and delivers a range of life skills to the participants. This training was delivered to 12 students in a flexible format at the Worldview workplace and resulted in positive engagement from the cohort for the duration of the program.

### Migrant and Refugee Settlement Service (MARSS) Collaboration

In 2021 CIT formally partnered with the MARSS to deliver the Job Success Program. CIT facilitates the training to support participants from culturally

and linguistically diverse backgrounds to complete a vocational qualification and commence an apprenticeship, gain employment, or further work experience in their chosen field. Participants will be supported to complete a Certificate III in Individual Support or a Certificate III in Commercial Cookery, with the aim of progressing to an Australian Apprenticeship pathway, employment, or further work experience. The MARSS project has led to several departments working collaborating to ensure English language, foundation skills and industry specific skills can be offered in an efficient and effective manner.

### **Gungahlin Hospitality Program**

In 2021 CIT collaborated with the Salvation Army's Transition to Work program to deliver a Certificate III in Hospitality to a cohort of students in Gungahlin under the JobTrainer Initiative. Delivering the program in Gungahlin gave local youth the opportunity to engage in training that may have otherwise been unattainable due to travel constraints. The program resulted in 15 jobseekers commencing training with several participants transitioning into employment in the Gungahlin region.

### **Skykraft**

Skykraft is an Australian space services company that specialises in the design, manufacture and operation of SmallSat constellations for the delivery of global satellite services. CIT met with Skykraft during 2021 and explored the potential of workforce development of required skills for an emerging sector. Without a benchmark it was determined that an 'awareness of the sector' program or activity, to potential employees was a possible starting point for engagement. CIT will continue to work with Skykraft in 2022 to raise mutual understanding of training needs to develop the space related industry in Canberra.

### **NSW Rugby League**

A new partnership between CIT and NSW Rugby League for the use of Bruce Oval was agreed in early 2021. CIT was pleased to be able to support local and regional grassroots sporting teams to use the Bruce Oval sporting precinct. Minister for Sport and Recreation Ms Yvette Berry and representatives from CIT, NSW Rugby League and the Canberra Raiders attended the event.

## **Canberra Innovation Network (CBRIN)**

As a CBRIN Foundation member CIT has a long-standing partnership with CBRIN and a history of pioneering innovation into the VET sector through this collaboration. The CIT CEO is a member of the CBRIN Board and chairs the CBRIN Governance and Remuneration Committee. CIT will remain an active member of CBRIN which continues to provide staff and students access to a range of entrepreneurial and start-up skills, capabilities, and opportunities to shape the ACT innovation ecosystem. CIT worked with CBRIN in 2021 on the co-design of JobTrainer courses.

## **Skills Industry Advisory Group**

The ACT Government Skills Industry Advisory Group, established by the Minister for Skills in 2021, is a key forum to provide advice to the ACT Government on key issues affecting the ACT VET sector, including national reform and local issues. Membership from across the private and public sector includes CIT, Canberra Business Chamber, Master Builders Association, Defence Industry Advisory Board and the ACT Council of Social Service.

The Skills Industry Advisory Group will consider:

- > the impacts in the ACT of Australian and ACT Government skills development policy, including VET, and skilled migration programs
- > targeted industry strategies to facilitate workforce development in areas of current need and key growth sectors
- > ACT implications arising from national VET reform initiatives
- > development of the ACT Skills Needs and ACT Occupation lists, which inform priorities for ACT Government funding of VET and skilled migration
- > issues affecting apprentice completion rates in the ACT and measures to improve completion rates.

## CAMPUS RENEWAL AND DIGITALISATION

For the last five years CIT has invested in the successful upgrade of physical ICT infrastructure and in the provisioning of IT platforms and applications to enhance the online experience of staff and students. The various DNA (Digital Network Access) projects have enabled better connectivity both on and off campus, significantly enhancing the student digital experience. Benefits to students include better Wi-Fi, easy onboarding, and far less disruption to teaching and learning throughout the most recent COVID-19 restrictions. Many delivery areas are now able to and will continue to deliver virtually, freeing up space for face-to-face practical assessments to return safely to campus.

While the online delivery of courses continues to evolve, access to state of the art training facilities is still an essential component for the delivery of practical skills and assessment for many vocational courses. CIT currently operates out of five campuses. While the flagship CIT Woden campus is the overarching feature of future campus renewal, ensuring state of the art facilities at all campuses remains a priority.

### Upgrading Campuses

Over recent years CIT has completed major upgrades to facilities including a new nursing ward, a modern dental clinic, allied health facilities, media and sound studios, a specialised Training Security Operations Centre for cyber security, and more, creating simulated workplace environments to provide job ready graduates. During 2021 upgrades were made to the Fyshwick campus including construction of three multipurpose classrooms.

CIT aspires to create a sense of belonging and social inclusion across all campuses. Place making principles (the collective reimaging and reinvention of public spaces as the heart of the community) are being incorporated into the design and upgrade of facilities to maximise the CIT community and enhance the student experience while on campus. These principles were also considered in design development of CIT Woden.

### CIT Yurauna Centre Relocation

CIT Yurauna, currently located at CIT Reid Campus, is being relocated to CIT Bruce. As part of campus design, CIT engaged with Ngunnawal stakeholders to ensure Ngunnawal Culture and Country in the

design of the spaces and revive Ngunnawal Culture on Ngunnawal Country through campus renewal. In 2021 Balarinji, an Aboriginal-owned strategy and design agency, was engaged to consult with Ngunnawal people to create the high-level narrative and design intent for CIT Woden Campus and CIT Yurauna Bruce. Balarinji sought deep and authentic community collaboration and co-design with Ngunnawal Elders, storytellers and stakeholders to ensure that there was truth telling to create a genuine connection to Place and Country in a way that celebrates and shares the understanding of the site's foundational traditional owners' story. CIT has adopted this approach for the CIT project sites to interpret and celebrate Ngunnawal culture.

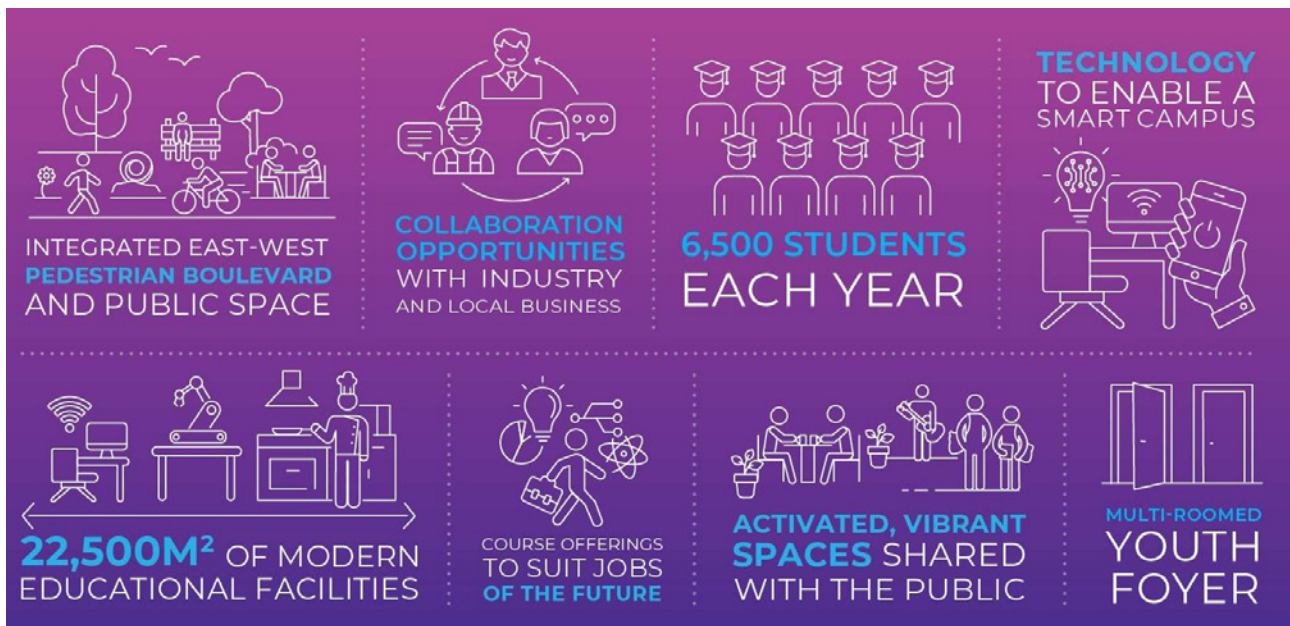
### CIT Woden Campus

The CIT Woden Campus project is developing a VET technology and service skills learning precinct in the heart of Woden. The campus is expected to create more than 520 jobs during the construction phase, with additional teaching and learning jobs expected once operational. The campus will accommodate up to 6,500 students per year, bringing benefits to local business and industry. Students will also benefit through access to a state-of-the art contemporary and dynamic educational environment.

In 2021 CIT continued in the design development exploration for future ways to learn, teach and work in VET through progressively including more CIT staff, students and industry in working groups for the Woden and Yurauna Bruce projects. These workshops provided data that was used by the Design Innovation Research Centre (DIRC) to create a Cultural Quality Exploration Report that underpins ongoing design development for the projects.

Consultation during the tender phase of the Woden Campus project has focused on the future digital requirements of teaching and learning and design of prototypes within learning spaces, industry collaboration and workspaces and looking at the options for embedding training initiatives into the design and construction phases of the projects.

Following the consultation, CIT worked with MPC to undertake the procurement process for selection of the design and construction team. The successful contractors will be announced in 2022. The project is on time and on budget to open to students in 2025.



Benefits of the new Woden Campus project

## CIT Digitalisation

The CIT Woden campus is a catalyst for a generational uplift to learning technologies at CIT providing students with a seamless online learning experience. A CIT wide platform for hybrid delivery of learning from all campuses will allow CIT to maintain currency and parity with industry changes in technology, further enhancing the job readiness of graduates. CIT continues to refine its digital strategy to ensure that the Woden digitalisation initiatives can support not just CIT Woden but other CIT campuses (as well as off-campus students and teachers).

A major infrastructure upgrade at CIT Bruce was completed in 2021. The upgrade greatly improved access to WiFi across the campus and increased the network speed of staff and student devices. This completes the whole of CIT ICT infrastructure upgrade which has been undertaken over recent years.

The development of the student Microsoft 365 environment was also completed in January 2021, including the creation of 9000 student Microsoft 365 accounts.

Modernisation of the student computer standard operating system has commenced with reimaging of CIT's student lab devices to Windows 10. Over 100 teaching and learning applications were successfully deployed as part of the reimaging process. As part of the roll-out IT support for staff and students was provided on site and virtually.

## SUSTAINABILITY AND OUR PEOPLE

In a rapidly changing world CIT has embedded social, economic and environmental sustainability at the core of our thinking. While CIT is at the forefront of renewable energy training delivery (see section on Contemporary Skills), CIT is also working to reducing its own footprint and embedding sustainable practices through financial reforms and a major review of course offerings. As the public provider of VET, CIT is also striving to meet its community services obligations and developing new measures of performance which better capture CIT's current operating context. Developing innovative training partnerships and opportunities to assist disadvantaged groups to gain education and employment is one way that CIT does this (for examples see section on Partnerships).

### Workforce Development

The diversity of CIT's workforce is one of its greatest assets. In 2021 CIT employed 686 FTE staff (853 in terms of headcount) comprising vocational practitioners (teachers and assessors) across the full range of VET specialisation offered across CIT courses, as well as administrative and non-teaching staff.

In 2021 CIT began looking at strategies to increase the flexibility of CIT's workforce to improve its ability to adapt and shift to address the challenges and opportunities of the changing VET sector including changes in course offerings, student and industry demand and to strengthen alignment of CIT's workforce with CIT's future direction.

## Art and Technology Combine

Visual Arts teacher, Bernie Slater has worked with visual arts students to create contemporary digital portfolios and biographies, often using only a mobile phone. The technology used in creative industries is always evolving so it is important for students to learn how to use current platforms to present their creative projects, paintings, drawings and prints. Bernie has embedded the use of digital storytelling technologies throughout the Visual Arts qualifications. This helps students to share the ideas and stories behind their creative projects and gives them the skills and confidence to launch their creative careers and market their skills to industry.



This included the ongoing contemporary transformational work in leadership development and skills training over previous years that has increased the adaptive capacity of the CIT workforce to have greater situational awareness of their environment resulting in a better understanding of the multiple contexts in which individuals, teams and the collective CIT system operates. It recognises the connectivity both within CIT as well as externally with the ACT community and our partners and fosters explorative and analytical decision-making to support good customer focused outcomes in a rapidly evolving environment.

Increasing the digital literacy of the CIT workforce to be able to address the digital skills needs of students and industry was an ongoing priority. In 2021 this included delivery of an intensive professional development program focusing on online delivery, upskilling in the digital space and exploring new ways of working (for further information see Human Resources Management).

### Reducing CIT's Footprint

CIT is committed to a sustainable future by reducing our own footprint, through modernisation and reduction of facilities, and contributing to the ACT Government's initiatives on reducing carbon emissions through:

- > installation and continued exploration of solar panel systems for generating our own electricity
- > exploring options on the installation of battery storage systems for use outside power generation windows
- > working with Environment, Planning and Sustainable Development Directorate (EPSDD) on solutions that will reduce our carbon emissions footprint, specifically in areas such as the replacement of gas operated boilers that generate heating on each site
- > reducing power consumption through scheduled lighting upgrades
- > participating in the Origin Energy Smart Charging Trial which will involve the installation of electrical charging stations at Bruce, Reid and Fyshwick Campuses to support charging requirements for a fleet of electrically powered vehicles with CIT working on an exchange of at least three fleet vehicles for electric power vehicles as part of the 2022 trial.

## CIT Zero CO2 Collaborative Innovation Lab

In 2021 CIT hosted the CIT Zero CO2 Collaborative Innovation Lab: Renewable Skills of the Future, a workshop bringing together industry and CIT staff to identify future skills needs and ways for CIT to partner, prepare for, and deliver to these future needs. Approximately 30 representatives from industries who support Zero CO2 attended, including Green Hydrogen, Food Waste Reduction, Solar and Grid Management, Battery and PV and the Energy Efficient Building sector. Themes of the small group discussions at the Collab workshop included designing training which provided the skills that industry graduates need now and in the future.

## Recycling Food Waste

The CIT Hospitality Department commenced recycling food waste in 2021 utilising the services of Goterra, an on-site food waste management technology and service that disposes of waste via modular insect farms, turning local food waste into livestock feed for Australian farms. This resulted in over 5,000 kg of food waste recycled, 225kg of livestock feed produced and a saving of over 10,000 kgs of CO2 emissions.



GOTERRA scorecard for the Food Recycling Waste system established in 2021 by CIT Hospitality Department.

## Innovation Program – Small Businesses and Trades

CIT in collaboration with Epicorp (not-for-profit venture capital firm) and CBRIN, hosted a competition and series of online workshops to support Canberra small businesses to grow and future-proof themselves to mitigate the impact of the COVID-19 lockdowns.

The online workshops helped guide the progression of a business idea or concept. The workshops also helped the small businesses adjust to the various impacts of the pandemic including how to test new ideas to meet new expectations and customer needs.

Six Canberra businesses were recognised as prize winners in 2021 and received \$5,000 as well as either an Epicorp mentorship or a CIT online course as part of the prize funded by Epicorp. The following businesses were awarded the prizes to grow and improve their business concepts:

- > Bridge Creations - graphic design services for health and wellbeing
- > Fungi Co. - mushroom leather to create sustainable fridge panels
- > Mountain Boats - sustainable wooden boat manufacturer
- > OMG Decadent Donuts - doughnut making business, catering for all dietary requirements
- > The Easy Read Toolbox - online communication toolbox to assist people with cognitive disabilities, and culturally and linguistically diverse backgrounds, with complex documents
- > Unique Children's Books - personalised children's books.

“The workshops provided various tips to assist with the field of start-ups and entrepreneurship. All companies and small businesses are encountering different results/impacts with COVID-19 and the competition was a beneficial opportunity to grow or aid a business. It was also great to meet various entrepreneurs who were new or seasoned, as well as encouraging both start-up businesses and businesses yet to launch”.

— Bridge Creations

## CIT SOLUTIONS

CIT Solutions Pty Ltd (the Company) is a wholly-owned subsidiary of CIT that reports to the Australian Securities and Investments Commission under the *Corporations Act 2001*. CIT Solutions' audited financial statements are consolidated within CIT's financial statements in this report (see Financial Management Reporting).

CIT Solutions delivers a range of professional development courses and nationally recognised qualifications from the Australian Qualifications Framework under CIT's Registered Training Organisation status (RTO 0101) to government and corporate sectors. These programs and consultancy services are delivered to clients in the ACT, interstate and internationally.

CIT Solutions also provides training in an extensive range of foreign languages and marketing services to CIT to recruit international students. Lifelong learning opportunities are offered to learners through a comprehensive suite of professional development and recreational interest short courses.

During 2021, 2065 students were enrolled in our accredited programs and 5,078 learners enrolled in a non-accredited short course through either online, face-to-face or virtual delivery modes.

Financially, the Company achieved \$16.923 million in revenue returning an operating surplus for the year of \$2.137 million, which increased from \$1.004 million in 2020. This result was achieved with a core workforce of 87 employees and supported by a flexible workforce of 215 employees in 2021.

CIT Solutions successfully won contracts with Australian Government Departments in 2021 to meet their training needs by customising and delivering training programs.

Six programs under the Government Public Sector qualifications were paused during the COVID-19 lockdown while we have successfully transited other programs to virtual instructor-led classes to minimise the disruption to learning.

CIT Solutions successfully delivered the Indigenous Apprenticeship Program (IAP) and the Indigenous Australian Government Development Program (IAGDP) in partnership with the Department of Human Services and the Department of Education, Skills and Employment respectively. A total of 272 students were enrolled in these programs with a 94% completion rate.

Philip Khalu-Reindl, an IAP graduate of CIT Solutions, won the Aboriginal and Torres Strait Islander Student of the Year at the Australian Training Awards in 2021.

Maggie Hall, CIT Solutions Senior Advisor for VET Practice was the winner of the 2021 Norm Fisher Award at the ACT Training Awards. She was recognised for her outstanding and extensive contribution to VET.



Maggie Hall

CIT Solutions provides My Aged Care Learning and Development Services to the Department of Health (Work Order ending 30 June 2022). Through our MyMACLE online learning platform, 603 learners achieved Statements of Attainment in My Aged Care training competencies in 2021. In addition, we customised a new statement of attainment to train a specific Aged Care Screening and Assessment workforce. Enrolments in the Continuous Professional Development modules for 2021 exceeded 560 learners.

The Company supported the ACT Government's social and economic recovery agenda to support the CIT JobTrainer program by delivering non accredited workshops.

CIT Solutions supported CIT by promoting courses and studying in the ACT to prospective students worldwide. In 2021, CIT remained a level 1 education provider under the Simplified Student Visa Framework risk assessment model by the Department of Home Affairs.

The COVID-19 pandemic continues to impact offshore recruitment due to border closures. The number of international students studying at CIT in 2021 decreased by approximately 13% due to the direct impact of the pandemic.

CIT Solutions has strengthened relationships with offshore markets in anticipation of the borders opening in 2022 by lifting previous recruiting

restrictions and increasing its stakeholder engagement and digital communications. The onshore market was a key focus for 2021 with scholarships being offered to eligible onshore students. The Company continued to promote online studies as the travel restrictions have prevented new offshore students' arrival in Australia.

The wellbeing of CIT's international students remained a high priority as lockdowns have again impacted studies and industry placements for international students. The Company continued to administer the ACT Government's Relief Program and raised awareness of other support services available to international students. The international student

late fee and instalment plan fee were not applicable during the shutdown period.

The Centre for Modern Languages (CML) is a well-respected international language provider with a network of more than 200+ certified language trainers in over 38+ languages. During 2021, language training successfully reverted (again) to virtual delivery to ensure service continuity during the lockdown. Furthermore, CML won a significant number of new Defence language contracts and it has exceeded its budget performance in 2021. In 2022 we will leverage our existing language and cultural training capabilities to explore and expand into other related market segments.



## ACT Aboriginal and Torres Strait Islander Student of the Year - Philip Khalu-Reindl

A couple of years ago, Philip Khalu-Reindl was offered an opportunity to start a new career in the Australia Public Service (APS), via the Indigenous Apprenticeships Program which combines work in the public service with a Diploma in Government. He was selected for the program, and as a result made the move from Far North Queensland to Canberra.

He is now a full-time employee at the Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS), and was recently named the Aboriginal and Torres Strait Islander Student of the Year at the ACT Training Awards.

"My team helps people to research and find more information to track down family as a result of separation in the Stolen Generations," Philip said.

Philip completed a Diploma of Government in 2020 at CIT Solutions. Through Philip's training, he has gained a better understanding of how government operates to support communities, as well as many practical skills for his day-to-day work.

Philip strongly believes that it is important that Indigenous representation in the APS increases, as a catalyst for positive change for Aboriginal and Torres Strait Islander people.

# SCRUTINY

## ACT LEGISLATIVE ASSEMBLY INQUIRIES

In 2021, two Legislative Assembly Committee inquiries related to CIT.

### Inquiry into Annual and Financial Reports for 2019-2020

CIT appeared before the Standing Committee on Education and Community Inclusion public hearing on 5 March 2021. The Standing Committee tabled its report in the ACT Legislative Assembly on 7 April 2021. There were no recommendations for CIT.

### Inquiry into ACT Budget 2021–22

CIT appeared before the Standing Committee on Education and Community Inclusion public hearing on 29 October 2021. The Standing Committee tabled its report in the ACT Legislative Assembly on 11 November 2021. The Government Response to the *Appropriation Bill 2021-2022* and *Appropriation (Office of the Legislative Assembly) Bill 2021-2022* (Budget Estimates) was tabled in the Assembly on 23 November 2021. There was one recommendation for CIT.

Recommendation	Action	Status
<b>Recommendation 33</b> The Committee recommends that the CIT should develop a priority list of scheduled works relating to sustainability upgrades for CIT campuses.	<b>Agreed in principle</b> CIT undertakes an annual program of capital works for the provision of new or upgraded infrastructure across its campuses. CIT will consider options to inform a list of scheduled works for sustainability upgrades for the campuses.	<b>In progress</b>

## ACT AUDITOR-GENERAL

There were no ACT Auditor-General reports relating to CIT during the reporting year.

## ACT OMBUDSMAN REPORTS

There were no ACT Ombudsman reports relating to CIT during the reporting year.

# RISK MANAGEMENT

CIT utilises effective risk management processes to underpin all business, operational and teaching and learning activities. The CIT Executive team understand the importance of managing risk in order to take advantage of opportunities presented to the organisation. CIT therefore actively identifies and manages risks, both inherent and emerging, at multiple levels across the organisation to respond to changes in the CIT environment, improve processes and capability, ensure delivery of CIT’s strategic objectives and provide excellent learning outcomes for the ACT community.

Risk Management is a key element of CIT’s governance framework, taking an organisation-wide approach to managing risks, in accordance with AS ISO 31000:2018 Risk Management - Guidelines, and the ACT Government Risk Management Policy and Framework which is implemented and oversights by the ACT Insurance Authority (ACTIA). CIT maintains a strategic risk register and risk management plan that is reviewed and updated quarterly, with effectiveness of controls assessed regularly and reported to the

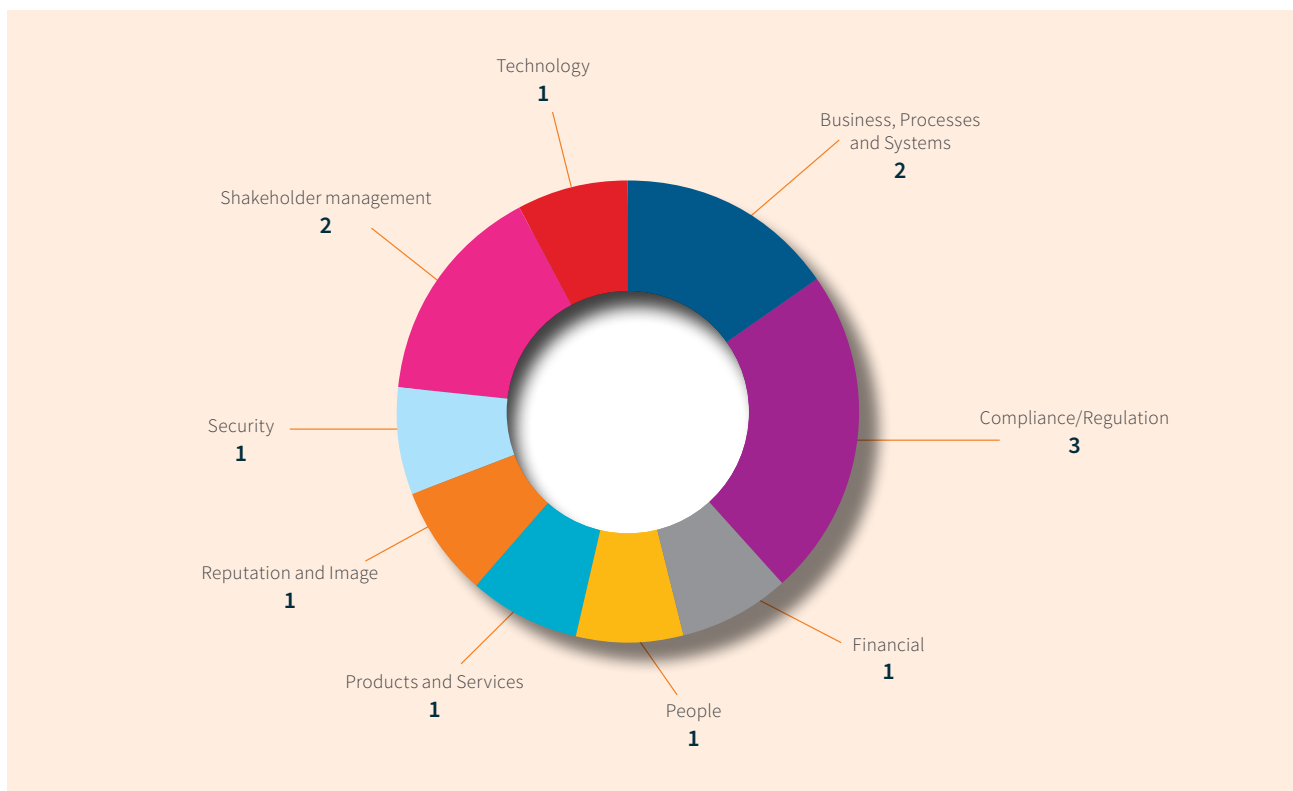
Executive Management Committee, the CIT Audit Committee and the CIT Board.

CIT manages financial risks through a well-defined financial management framework that includes:

- > clearly established ownership of internal budgets
- > monthly variance reporting
- > quarterly strategic reviews of financial performance and as applicable, reviews of corrective actions
- > regularly updated financial policy, procedures and practice documents
- > access to training for all staff who have financial responsibilities
- > implementation, monitoring and continuous review of process improvement strategies.

In 2021 CIT completed development and endorsement of a Strategic Risk Register, capturing risks, current controls and treatment plans for thirteen strategic risks across the organisation. For

## CIT Strategic Risks by Category



six of these risks, current controls were assessed as 'adequate', with measures in place to regularly report on their effectiveness. For the seven assessed as 'has room for improvement', treatment plans have been initiated and progress is being monitored quarterly by the Executive Management Committee and the CIT Audit Committee.

In 2021 the CIT Audit Committee initiated a comprehensive review of its risk policies, processes, practices and risk culture. Performed by Marsh Consulting in association with ACTIA, the work comprised a review of documentation an Executive questionnaire and a workshop with the Executive team. The review provided assurance regarding CIT's risk program and identified several improvement opportunities which will be implemented at CIT in 2022.

The most significant risk management challenge for CIT in 2021 was the response to the COVID-19 pandemic, particularly during the ACT lockdown in August and gradual campus reopening. CIT Work Health and Safety and Crisis Management Teams worked closely with the ACT Public Service to effectively manage the risks of COVID-19 transmission, compliance with the ACT Public Health Orders and

remote working. Risk Assessments were completed for all classes transitioning back to campus in Term 4, with the assistance of a newly appointed position of Manager, COVID Safe Campus Learning to create class-specific transition plans. The addition of a dedicated resource allowed CIT to have a helicopter view across all campuses to ensure risks were mitigated for all involved.

CIT participated in a COVID-19 Assurance Self-Assessment, supplied by the ACT Public Service. The assessment found that CIT had adequate and comprehensive controls in place to reduce transmission, facilitate contact tracing and manage positive cases, while providing staff with the mental health, ICT and other supports required to maintain wellbeing and productivity. With the changing environment of pandemic management, CIT's Crisis Management team has changed focus to become a Future Ways of Working forum, to ensure that the risks and opportunities associated with both on-campus and remote working and learning are explored to maximise the benefits of contemporary ways of working in the future.

# INTERNAL AUDIT

## INTERNAL AUDIT PROGRAM

The aim of the Internal Audit program is to provide assurance of efficiency and effectiveness of CIT's policies and processes, compliance with laws and applicable regulatory requirements, and to promote continual improvement across CIT.

A triennial audit program has been developed through consultations with the executive team, senior managers and the Audit Committee to ensure CIT's strategic business and fraud and corruption risks are addressed over a three-year cycle, and covers a combination of independent, externally resourced 'Internal Audits' and lower level internally/contractor resourced 'Management Reviews' and 'Educational Compliance' activities. The graph below provides a view of audit program activities conducted over the years 2019-21, addressing CIT's strategic risks and associated controls. The graph illustrates the organisational focus on ensuring that CIT maintains compliance with all applicable general, vocational

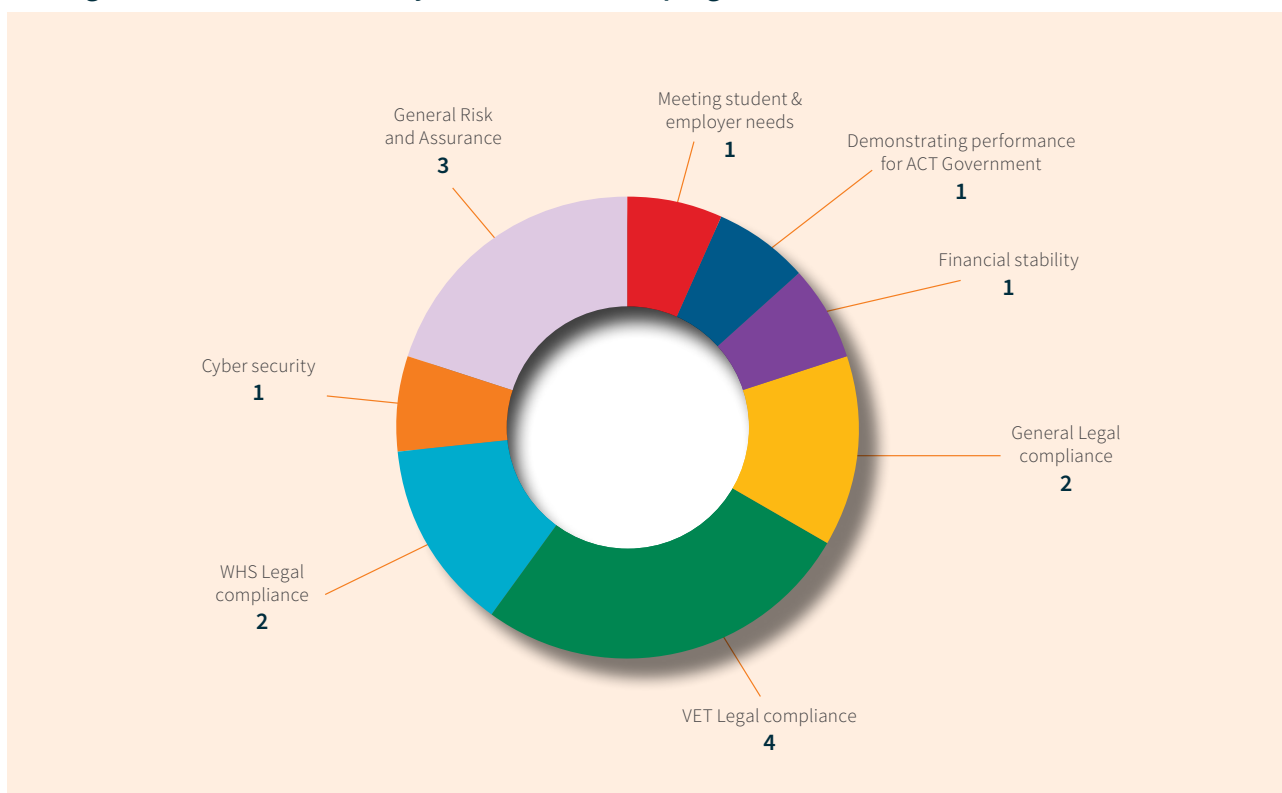
education and training and workplace health and safety legal requirements, with a total of 8 audits or reviews conducted to address legal compliance over the three-year period. The audit program also provided coverage of both financial stability risks and the risk and assurance framework and processes (three audits).

Five audits were completed in 2021, comprising:

- > Taxation Compliance (Internal Audit)
- > Desktop Review: Risk Management Capability / Benchmarking (Internal Audit)
- > COVID-19 Assurance Review (Management review)
- > Qualification, scope and competency checks to support scope additions (Educational Compliance)
- > Quality/compliance training refresher for all staff on Standards for RTOs 2015 (Educational Compliance).

The Audit Committee receives reports of all Internal Audits and summaries of lower-level management reviews and educational compliance activities, and

### Strategic Risk areas addressed by the Internal Audit program 2019-2021



monitors progress of the program at each ordinary meeting through status update reports. Findings and actions to address audit recommendations are discussed to ensure they are on track and effectively addressing identified risks.

## CIT AUDIT COMMITTEE

Established in 2015 as a subcommittee of the CIT Board, the CIT Audit Committee performs a key corporate governance role within the organisation, supported by the Head of Internal Audit and the Audit, Risk and Corporate Governance team. Significantly, the Audit Committee provides independent, objective advice and assurance on risk and control, compliance and external accountability responsibilities.

The CIT internal audit function and Audit Committee is conducted in accordance with the *ACT Government Framework for Internal Audit Committee and Function (February 2020)*, the *International Professional Practices Framework (IPPF)* and the CIT Internal Audit Charter.

The Audit Committee is authorised by the CIT Board to carry out its role and responsibilities under the Audit Committee Charter and through the Audit, Risk and Corporate Governance team to:

- > obtain any information required from any employee and/or external party (subject to their legal obligation under the *Information Privacy ACT 2014* and *Public Sector Management Act 1994*)
- > discuss any matters with internal or external auditors, or other external parties (subject to their legal obligations)
- > request the attendance of any employee, including the Chief Executive Officer, at Committee meetings
- > obtain legal or other professional advice, as considered necessary to meet its obligations, at CIT expense.

The Audit Committee meeting agendas are based on an annual program of work derived from CIT's strategic risks, and responsibilities are documented in the Audit Committee Charter. The Audit Committee also reviews and endorses the Audit Committee Charter and the Internal Audit Charter annually for approval by the CIT Board. The Chair of the Audit Committee formally reports to the CIT Board Chair and the CIT CEO on any significant matters that may impact CIT operations. These issues are also reported to the CIT Executive Management Committee (EMC).

In 2021, the Audit Committee comprised three members; two independent members and one member from the CIT Board who was also the Deputy Chair.

The Board member appointed to the committee is remunerated as a Board member and receives no additional remuneration for the Audit Committee (see section on organisational overview). Independent members of the committee are remunerated on a set rate per meeting attended under contract with CIT (including preparation time). Independent members are selected based on merit.

The Executive Director, Corporate Services and a representative of the ACT Auditor-General's Office both hold advisor/observer status. Representatives from the ACT Audit Office regularly attend and update the committee on the progress of Auditor-General audits and audit matters impacting the ACT Government. CIT staff present to the Audit Committee on internal audit, risk, assurance, governance and financial activities and emerging issues as required. The CEO is an invited guest to each meeting and presents to a standing agenda item.

Seven committee meetings were held during 2021, two of which focused on end-of-year financial matters and one meeting specifically to endorse the CIT Strategic Risk Register developed in 2020. The Committee also reviewed the 2021 internal budget processes at an extended meeting in November 2021. The remainder addressed the annual program of work.

Members' attendance at Audit Committee meetings from 1 January – 31 December 2021 is detailed in the table below.

<b>Name of Member</b>	<b>Position</b>	<b>Duration</b>	<b>Meetings attended</b>
Mr Bruce Papps	Chair Independent member	January – December	7
Mr Peter McGrath	Deputy Chair and CIT Board member	January – June	5
Dr Margo Wade	Independent member (Deputy Chair from July)	January – December	7
Ms Ros Jackson	Independent member and CIT Board member	July – December	2
Ms Carolyn O'Neill	Head of Internal Audit/Executive Director, Corporate Services	January – July	5
Ms Cheryl Steff		August – December	2
Ms Samina Khatoon	Auditor-General's Office Observer status	January-December	3

# FRAUD PREVENTION

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The ACT Government *Public Sector Management Standards 2016* detail the formal responsibilities of agencies to promote integrity and to control fraud and corruption. In accordance with this, and the ACT Government Integrity Policy, CIT has a Fraud Control Plan that is comprehensively reviewed every two years and the risks outlined in the supporting Anti-Fraud and Corruption Risk Profile are reviewed every six months.

CIT's Disclosure Officer for the purpose of public interest disclosure matters made under the *Public Interest Disclosure Act 2012* is the Executive Director Corporate Services. The Senior Executive Responsible for Business Integrity Risk (SERBIR) during 2020-21 was also the Executive Director Corporate Services.

The SERBIR, supported by the Audit Risk and Corporate Governance team, is responsible for the management of fraud prevention within CIT. The SERBIR reports regularly to the CIT Audit Committee through a standing agenda item. There were no integrity incidents which required corrective action reported to the Audit Committee in 2021.

The Integrity Commissioner provided a presentation to the CIT Audit Committee in 2021.

## FRAUD CONTROL PLAN

The CIT Fraud Control Plan is a robust, reliable and systematic approach which aims to detect, prevent, respond to and report on any allegations of fraud.

The Plan operates with key elements such as:

- > a policy statement that includes fraud and corruption definitions
- > strategies to raise awareness and guide managers on prevention, detection and prosecution
- > responsibilities for fraud control within CIT
- > guidance in responding to any Public Interest Disclosures that may be reported.

The ACT Audit Office conducted an audit of 'Fraud Prevention in the ACT Public Sector' in late 2021. While CIT was not directly involved in the audit, recommendations from the audit report will be reviewed and improvements incorporated into the CIT Fraud Control Plan in 2022. It is also expected that the plan will be aligned with the CMTEDD Fraud Risk Register.

## ANTI-FRAUD AND CORRUPTION RISKS

The Anti-Fraud and Corruption Risk Profile is monitored and reported to the CIT Board, EMC and Audit Committee every six months. In the first half of 2021 the CIT Board endorsed a new consolidated strategic risk register that incorporated fraud and corruption risks.

Fraud and corruption prevention is part of the CIT staff online Induction Program. Staff are provided with information regarding fraud via newsfeeds on the CIT Intranet site as required.

# FREEDOM OF INFORMATION

CIT is committed to the principles of open, transparent and accountable governance, decision making and operations consistent with the objectives and provisions of the *Freedom of Information Act 2016* (FOI Act). Summary data for each access application received during 2021 is provided below. Details of individual applications and decisions are published on the CIT Freedom of Information (FOI) Disclosure Log.

## Open Access Information - Section 96 (3) (a) (i), (ii) and (iii)

Description	Total
Number of decisions to publish Open Access information	8
Number of decisions not to publish Open Access information	0
Number of decisions not to publish a description of Open Access information withheld	0

## FOI Application received and decision type - Section 96 (3) (a) (iv), (vii), (viii) and (ix)

Description	Total
Number of access applications received	1
Number of applications where access to all information requested was given	0
Number of applications where access to only some of the information requested was given (partial release)	1
Number of applications where access to the information was refused	0

## FOI Processing Timeframe - Section 96 (3) (v) and (vi); Section 96 (3) (d)

Description	Total
Total applications decided within the time to decide under section 40	1
Applications not decided within the time to decide under section 40	0
Number of days taken to decide over the time to decide in section 40 for each application	0

### Amendment to Personal Information - Section 96 (a) (x) and Section 96 (3) (e)

Description	Total
Number of requests made to amend personal information, and the decisions made	0

### Reviews - Section 96 (3) (b); Section 96 (3) (c)

Description	Total
Number of applications made to ombudsman under section 74 and the results of the application	0
Number of applications made to ACAT under section 84 and the results of the application	0

### Fees - Section 96 (3) (f)

Description	Total
Total charges and application fees collected from access applications	0

### How to lodge an FOI request with CIT

Details on how to lodge an FOI request with CIT and access to the CIT Disclosure Log are available at: [https://cit.edu.au/about/freedom\\_of\\_information](https://cit.edu.au/about/freedom_of_information).

# COMMUNITY ENGAGEMENT AND COMMUNITY SUPPORT

CIT has a broad presence in the ACT community and a wide range of partnerships with industry and community organisations. The diversity of these partnerships, including hundreds of local and regional businesses, industry and community organisations, demonstrates the central role that CIT plays in the economic, social and cultural life of the ACT community.

## CIT VIRTUAL OPEN DAY

Open Day is an important event on the CIT annual calendar, promoting career opportunities through vocational education and training. Due to the COVID-19 pandemic, CIT held a Virtual Open Day on Saturday 27 November 2021. The event was promoted through CIT's social media channels (Facebook, Instagram, LinkedIn and Twitter), Public Service E-Newsletter, Spotify, MIX 106.3 and HIT 104.7 radio stations and a dedicated page on the CIT website. CIT's virtual Open Day consisted of video presentations from teachers and staff along with information brochures and live Q&A sessions that were also recorded for on-demand viewing. Since 27 November 2021, the Q&A sessions have been viewed by over 600 people.

## SCHOOL ENGAGEMENT

In 2021 CIT made a commitment through the ACT VET Public Network, which includes CIT, ACT Education and Training Directorate (ETD) and Skills Canberra, to develop a cohesive approach for supporting CIT school programs in the Canberra region. With a shared goal to help school students make informed decisions about their careers, CIT collaborated with ETD to develop the CIT School Engagement Strategy.

CIT's School Engagement Strategy increased school students' awareness of VET and enabled them to experience what it's like working in industry. Although a number of activities and programs were cancelled due to COVID-19 restrictions, CIT was able to deliver the following in 2021 through the CIT School Engagement Strategy:

- > **Industry Pathways Course** – Jointly delivered by CIT and ACT public schools, this program enabled 79 students in years 9 and 10 to gain knowledge about different learning styles, study techniques, how to be an independent learner and job-ready skills, all while working towards a Certificate II in Skills for Work and Vocational Pathways (FSK20119).



CIT Building and Engineering Bridge Challenge

- > **TASTE 2021** – approximately 300 secondary school students attended CIT Reid on Friday 4 June 2021 to have a ‘TASTE’ of what a career in bakery, patisserie, commercial cookery, events, hospitality, travel and tourism would be like.
- > **CIT Building and Engineering Bridge Challenge** – 86 students from 11 ACT schools competed on Friday 18 June 2021 to design and construct the strongest bridge possible in time-trialled heats. The challenge was open to students enrolled in years 9 and 10 or enrolled in a building and construction certificate I or II at school.
- > **Australian School-based Apprenticeships (ASbA)** – 208 ASbAs enrolled at CIT in 2021. This is up from 163 in 2020. A key highlight was CIT’s collaboration with ClubsACT and ETD to develop an ASbA Career Pathway Program. ClubsACT members created more than 60 paid positions to support year 12 school leavers to start a career in the hospitality industry and support the hospitality industry by developing its workforce after the challenges of COVID restrictions.
- > **CIT Skills Boosters** – Short courses designed to provide students with practical hands-on experience while gaining units of competency from a nationally recognised qualification. 418 school students enrolled in CIT’s Statement of Attainment - Course in Asbestos Awareness (10675NAT) and/or Statement of Attainment training in Construction Induction [from CPC] (White Card). This is mandatory training required for individuals before they are permitted on a construction site and supports school students who want to participate in work experience or further training in the construction industry.
- > **CIT Taster Program** – Nine groups of students, ranging between 16 and 25 students per group, visited a CIT campus for four hours to gain hands-on experience with non-accredited training in a course area of their choice.
- > **58** school activities which included school careers expos, information sessions for students and parents and CIT campus tours.

**CIT** Canberra Institute of Technology

CATEGORIES ▼ COURSES CIT STUDENT SUPPORT COURSE FEES AND ASSISTANCE CONTACT

# VIRTUAL OPEN DAY

**CIT Virtual Open Day - Saturday 27 November**

## Morning

**Media, Photography and Music**

● WEBCAST ⌚ 34:00

Course areas: Live Theatre Production, Screen and Media, Photography and Music.

**Electrical Trades**

● WEBCAST ⌚ 29:00

Course areas: Electrical, Refrigeration and Airconditioning, and Electronics and Communications.

**Human Services**

● WEBCAST ⌚ 39:00

Course areas: Nursing, Individual Support, Aged Care, Disability and Home and Community Care.

**Science**

● WEBCAST ⌚ 31:00

Course areas: Animal Studies, Lab Studies, Environmental Science and Biometrics and Forensics.

## CIT WODEN CAMPUS – COMMUNITY CONSULTATION

In 2021, CIT undertook engagement with stakeholders for the new CIT Woden and CIT Yurauna projects. Both projects are part of the Major Projects Canberra (MPC) CIT Woden project.

CIT staff and students engaged with the MPC CIT Woden Team facilitating working groups to inform the functional design brief for the new campus at Woden. This took the form of collaborative co-design workshops and included representatives from government, industry and innovation sectors. The workshops clarified the functional requirements of the building with industry and staff experts.

CIT worked with the Design Innovation Research Centre (DIRC) from the University of Technology Sydney (UTS) to undertake student, staff and industry workshops, underpinned by Human Centred Design Principles to inform the reference design for the Woden campus. Approximately 150 CIT students, 90 CIT staff and 16 industry representatives engaged in workshops to establish the requirements of a campus for the future. Industry representatives engaged with the process with DIRC to input industry requirements for training of the future.

Aboriginal and Torres Strait Islander consultation into the reference design of CIT Woden and CIT Yurauna Bruce Campus was facilitated by Balarinji and commenced with initial consultation with the United Ngunnawal Elders Council, the Aboriginal and Torres Strait Islander Elected Body and the CIT Yurauna Industry Advisory Group. Workshops were held in 2021 and established key priorities, core narrative and cultural design principles for ongoing design of the projects.

CIT engaged with MPC through multiple forums and scale throughout the year, including updates at the weekly 'Increasing Our Communications' all staff online meeting, department meetings and ongoing workshops on future themes for VET. Weekly executive meetings were held to create a team based collaborative approach to the design of the new campus. A Virtual Information Room has been extensively accessed by CIT staff and students. The Virtual Information Room assisted MPC to capture important community feedback to progress the design and development of the project. CIT has direct links to this room via the CIT intranet.



Artist impression of the Woden CIT and public transport interchange

## CIT COMMUNITY SUPPORT INITIATIVES

With its community and industry partners, CIT offers a range of scholarships and prizes to assist CIT students with tuition fees and study costs and reward them for outstanding performance in their studies. The following table captures information for assistance given during 2021.

Recipient	Sponsor	Support Purpose	Amount
1069	CIT Fee Assistance	To assist CIT Students experiencing financial hardship with support towards fees and/or course materials.	\$300,026.71
28	CIT Fee Assistance - CITCITSA - Student Device Support	To assist CIT Students experiencing financial hardship with support towards the purchase of a Desktop computer or Laptop	\$5,215
127	CIT Aboriginal and Torres Strait Islander Scholarships	To support Aboriginal and Torres Strait Islander students with their training costs.	\$86,883
3	Soroptimist International Canberra	Nominations from CIT staff accepted for female students continuing their studies in a Certificate II and above program (other than English); who have a commitment to their studies and have leadership potential.	\$3,000 (\$1,000 each)
6	Geoff McPherson - Canberra Refugee Support Scholarship	Nominations from CIT staff accepted for students who are refugees and asylum-seekers; undertaking or recently completed training and intend to undertake further training in the foreseeable future.	\$6,000 (\$1,000 each)



Catherine Evans, President of Soroptimist International, with two of the 2021 recipients of the Soroptimist scholarship for leadership Afsoon Mirehshghi and Thounvenus Phetsavong

# ABORIGINAL AND TORRES STRAIT ISLANDER REPORTING

CIT is committed to promoting a culture that strengthens respect, relationships and opportunities for Aboriginal and Torres Strait Islander peoples through positive and inclusive learning and innovative work practices. CIT has a strong history of reconciliation that has been underpinned by a Reconciliation Statement and Reconciliation Plans that support the CIT Strategic Compass. This framework drives CIT's contribution to reconciliation with the local Aboriginal communities and all Aboriginal and Torres Strait Islander peoples, creating meaningful opportunities to develop respectful relationships. CIT is actively working to close the gap in educational outcomes through policy and practices that attract Aboriginal and Torres Strait Islander students and improve their vocational training outcomes. CIT has a number of key strategies that focus on the needs of Australia's First Nations peoples, and in 2021 increased Aboriginal and Torres Strait Islander enrolments by 12% from 2020 figures.

In 2021 CIT trained 1,080 Aboriginal and Torres Strait Islander students, representing 5.6% of the CIT student population. This increase is significant when considered against the wider ACT population, where 1.2% of Canberrans self-identify as Aboriginal or Torres Strait Islander.

## ABORIGINAL AND TORRES STRAIT ISLANDER ADVISORY COMMITTEE

CIT has a dedicated Aboriginal and Torres Strait Islander Advisory Committee made up of Aboriginal and Torres Strait Islander leaders from the ACT community. The Committee provides advice and guidance on training needs from industry and the community and plays an important role in the governance of CIT and in planning the delivery and support of Indigenous education. Members of the CIT Aboriginal and Torres Strait Islander Advisory Committee were engaged via digital strategies throughout 2021, providing ongoing support and advice.

## CIT YURAUNA

CIT Yurauna is a community focused multi-functional cultural education centre that brings individuals together to learn in a culturally safe environment. CIT Yurauna is a gathering place that provides opportunity for people to find real solutions. CIT Yurauna is a centre of educational excellence that



National Reconciliation Week event at CIT Reid

provides teaching and support to Aboriginal and Torres Strait Islander peoples across a broad range of programs. Yurauna implements a community engagement model specifically designed to build cultural connections, individual capacity and community networks for education and employment outcomes for Aboriginal and Torres Strait Islander peoples.

The concerns and challenges faced by Aboriginal and Torres Strait Islander peoples are complex, varied, long-term and generational. These challenges require an individual approach that empowers through respectful relationships and meaningful opportunities. CIT Yurauna enhances skills growth to deliver employment opportunities through pastoral assistance and provision of culturally appropriate courses to improve literacy, numeracy, communication and vocational training outcomes.

Yurauna works across the ACT Aboriginal and Torres Strait Islander community to respectfully engage and collaborate for the benefit of the community. Partnership opportunities include meeting with employment service providers and partnering directly with employers for work placement or real jobs to achieve positive outcomes for students. CIT Yurauna will be relocated from CIT Reid to CIT Bruce as part of the CIT Woden project (information on the relocation see Performance Analysis).

In March 2021 Caroline Hughes, Director of CIT Yurauna Centre and Minister Chris Steel MLA opened a digital storytelling exhibition hosted by the ACT Heritage Library, in a partnership between Gen S Stories, CIT Yurauna Centre, PhotoAccess and the National Museum of Australia. The exhibition: 'Gen S Stories: Presenting Elders' allowed seven Indigenous women living on Ngannawal country to share their stories. These inspiring stories told of the pathways these remarkable women have taken to fulfil their destinies according to their cultural traditions, building strength and resilience within their communities.

## RECONCILIATION ACTION PLAN (RAP) AND CULTURAL LEARNING STRATEGY

CIT has a deep commitment to reconciliation. Our journey began in 1998 with CIT staff and students participating in the National Sorry Book Initiative and has taken many positive steps over subsequent years. Our first RAP was launched in 2016, and throughout 2021 the CIT Reconciliation Action Plan Working Group has worked with Reconciliation Australia to develop a new Stretch RAP for 2021-2024. Delays due to COVID-19, the higher benchmark now being set by Reconciliation Australia for Stretch RAPS and the need to ensure that our RAP is meaningful and achievable in the context of the CIT landscape mean that the new CIT RAP is scheduled for release in 2022.

As an organisation with over 20,000 students, over 800 staff and extensive and deep connections across all industries and community in the ACT, we recognise the scope for using CIT's sphere of influence to drive reconciliation both internally and across the ACT and surrounding regions. A cornerstone of the Stretch RAP has therefore been the implementation of a Cultural Learning Strategy. The CIT Cultural Learning Strategy was launched by the CIT CEO in March 2021. As part of the strategy CIT will ensure that its policies, programs and services are culturally sensitive, respectful and appropriate across all contexts.

As an organisation we aspire to collaborate, be influential, be recognised, inclusive and trusted. Our aspiration and intent shapes CIT's commitment to develop longer term strategies that drive reconciliation through meaningful actions that test our assumptions, challenge our perceptions and enable us to share our stories of reconciliation.

## RECONCILIATION ACTIVITIES

To strengthen and maintain relationships between Aboriginal and Torres Strait Islander staff and other CIT staff and students and in light of COVID-19 restrictions, CIT celebrated National Reconciliation Week by holding events at Reid, Bruce and Fyshwick campuses. Each event had a Welcome to Country, Smoking Ceremony, a Reconciliation treasure hunt and Indigenous themed barbeque, provided by the CIT Student Association. The Reid event was opened by Minister Rachel Stephen-Smith and had a performance by the Wiradjuri Echoes as well as an interactive art activity. The treasure hunt took participants on a tour of permanent Indigenous displays around the different campuses. This included the new iron signs displaying Ngunnawal language, created by CIT apprentices. Other activities around CIT included:

- > an event hosted by CIT Community Work at Bruce Campus (a demonstration of traditional dance,

the playing of a yidaki and a chance to view a recently completed interactive reconciliation mural undertaken by Community Development students)

- > Reid Library display of Aboriginal and Torres Strait Islander visual art, biographies, new fiction, education, travel guides, atlases, history and more
- > Bruce Library display of CIT Year 12 students' presentations in response to Indigenous artists and authors including Tony Burch, Sally Morgan, Oodgeroo Noonuccal and Alexis Wright. The class visited the *Know My Name* exhibition at the National Gallery of Australia and viewed *Ten Canoes* streamed via the CIT library Kanopy account
- > a portable large sign at Fyshwick campus entrance acknowledging the land was Ngunnawal, and
- > a reminder for staff to display Reconciliation messages in their signature blocks.



Wiradjuri Echoes, Minister for Aboriginal and Torres Strait Islander Affairs, Rachel Stephen-Smith MLA and CIT CEO Leanne Cover at the National Reconciliation Week event at CIT Reid

## YURAUNA EARLY CHILDHOOD CENTRE (YECC)

CIT Yurauna cares for Aboriginal and Torres Strait Islander children in a culturally-centred environment while their parents or guardians study through a Job Ready program designed to remove barriers to enable them to achieve outcomes and employability skills equivalent to those of mainstream Australia. The program is a highly successful partnership with the YECC operated by the not-for-profit Northside Children's Services provides free high-quality, culturally-safe and community-focused early childhood education for up to 16 Aboriginal and Torres Strait Islander children in the ACT. The partnership operates by enabling children up to five years old to attend YECC, while their parents or guardians study at CIT Yurauna.

In 2021, Hon. Linda Burney MP visited the YECC acknowledging the innovative approach of the provision of early childcare with the VET Sector and the contribution it makes to the community by providing learning opportunities for parents or guardians studying at CIT with accessible onsite high-quality, culturally-safe early childhood education for children from birth to five years old. It is open for children of Aboriginal and Torres Strait Islander students enrolled at CIT. The service is fully licensed and regulated under the National Quality Framework and is rated Exceeding National Quality Standard.



Linda Burney MP at Yurauna

## NAIDOC WEEK CELEBRATIONS

NAIDOC Week celebrations take place around Australia every year in July. In 2021, CIT promoted the NAIDOC theme 'Healing Country' which means hearing those pleas to provide greater management, involvement, and empowerment by Indigenous peoples over country (National NAIDOC, 2021). Due to the COVID-19 pandemic, face-to-face CIT NAIDOC week celebrations were not scheduled. Instead, CIT used its communication channels to promote options to celebrate and recognise NAIDOC Week. CIT Student Carley Winters received the ACT & District NAIDOC Award for her achievements in the Job Ready program CIII Community Services. CIT encouraged and supported CIT Staff to attend NAIDOC week events and promoted both NAIDOC week events and resources through the CIT Newsfeed. CIT staff were able to access special leave entitlements allowing staff time to attend the NAIDOC week events. As students were on semester break during NAIDOC week, CIT had planned to host a NAIDOC week later in the year, but this was unable to proceed due to COVID restrictions.

## LIVING LANGUAGES

Throughout 2021 the Revitalisation of the Ngunnawal languages continued to be supported by CIT Yurauna Director Caroline Hughes as a Ngunnawal Elder. This included hosting meetings on campus and online, developing language videos for the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), and developing partnerships with other ACT Government Directorates for Winanggaay Ngunnawal Language Aboriginal Corporation. This program, together with CIT support, has been instrumental in the revitalisation of the Ngunnawal language for the ACT community.

## CULTURAL AWARENESS TRAINING

Aboriginal and Torres Strait Islander cultural awareness is traditionally delivered face-to-face, due to physical and social distancing restrictions of COVID-19, this training was delivered four times. Throughout 2021 the Yurauna team delivered online training to support ACT Government employees to provide culturally safe work environments. This included successful workshops for ACT Corrective Services staff.

## CIT ABORIGINAL AND TORRES STRAIT ISLANDER SCHOLARSHIPS

Since 2003, to overcome financial barriers to vocational education and training, CIT has provided scholarships for Aboriginal and Torres Strait Islander students to improve access and outcomes. The scholarships cover fees for full-time, part-time and flexible delivery study, as well as Recognition of Prior Learning. In 2021, CIT provided 127 Indigenous scholarships for Aboriginal and Torres Strait Islander students at a total value of \$86,883.

## STUDENT SUPPORT

During the continuing COVID-19 pandemic CIT Yurauna has provided one-on-one support to students through regular communication including weekly phone calls, online virtual meetings and teaching. Regular communication focused on the social and emotional wellbeing of Aboriginal and Torres Strait Islander community students. CIT Yurauna, in partnership with the CIT Student Association, provided the opportunity for CIT students to receive a reconditioned laptop under the Office for Aboriginal and Torres Strait Islander Affairs scholarship grants to support students studying remotely during the pandemic. During COVID-19, CIT Student Support provided services through phone, video links and Telehealth. These remote service methodologies remain even while CIT has returned to campus delivery.

## LITERACY PROGRAM FOR INDIGENOUS STUDENTS

CIT has many innovative programs to support literacy for Aboriginal and Torres Strait Islander students including the Indigenous Pre-Employment Program and the Foundation Skills for Your Future course as well as an extensive program to encourage the use of Indigenous language at CIT.

### Indigenous Pre-Employment Program

CIT Yurauna in partnership with Connexions delivered a free Indigenous Pre-Employment Program for Aboriginal and/or Torres Strait Islander peoples focused on digital literacy skills through accredited and non-accredited units delivered at CIT, professional work placement activities and traineeship employment opportunities on

completion of the program. Through this program students were given access to mentors and wrap around support services, in culturally safe facilities and environments.

### Foundation Skills for Your Future program

Foundation Skills for Your Future program also supports indigenous literacy. The units in Foundations Skills have been developed to encourage participants to get acquainted with their learning styles, learning strategies, plans and goals, employability skills as well as their career planning. As part of the training program, participants are mentored, coached in life skills and enrolled into CIT's Certificate II in Skills for Work and Vocational Pathways FSK20119. Participants study units of competencies to upskill their communication, reading, writing and digital literacy skills to be work-ready.



## CIT Yurauna Director's Award

Dewayne Huckle, enrolled in the Job Ready Program, completed the Certificate III Community Services and will complete the Certificate IV Alcohol & Other Drugs when he finalises his work placement. Dewayne has already gained employment at Everyman in his chosen field of study. Dewayne was dedicated to completing his chosen courses, as well as demonstrating leadership, compassion and strong cultural values by actively supporting his fellow students. In addition, during the pandemic Dewayne actively volunteered his time with McLeods Angels in preparing food hampers for the Aboriginal community to support Elders in the ACT and the South Coast. Dewayne received the CIT Yurauna Director's award.



## Literacy programs for CIT indigenous students

Frank Williams, a young Indigenous student, took part in the Foundation Skills for Your Future program and thrived from the experience. The classes helped him to realise his potential and look in a more positive way into his prospects.

Frank worked as an e-waste technician at The Worldview Foundation, a social enterprise assisting young Aboriginal and Torres Strait Islander men to prepare for and plan, meaningful, long-term careers.

Prior to commencing the CIT course Frank completed his Year 10 Certificate. He had become disengaged from the school system through a combination of non-aligned teaching techniques and a complex family life.

In the first session of the CIT course, Frank quickly picked up the basics of the CIT online learning platform. Frank has always been outgoing, but his interaction in the class was a step above. Frank demonstrated an innate ability to make his peers feel relaxed and non-threatened when he assisted them.

These skills were to prove incredibly useful at an Employment Expo hosted by CIT. Frank was selected to assist a teacher from the 'High Risk' training department in demonstrating aspects of the 'Working at Heights' course to Indigenous students.

## CIT YURAUNA GRADUATION

The 2021 end-of-year Celebration for Yurauna students was impacted by COVID-19 restrictions, however implementing COVID safe options staff delivered certificates and trophies to students at their homes. The certificates and trophies reflected a dedicated group of students who had faced many barriers, included having to complete their programs online, but still achieved their desired outcomes. Students had already committed to ongoing training, while others gained employment in their chosen fields of study.

## ABORIGINAL AND TORRES STRAIT ISLANDER STAFF PROFILE

At the end of December 2021, CIT had 23 people employed who identify as being from an Aboriginal or Torres Strait Islander background, compared to 19 in December 2020. This number equates to approximately 2.7% of CIT's total paid employee cohort.

Of these 23 employees, 11 employees work in CIT Yurauna, 12 work in other areas of CIT and 12 are female (or 52%).

There are 10 identified and occupied positions at CIT which are specifically for Aboriginal or Torres Strait peoples, representing 1% of all occupied positions.



CIT Yurauna staff

# WORK HEALTH AND SAFETY

CIT is committed to the safety, security and wellbeing of our students and staff.

CIT has developed a strong safety culture where work health and safety (WHS) practices are embedded in all activities. This protects staff, students and visitors from the wide range of potential risks and hazards associated with the diversity of courses offered.

CIT also places a strong focus on WHS training in all course offerings to ensure that students are prepared for industry on completion of their studies.

The CIT Board, Executive and staff are committed to addressing WHS matters and continuously improving WHS practices. CIT has a comprehensive and robust WHS management system that ensures compliance with the *Work Health and Safety Act 2011* (WHS Act).

## HEALTH, SAFETY AND WELLBEING INITIATIVES

Several health, safety and wellbeing initiatives occurred at CIT during 2021, including:

- > implementation of rapid responses to the changing circumstances around COVID-19, including implementation of COVID-19 safe work practices, establishment of a COVID-19 Safety Plan Framework and COVID-19 safety plans for local work areas. COVID-19 safety spot checks were conducted for all areas of CIT undertaking a WHS spot check program for work areas which have a high inherent risk, such as construction
- > offer of free influenza vaccinations to all staff
- > provision of online manual handling training to staff in areas with high levels of manual handling activity
- > implementation of improvements to chemical management practices and processes, including a Chemical Management Procedure, online training in the use of the Chemwatch chemical management system and additional labeling and disposal of old/unused chemicals in various work areas
- > early intervention support including welfare checks of all staff during lockdown and individualised workplace reasonable adjustments

- > review and update of several important safety policies and procedures including Due Diligence Policy and Procedure, Hazardous Chemicals and Dangerous Goods Procedure, Smoke Free policy, CIT WHS Procedure Manual and the CIT WHS Handbook
- > collaboration with Chief Minister, Treasury and Economic Development Directorate and Employers Mutual Limited to better support injured staff.

## WELLBEING OF STAFF

The CIT Wellness Hub has been continually updated with new content and regular Wellbeing focused articles covering a variety of topics, has been provided to staff via the CIT on-line communication channel, Newsfeed. Other Wellness activities that took place over 2021 included:

- > a page containing a range of ACT COVID-19 specific information accessible to all staff
- > access to free wellbeing-focused Webinars presented through our Employer Assistance Program provider
- > virtual in-house sessions run on 'Self Care: a practical guide to putting a plan in place'. This session was facilitated five times over the lockdown, reaching approximately 200 staff.

## NATIONAL WORK SAFE MONTH

This year CIT celebrated National Safe Work Month in October – which is a time to focus on our commitment to improving safety and health within the workplace. This year CIT ran a series of Newsfeeds covering a variety of topics such as:

- > Mental Health, including Mental Health Day on 10 October
- > Anaphylaxis, Asthma and Epilepsy – managing these conditions at work
- > Physical Activity and Eating Well while in lockdown
- > Chemical Safety at Work, including understanding Safety Data Sheets
- > Working Safely Remotely, including workstation

ergonomics and the importance of physical and nutritional health

- > COVID-19 Safe Practices on Campus with reminders around physical distancing and hygiene.

As part of this project the WHS site on SharePoint was updated to be more interactive and relevant to the current pandemic context.

## WORKER CONSULTATION

CIT has a strong WHS culture, represented by:

- > 35 First Aid Officers
- > 18 Health and Safety Representatives (HSR)
- > 7 Respect, Equity and Diversity (RED) Contact Officers
- > 39 Fire Wardens
- > WHS Manager and WHS Adviser.
- > WHS committee meetings are convened for each campus.

Campus based committees are held quarterly and are chaired by a senior manager with campus-based HSRs and the WHS team in attendance. These meetings provide the opportunity for consultation on WHS matters directly affecting staff on each campus. All meeting minutes from the WHS campus-based committees are available to all staff on the CIT intranet.

The WHS team and all HSR's participate in a six-monthly online forum to share knowledge and information on workplace safety related matters across all campuses.

COVID-19 safe meetings are held weekly to ensure all Directors, Senior Managers and Heads of Departments were provided with the most recent COVID-19 information to relay to CIT staff and keep them up to date with requirements or restrictions. The standing agenda each week included:

- > updates from departments on operational happenings about COVID-19, such as staff movements, enrolment sessions, information sessions, and workforce updates
- > changes to, and visibility of any new processes and procedures implemented to assist all staff
- > resources and/or equipment requirements.

CIT dedicated resourcing to assist local areas to develop COVID-safe plans, understand and comply with restrictions, consult with staff and have situational awareness of CIT's collective response to COVID-19.

## INCIDENT AND HAZARD NOTIFICATIONS

In 2021, no improvement, prohibition or non-disturbance notices (under Part 10) or any enforceable undertakings (Part 11) of the WHS Act were issued to CIT. There were no findings of a failure to comply with a safety duty under Part 2, Division 2.2, 2.3 or 2.4 of the WHS Act. Over the same period, there were 116 Accident & Incident Reports, relating to 62 student incidents, 46 staff incidents, five third party incidents and three incidents with no affected party.

Section 38 of the WHS Act outlines conditions under which a serious workplace incident must be reported to WorkSafe ACT. Consistent with this provision, two incidents occurred during 2021 that were notified to WorkSafe ACT. The incidents were:

- > A row of ceiling track lights fell unexpectedly in a campus corridor and crashed on the ground. Whilst staff and students were in the vicinity no one was hit. An electrician was engaged to identify the reason for the fall but was unable to pinpoint the reason. To improve safety and eliminate a reoccurrence all track lights of this make/model were removed from campus. WorkSafe ACT was notified and informed of the circumstances. They were satisfied with the preventative actions undertaken, and no physical investigation was undertaken by them.
- > A staff member received a mild electric shock when they removed a power cable from a power plug that was located on campus on a floor to ceiling power pole. Straight after the incident the staff member attended a precautionary check-up with their GP who cleared them to return to work. An electrician was engaged to determine the reason for the incident and found that the power plug had become partially dislodged from the pole resulting in the electrical connections becoming exposed. The power plug was reattached to the pole to prevent a future incident. Further investigation was undertaken by WorkSafe ACT, ACT Electrical inspectorate and ACTEWAGL and, in accordance with their findings, CIT installed a safety switch on the distribution board and additional signage in the area to advise of the location of the distribution board.

## WHS AUDITS

A CIT Chemical Management Action Plan was implemented during 2020-21 as an outcome of improvement recommendations by an external auditor. The key focus was on improving CIT's chemical management incorporating items such as chemical registers, improved storage, disposal and labelling. Online training for approximately 30 key stakeholders in the use of the adopted chemical management program, Chemwatch, was conducted in 2021.

WorkSafe ACT conducted an audit at CIT on 8 June 2021 in relation to the systems and processes in place for managing psychological hazards. After interviews and site inspection WorkSafe ACT provided a report to CIT which outlined that no improvement actions for managing psychological hazards were required.

Internal COVID-19 auditing was undertaken including the use of ACTPS COVID-19 Self-Assessment Tool and reporting template. Spot checks of college specific COVID-19 Plans were also undertaken by the Workplace Safety team members, and HSR inspections included an additional COVID-19 Inspection Checklist.

A total of 53 HSR Inspections were conducted across CIT Campuses in 2021.

## SAFETY RISKS

For 2021, the top three safety risks at CIT included,

- > slips, trips and falls on the same level
- > hitting or being hit by moving object
- > chemicals.

All CIT incidents reported on the Riskman system are individually reviewed, enabling the implementation of any improvement actions and identification of other mitigation strategies that CIT can implement holistically to reduce identified hazards. Improvements for the top three risks comprise provision of ongoing hazard awareness messaging for staff, students and visitors, ongoing improvements to campus grounds surfaces e.g., walkways, conduct of manual handling training and task specific safety observations, and review of safe operating procedures for staff and students.

## CASE MANAGEMENT

CIT's compensation claims are managed by the Chief Minister, Treasury and Economic Development Directorate.

## AUSTRALIAN WORK HEALTH AND SAFETY STRATEGY

The following tables represent CIT's performance against Australian WHS Strategy 2012-22 targets.

### Target 1 – Reduce the Incidence Rate of Claims Resulting in One or More Weeks Off Work by at Least 30%

Financial year	CIT # new 5-day claims	Rate per 1,000 employees	CIT Target	ACTPS # new 5-day claims	ACTPS rate per 1,000 employees	ACTPS Target
2013-14	5	6.66	5.86	257	12.20	11.70
2014-15	6	8.19	5.67	228	10.49	11.33
2015-16	1	1.42	5.49	205	9.36	10.96
2016-17	3	4.38	5.30	243	10.83	10.58
2017-18	2	2.94	5.11	202	4.07	10.21
2018-19	5	7.08	4.93	201	8.50	9.84
2019-20	4	6.08	4.74	231	9.32	9.46
2020-21	3	4.58	4.55	325	12.48	9.09
2021-22			4.36			

Notes:

1. Dates are based on those claims received by Comcare in each financial year.
2. Data is taken at 30 June to allow for direct comparisons to be made between years.
3. The report includes accepted claims that result in one or more weeks loss of work.
4. Data includes claims up to 30 December 2021.

**Target 2 – Reduce the Incidence Rate of Claims for Musculoskeletal Disorders Resulting in One Or More Weeks Off Work by at Least 30%**

Financial year	CIT # new 5-day MSD claims	Rate per 1,000 employees	CIT Target	ACTPS new 5-day MSD claims	ACTPS MSD rate per 1,000 employees	ACTPS Target
2013–14	3	4.00	5.08	175	8.31	8.03
2014–15	2	2.73	4.92	144	6.63	7.78
2015–16	0	0.00	4.75	146	6.67	7.52
2016–17	2	2.92	4.59	150	6.69	7.26
2017–18	2	2.94	4.43	128	5.66	7.01
2018–19	4	5.66	4.27	102	4.31	6.75
2019–20	2	3.04	4.11	126	5.09	6.49
2020–21	3	4.58	3.94	194	7.45	6.24
2021–22		3.78				

Notes:

5. Dates are based on those claims received by Comcare in each financial year.
6. Data is taken at 30 June to allow for direct comparisons to be made between years.
7. The report includes accepted claims that result in one or more lost weeks of work.
8. Data includes claims up to 30 December 2021.

# HUMAN RESOURCES MANAGEMENT

## WORKFORCE PLANNING

The VET sector is continuing to undergo major transformation, being driven by the shared responsibility of reform between the Australian and state and territory governments and the ongoing impact and disruption brought about by the COVID-19 pandemic. It is expected that the national VET sector will play a vital, challenging and transformational role in supporting Australia's growth and prosperity in the coming years.

Our people is a strategic priority of the Strategic Compass. This focus on the workforce is essential for CIT to remain relevant to students, industry and the ACT community in the rapidly changing VET landscape. CIT aims to attract, recruit and develop staff to be future-ready to meet the needs of our transforming city and region, develop strong situational awareness and identify signals in our landscape. CIT must be a system that learns so that we can work at multiple contexts and have the capacity to adapt to the evolving ecosystem in which we operate.

CIT cultivates its workforce to embody a culture of innovation, adaptation, and learning. All staff model the CIT cultural traits (customer-centric, collaborative, trusted, professional, adaptable, and accountable, and

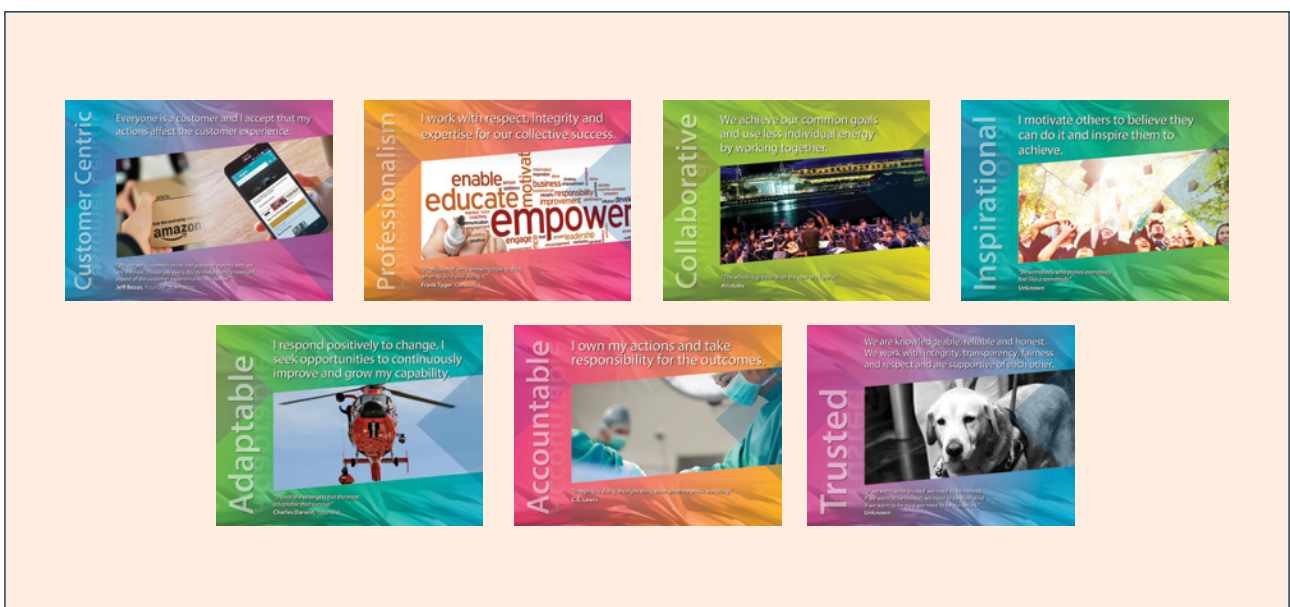
inspirational) and signature behaviours that underpin the ACT Public Service (ACTPS) Code of Conduct.

Equally as a member of the ACT tertiary education community, CIT carries out its activities in a competitive environment where quality education provides a competitive advantage.

CIT promotes opportunities for professional development within CIT by proactively enabling staff to act in roles across colleges and divisions as well in roles with higher duties.

Ensuring business continuity of the workforce has been particularly highlighted during the last two years and greater collaboration and connections across the CIT leadership team have resulted in visibility of the benefit and opportunity of shared resources, both from an organisational and individual perspective.

CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTQI are encouraged to apply for positions at CIT.



CIT Cultural Traits

## LEARNING AND DEVELOPMENT

Learning and development strategies at CIT align activities with key CIT functions, including staff induction, providing organic opportunities for growth and promoting connectivity across the organisation. Initiatives in 2021 included:

- > Launching a new online Induction unit and guiding documents allowing the new starter to proactively manage their learning journey at CIT by providing an outline of units to complete from within CIT and using the ACTGOV learn platform. These new starter learning plans are categorised into General Staff, Teaching Staff and managers, enabling a role specific induction. Feedback on the induction is sought regularly and the content is updated to ensure currency.
- > Development and delivery of several learning sessions by the People, Performance and Culture team based on the needs of specific areas – such as Complaint Handling, Cultural Diversity in Customer Service and Emotional Intelligence.

During 2021:

- > 529 staff completed the Work Health and Safety training and CIT Working together, while several other inhouse soft skills courses were facilitated with smaller groups.
- > 494 staff completed the online Aboriginal and Torres Strait Islander Awareness units on ACT GOV learn, in line with our commitment to CIT's Reconciliation Action Plan.
- > 529 staff completed the ACTIA Online Training Practical Guide to Managing Risk and 495 completed the Introduction to Risk Management.

A comprehensive Learning and Development Calendar was developed to continue the investment in staff capability. To supplement our localised learning and development strategy, CIT staff attended ACT Public Service sessions, both virtually and face-to-face, related to: Health and Safety; Aboriginal and Torres Strait Islander Awareness; Mental Health First Aid; Difficult Conversations; and Recruitment.

## UPSKILLING OUR WORKFORCE

CIT invests heavily in workforce capability at all levels across CIT. Upskilling CIT trainers and assessors with pedagogical skills and knowledge in the digital learning space supports the priorities of the CIT Strategic Compass and aims to improve the learning experience for our students.

### Formal qualifications

Embedded within Human Resources is the Teacher Capability Unit that delivers the following formal qualifications to teachers, complemented by both accredited training and non-accredited professional development opportunities:

#### **Enterprise Training – Presenting Skill Set (TAESS00014)**

- > initial training for people with no formal teaching qualifications
- > delivered to a total of 82 participants with continuous enrolment
- > graduated 72 new trainers eligible to commence teaching with CIT, under the supervision of a qualified teacher and cannot determine assessment outcomes.

#### **Certificate IV in Training and Assessment (TAE40116)**

- > this is the minimum and core qualification required for teaching in the VET sector
- > supports CIT teachers in the induction of workplace practices
- > delivered work-based training to 89 CIT trainers and assessors.

#### **Diploma of Vocational Education and Training (TAE50116)**

- > provides an opportunity for experienced trainers and assessors to enhance their professional practice
- > provides CIT trainers and assessors with skills and knowledge to support the design and development of curricula; program design and facilitation; and mentoring of colleagues
- > delivered work-based training to 42 teachers.

## Digital Focus

To align and shape CIT teaching practice with broader digital initiatives, professional learning opportunities with a focus on digital technologies have been designed, developed and coordinated. The focus is on enhancing teacher confidence to use digital tools already available through Adobe Creative Cloud and apps available through Microsoft Office 365. This has included the development of an online Teacher Resource and Toolkit that has been accessed over 500 times.

In 2021 the eLearn Team provided specific training and resourcing to teaching staff to further develop their skills in virtual classroom delivery. This included:

- > implementation of an easy-to-use template (SNAP) for the eLearn platform
- > nine upgrades and updates to eLearn and Adobe Connect virtual classroom to ensure the systems security and stability, enabling teaching staff to create interactive online course design
- > delivery of 87 training sessions attended by 714 staff to further develop skills in virtual classroom delivery (Adobe Connect) and to create interactive resources using HTML5 Package, a tool that enables teachers to easily create interactive content such as videos, quizzes and presentations.

## Lunchtime Learning Sessions

A series of professional learning sessions were developed in 2021 for virtual delivery informed by a data analysis of staff capabilities. The sessions were designed to create awareness, increase confidence and enhance the student learning experience by promoting digital tools available at CIT including Adobe Creative Cloud and MS Office 365 applications. Over 200 staff participated in the sessions and over 450 staff viewed the Lunch Time Learning sessions SharePoint page.

## MATE Bystander Training

CIT promotes a respectful workplace culture and continues to be proactive in raising awareness, providing training, setting high expectations regarding staff behaviour, applying relevant processes when issues are raised and taking action when appropriate. The delivery of respect at work training (MATE Bystander) is provided to staff and students. In 2021 60 students attended three sessions and 80 staff attended four sessions.

## Evolving Together/ Leadership Development

In 2021 CIT continued to undertake work to enable CIT staff to develop visibility of CIT's constituent parts such as people, knowledge and infrastructure within the CIT system. This enabled staff to see the less visible systems that have been created by the interplay between people and the CIT systems that enable and constrain the efforts towards achievement of the Strategic Compass.

CIT Executives, Directors, Heads of Department and Senior Managers participated in a learning series of exploration and practice of enquiry into the CIT landscape at the whole of organisation level. The CEO and Executive guided staff working in small teams in the design and praxis of explorations aimed at increasing the group's situational awareness about the CIT system and visibility of the constraints and inertia that exist within any complex environment. These sessions were a continuation of work to build adaptive capacity in 2020 and involved using a variety of tools including the Cynefin framework, the I:Space framework, Wardley Mapping and micro-narrative capture.

## Wardley Mapping

To increase our situational awareness, we need to understand our customers' needs, where we focus our energy and the interconnection and interdependence of things within our system. Wardley mapping is the concept of constructing a topographical map of a business to understand and order important decisions to determine business strategy. Wardley maps help to understand the current state of business, identify opportunities and threats, make plans for the future and can be used as a tool to inform strategy and monitor progress. CIT embraced Wardley Mapping in 2019 and since that time cohorts of staff have undertaken training in Wardley Mapping exploring its use as both a soft and hard tool to explore issues such as JobTrainer, enrolment processes, student systems and staff capability.

## WORKFORCE PROFILE

The following data provided by the Shared Services Reporting, Performance and HR Quality Assurance team reflects CIT staff information as at payday 9 December 2021. The data excludes CIT Board members, staff not paid by the ACT Public Service and staff on leave without pay.

The number of CIT paid staff increased from 835 at payday 10 December 2020 to 853 for the same period in 2021.

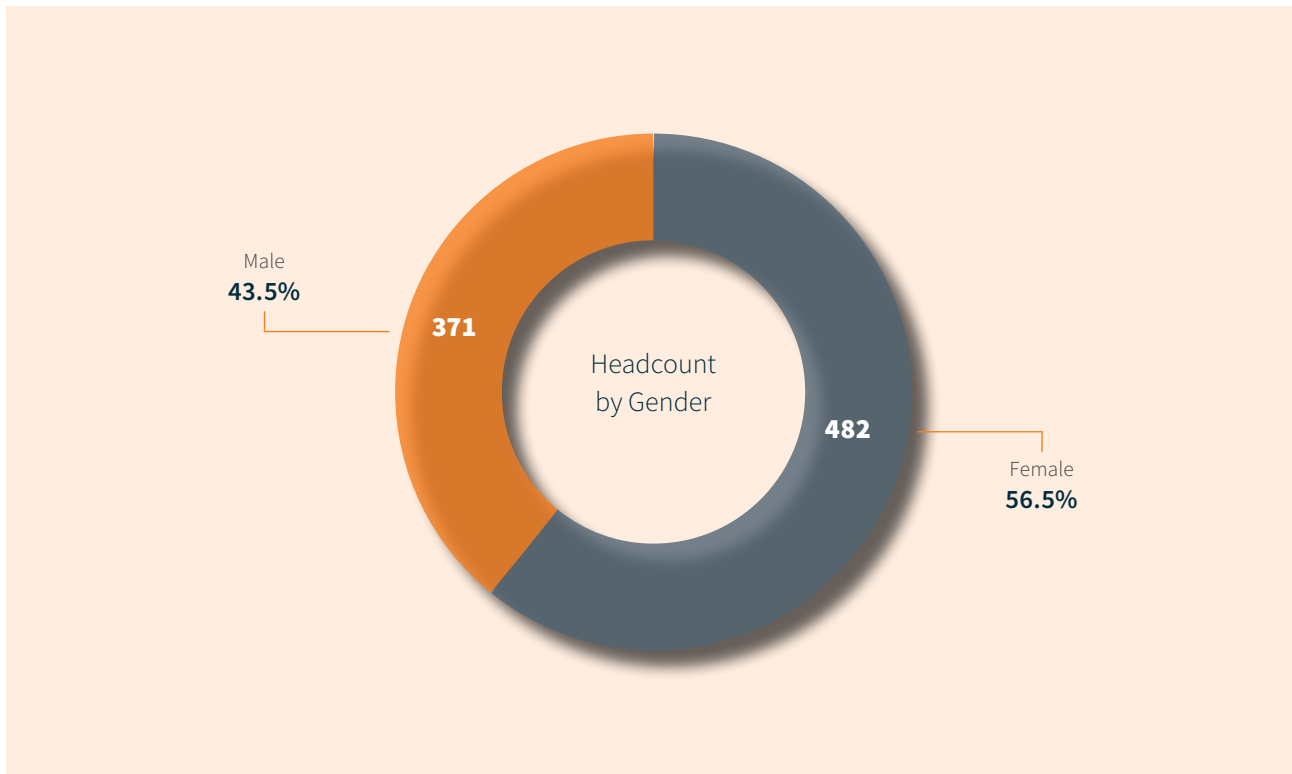
**Table 1 FTE and Headcount by College/Division**

College/Division	FTE	Headcount
CIT Business and Leadership	31.6	47
CIT Corporate Services	77.0	79
CIT Education and Training Services	90.5	97
CIT Executive	4.0	4
CIT Health, Community and Science	132.3	196
CIT Industry Engagement and Strategic Relations	39.1	41
CIT Pathways College	57.1	80
CIT Technology and Design	94.4	125
CIT Trade Skills	148.2	170
CIT Yurauna Centre	11.6	14
<b>Total</b>	<b>685.7</b>	<b>853</b>

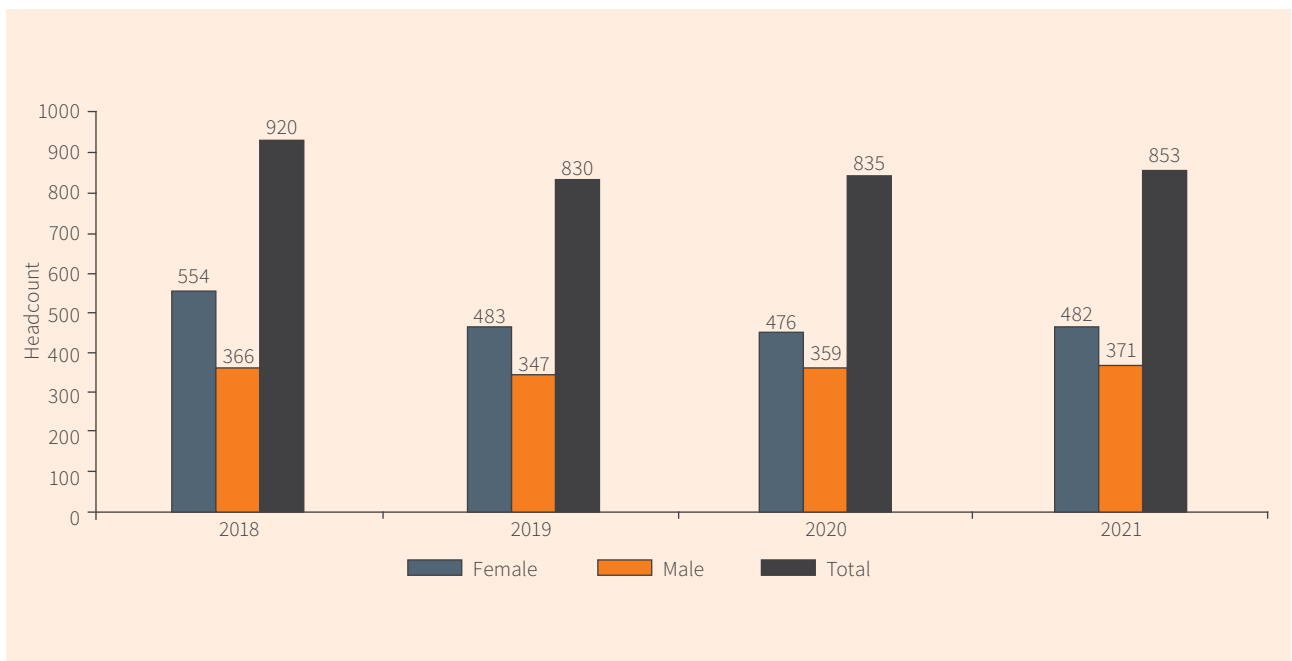
**Table 2 FTE and Headcount by Gender**

	Female	Male	Total
Full Time Equivalent	378.7	307.0	685.7
Headcount	482	371	853
Percentage of Workforce (Based on Headcount)	56.5%	43.5%	100.0%

## Headcount by gender



## Headcount by gender 2018-2021



**Table 3 Headcount by Classification Group and Gender**

	Female	Male	Total
Administrative Officers	144	59	203
Executive Officers	3	2	5
General Service Officers and Equivalent	13	14	27
Professional Officers	13	6	19
Senior Officers	30	21	51
Technical Officers	6	12	18
VET Teacher Managers	26	13	39
VET Teachers	247	244	491
<b>Total</b>	<b>482</b>	<b>371</b>	<b>853</b>

**Table 4 Headcount by Employment Category and Gender**

	Female	Male	Total
Casual	87	73	160
Permanent Full-time	254	190	444
Permanent Part-time	52	20	72
Temporary Full-time	45	64	109
Temporary Part-time	44	24	68
<b>Total</b>	<b>482</b>	<b>371</b>	<b>853</b>

**Table 5 Headcount by Diversity Group**

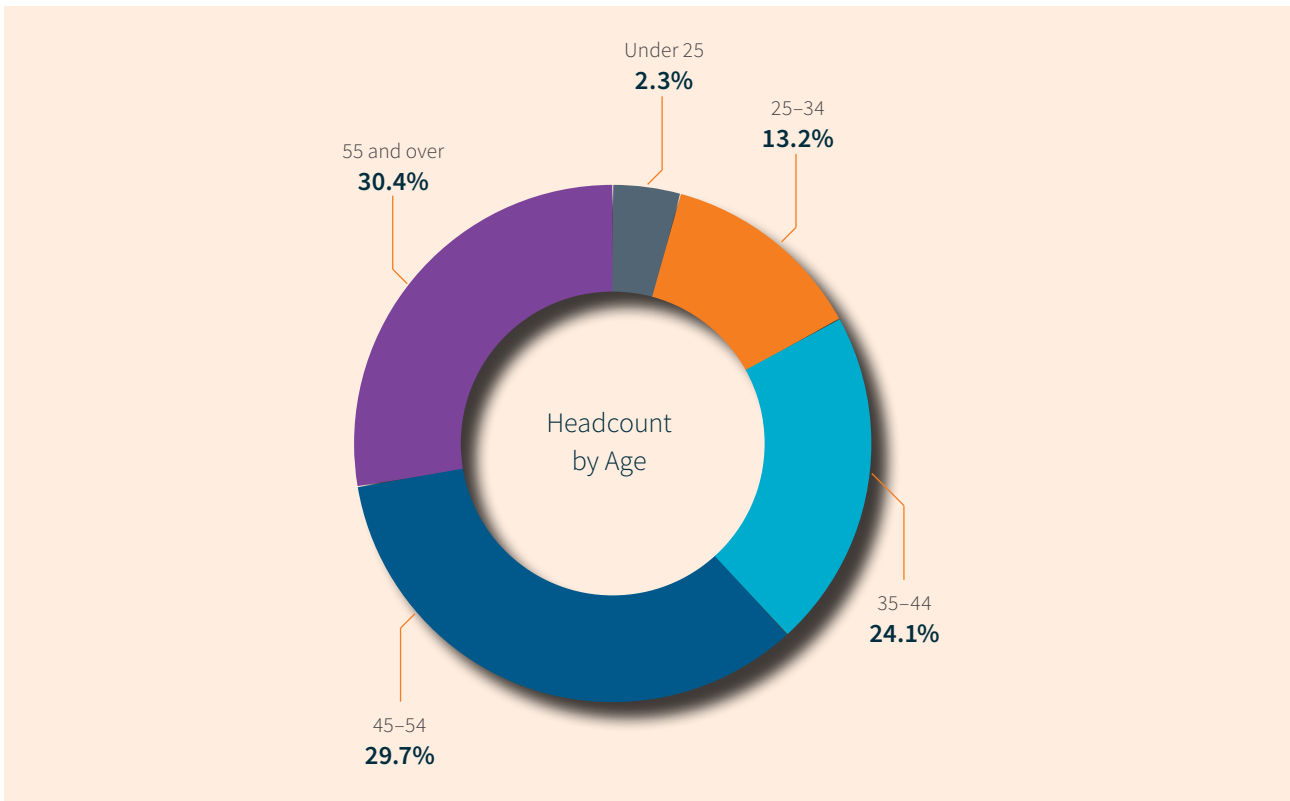
	Headcount	Percentage of CIT Workforce
Aboriginal and/or Torres Strait Islander	23	2.7%
Culturally and Linguistically Diverse	145	17.0%
People with a Disability	28	3.3%

Note: Staff may identify with more than one of the diversity groups.

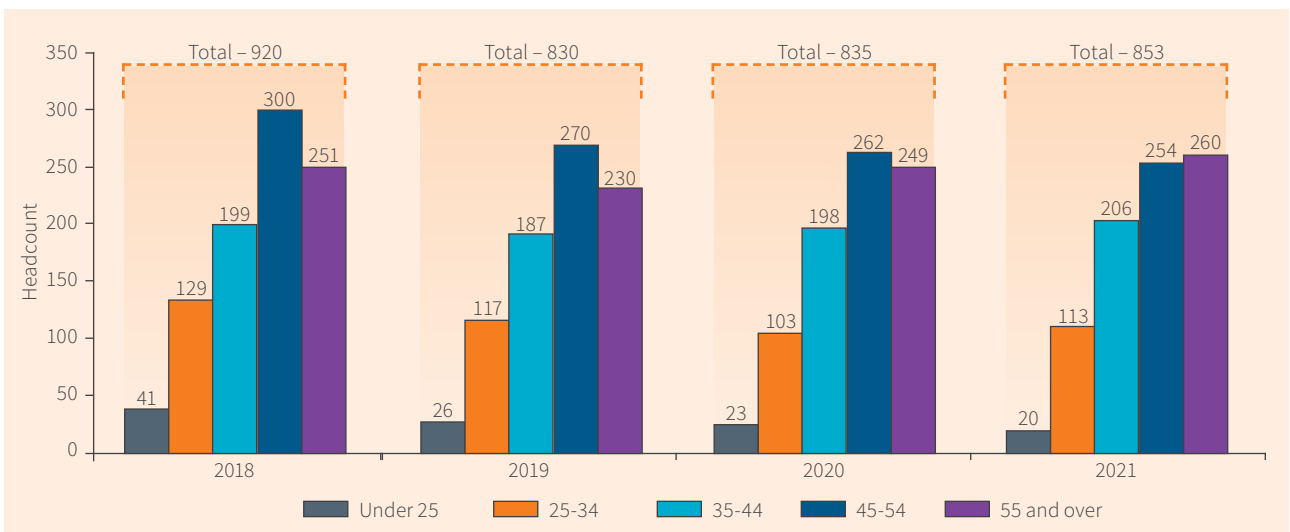
**Table 6 Headcount by Age and Gender**

	Female	Male	Total
Under 25	14	6	20
25-34	61	52	113
35-44	119	87	206
45-54	153	101	254
55 and over	135	125	260
<b>Total</b>	<b>482</b>	<b>371</b>	<b>853</b>

## Headcount by age



## Headcount by age 2018-2021



**Table 7 Average Length of Service by Gender**

	Female	Male	Total
Average Years	9.0	9.1	9.0

**Table 8 Recruitment and Separation Rates of permanent staff for the 2021 calendar year**

	Recruitment Rate	Separation Rate
Total	11.1%	6.4%

# ECOLOGICALLY SUSTAINABLE DEVELOPMENT

As in past years, in 2021 CIT continued to work towards ACT Government targets set down through the *Climate Change and Greenhouse Gas Reduction Act 2010*.

CIT supports ACT Government strategies to address climate change and reduce greenhouse gas emissions. This includes implementing initiatives to improve energy efficiency and water conservation through building upgrades, refurbishments and maintenance programs.

CIT manages, monitors and reports all energy systems across a number of software platforms including: ENVIZI (which is the main ACT Government Energy reporting platform), SMA Solar Technology AG 2019 ©, Schneider Electrical BMS Dashboard, Airtek International © and BEIMS. This range of software applications allows CIT to monitor and in some instances operate energy systems remotely, to provide additional efficiencies in our operations.

## CIT GREEN AND PARTNERSHIPS IN SUSTAINABILITY

CIT Green is the CIT network committed to developing, implementing and monitoring sustainable practices, including the engagement of staff and students to work towards a more sustainable campus. CIT Green held two meetings in 2021. Disruption to business prevented the scheduled five meetings planned for this year. The following sustainability projects were championed by CIT colleges, staff, students and volunteer groups.

- > Monthly monitoring/reporting of energy usage across CIT by Facilities.
  - > Representation at the whole of government Zero Emissions Government Implementation Committee meetings.
  - > Providing online information and resources for staff and students on environmental sustainability within CIT to raise staff awareness of the environmental impacts associated with daily work practices and provide environmentally friendly alternatives and opportunities to save energy through business-as-usual activity.
  - > Current recruitment program for all students and staff to consider becoming a CIT Green network member and contribute to a more sustainable CIT.
- > Commencement of a new composting solution by the Culinary School at Reid CIT in conjunction with Goterra © directing food waste from landfill which has seen 5,648.7 kilograms of organic waste diverted from landfill to composting off site.
  - > Promoting sustainability design into the new CIT Woden Campus.
  - > Funding and resources provided for construction and installation of bird nesting boxes at CIT Bruce Campus.



CIT students installing panels

## ELECTRIC VEHICLES

In partnership with the Environment, Planning and Sustainable Development Directorate and Origin Energy, CIT will see electrical charging stations installed at Bruce, Reid and Fyshwick Campuses as part of an ACT Government initiative to investigate the use of electrical vehicles. This research program will form the basis of learning and discovery to better support electric car use for the future of Canberra. CIT has committed to exchanging three of its fleet vehicles during 2022 with electrical vehicles and will explore options to increase this number during 2023.

## RECYCLING

CIT incorporates reuse and recycling into daily activities to divert waste products from landfill. In 2021, CIT diverted many waste streams from landfill for recycling by authorised facilities including 10.69 tonnes of scrap metal recycling from collection centers across three major campuses and an estimated 1,230 litres of cooking oil from the Culinary School and CIT Student Association cafes canteens and restaurant.

In 2021 “Grind to Ground”, began operations at CIT. Grind to Ground is a sustainable project turning used coffee grounds and sawdust into compost as well as providing work for young adults that are living with an intellectual disability. This project has collected 175.5 tonnes of sawdust and coffee grounds throughout 2021.

Other recycling programs include:

- > co-mingle waste, paper and cardboard along with secure destruction waste
- > printer cartridges and print accessories recycled through ricoh.com.au in agreement with government contracts - cartridges are also collected by the Estate Office on each campus, for recycling
- > current battery collection and recycling trial at CIT Bruce Campus where batteries are collected through the Estate Office and recycled through Battery World
- > fluorescent tube recycling also continued for all campuses with stillage located at CIT Bruce
- > CIT Hairdressing and Beauty Therapy continued their partnership with Sustainable Salons to divert 95% of waste products to recycling including aluminum, plastics and hair from the salons
- > recycling of IT waste through Shared Services.

## GREEN TRAINING INITIATIVES

In 2020-2021 CIT developed training partnerships within the sustainability arena, delivering courses that will assist the Canberra community to build a workforce enabled to meet the ACT Government’s sustainability targets into the future. CIT is now seen as a leader in delivering wind turbine maintenance safety programs and has partnered with Tesla to train electric vehicle technicians. See section on Performance Analysis for further details.

## SUSTAINABLE PERFORMANCE REPORTING SUMMARY

The COVID-19 pandemic called for CIT to reduce in-person, office and teaching environments throughout 2021 as in the previous year. This has resulted in reduced energy and water use across all campuses. Although buildings remained operational at all times, electricity and gas have continued with significant reductions for 2021.

Reductions have also been realised in transport fuel usage. Total kilometres travelled reduced significantly which has reduced fuel consumption as seen in the following table. In 2021, CIT had 11 Hybrid vehicles, making up 65% of fleet vehicles leased.

Note. Greenhouse gas emissions from the previous year (2020) have been adjusted from current (updated) data, on the ENVIZI sustainable reporting platform for that year.

**Table 1 Sustainable development performance – current and previous calendar year**

Indicator at 31 December 2021	Unit	Current 2021	Previous 2020	Percentage change
<b>Directorate/public sector body staff and area</b>				
Directorate/public sector body staff	FTE	685.7	666.5	2.9
Workplace floor area	Area (m <sup>2</sup> )	104,339.57	104,339.57	0
<b>Stationary energy usage</b>				
Electricity use	Kilowatt hours	6,591,187	6,986,676	-5.6
Natural gas use	Megajoules	20,236,808	20,232,681	0.1
Diesel	kilolitres	0	0	0
<b>Transport fuel usage</b>				
Electric vehicles	Number	1	0	100
Hybrid vehicles	Number	11	11	0
Other vehicles (that are not electric or hybrid)	Number	6	6	0
Total number of vehicles	Number	18	17	5.9
Total kilometres travelled	Kilometres	64,445	97,656	-34
Fuel use – Petrol	Kilolitres	3.99	3.5	14
Fuel use - Diesel	Kilolitres	1.83	4.32	-57.6
Fuel use – Liquid Petroleum Gas (LPG)	Kilolitres	0	0	0
Fuel use – Compressed Natural Gas (CNG)	Cubic Metres Cm <sup>3</sup>	0	0	0
<b>Water usage</b>				
Water use	Kilolitres	39,065	37,492	4.2
<b>Resource efficiency and waste</b>				
Reams of paper purchased	Reams	2,785	1,916	45.4
Recycled content of paper purchased	Percentage	50	50	0
Waste to landfill	Litres	401,500	401,500	0
Co-mingled material recycled	Litres	21,520	21,520	0
Paper & Cardboard recycled (incl. secure paper)	Litres	67,256	67,256	0
Organic material recycled	Litres	136,230	48,670	241.1
<b>Greenhouse gas emissions</b>				
Emissions from stationary energy use	Tonnes CO <sub>2</sub> -e	1042	1043.5	-0.1
Emissions from transport	Tonnes CO <sub>2</sub> -e	30.5	42	-27.3
Total emissions	Tonnes CO <sub>2</sub> -e	1072.5	1085.5	-1.2





**Part C**  
**Financial Management Reporting**

# FINANCIAL MANAGEMENT ANALYSIS

## OVERVIEW

In 2021 the Canberra Institute of Technology (CIT) continued to deliver quality government funded and commercial training, maintaining its high student and employer satisfaction levels. CIT has continued to actively improve its effectiveness and responsiveness in skilling students using contemporary training methods which continue to be positively received by industry and students alike.

However, 2021 continued to present CIT with many challenges, including responding to the effects of the COVID-19 pandemic and ensuring the capability to respond to the volatility in the regulatory and competitive settings.

CIT is participating in the joint ACT and Commonwealth Government JobTrainer initiative which is a part of the national economic response to the COVID-19 pandemic. \$9.2 million in funding was received in 2021 to fund up to 2,600 fee free training programs to those who meet the eligibility criteria. 65% of target enrolments were achieved with varying completion rates. The program remains open for enrolments until 31 December 2022.

## OBJECTIVES

CIT launched the *Strategic Compass 2025 – CIT Futures* strategy in late 2021.

The *Strategic Compass 2025 – CIT Futures* strategy outlines the strategic direction for the next five years where CIT is at the centre of a vibrant and constantly adapting ecosystem of students, business and the community.

## FINANCIAL PERFORMANCE OF CIT

The result at the end of the year was an operating deficit of \$12.2 million which is an unfavourable variance of \$4.8 million against budget. Revenue was down on budget for the year by 8% (\$9.1 million) which was partially offset by expenditure also being down on budget by 3% (\$4.3 million)

The 2021 operating result was affected by reduced revenue against budget as impacted significantly by the COVID-19 pandemic. The reduced revenue was also affected by not recognising \$3.0 million in government appropriations in 2021 due to an early drawdown undertaken in December 2020 to cover the annual shutdown period. The operating result was also influenced by other competitive market forces, including through the impacts of the market share of other training institutions. To reduce the impact of the lower revenue, CIT closely monitored and managed expenditure in offsetting some of the effects of the reduced revenue.

Included in revenue for the year is \$4.0 million of the \$9.2 million funding received under the joint ACT and Commonwealth Government JobTrainer initiative which was part of the national response to the COVID-19 pandemic. The JobTrainer initiative provides for fee free study for eligible students for a select range of courses considered to be jobs in demand on both the national and local scale. Initially the revenue was anticipated to be \$10.1 million however as this funding is not subject to GST, the amount was revised to \$9.2 million (\$0.1 million was recognised as revenue in 2020). \$4.0 million of this funding has been recognised as revenue in 2021 with \$5.1 million being held as Contract Liabilities, pending reaching enrolment targets and completions.

Included in expenses for the year is \$9.5 million for depreciation and amortisation.

The individual income and expense variances affecting the operating result are summarised in the Revenue and Expense sections below.

The 2021 end of year cash and cash equivalents balance was \$15.3 million (2020 ending balance \$11.7 million). With the JobTrainer funding, CIT has maintained sufficient cash balances to ensure its ability to meet ongoing payment commitments and to meet contingencies.

CIT has maintained a stable financial position as represented by the Balance Sheet and has a Working Capital ratio of 0.56:1. Assets Held for Distribution to Owner is excluded from this calculation. In the context of CIT, this ratio is considered adequate given that payments for employee leave entitlements

will be guaranteed by the ACT Government in the event that there is a larger than average demand for payments in any one year. For further information, refer to the Liquidity section below.

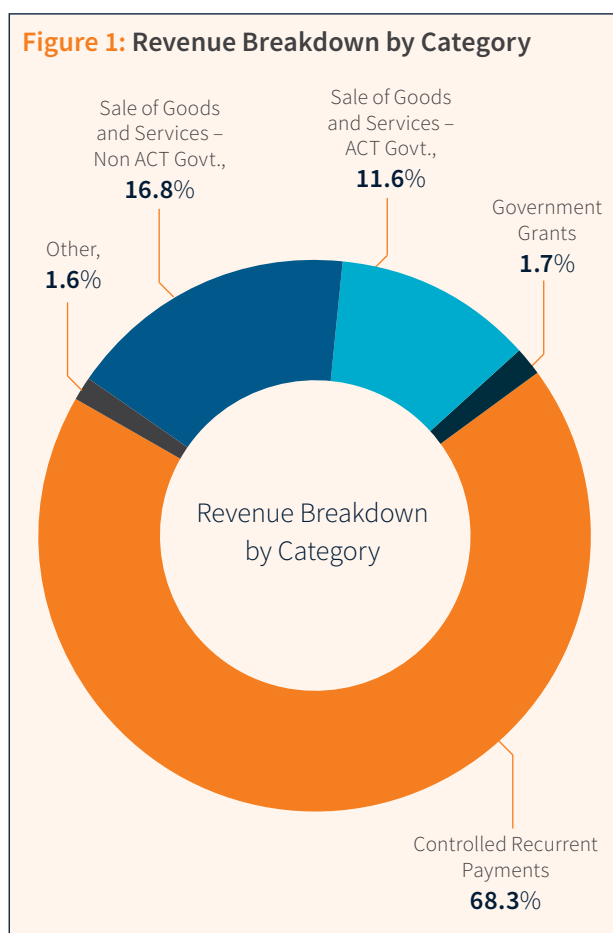
The financial information is based on the audited Financial Statements for 2021.

## OPERATING RESULT CIT (OPERATING STATEMENT)

### Revenue

#### Components of revenue

Total revenue (Figure 1) for 2021 was \$110.4 million, consisting primarily of \$75.4 million (68.3%) received from the ACT Government as Controlled Recurrent Payments and \$31.4 million (28.4%) generated from Sales of Goods and Services from Contracts with Customers (including local and international student fees and training course income as well as Apprentice Funding).



#### Comparison to budget

Total own source revenue of \$35.0 million for 2021 was \$6.1 million (15%) lower than budgeted, due primarily to \$1.0 million lower than expected

JobTrainer funding as GST is not applicable to this funding type, and a further \$5.1 million of the JobTrainer funding is being held on the Balance Sheet as Contract Liabilities. This amount will be held as Contract Liabilities pending completion of the performance obligations within the Memorandum of Understanding, namely meeting enrolment targets and completion of units for Full Qualifications.

Controlled Recurrent Payments revenue was \$3.0 million lower than budget due to the early drawdown of \$3.0 million in December 2020 that was included as revenue in 2020 instead of in 2021.

#### Comparison to 2020 actual

Own source revenue in 2021 was \$3.7 million (12%) higher than 2020 due mainly to the receipt of the JobTrainer funding. Other offsetting line items include a \$0.5 million dividend payment received from subsidiary CIT Solutions Pty Limited and lower receipts (\$0.9 million) of Skilling Australians Funding and Apprentice Support funding.

Controlled Recurrent Payments were \$4.9 million lower than 2020 due to the additional drawdown in December 2020 and some offsetting annual budget adjustments.

#### Future trends

Noting a recovery in student and subject enrolments in 2021 as compared to 2020, CIT is anticipating that total revenue will remain depressed for the short to medium term. CIT anticipates the revenue category that will be most impacted is tuition fees from international students.

Changes in Apprentice funding terms and amounts are likely to have an impact on revenue, however at this stage, it is not expected to be material.

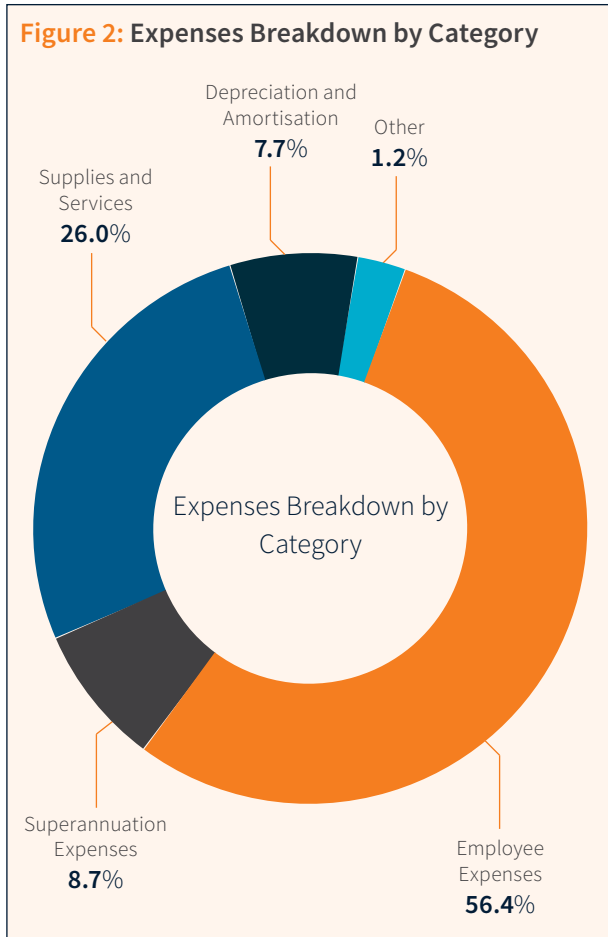
As part of the continuing response to the COVID-19 pandemic, a further phase of the JobTrainer initiative has been introduced, however the funding model operates differently to the initial phase of the initiative. This model will see CIT funded under an arrangement that is similar to the Skilled Capital model which entitles CIT to funding upon successful completion of units within a qualification.

It should be noted that the Vocational Education and Training (VET) sector regulatory environment remains volatile and continued regulatory change may affect future income levels, for example with international student revenue and funding from the User Choice and Skilled Capital funding schemes.

## Expenses

### Components of expenses

Expenses totalled \$122.6 million in 2021 with the most significant component being employee and superannuation expenses of \$79.8 million (65.1%). Supplies and Services expenses accounted for \$31.8 million (26.0%) (Figure 2).



### Comparison to budget

Total expenses of \$122.6 million in 2021 were \$4.3 million (3%) lower than budgeted. Non-salary expenses, namely Supplies and Services was the major category where reductions occurred. A range of line items contributed to the lower expenses with the main ones being occupancy expenses and other impacts of the COVID-19 pandemic restrictions including savings brought about by reduced staff travel (e.g., to conferences) and reduced professional development activity. Information Technology and Repairs and Maintenance also experienced lower than expected expenses.

Employee expenses (including superannuation) finished the year with a \$1.7 million favourable variance against budget due primarily to an actuarial

adjustment to the Long Service Leave provision for the present value factor recalculation (\$0.8 million) as well as lower resources required than anticipated for the JobTrainer students.

### Comparison to 2020 actual

In 2021 total expenses remained consistent with 2020 at \$122.6 million (2020: \$122.1 million).

There were some offsetting amounts in Salaries and Other Expenses however the variances are immaterial.

### Future trends

CIT is anticipating an increase in total expenditure over the short to medium term as expenses associated with occupancy, travel and professional development gradually return to pre COVID-19 pandemic levels. There may also be additional expenditure associated with the finalisation of the current JobTrainer cohort as well as expenses to be incurred when delivering training for the 2021-22 extension to the initiative.

It should be noted that the VET sector regulatory environment remains volatile and that continued regulatory change will impact on future activity levels.

## FINANCIAL POSITION (BALANCE SHEET)

### Assets

#### Components of total assets

At 31 December 2021, \$193.1 million (90.6%) of CIT's assets were in Land, Buildings, Plant and Equipment, Intangible Assets, Assets Held for Distribution to Owner, and Capital Works in Progress with the remaining \$20.2 million (9.4%) being represented by Cash and Cash Equivalents, Receivables and Other Current Assets (Figure 3).

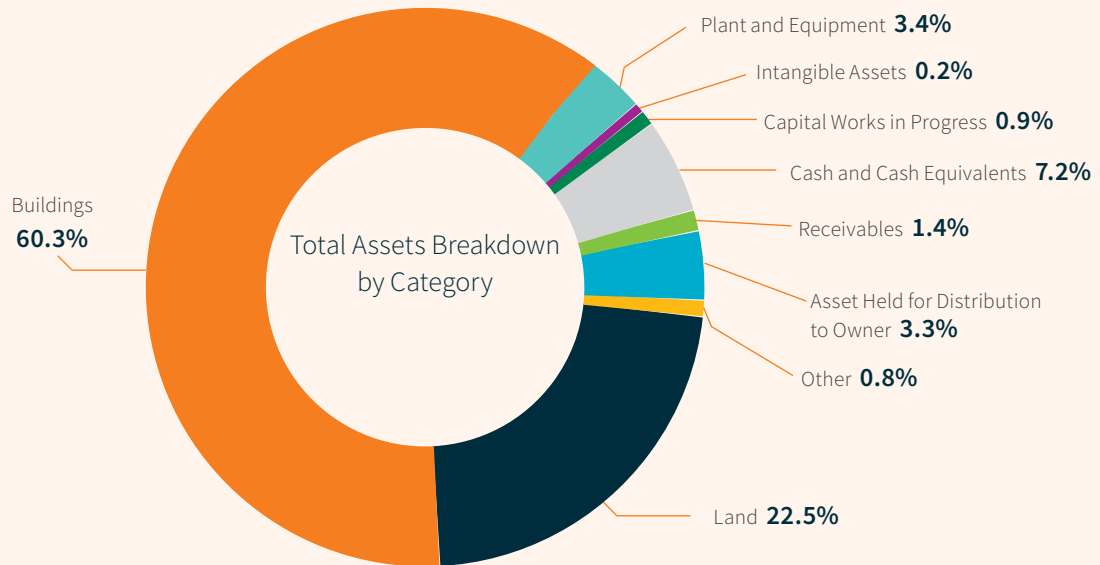
#### Comparison to budget

The total asset position at 31 December 2021 was \$213.3 million, which was \$2.4 million (1%) above budget due to a combination of a higher cash balance and a lower Capital Works in Progress balance.

#### Comparison to 2020 actual

The total asset position at 31 December 2021 of \$213.3 million was consistent with the 2020 position of \$211.9 million. The cash balance is \$3.6 million higher due predominately to the JobTrainer funds held as Contract Liabilities. Property Plant and

**Figure 3: Total Assets Breakdown by Category**



Equipment is \$1.8 million lower, resulting from offsetting depreciation charges and purchase additions to this asset category.

## Liabilities

At 31 December 2021, the major component of liabilities was related to employee benefits of \$26.2 million (63.4%). Payables made up an additional \$4.1 million (9.9%) of the total.

In the Other Liability category, of the \$11.0 million, the major components are \$3.6 million representing lease liabilities which relate predominantly to the Tuggeranong campus and \$5.1 million of JobTrainer funding not yet recognised as revenue.

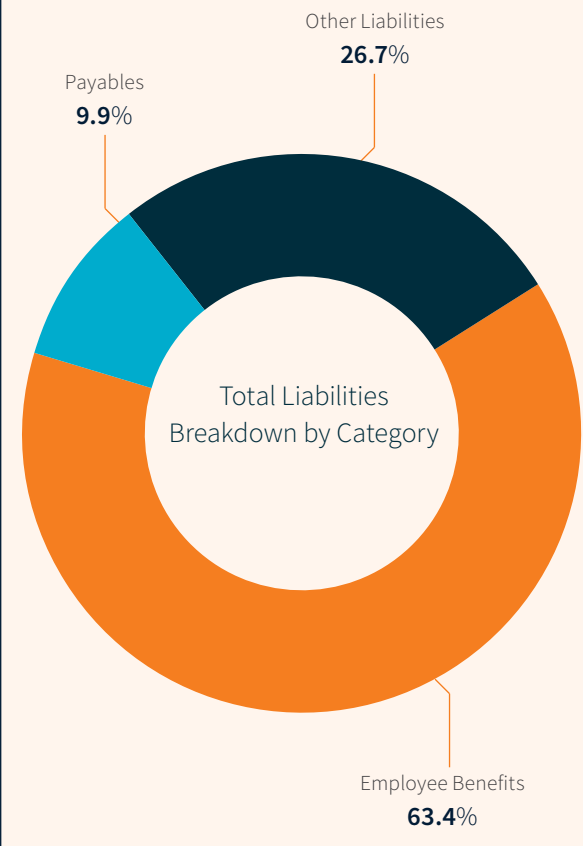
### Comparison to budget

Liabilities at 31 December 2021 of \$41.2 million were \$7.5 million (22%) higher than the 2021 budget of \$33.7 million. This was due primarily to \$5.1 million JobTrainer funding held as Contract Liabilities and \$1.5 million higher employee benefits due to lower than expected leave being utilised.

### Comparison to 2020 actual

Total Liabilities at 31 December 2021 were \$5.4 million (15%) higher than the \$35.9 million balance as at 31 December 2020. This was mainly attributable to the JobTrainer funding held as Contract Liabilities on the Balance Sheet as detailed earlier in this document.

**Figure 4: Total Liabilities Breakdown by Category**



## Equity

Equity balances are largely consistent with 2020 with the difference being explained by the \$12.2 million Operating Deficit being partially offset by \$8.3 million of capital funding received.

## LIQUIDITY – CIT

Liquidity is a measure of the ability of an entity to meet its short-term financial obligations as they fall due. The working capital ratio (ratio of current assets to current liabilities) is a common indicator for liquidity and measures the ability to fund short-term liabilities from short-term assets.

The current working capital ratio of 0.56:1 is slightly lower than the budget target of 0.59:1 due to a combination of offsetting factors including a higher than budgeted cash balance and higher payables and Other Liabilities (unspent JobTrainer funding) balances.

At 31 December 2021, Current Assets of \$20.1 million (excluding Assets Held for Distribution to Owner) were less than the total Current Liabilities (\$36.1 million) by \$15.9 million. This is not considered a liquidity risk as along with external revenue, cash needs are funded through Controlled Recurrent Payments appropriation from the ACT Government on a cash-needs basis.

Further to the analysis of the liquidity position, it is important to note that although Employee Benefits of \$25.0 million (Long Service Leave and Annual Leave \$22.6 million) are classified as Current Liabilities under Accounting Standards, based on historical data, less than \$6.0 million for Long Service Leave and Annual Leave is paid out in any one year.

### Working Capital

	Actual 2021 \$'000	Budget 2021 \$'000	Actual 2020 \$'000
<b>Current Assets</b>			
Cash and Cash Equivalents	15,333	11,536	11,745
Receivables	3,054	2,900	2,497
Other Assets	1,765	1,900	1,940
<b>Total Current Assets <sup>(a)</sup></b>	<b>20,152</b>	<b>16,336</b>	<b>16,182</b>
<b>Current Liabilities</b>			
Payables	4,068	2,200	3,452
Employee Benefits	24,970	23,500	24,112
Other Liabilities	7,044	2,080	2,109
<b>Total Current Liabilities</b>	<b>36,082</b>	<b>27,780</b>	<b>29,673</b>
<b>Working Capital Ratio</b>	<b>0.56</b>	<b>0.59</b>	<b>0.55</b>

(a) Current Assets exclude Assets Held for Distribution to Owners (2021: \$6.9 million and 2020: \$6.9 million), which represents the carrying amount of the Watson facility that CIT will transfer back to the ACT Government for no consideration.

# FINANCIAL STATEMENTS

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AUDITOR-GENERAL AN OFFICER  
OF THE ACT LEGISLATIVE ASSEMBLY 

## INDEPENDENT AUDITOR'S REPORT

**To the Members of the ACT Legislative Assembly**

### **Opinion**

I have audited the financial statements of the Canberra Institute of Technology for the year ended 31 December 2021 which comprise the operating statement, balance sheet, statement of changes in equity, statement of cash flows, statement of appropriation and notes to the financial statements, including a summary of significant accounting policies and other explanatory information.

In my opinion, the financial statements:

- (i) present fairly, in all material respects, the Canberra Institute of Technology's financial position as at 31 December 2021, and its financial performance and cash flows for the year then ended; and
- (ii) are presented in accordance with the *Financial Management Act 1996* and comply with Australian Accounting Standards.

### **Basis for opinion**

I conducted the audit in accordance with the Australian Auditing Standards. My responsibilities under the standards are further described in the 'Auditor's responsibilities for the audit of the financial statements' section of this report.

I am independent of the Canberra Institute of Technology in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (Code). I have also fulfilled my other ethical responsibilities in accordance with the Code.

I believe that the audit evidence obtained is sufficient and appropriate to provide a basis for my opinion.

### **Responsibilities of the Canberra Institute of Technology for the financial statements**

The Governing Board of the Canberra Institute of Technology is responsible for:

- preparing and fairly presenting the financial statements in accordance with the *Financial Management Act 1996*, and relevant Australian Accounting Standards;
- determining the internal controls necessary for the preparation and fair presentation of the financial statements so that they are free from material misstatements, whether due to error or fraud; and
- assessing the ability of the Canberra Institute of Technology to continue as a going concern and disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting in preparing the financial statements.

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### **Auditor's responsibilities for the audit of the financial statements**

Under the *Financial Management Act 1996*, the Auditor-General is responsible for issuing an audit report that includes an independent opinion on the financial statements of the Canberra Institute of Technology.

My objective is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control;
- obtain an understanding of internal controls relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for expressing an opinion on the effectiveness of the Canberra Institute of Technology's internal controls;
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Canberra Institute of Technology;
- conclude on the appropriateness of the Canberra Institute of Technology's use of the going concern basis of accounting and, based on audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Canberra Institute of Technology's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in this report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. I base my conclusions on the audit evidence obtained up to the date of this report. However, future events or conditions may cause the Canberra Institute of Technology to cease to continue as a going concern; and
- evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether they represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Governing Board regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.



Ajay Sharma  
Assistant Auditor-General, Financial Audit  
25 March 2022

**Canberra Institute of Technology  
Financial Statements  
For the Year Ended 31 December 2021**

**Statement of Responsibility**

In my opinion, the financial statements are in agreement with the Canberra Institute of Technology's accounts and records and fairly reflect the financial operations of the Canberra Institute of Technology for the year ended 31 December 2021 and the financial position of the Canberra Institute of Technology on that date.

A handwritten signature in black ink, appearing to read 'Craig Sloan', is centered within a light gray rectangular box.

Craig Sloan

Chair

Canberra Institute of Technology Board

23 March 2022

**Canberra Institute of Technology  
Financial Statements  
For the Year Ended 31 December 2021**

**Statement by the Chief Finance Officer**

In my opinion, the financial statements have been prepared in accordance with Australian Accounting Standards, are in agreement with the Canberra Institute of Technology's accounts and records, and fairly reflect the financial operations of the Canberra Institute of Technology for the year ended 31 December 2021 and the financial position of the Canberra Institute of Technology on that date.



Greg Tong

Chief Finance Officer

Canberra Institute of Technology

21 March 2022

**Canberra Institute of Technology**  
**Operating Statement**  
**For the Year Ended 31 December 2021**

		Consolidated		CIT			
		Actual	Actual	Actual	Original	Actual	
Note		2021	2020	2021	Budget	2020	
No.		\$'000	\$'000	\$'000	\$'000	\$'000	
<b>Income</b>							
<i>Revenue</i>							
	Controlled Recurrent Payments	3	75 386	80 296	75 386	78 374	80 296
	Sales of Goods and Services from						
	Contracts with Customers	4	45 447	40 960	31 380	27 683	27 409
	Grants and Contributions	5	1 824	2 768	1 824	12 555	2 768
	Investment Revenue		119	151	119	170	149
	Other Revenue	6	1 008	860	1 650	600	964
	<b>Total Revenue</b>		<b>123 784</b>	<b>125 035</b>	<b>110 359</b>	<b>119 382</b>	<b>111 586</b>
<i>Gains</i>							
	Gains		19	8	19	100	8
	<b>Total Gains</b>		<b>19</b>	<b>8</b>	<b>19</b>	<b>100</b>	<b>8</b>
	<b>Total Income</b>		<b>123 803</b>	<b>125 043</b>	<b>110 378</b>	<b>119 482</b>	<b>111 594</b>
<b>Expenses</b>							
	Employee Expenses	7	78 994	78 691	69 112	70 623	67 295
	Superannuation Expenses	8	11 643	10 984	10 719	10 866	9 982
	Supplies and Services	9	32 295	32 431	31 849	34 088	32 553
	Depreciation and Amortisation	10	9 572	9 136	9 489	9 480	9 039
	Other Expenses	11	1 894	3 422	1 443	1 805	3 274
	<b>Total Expenses</b>		<b>134 398</b>	<b>134 664</b>	<b>122 612</b>	<b>126 862</b>	<b>122 143</b>
	<b>Operating (Deficit)</b>		<b>(10 595)</b>	<b>(9 621)</b>	<b>(12 234)</b>	<b>(7 380)</b>	<b>(10 549)</b>
<b>Other Comprehensive Income</b>							
<i>Items that will not be reclassified subsequently to profit or loss</i>							
	Increase in Asset Revaluation Surplus	24	-	5 865	-	-	5 865
	<b>Total Other Comprehensive Income</b>		<b>-</b>	<b>5 865</b>	<b>-</b>	<b>-</b>	<b>5 865</b>
	<b>Total Comprehensive (Deficit)</b>		<b>(10 595)</b>	<b>(3 756)</b>	<b>(12 234)</b>	<b>(7 380)</b>	<b>(4 684)</b>

The above Operating Statement should be read in conjunction with the accompanying notes.

The Canberra Institute of Technology (CIT) has only one output class and as such the above Operating Statement is also CIT's Operating Statement for Output Class 1.1: Provision of Vocational Education and Training Services.

**Canberra Institute of Technology**  
**Balance Sheet**  
**At 31 December 2021**

		Consolidated		CIT		
		Actual 2021 \$'000	Actual 2020 \$'000	Actual 2021 \$'000	Original Budget 2021 \$'000	Actual 2020 \$'000
<b>Current Assets</b>						
Cash and Cash Equivalents	13	19 525	16 166	15 333	11 536	11 745
Receivables	14	4 926	3 249	3 054	2 900	2 497
Assets Held for Distribution to Owner	15	6 940	6 940	6 940	6 940	6 940
Other Assets	16	1 875	2 089	1 765	1 900	1 940
<b>Total Current Assets</b>		<b>33 266</b>	<b>28 444</b>	<b>27 092</b>	<b>23 276</b>	<b>23 122</b>
<b>Non-Current Assets</b>						
Investments		-	-	20	20	20
Property, Plant and Equipment	17	183 994	185 890	183 969	183 629	185 785
Intangible Assets	18	404	584	404	500	584
Capital Works in Progress	19	1 828	2 341	1 828	3 500	2 341
<b>Total Non-Current Assets</b>		<b>186 226</b>	<b>188 815</b>	<b>186 221</b>	<b>187 649</b>	<b>188 730</b>
<b>Total Assets</b>		<b>219 492</b>	<b>217 259</b>	<b>213 313</b>	<b>210 925</b>	<b>211 852</b>
<b>Current Liabilities</b>						
Payables	20	4 163	3 408	4 068	2 200	3 452
Lease Liabilities	21	753	822	753	680	822
Employee Benefits	22	26 166	25 461	24 970	23 500	24 112
Other Liabilities	23	7 330	3 129	6 291	1 400	1 287
<b>Total Current Liabilities</b>		<b>38 412</b>	<b>32 820</b>	<b>36 082</b>	<b>27 780</b>	<b>29 673</b>
<b>Non-Current Liabilities</b>						
Lease Liabilities	21	2 880	3 633	2 873	3 550	3 627
Employee Benefits	22	1 296	1 322	1 191	1 200	1 166
Other Liabilities	23	1 103	1 390	1 103	1 150	1 390
<b>Total Non-Current Liabilities</b>		<b>5 279</b>	<b>6 345</b>	<b>5 167</b>	<b>5 900</b>	<b>6 183</b>
<b>Total Liabilities</b>		<b>43 691</b>	<b>39 165</b>	<b>41 249</b>	<b>33 680</b>	<b>35 856</b>
<b>Net Assets</b>		<b>175 801</b>	<b>178 094</b>	<b>172 064</b>	<b>177 245</b>	<b>175 996</b>
<b>Equity</b>						
Accumulated Funds		95 196	97 350	91 459	96 501	95 252
Asset Revaluation Surplus	24	80 605	80 744	80 605	80 744	80 744
<b>Total Equity</b>		<b>175 801</b>	<b>178 094</b>	<b>172 064</b>	<b>177 245</b>	<b>175 996</b>

The above Balance Sheet should be read in conjunction with the accompanying notes.

CIT has only one output class and as such the above Balance Sheet is also CIT's Balance Sheet for Output Class 1.1: Provision of Vocational Education and Training Services.



**Canberra Institute of Technology**  
**Statement of Changes in Equity - Continued**  
**For the Year Ended 31 December 2020**

	Consolidated				CIT			
	Note No.	Accumulated Funds	Revaluation Surplus	Total Equity	Accumulated Funds	Revaluation Surplus	Total Equity	
		Actual 2020 \$'000	Actual 2020 \$'000	Actual 2020 \$'000	Actual 2020 \$'000	Actual 2020 \$'000	Actual 2020 \$'000	
<b>Balance at 1 January 2020</b>		65 215	117 969	183 184	64 025	117 969	181 994	
Adjust opening balance for 2019 AASB 16 consolidation entries <sup>(a)</sup>		(20)	-	(20)	-	-	-	
<b>Transfer of the Asset Revaluation Surplus</b>	24	43 090	(43 090)	-	43 090	(43 090)	-	
		<b>108 285</b>	<b>74 879</b>	<b>183 164</b>	<b>107 115</b>	<b>74 879</b>	<b>181 994</b>	
<b>Comprehensive Income</b>								
Operating (Deficit)		(9 621)	-	(9 621)	(10 549)	-	(10 549)	
Increase in the Asset Revaluation Surplus	24	-	5 865	5 865	-	5 865	5 865	
<b>Total Comprehensive (Deficit)</b>		<b>(9 621)</b>	<b>5 865</b>	<b>(3 756)</b>	<b>(10 549)</b>	<b>5 865</b>	<b>(4 684)</b>	
<b>Transactions Involving Owners Affecting Accumulated Funds</b>								
Capital Injections		6 973	-	6 973	6 973	-	6 973	
Net Assets transferred out to ACT Government		(8 287)	-	(8 287)	(8 287)	-	(8 287)	
<b>Total Transactions Involving Owners Affecting Accumulated Funds</b>		<b>(1 314)</b>	<b>-</b>	<b>(1 314)</b>	<b>(1 314)</b>	<b>-</b>	<b>(1 314)</b>	
<b>Balance at 31 December 2020</b>		<b>97 350</b>	<b>80 744</b>	<b>178 094</b>	<b>95 252</b>	<b>80 744</b>	<b>175 996</b>	

(a) Re-measurement of the opening balance Accumulated Funds resulting from the initial adoption of AASB16 (refer to Appendix C). This adjustment to Accumulated Funds is a timing difference and will unwind over the lease term.

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

**Canberra Institute of Technology**  
**Statement of Cash Flows**  
**For the Year Ended 31 December 2021**

	Consolidated		CIT			
	Note No.	Actual	Actual	Actual	Original	Actual
		2021	2020		Budget	
		\$'000	\$'000	\$'000	\$'000	\$'000
<b>Cash Flows from Operating Activities</b>						
<b>Receipts</b>						
Controlled Recurrent Payments		75 386	80 296	75 386	78 374	80 296
Sales of Goods and Services from						
Contracts with Customers		42 928	42 688	30 826	27 280	27 138
Interest Received		119	151	119	170	149
Goods and Services Tax Input Tax Credits						
from the Australian Taxation Office		3 636	3 611	3 391	3 430	3 415
Goods and Services Tax Collected						
from Customers		2 017	1 981	1 101	1 500	1 065
Grants and Contributions		5 383	973	5 383	11 020	973
Dividend (from CITSOL)		-	-	500	-	-
Other		1 008	861	1 150	800	964
<b>Total Receipts from Operating Activities</b>		<b>130 477</b>	<b>130 561</b>	<b>117 856</b>	<b>122 574</b>	<b>114 000</b>
<b>Payments</b>						
Employee		77 609	76 032	67 607	70 623	64 660
Superannuation		11 666	10 891	10 658	10 866	9 891
Supplies and Services		30 436	31 798	30 233	34 393	31 641
Goods and Services Tax Paid to Suppliers		5 777	5 572	4 570	4 300	4 507
Other		1 869	1 805	1 421	1 800	1 193
<b>Total Payments from Operating Activities</b>		<b>127 357</b>	<b>126 098</b>	<b>114 489</b>	<b>121 982</b>	<b>111 892</b>
<b>Net Cash Inflows from Operating Activities</b>	28	<b>3 120</b>	<b>4 463</b>	<b>3 367</b>	<b>592</b>	<b>2 108</b>
<b>Cash Flows from Investing Activities</b>						
<b>Receipts</b>						
Proceeds from Sale of Property, Plant and Equipment		19	8	19	-	8
<b>Total Receipts from Investing Activities</b>		<b>19</b>	<b>8</b>	<b>19</b>	<b>-</b>	<b>8</b>
<b>Payments</b>						
Purchase of Property, Plant and Equipment		7 155	7 373	7 173	9 641	7 314
<b>Total Payments from Investing Activities</b>		<b>7 155</b>	<b>7 373</b>	<b>7 173</b>	<b>9 641</b>	<b>7 314</b>
<b>Net Cash (Outflows) from Investing Activities</b>		<b>(7 136)</b>	<b>(7 365)</b>	<b>(7 154)</b>	<b>(9 641)</b>	<b>(7 306)</b>

**Canberra Institute of Technology**  
**Statement of Cash Flows - Continued**  
**For the Year Ended 31 December 2021**

	Consolidated		CIT			
	Actual	Actual	Actual	Original	Actual	
	Note	2021	2020	2021	Budget	2020
No.	\$'000	\$'000	\$'000	\$'000	\$'000	
<b>Cash Flows from Financing Activities</b>						
<b>Receipts</b>						
Capital Injections		8 302	6 973	8 302	9 641	6 973
<b>Total Receipts from Financing Activities</b>		<b>8 302</b>	<b>6 973</b>	<b>8 302</b>	<b>9 641</b>	<b>6 973</b>
<b>Payments</b>						
Repayment of Lease Liabilities – Principal		927	969	927	800	969
<b>Total Payments from Financing Activities</b>		<b>927</b>	<b>969</b>	<b>927</b>	<b>800</b>	<b>969</b>
<b>Net Cash Inflows from Financing Activities</b>		<b>7 375</b>	<b>6 004</b>	<b>7 375</b>	<b>8 841</b>	<b>6 004</b>
<b>Net Increase/ (Decrease) in Cash and Cash Equivalents</b>						
Cash and Cash Equivalents at the Beginning of the Reporting Period		16 166	13 064	11 745	11 744	10 938
<b>Cash and Cash Equivalents at the End of the Reporting Period</b>	28	<b>19 525</b>	<b>16 166</b>	<b>15 333</b>	<b>11 536</b>	<b>11 745</b>

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.

**Canberra Institute of Technology  
Statement of Appropriation  
For the Year Ended 31 December 2021**

	Original Budget 2021 \$'000	Total Appropriated 2021 \$'000	Appropriation Drawn 2021 \$'000	Appropriation Drawn 2020 \$'000
Controlled Recurrent Payments	78 374	75 386	75 386	80 296
Capital Injections	9 641	8 302	8 302	6 973
<b>Total Controlled Appropriation</b>	<b>88 015</b>	<b>83 688</b>	<b>83 688</b>	<b>87 269</b>

The above Statement of Appropriation should be read in conjunction with the accompanying notes.

**Column Heading Explanations:**

The *Original Budget* column shows the amounts that appear in the Statement of Cash Flows in the 2021 Budget Papers. This amount also appears in the Statement of Cash Flows.

The *Total Appropriated* column is inclusive of all appropriation variations occurring after the Original Budget.

The *Appropriation Drawn* is the total amount of appropriation received by CIT during the year. This amount also appears in the Statement of Cash Flows.

**Variances between 'Original Budget', 'Total Appropriated' and 'Appropriation Drawn':**

	Controlled Recurrent Payments \$'000	Capital Injections \$'000
<b>Reconciliation of Appropriation for 2021</b>		
Original Appropriation	78 374	9 641
Rollover of Undisbursed Appropriation Carried- Forward at end of CIT Calendar Year 2020	-	7 460
Additional Appropriations Drawn <sup>(a)</sup>	(2 988)	-
<b>Total Appropriated</b>	<b>75 386</b>	<b>17 101</b>
<b>Budget Rollovers</b>	<b>-</b>	<b>-</b>
Rollover of Undisbursed Appropriation Carried- Forward at end of CIT Calendar Year 2021 <sup>(b)</sup>	-	(8 799)
<b>Appropriation Drawn</b>	<b>75 386</b>	<b>8 302</b>

(a) Additional Appropriation of \$3.0 million was received and recognised as income in 2020 to meet possible cash requirements for early January 2021 due to the annual shutdown period. As a result, \$3.0 million less was received in 2021.

(b) This amount relates to Capital projects and, Plant and Equipment projects which are not completed at the end of the year due to the funding cycle being based on the Financial Year, whereas CIT operates on the Calendar Year. The projects are predominantly the 2021-22 Better Infrastructure Funds and 2021-22 Plant, Equipment and Infrastructure funds.

# Canberra Institute of Technology

## For the Year Ended 31 December 2021

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**Canberra Institute of Technology**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 31 December 2021**

**NOTE 1. OBJECTIVES OF THE CANBERRA INSTITUTE OF TECHNOLOGY**

**Operations and Principal Activities**

The Canberra Institute of Technology (CIT) is a multi-campus, multi-disciplinary, tertiary education institution in the ACT, providing vocational education and training to the ACT and surrounding region.

CIT experienced a recovery in own-source revenue in 2021 as compared to 2020 which had been significantly affected by the COVID-19 pandemic. Student numbers and subject enrolments have recovered to close to 2019 levels.

In December 2020, an advance drawdown of the Controlled Recurrent Payments was received for the 2021 year to meet possible cash needs during the annual shutdown period. This \$3.0 million was reported as revenue in 2020, hence the 2021 operating result appears \$3.0 million lower than it would have been had the drawdown been received in 2021. Over a two-year period, this has a net zero effect.

Also affecting operations for 2021 was the \$9.2 million funding received under the JobTrainer initiative which is being delivered under a partnership by the Commonwealth and State Governments. Under the Initiative, fee free vocational education and training was made available to young people (aged 17-24 years who have finished school) and job seekers across Canberra in identified areas of employment growth. The funding amount was based on a defined number of places across a range of qualification types. \$4.0 million of this funding has been recognised as revenue in the current period, with \$5.1 million being held as Contract Liabilities until 2022 (\$0.1 million was recognised in 2020). The program has been extended until the end of 2022 for enrolments and completions. There was a full take up of the places available for Full Qualifications however there are still places available in the short courses. The completion rates under the JobTrainer initiative have varied across courses and resulting from interruptions due to COVID-19, all courses have not yet been completed. As part of the 2021-22 Budget, the Australian Government announced a continuation of the program and CIT will continue to be a participant.

The ACT Government has announced plans to build a new Woden precinct including a new CIT campus. The University of New South Wales (UNSW) will take over the identified areas of the Reid site and it has been estimated that the UNSW transformation of the Campus could take up to 15 years to complete. In order to prepare this set of Financial Statements, the accuracy and reliability of the value of the Reid Campus buildings as reported in 2020, based on the 2020 external property valuation has been considered. The estimated useful life of each building on the Campus formed the basis of the 2020 valuation. Based on the information currently available combined with the estimated useful life in years of each building, CIT has no reason to believe that given the long-term plan of UNSW to redevelop the Campus, there is any impairment of the current asset values. As further information becomes available in subsequent periods, this assessment may change.

**Canberra Institute of Technology**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 31 December 2021**

**NOTE 2. SIGNIFICANT ACCOUNTING POLICIES**

Refer to the following appendices for the notes comprising significant accounting policies and other explanatory information.

Appendix A – Basis of Preparation of the Financial Statements

Appendix B – Significant Accounting Policies

Appendix C – Impact of Accounting Standards Issued but Yet to be Applied.

**NOTE 3. CONTROLLED RECURRENT PAYMENTS**

Controlled Recurrent Payments (CRP) is revenue received from the ACT Government to fund the costs of delivering outputs. The ACT Government pays CRP appropriation to CIT on a fortnightly basis.

	Consolidated		CIT	
	2021 \$'000	2020 \$'000	2021 \$'000	2020 \$'000
<b>Revenue from the ACT Government</b>				
Controlled Recurrent Payments <sup>(a)</sup>	75 386	80 296	75 386	80 296
<b>Total Controlled Recurrent Payments</b>	<b>75 386</b>	<b>80 296</b>	<b>75 386</b>	<b>80 296</b>

(a) In December 2020 an advance drawdown of \$3.0 million was received to cover the annual shutdown period at the end of the year. This was reported as income in 2020 instead of in 2021. Over a two year period, there is a net zero impact to revenue.

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**NOTE 4. SALES OF GOODS AND SERVICES FROM CONTRACTS WITH CUSTOMERS**

Revenue from the Sale of Goods and Services is derived by providing goods and services to other ACT Government agencies and to the public.

ACT Government Customers Special Purpose Funding revenue is received from the ACT Government for students funded under specific funding arrangements and is legally retained by CIT. In 2021 this includes the JobTrainer initiative.

Non-ACT Government Customers revenue is paid by the user of the goods or services, legally retained by CIT and is driven by consumer demand.

Commercial revenue consists primarily of full fee-paying International Student Fees and Charges, Rental Income and Sale of Products and Services.

	Consolidated		CIT	
	2021 \$'000	2020 \$'000	2021 \$'000	2020 \$'000
<b>ACT Government Customers</b>				
Special Purpose Fund Activities <sup>(a)</sup>	14 145	9 247	12 798	7 585
<b>Total Sales of Goods and Services from ACT Government Customers</b>	<b>14 145</b>	<b>9 247</b>	<b>12 798</b>	<b>7 585</b>
<b>Non-ACT Government Customers</b>				
Commercial Revenue <sup>(b)</sup>	20 654	20 929	7 934	9 040
Student Fees and Charges	10 648	10 784	10 648	10 784
<b>Total Sales of Goods and Services from Non-ACT Government Customers</b>	<b>31 302</b>	<b>31 713</b>	<b>18 582</b>	<b>19 824</b>
<b>Total Sales of Goods and Services from Contracts with Customers</b>	<b>45 447</b>	<b>40 960</b>	<b>31 380</b>	<b>27 409</b>

(a) The increase in Special Purpose Fund Activities revenue is due primarily to the JobTrainer initiative whereby \$9.2 million was received. \$4.0 million has been recognised as revenue in the current period with \$5.1 million being held as Contract Liabilities as required by AASB 15 as the performance obligations under the contract have not yet been fully met (\$0.1 million was recognised in 2020).

(b) Commercial revenue has decreased due mainly to reduced international student enrolments.

**Canberra Institute of Technology**  
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**NOTE 5. GRANTS AND CONTRIBUTIONS**

	Consolidated		CIT	
	2021 \$'000	2020 \$'000	2021 \$'000	2020 \$'000
<b>Resources Received Free of Charge from ACT Government Entities</b>				
Legal Services	31	80	31	80
Shared Services Finance	1 465	1 407	1 465	1 407
<b>Total Resources Received Free of Charge</b>	<b>1 496</b>	<b>1 487</b>	<b>1 496</b>	<b>1 487</b>
<b>Government Grants</b>				
ACT Government Grants <sup>(a)</sup>	328	1 281	328	1 281
<b>Total Government Grants</b>	<b>328</b>	<b>1 281</b>	<b>328</b>	<b>1 281</b>
<b>Total Government Grants and Contribution</b>	<b>1 824</b>	<b>2 768</b>	<b>1 824</b>	<b>2 768</b>

(a) Grants decreased in 2021 resulting from the cessation of some Skilled Australia Funding agreements and lower additional apprentice support funding.

**NOTE 6. OTHER REVENUE**

Other Revenue arises from activities at CIT other than core activities. Recoveries consist of cost recoveries for Child Care Centre licensing and food expense recoveries from the CIT Student Association (CITSA).

	Consolidated		CIT	
	2021 \$'000	2020 \$'000	2021 \$'000	2020 \$'000
<b>Revenue from Non-ACT Government Entities</b>				
Recoveries	946	771	1 110	939
Student Allowances	20	56	-	-
Dividend <sup>(a)</sup>	-	-	500	-
Other	42	33	40	25
<b>Total Other Revenue</b>	<b>1 008</b>	<b>860</b>	<b>1 650</b>	<b>964</b>

(a) CIT received a payment from CIT Solutions in the form of a Dividend payment.

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**NOTE 7. EMPLOYEE EXPENSES**

	Consolidated		CIT	
	2021 \$'000	2020 \$'000	2021 \$'000	2020 \$'000
Wages and Salaries <sup>(a)</sup>	69 593	68 204	60 776	58 263
Annual Leave Expense	6 254	6 043	5 897	5 542
Long Service Leave Expense <sup>(b)</sup>	1 090	2 472	1 059	2 312
Workers' Compensation Insurance Premium	2 057	1 972	1 380	1 178
<b>Total Employee Expenses</b>	<b>78 994</b>	<b>78 691</b>	<b>69 112</b>	<b>67 295</b>

a) Wages and Salaries expense has increased due to the annual increments as well as additional staffing required for the JobTrainer initiative.

(b) The Long Service Leave (LSL) Expense consists of the movement in the provision for this expense as well as LSL taken. The decrease is predominantly due to the actuarial adjustment of the Present Value factor (discount rate) that is used to revalue the liability. The move in the Government Bond rate was the cause of the change in the Present Value factor. In accordance with AASB 119 this adjustment is included in Employee Expenses.

**NOTE 8. SUPERANNUATION EXPENSES**

	Consolidated		CIT	
	2021 \$'000	2020 \$'000	2021 \$'000	2020 \$'000
Superannuation Contributions to the Territory				
Banking Account	4 877	4 560	4 871	4 555
Productivity Benefit	467	449	467	449
Superannuation to External Providers	6 299	5 975	5 381	4 978
<b>Total Superannuation Expenses</b>	<b>11 643</b>	<b>10 984</b>	<b>10 719</b>	<b>9 982</b>

**Canberra Institute of Technology**  
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**NOTE 9. SUPPLIES AND SERVICES**

	Consolidated		CIT	
	2021 \$'000	2020 \$'000	2021 \$'000	2020 \$'000
Advertising	663	626	654	589
Cleaning Costs	1 977	1 879	1 977	1 879
Consultants and Contractors	6 161	6 545	4 345	4 749
Information and Communication Technology <sup>(a)</sup>	11 203	10 762	11 210	10 763
Insurance	890	846	842	799
Materials	1 718	1 660	1 678	1 617
Minor Assets Expensed	542	279	537	277
Lease Charges	78	70	31	70
Overseas Student Management Fees <sup>(b)</sup>	40	-	2 060	2 458
Reference and Learning Materials	821	704	496	455
Repairs and Maintenance <sup>(c)</sup>	4 302	5 159	4 269	5 133
Seminars and Conferences	148	114	137	133
Travel and Transport	174	314	161	234
Utilities	2 261	2 487	2 261	2 487
Other	1 317	986	1 191	910
<b>Total Supplies and Services</b>	<b>32 295</b>	<b>32 431</b>	<b>31 849</b>	<b>32 553</b>

(a) Information and Communication Technology (ICT) expenses are predominately paid to Shared Services under the quarterly Simplified Billing Arrangement for ICT services and equipment. The quarterly charges and other subscription based ICT arrangements have increased in 2021.

(b) Reduction in overseas student management fees due to lower international student enrolment numbers.

(c) Repairs and maintenance expenses were higher in 2020 due mainly to expenditure incurred when implementing the ACT Government COVID-19 stimulus initiative and the costs of hail damage repairs which were recovered by insurance monies.

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**NOTE 10. DEPRECIATION AND AMORTISATION**

	Consolidated		CIT	
	2021 \$'000	2020 \$'000	2021 \$'000	2020 \$'000
<b>Depreciation</b>				
Buildings <sup>(a)</sup>	7 083	6 651	7 083	6 651
Right-of-Use Asset Buildings	712	711	711	711
Plant and Equipment	1 064	1 043	1 038	1 022
Right-of-Use Asset Plant and Equipment	138	210	138	210
Leasehold Improvements	395	415	339	339
<b>Total Depreciation</b>	<b>9 392</b>	<b>9 030</b>	<b>9 309</b>	<b>8 933</b>
<b>Amortisation</b>				
Computer Software	180	106	180	106
<b>Total Amortisation</b>	<b>180</b>	<b>106</b>	<b>180</b>	<b>106</b>
<b>Total Depreciation and Amortisation</b>	<b>9 572</b>	<b>9 136</b>	<b>9 489</b>	<b>9 039</b>

(a) Depreciation of Buildings is higher in 2021 resulting from changes to Building values from the 2020 external triennial valuation.

**NOTE 11. OTHER EXPENSES**

	Consolidated		CIT	
	2021 \$'000	2020 \$'000	2021 \$'000	2020 \$'000
Waivers, Impairment Losses and Write-offs	277	255	245	228
Lease Interest Expense	105	126	105	126
Grants	355	444	-	-
Sponsorships	342	358	339	357
Student Association Funding	629	638	600	600
Other Expenses <sup>(a)</sup>	186	1 601	154	1 963
<b>Total Other Expenses</b>	<b>1 894</b>	<b>3 422</b>	<b>1 443</b>	<b>3 274</b>

(a) Other Expenses in 2020 included the loss on transfer of the Woden property to ACT Government and rental waivers to tenants of CIT properties including CIT Solutions Pty Limited and students.

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**NOTE 12. AUDITOR'S REMUNERATION**

Auditor's remuneration consists of financial audit services provided to CIT by the ACT Audit Office. Auditor's remuneration is included under 'Other' in Note 9 – *Supplies and Services*. No other services were provided by the ACT Audit Office.

	Consolidated		CIT	
	2021 \$'000	2020 \$'000	2021 \$'000	2020 \$'000
<b>Audit Services</b>				
Audit Fees Paid or Payable to the ACT Audit Office	216	196	166	160
<b>Total Audit Fees</b>	<b>216</b>	<b>196</b>	<b>166</b>	<b>160</b>
<b>Total Auditor's Remuneration</b>	<b>216</b>	<b>196</b>	<b>166</b>	<b>160</b>

**NOTE 13. CASH AND CASH EQUIVALENTS**

CIT holds bank accounts with Westpac Banking Corporation Limited as part of the ACT Government's whole-of-government banking arrangements. CIT earns interest on these deposits, at a rate of 0.90%. CIT's Term Deposit has been held with Illawarra Mutual Bank Limited since 2015 and is currently earning an interest rate of 0.45%. These funds may be withdrawn upon request.

	Consolidated		CIT	
	2021 \$'000	2020 \$'000	2021 \$'000	2020 \$'000
Cash at Bank <sup>(a)</sup>	16 519	13 160	12 329	8 741
Cash on Hand	6	6	4	4
Cash Equivalent - Term Deposit	3 000	3 000	3 000	3 000
<b>Total Cash and Cash Equivalents</b>	<b>19 525</b>	<b>16 166</b>	<b>15 333</b>	<b>11 745</b>

(a) The increase is due to the receipt of \$9.2 million JobTrainer funding which has not yet been fully expended.

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**NOTE 14. RECEIVABLES**

	Consolidated		CIT	
	2021 \$'000	2020 \$'000	2021 \$'000	2020 \$'000
<b>Trade Receivables</b>				
Trade Receivables	2 323	1 438	498	643
Less: Expected Credit Loss Allowance	(25)	(34)	-	-
<b>Total Trade Receivables</b>	<b>2 298</b>	<b>1 404</b>	<b>498</b>	<b>643</b>
<b>Student Receivables</b>				
Student Receivables	651	372	651	372
Less: Expected Credit Loss Allowance	(276)	(165)	(276)	(165)
<b>Total Student Receivables</b>	<b>375</b>	<b>207</b>	<b>375</b>	<b>207</b>
<b>Other Receivables</b>				
Accrued Revenue	2 217	1 638	2 091	1 635
Net GST Receivable	36	-	90	12
<b>Total Other Receivables</b>	<b>2 253</b>	<b>1 638</b>	<b>2 181</b>	<b>1 647</b>
<b>Total Current Receivables</b>	<b>4 926</b>	<b>3 249</b>	<b>3 054</b>	<b>2 497</b>
<b>Total Receivables</b>	<b>4 926</b>	<b>3 249</b>	<b>3 054</b>	<b>2 497</b>

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**NOTE 14. RECEIVABLES - CONTINUED**

Ageing of Receivables	Days Past Due					
	Total	Not Overdue	1-30 days	31-60 days	61-90 days	>91 days
<b>Consolidated</b>						
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>31 December 2021</b>						
<b>CIT Non-Student Receivables</b>	498	435	16	13	-	34
<b>Student Receivables</b>	651	109	35	41	24	442
Expected credit loss rate	-	-	10%	28%	51%	56%
CITSOL Receivables	1 825	1 460	309	17	15	24
Expected credit loss rate - CITSOL		-	-	24%	47%	58%
Expected credit loss allowance	301	-	4	16	19	262
Estimated total gross carrying amount at default	2 673	2 004	356	55	20	238

<b>31 December 2020</b>						
<b>CIT Non-Student Receivables</b>	597	300	262	6	-	29
<b>Student Receivables</b>	372	-	68	37	47	220
Expected credit loss rate	-	-	10%	28%	51%	56%
Expected credit loss allowance	164	-	7	11	23	123
CITSOL Receivables	1 181	924	194	23	14	26
Expected credit loss rate - CITSOL	-	-	-	52%	43%	62%
Estimated total gross carrying amount at default	1 147	924	194	11	8	10
Expected credit loss allowance	34	-	-	12	6	16

'Expected Credit Loss Expense' is recognised as the movement in the allowance for expected credit losses. The allowance for expected credit losses of trade receivables is measured at the lifetime expected credit losses at each reporting date. CIT has established a provision matrix based on its historical credit loss experience, adjusted for forward looking factors specific to the debtors and the economic environment.

Loss rates are calculated separately for groupings of customers with similar loss patterns. CIT has determined there are two material groups for measuring expected credit losses which reflect customer profiles for revenue streams. The calculations reflect observed default rates using credit losses experienced on prior transactions. The calculation was based on 2019 student receivable data which showed consistent patterns to prior years. The default rates are then adjusted by reasonable and forward looking information for expected changes in the macroeconomic indicators that affect the future recovery of those receivables. CIT has analysed the current receivables balances and believed that the credit loss rates calculated in 2019 remain valid for 2021.

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**NOTE 14. RECEIVABLES - CONTINUED**

	Consolidated		CIT	
	2021 \$'000	2020 \$'000	2021 \$'000	2020 \$'000
<b>Reconciliation of the Allowance for Impairment Losses</b>				
Allowance for Impairment Losses at the Beginning of the Reporting Period	199	54	165	35
Expected Credit Loss Expense	102	130	111	130
<b>Allowance for Impairment Losses at the End of the Reporting Period</b>	<b>301</b>	<b>199</b>	<b>276</b>	<b>165</b>
<b>Classification of ACT Government/Non-ACT Government Receivables</b>				
<b>Receivables with ACT Government Entities</b>				
Net Trade Receivable	216	287	75	133
Accrued Revenue	1 916	1 111	1 916	1 185
<b>Total Receivables with ACT Government Entities</b>	<b>2 132</b>	<b>1 398</b>	<b>1 991</b>	<b>1 318</b>
<b>Receivables with Non-ACT Government Entities</b>				
Net Trade Receivable	1 806	1 151	147	510
Net Student Receivable	651	173	651	207
Accrued Revenue	301	527	175	450
Net GST Receivable	36	-	90	12
<b>Total Receivables with Non- ACT Government Entities</b>	<b>2 794</b>	<b>1 851</b>	<b>1 063</b>	<b>1 179</b>
<b>Total Receivables</b>	<b>4 926</b>	<b>3 249</b>	<b>3 054</b>	<b>2 497</b>

The maximum exposure to credit risk at the end of the reporting period for Receivables is the carrying amount of the asset inclusive of any allowance for impairment as shown in the table above.

CIT does not hold any collateral as security or other credit enhancements for trade receivables.

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**NOTE 15. ASSETS HELD FOR DISTRIBUTION TO OWNER**

CIT has classified the land and buildings at the Watson Campus as 'assets held for distribution to owners', as it has been deemed surplus to requirements under the campus modernisation program. The Watson Campus is expected to be disposed of during the next reporting period.

	Consolidated		CIT	
	2021 \$'000	2020 \$'000	2021 \$'000	2020 \$'000
Land Held for Distribution to Owners <sup>(a)</sup>	6 940	6 940	6 940	6 940
<b>Total Assets Held for Distribution to Owners</b>	<b>6 940</b>	<b>6 940</b>	<b>6 940</b>	<b>6 940</b>

(a) The Watson Campus transfer has experienced delays but is expected to transfer in 2022.

In accordance with AASB5 which states that the asset can remain a current asset if both parties are committed to the transfer, and the delay is caused by events outside the entity's control, Watson Campus is reported in this category again in 2021.

**NOTE 16. OTHER ASSETS**

	Consolidated		CIT	
	2021 \$'000	2020 \$'000	2021 \$'000	2020 \$'000
<b>Current Other Assets</b>				
Prepayments <sup>(a)</sup>	1 875	2 089	1 765	1 940
<b>Total Current Other Assets</b>	<b>1 875</b>	<b>2 089</b>	<b>1 765</b>	<b>1 940</b>
<b>Total Other Assets</b>	<b>1 875</b>	<b>2 089</b>	<b>1 765</b>	<b>1 940</b>

(a) Prepayments include workers compensation, insurance and software licence prepayments.

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**NOTE 17. PROPERTY, PLANT AND EQUIPMENT**

Property, plant and equipment includes the classes of assets listed below. Property, plant and equipment does not include Assets Held for Distribution to Owners. ACT Disclosure Policy is that Right-of-Use (ROU) assets recognised under AASB 16 Leases are disclosed under the relevant class of property, plant and equipment.

A stocktake is generally conducted annually, with each Campus being reviewed on a 3-year rolling basis. In 2021 a stocktake was due to be undertaken for the Fyshwick campus but due to the COVID-19 lockdown, staff were not on campus to complete the stocktake. Management does not believe the result from the stocktake would cause a material difference to the asset values. An asset impairment assessment has been undertaken and there is no evidence to suggest that any of the assets are impaired. The delayed stocktake will be undertaken in 2022.

- **Land** includes leasehold land held by CIT.
- **Buildings** includes office buildings, warehouses and land improvements. Land improvements include parking lots, retaining walls and purpose-built children's playground structures adjoining a building. Property leased which is subject to AASB 16 Leases is also included in this category.
- **Leasehold improvements** represent fitouts in leased buildings.
- **Plant and equipment** includes plant and equipment under an AASB 16 lease, mobile plant, air conditioning and heating systems, office and computer equipment, furniture and fittings, and other mechanical and electronic equipment.
- **Heritage assets** held by CIT are predominantly artworks.

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**NOTE 17. PROPERTY, PLANT AND EQUIPMENT – CONTINUED**

	Consolidated		CIT	
	2021 \$'000	2020 \$'000	2021 \$'000	2020 \$'000
<b>Land</b>				
Land at Fair Value	47 970	47 970	47 970	47 970
<b>Total Land Assets at Fair Value</b>	<b>47 970</b>	<b>47 970</b>	<b>47 970</b>	<b>47 970</b>
<b>Buildings</b>				
Buildings at Fair Value	131 658	125 139	131 658	125 139
Less: Accumulated Depreciation <sup>(a)</sup>	(7 666)	(585)	(7 666)	(585)
<b>Total Buildings at Fair Value</b>	<b>123 992</b>	<b>124 554</b>	<b>123 992</b>	<b>124 554</b>
Right-of-Use Asset Buildings at Cost	5 153	5 153	5 153	5 153
Less: Accumulated Depreciation	(2 133)	(1 422)	(2 133)	(1 422)
<b>Total Right-of-Use Asset Buildings at Cost</b>	<b>3 020</b>	<b>3 731</b>	<b>3 020</b>	<b>3 731</b>
<b>Total Land and Buildings</b>	<b>174 982</b>	<b>176 255</b>	<b>174 982</b>	<b>176 255</b>
<b>Leasehold Improvements</b>				
Leasehold Improvements at Cost	3 770	3 818	3 427	3 427
Less: Accumulated Depreciation	(2 267)	(1 920)	(1 930)	(1 591)
<b>Total Leasehold Improvement at Cost</b>	<b>1 503</b>	<b>1 898</b>	<b>1 497</b>	<b>1 836</b>
<b>Plant and Equipment</b>				
Plant and Equipment at Cost	13 911	13 117	13 834	13 029
Less: Accumulated Depreciation	(6 606)	(5 730)	(6 548)	(5 685)
<b>Total Plant and Equipment at Cost</b>	<b>7 305</b>	<b>7 387</b>	<b>7 286</b>	<b>7 344</b>
Right-of-Use Asset Plant and Equipment at Cost	364	556	364	556
Less: Accumulated Depreciation	(295)	(349)	(295)	(349)
<b>Total Right-of-Use Plant and Equipment at Cost</b>	<b>69</b>	<b>207</b>	<b>69</b>	<b>207</b>
<b>Heritage Assets</b>				
Heritage Assets at Fair Value	135	144	135	144
Less: Accumulated Depreciation	-	(1)	-	(1)
<b>Total Heritage Assets</b>	<b>135</b>	<b>143</b>	<b>135</b>	<b>143</b>
<b>Total Property, Plant and Equipment</b>	<b>183 994</b>	<b>185 890</b>	<b>183 969</b>	<b>185 785</b>

(a) Accumulated depreciation has increased significantly resulting from the accounting process that occurs when a valuation is undertaken. Depreciation accumulated to the date of valuation is removed and replaced with the new asset value and then depreciation begins to accumulate again until the next valuation takes place.

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**NOTE 17. PROPERTY, PLANT AND EQUIPMENT – CONTINUED**

**Reconciliation of Property, Plant and Equipment**

The following table shows the movement of Property, Plant and Equipment during 2021 and 2020.

	Land \$'000	Buildings \$'000	Right-of-Use Buildings \$'000	Leasehold Improvements \$'000	Plant and Equipment \$'000	Right-of-Use Plant and Equipment \$'000	Heritage Assets \$'000	Total \$'000
<b>Consolidated 2021</b>								
<b>Carrying Amount at the Beginning of the Reporting Period</b>	47 970	124 554	3 731	1 898	7 387	207	143	185 890
Additions	-	6 520	-	-	736	-	-	7 256
Depreciation	-	(7 082)	(711)	(395)	(1 064)	(138)	-	(9 390)
Disposals	-	-	-	-	(235)	(192)	(8)	(435)
Depreciation Write-back for Asset Disposals	-	-	-	-	174	192	-	366
Other Movements	-	-	-	-	307	-	-	307
<b>Carrying Amount at the End of the Reporting Period</b>	47 970	123 992	3 020	1 503	7 305	69	135	183 994
<b>Consolidated 2020</b>								
<b>Carrying Amount at the Beginning of the Reporting Period</b>	38 824	128 185	4 442	2 313	7 774	433	144	182 115
Additions	-	6 358	-	-	772	-	-	7 130
Revaluation Increment/(Decrement)	9 146	(3 281)	-	-	-	-	-	5 865
Depreciation	-	(6 651)	(711)	(415)	(1 043)	(210)	(1)	(9 031)
Disposals	-	(57)	-	-	(34)	(171)	-	(262)
Depreciation Write-back for Asset Disposals	-	-	-	-	30	155	-	185
Other Movements	-	-	-	-	(112)	-	-	(112)
<b>Carrying Amount at the End of the Reporting Period</b>	47 970	124 554	3 731	1 898	7 387	207	143	185 890

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**NOTE 17. PROPERTY, PLANT AND EQUIPMENT – CONTINUED**

**Reconciliation of Property, Plant and Equipment**

The following table shows the movement of Property, Plant and Equipment during 2021 and 2020.

	Land \$'000	Buildings \$'000	Right-of-Use Buildings \$'000	Leasehold Improvements \$'000	Plant and Equipment \$'000	Right-of-Use Plant and Equipment \$'000	Heritage Assets \$'000	Total \$'000
<b>CIT 2021</b>								
<b>Carrying Amount at the Beginning of the Reporting Period</b>	<b>47 970</b>	<b>124 554</b>	<b>3 731</b>	<b>1 836</b>	<b>7 344</b>	<b>207</b>	<b>143</b>	<b>185 785</b>
Additions	-	6 520	-	-	736	-	-	7 256
Depreciation	-	(7 082)	(711)	(339)	(1 038)	(138)	-	(9 308)
Disposals	-	-	-	-	(222)	(192)	(8)	(422)
Depreciation Write-back for Asset Disposals	-	-	-	-	159	192	-	351
Other Movements	-	-	-	-	307	-	-	307
<b>Carrying Amount at the End of the Reporting Period</b>	<b>47 970</b>	<b>123 992</b>	<b>3 020</b>	<b>1 497</b>	<b>7 286</b>	<b>69</b>	<b>135</b>	<b>183 969</b>
<b>CIT 2020</b>								
<b>Carrying Amount at the Beginning of the Reporting Period</b>	<b>38 824</b>	<b>128 185</b>	<b>4 442</b>	<b>2 175</b>	<b>7 733</b>	<b>433</b>	<b>144</b>	<b>181 936</b>
Additions	-	6 358	-	-	748	-	-	7 106
Revaluation Increment/(Decrement)	9 146	(3 281)	-	-	-	-	-	5 865
Depreciation	-	(6 651)	(711)	(339)	(1 022)	(210)	(1)	(8 934)
Disposals	-	(57)	-	-	(34)	(171)	-	(262)
Depreciation Write-back for Asset Disposals	-	-	-	-	31	155	-	186
Other Movements	-	-	-	-	(112)	-	-	(112)
<b>Carrying Amount at the End of the Reporting Period</b>	<b>47 970</b>	<b>124 554</b>	<b>3 731</b>	<b>1 836</b>	<b>7 344</b>	<b>207</b>	<b>143</b>	<b>185 785</b>

**Canberra Institute of Technology**  
**Notes to and Forming Part of the Financial Statements**  
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**NOTE 17. PROPERTY, PLANT AND EQUIPMENT – CONTINUED**

**Fair Value Hierarchy**

The Fair Value Hierarchy below reflects the significance of the inputs used in determining fair value. The Fair Value Hierarchy is made up of the following three levels:

- Level 1 – quoted prices (unadjusted) in active markets for identical assets or liabilities that the agency can access at the measurement date;
- Level 2 – inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly; and
- Level 3 – inputs that are unobservable for particular assets or liabilities.

Details of CIT’s property, plant and equipment at fair value and information about the Fair Value Hierarchy as at 31 December 2021 are as follows:

**Consolidated 2021**

<b>Property, Plant and Equipment at Fair Value</b>	<b>Classification According to Fair Value Hierarchy</b>			
	<b>Level 1 \$'000</b>	<b>Level 2 \$'000</b>	<b>Level 3 \$'000</b>	<b>Total \$'000</b>
Land	-	47 970	-	47 970
Buildings	-	1 351	122 641	123 992
Heritage Assets	-	127	8	135
	<b>-</b>	<b>49 448</b>	<b>122 649</b>	<b>172 097</b>

**Consolidated 2020**

<b>Property, Plant and Equipment at Fair Value</b>	<b>Classification According to Fair Value Hierarchy</b>			
	<b>Level 1 \$'000</b>	<b>Level 2 \$'000</b>	<b>Level 3 \$'000</b>	<b>Total \$'000</b>
Land	-	47 970	-	47 970
Buildings	-	1 405	123 149	124 554
Heritage Assets	-	135	8	143
	<b>-</b>	<b>49 510</b>	<b>123 157</b>	<b>172 667</b>

**Canberra Institute of Technology**  
**Notes to and Forming Part of the Financial Statements**  
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**NOTE 17. PROPERTY, PLANT AND EQUIPMENT – CONTINUED**

**Fair Value Hierarchy - Continued**

**Transfer Between Categories**

**Transfers:** There have been no transfers between level 1, 2 and 3 during the current or prior reporting periods.

**CIT 2021**

Property, Plant and Equipment at Fair Value	Classification According to Fair Value Hierarchy			
	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	Total \$'000
Land	-	47 970	-	47 970
Buildings	-	1 351	122 641	123 992
Heritage Assets	-	127	8	135
	-	<b>49 448</b>	<b>122 649</b>	<b>172 097</b>

**CIT 2020**

Property, Plant and Equipment at Fair Value	Classification According to Fair Value Hierarchy			
	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	Total \$'000
Land	-	47 970	-	47 970
Buildings	-	1 405	123 149	124 554
Heritage Assets	-	135	8	143
	-	<b>49 510</b>	<b>123 157</b>	<b>172 667</b>

See the accounting policy notes for more information about Valuation techniques, inputs and processes.

**Canberra Institute of Technology**  
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**NOTE 17. PROPERTY, PLANT AND EQUIPMENT – CONTINUED**

**Fair Value Hierarchy – Continued**

**Fair value measurements using significant unobservable inputs (Level 3)**

<b>Consolidated 2021</b>	<b>Buildings</b>	<b>Heritage Assets</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>Fair Value at the Beginning of the Reporting period</b>	<b>123 148</b>	<b>8</b>
Additions	6 520	-
Depreciation	(7 029)	-
<b>Fair Value at end of the Reporting Period</b>	<b>122 639</b>	<b>8</b>
<b>Consolidated 2020</b>		
<b>Fair Value at the Beginning of the Reporting period</b>	<b>126 820</b>	<b>8</b>
Additions	6 357	-
Revaluation (decrement)	(3 281)	-
Depreciation	(6 602)	-
Disposal	(146)	-
<b>Fair Value at end of the Reporting Period</b>	<b>123 148</b>	<b>8</b>

**Canberra Institute of Technology**  
**Notes to and Forming Part of the Financial Statements**  
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**NOTE 17. PROPERTY, PLANT AND EQUIPMENT – CONTINUED**

**Fair Value Hierarchy – Continued**

Fair value measurements using significant unobservable inputs (Level 3)

CIT 2021	Buildings	Heritage Assets
	\$'000	\$'000
<b>Fair Value at the Beginning of the Reporting Period</b>	<b>123 148</b>	<b>8</b>
Additions	6 520	-
Depreciation	(7 029)	-
<b>Fair Value at end of the Reporting Period</b>	<b>122 639</b>	<b>8</b>
<b>CIT 2020</b>		
<b>Fair Value at the Beginning of the Reporting Period</b>	<b>126 820</b>	<b>8</b>
Additions	6 357	-
Revaluation (decrement)	(3 281)	-
Depreciation	(6 602)	-
Disposal	(146)	-
<b>Fair Value at end of the Reporting Period</b>	<b>123 148</b>	<b>8</b>

**Canberra Institute of Technology**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 31 December 2021**

**NOTE 18. INTANGIBLE ASSETS**

CIT has externally purchased software, comprising five core corporate business systems (off-the-shelf products modified to meet CIT's needs) and software titles.

	Consolidated		CIT	
	2021 \$'000	2020 \$'000	2021 \$'000	2020 \$'000
<b>Computer Software</b>				
<i>Externally Purchased Software</i>				
Computer Software at Cost	7 130	7 130	7 130	7 130
Less: Accumulated Amortisation <sup>(a)</sup>	(6 726)	(6 546)	(6 726)	(6 546)
<b>Total Externally Purchased Software</b>	<b>404</b>	<b>584</b>	<b>404</b>	<b>584</b>
<b>Total Computer Software</b>	<b>404</b>	<b>584</b>	<b>404</b>	<b>584</b>
<b>Total Intangible Assets</b>	<b>404</b>	<b>584</b>	<b>404</b>	<b>584</b>

a) Computer Software amortisation is included in Depreciation and Amortisation in the Operating Statement.

**Reconciliation of Intangible Assets**

The following table shows the movements in Intangible Assets from the beginning to the end of 2020 and 2021.

	Consolidated		CIT	
	2021 \$'000	2020 \$'000	2021 \$'000	2020 \$'000
<b>Carrying Amount at the Beginning of the Reporting Period</b>	<b>584</b>	<b>297</b>	<b>584</b>	<b>297</b>
Additions	-	396	-	396
Disposal	-	(4)	-	(4)
Amortisation	(180)	(105)	(180)	(105)
<b>Carrying Amount at the End of the Reporting Period</b>	<b>404</b>	<b>584</b>	<b>404</b>	<b>584</b>

**NOTE 19. CAPITAL WORKS IN PROGRESS**

Assets under construction include buildings and software.

	Consolidated		CIT	
	2021 \$'000	2020 \$'000	2021 \$'000	2020 \$'000
Plant and Equipment Works in Progress	194	35	194	35
Buildings Works in Progress	1 599	2 306	1 599	2 306
Software Works in Progress	35	-	35	-
<b>Total Capital Works in Progress</b>	<b>1 828</b>	<b>2 341</b>	<b>1 828</b>	<b>2 341</b>

**Canberra Institute of Technology**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 31 December 2021**

**NOTE 19 CAPITAL WORKS IN PROGRESS - CONTINUED**

**Reconciliation of Capital Works in Progress**

The following table shows the movement in the Capital Works in Progress during 2020 and 2021.

**Consolidated 2021**

	<b>Plant and Equipment Works in Progress \$'000</b>	<b>Buildings Works in Progress \$'000</b>	<b>Software Works in Progress \$'000</b>	<b>Total \$'000</b>
<b>Carrying Amount at the Beginning of the Reporting Period</b>	<b>35</b>	<b>2 306</b>	<b>-</b>	<b>2 341</b>
Additions <sup>(a)</sup>	314	6 130	196	6 640
Capital Works in Progress Completed and Transferred to Property, Plant and Equipment	-	(6 954)	-	(6 954)
Capital Works in Progress Expensed <sup>(b)</sup>		(175)	(24)	(199)
<b>Carrying Amount at the End of the Reporting Period</b>	<b>349</b>	<b>1 307</b>	<b>172</b>	<b>1 828</b>

**Consolidated 2020**

**Carrying Amount at the Beginning of the Reporting Period**

	-	<b>1 549</b>	<b>470</b>	<b>2 019</b>
Additions	35	8 372	133	8 540
Capital Works in Progress Completed and Transferred to Property, Plant and Equipment	-	(6 966)	-	(6 966)
Capital Works in Progress Completed and Transferred to Intangible Asset		-	(395)	(395)
Capital Works in Progress Expensed		(649)	(208)	(857)
<b>Carrying Amount at the End of the Reporting Period</b>	<b>35</b>	<b>2 306</b>	<b>-</b>	<b>2 341</b>

(a) Capital works additions decreased because of less expenditure on the 2021-22 Better Infrastructure Funds projects caused by COVID -19 related delays.

(b) Works Expensed has decreased as some of the early work on the Better ICT Services for Staff and Students were expensed in 2020 due to the nature of the work undertaken. Subsequent works have been capitalised.

**Canberra Institute of Technology**  
**Notes to and Forming Part of the Financial Statements**  
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**NOTE 19. CAPITAL WORKS IN PROGRESS – CONTINUED**

**CIT2021**

	<b>Plant and Equipment Works in Progress \$'000</b>	<b>Buildings Works in Progress \$'000</b>	<b>Software Works in Progress \$'000</b>	<b>Total \$'000</b>
<b>Carrying Amount at the Beginning of the Reporting Period</b>	<b>35</b>	<b>2 306</b>	<b>-</b>	<b>2 341</b>
Additions	314	6 130	196	6 640
Capital Works in Progress Completed and Transferred to Property, Plant and Equipment	-	(6 954)	-	(6 954)
Capital Works in Progress Completed and Transferred to Intangible Assets	-	-	-	-
Capital Works in Progress Expensed	-	(175)	(24)	(199)
<b>Carrying Amount at the End of the Reporting Period</b>	<b>349</b>	<b>1 307</b>	<b>172</b>	<b>1 828</b>

**CIT2020**

<b>Carrying Amount at the Beginning of the Reporting Period</b>	<b>-</b>	<b>1 549</b>	<b>470</b>	<b>2 019</b>
Additions	35	8 372	133	8 540
Capital Works in Progress Completed and Transferred to Property, Plant and Equipment	-	(6 966)	-	(6 966)
Capital Works in Progress Completed and Transferred to Intangible Assets	-	-	(395)	(395)
Capital Works in Progress Expensed	-	(649)	(208)	(857)
<b>Carrying Amount at the End of the Reporting Period</b>	<b>35</b>	<b>2 306</b>	<b>-</b>	<b>2 341</b>

**Canberra Institute of Technology**  
**Notes to and Forming Part of the Financial Statements**  
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**NOTE 20. PAYABLES**

	Consolidated		CIT	
	2021 \$'000	2020 \$'000	2021 \$'000	2020 \$'000
<b>Current Payables</b>				
Trade Payables	581	332	581	332
Other Payables	341	971	341	971
	<b>922</b>	<b>1 303</b>	<b>922</b>	<b>1 303</b>
Accrued Expenses	3 241	2 018	3 077	2 010
GST Payable	-	87	-	-
Inter-Entity Payables	-	-	69	139
<b>Total Current Payables</b>	<b>3 241</b>	<b>2 105</b>	<b>3 146</b>	<b>2 149</b>
<b>Total Payables</b>	<b>4 163</b>	<b>3 408</b>	<b>4 068</b>	<b>3 452</b>
<b>Payables are aged as follows:</b>				
Not Overdue	4 095	3 037	4 000	3 081
Overdue for Less than 30 Days	58	371	58	371
Overdue for 30 to 60 Days	10	-	10	-
<b>Total Payables</b>	<b>4 163</b>	<b>3 408</b>	<b>4 068</b>	<b>3 452</b>
<b>Classification of ACT Government/Non-ACT Government</b>				
<b>Payables with ACT Government Entities</b>				
Inter-Entity Payables	-	-	69	139
Accrued Expenses	1 883	1 000	1 719	992
<b>Total Payables with ACT Government Entities</b>	<b>1 883</b>	<b>1 000</b>	<b>1 788</b>	<b>1 131</b>
<b>Payables with Non-ACT Government Entities</b>				
Trade Payables	581	397	581	397
Other Payables	341	906	341	906
Accrued Expenses	1 358	1 018	1 358	1 018
GST Payable	-	87	-	-
<b>Total Payables with Non-ACT Government Entities</b>	<b>2 280</b>	<b>2 408</b>	<b>2 280</b>	<b>2 321</b>
<b>Total Payables</b>	<b>4 163</b>	<b>3 408</b>	<b>4 068</b>	<b>3 452</b>

**Canberra Institute of Technology**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 31 December 2021**

**NOTE 21. LEASE LIABILITIES – CIT AS A LESSEE**

CIT has leases over a range of assets including land and buildings, IT equipment and Motor Vehicles.

Information relating to the leases in place and associated balances and transactions are provided below.

**Terms and Conditions of Leases**

Building leases office facilities	<p>CIT has a non-cancellable lease for the Tuggeranong Campus, which expires in 2026.</p> <p>A Make Good provision has been created to satisfy the condition in the lease agreements requiring CIT to restore the premises to its original state. It is considered probable that this expenditure will be required.</p> <p>The lease contains an annual pricing mechanism based on CPI movements at each anniversary of the lease inception.</p>
Motor Vehicle leases	<p>CIT holds 11 motor vehicle leases. The terms vary from two years to three years. These leases allow for extensions, however, have no terms of renewal or purchase options, nor escalation clauses.</p>
IT and Office Equipment leases	<p>CIT has numerous leases for equipment, including office equipment and IT equipment.</p> <p>Where the value of the leased asset is of low value CIT has used the exemption for leases of low value assets and accounts for the expense through the Operating Statement as incurred.</p> <p>Leases for other assets have lease terms which vary from three – ten years and there are generally no extension or renewal options.</p>

**Canberra Institute of Technology**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 31 December 2021**

**NOTE 21. LEASE LIABILITIES – CIT AS A LESSEE – CONTINUED**

**Right-of-Use Assets**

	Buildings \$'000	Motor Vehicles \$'000	ICT Equipment \$'000	Total \$'000
<b>Balance at 1 January 2021</b>	3 731	177	31	3 939
Depreciation Charge	(711)	(111)	(27)	(849)
<b>Balance at 31 December 2021</b>	<b>3 020</b>	<b>66</b>	<b>4</b>	<b>3 090</b>
<b>Balance at 1 January 2020</b>	4 442	325	109	4 876
Depreciation Charge	(711)	(132)	(78)	(921)
Changes in right-of-use assets due to changes in lease liability	-	(16)	-	(16)
<b>Balance at 31 December 2020</b>	<b>3 731</b>	<b>177</b>	<b>31</b>	<b>3 939</b>

**Lease Liabilities**

The maturity analysis of lease liabilities at 31 December 2021 based on contractual undiscounted cash flows is shown in the table below.

< 1 year (\$'000)	1 - 5 years (\$'000)	> 5 years (\$'000)	Total undiscounted lease liabilities (\$'000)	Lease liabilities included in the Balance Sheet (\$'000)
892	2 944	-	3 836	3 626

The amounts recognised in the operating statement relating to leases where CIT is a lessee are shown below.

**Operating Statement**

	(\$'000)
Depreciation of right-of-use assets	849
Interest on lease liabilities	105
Variable lease payments based on usage not included in the lease liabilities	22

**Statement of Cash Flows**

	(\$'000)
Total of Cash outflow leases	927

**Canberra Institute of Technology**  
**Notes to and Forming Part of the Financial Statements**  
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**NOTE 22. EMPLOYEE BENEFITS**

	Consolidated		CIT	
	2021 \$'000	2020 \$'000	2021 \$'000	2020 \$'000
<b>Current Employee Benefits</b>				
Annual Leave	8 362	7 913	7 936	7 434
Long Service Leave	15 238	15 256	14 645	14 674
Accrued Salaries	2 255	1 910	2 083	1 758
Other Benefits	311	382	306	246
<b>Total Current Employee Benefits</b>	<b>26 166</b>	<b>25 461</b>	<b>24 970</b>	<b>24 112</b>
<b>Non-Current Employee Benefits</b>				
Long Service Leave	1 296	1 322	1 191	1 166
<b>Total Non-Current Employee Benefits</b>	<b>1 296</b>	<b>1 322</b>	<b>1 191</b>	<b>1 166</b>
<b>Total Employee Benefits</b>	<b>27 462</b>	<b>26 783</b>	<b>26 161</b>	<b>25 278</b>
<b>Estimate of when Leave is Payable</b>				
<b>Estimated Amount Payable within 12 months</b>				
Annual Leave	4 905	4 876	4 655	4 580
Long Service Leave	1 333	1 564	1 276	1 494
Accrued Salaries	2 255	1 910	2 083	1 758
Other Benefits	311	382	306	246
<b>Total Employee Benefits Payable within 12 months</b>	<b>8 804</b>	<b>8 732</b>	<b>8 320</b>	<b>8 078</b>
<b>Estimated Amount Payable after 12 months</b>				
Annual Leave	3 457	3 037	3 281	2 854
Long Service Leave	15 201	15 014	14 560	14 346
<b>Total Employee Benefits Payable after 12 months</b>	<b>18 658</b>	<b>18 051</b>	<b>17 841</b>	<b>17 200</b>
<b>Total Employee Benefits</b>	<b>27 462</b>	<b>26 783</b>	<b>26 161</b>	<b>25 278</b>

**Canberra Institute of Technology**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 31 December 2021**

**NOTE 23. OTHER LIABILITIES**

	Consolidated		CIT	
	2021 \$'000	2020 \$'000	2021 \$'000	2020 \$'000
<b>Current Other Liabilities</b>				
Contract Liabilities	6 075	826	6 075	826
Other Current Liabilities	1 255	2 303	216	461
<b>Total Current Other Liabilities</b>	<b>7 330</b>	<b>3 129</b>	<b>6 291</b>	<b>1 287</b>
<b>Non-Current Other Liabilities</b>				
Provision for Make Good	309	309	309	309
Other	794	1 081	794	1 081
<b>Total Non-Current Other Liabilities</b>	<b>1 103</b>	<b>1 390</b>	<b>1 103</b>	<b>1 390</b>
<b>Total Other Liabilities</b>	<b>8 433</b>	<b>4 519</b>	<b>7 394</b>	<b>2 677</b>

The increase in Contract Liabilities is predominantly due to \$5.1 million of JobTrainer funding. At the end of the year all enrolment targets had not been reached and all students had not yet completed their qualifications.

**NOTE 24. ASSET REVALUATION SURPLUS**

**Asset Revaluation Surplus**

The Asset Revaluation Surplus is used to record increments and decrements in the value of the Property, Plant and Equipment.

	Consolidated		CIT	
	2021 \$'000	2020 \$'000	2021 \$'000	2020 \$'000
<b>Balance at the Beginning of the Reporting Period</b>	<b>80 744</b>	<b>117 969</b>	<b>80 744</b>	<b>117 969</b>
Transfer to Accumulated Funds <sup>(a)</sup>	(139)	(43 090)	(139)	(43 090)
Increment in Land due to Revaluation	-	9 146	-	9 146
Decrement in Buildings due to Revaluation	-	(3 281)	-	(3 281)
<b>Total Increase in the Asset Revaluation Surplus</b>	<b>-</b>	<b>5 865</b>	<b>-</b>	<b>5 865</b>
<b>Balance at the End of the Reporting Period</b>	<b>80 605</b>	<b>80 744</b>	<b>80 605</b>	<b>80 744</b>

(a) 2020 included the effects of the triennial property valuation as well as adjustments to correct the Revaluation Reserve. The correcting adjustments had a zero net effect on the Financial Statements.

**Canberra Institute of Technology**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 31 December 2021**

**NOTE 25. FINANCIAL INSTRUMENTS**

Financial assets are classified as subsequently measured at amortised cost, fair value through other comprehensive income or fair value through profit or loss on the basis of both;

- (a) the business model for managing the financial assets; and
- (b) the contractual cash flow characteristics of the financial assets.

Financial liabilities are measured at amortised cost.

Details of the significant policies and methods adopted, including the criteria for recognition, the basis of measurement, and the basis on which income and expenses are recognised, with respect to each class of financial asset and financial liability, are disclosed in Appendix B – *Significant Accounting Policies*. Information about Interest rate risk, credit risk, liquidity risk and price list is also detailed.

**Fair Value of Financial Assets and Liabilities**

The carrying amounts and fair values of financial assets and liabilities at the end of the reporting period are:

	Note No.	Consolidated			
		Carrying Amount	Fair Value Amount	Carrying Amount	Fair Value Amount
		2021 \$'000	2021 \$'000	2020 \$'000	2020 \$'000
<b>Financial Assets</b>					
Cash and Cash Equivalents	13	19 525	19 525	16 166	16 166
Receivables	14	4 890	4 890	3 249	3 249
<b>Total Financial Assets</b>		<b>24 415</b>	<b>24 415</b>	<b>19 415</b>	<b>19 415</b>
<b>Financial Liabilities</b>					
Payables	20	4 163	4 163	3 320	3 320
ACT Government Borrowings		890	890	1 060	1 060
Lease Liability	21	3 633	3 633	4 455	4 455
<b>Total Financial Liabilities</b>		<b>8 686</b>	<b>8 686</b>	<b>8 835</b>	<b>8 835</b>

**Fair Value Hierarchy**

CIT does not have any financial assets or liabilities measured at fair value. As such, no Fair Value Hierarchy disclosures have been made.

**Canberra Institute of Technology**  
**Notes to and Forming Part of the Financial Statements**  
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**NOTE 25. FINANCIAL INSTRUMENTS – CONTINUED**

The following table sets out the maturity analysis for financial assets and liabilities as well as the exposure to interest rates, including the weighted average interest rates by maturity period at 31 December 2021. All financial assets, which have a floating interest rate or are non-interest-bearing, will mature in one year or less. Payables will mature within one year and the non-interest-bearing loan will mature in eight years. All amounts appearing in the following maturity analysis are shown on an undiscounted cash flow basis.

CIT does not hold any collateral as security relating to financial assets.

**Consolidated 2021**

	Note No.	Weighted Average Interest Rate	Floating Interest \$'000	Fixed Interest Maturing In:			Non-Interest Bearing \$'000	Total \$'000
				1 Year or Less \$'000	Over 1 Year to 5 Years \$'000	Over 5 Years \$'000		
<b>Financial Instruments</b>								
<b>Financial Assets</b>								
Cash and Cash Equivalents	13	0.9%	16 519	3 000	-	-	6	19 525
Receivables	14		-	-	-	-	4 890	4 890
<b>Total Financial Assets</b>			<b>16 519</b>	<b>3 000</b>	<b>-</b>	<b>-</b>	<b>4 896</b>	<b>24 415</b>
<b>Financial Liabilities</b>								
Payables	20		-	-	-	-	4 163	4 163
ACT Government Borrowings			-	-	-	-	890	890
Lease liability	21		-	-	-	-	3 633	3 633
<b>Total Financial Liabilities</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8 686</b>	<b>8 686</b>
<b>Net Financial Assets/ (Liabilities)</b>			<b>16 519</b>	<b>3 000</b>	<b>-</b>	<b>-</b>	<b>(3 790)</b>	<b>15 729</b>

**Canberra Institute of Technology**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 31 December 2021**

**NOTE 25. FINANCIAL INSTRUMENTS – CONTINUED**

	Note No.	Weighted Average Interest Rate	Floating Interest \$'000	Fixed Interest Maturing In:			Non-Interest Bearing \$'000	Total \$'000
				1 Year or Less \$'000	Over 1 Year to 5 Years \$'000	Over 5 Years \$'000		
<b>Financial Instruments</b>								
<b>Financial Assets</b>								
Cash and Cash Equivalents Receivables	13 14	1.1%	13 160 -	3 000 -	- -	- -	16 166 3 447	
<b>Total Financial Assets</b>			<b>13 160</b>	<b>3 000</b>	<b>-</b>	<b>-</b>	<b>19 613</b>	
<b>Financial Liabilities</b>								
Payables	20		-	-	-	-	3 320	
Carbon Neutral Loan			-	-	-	-	1 060	
Lease Liability	21		-	-	-	-	4 455	
<b>Total Financial Liabilities</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8 835</b>	
<b>Net Financial Assets/ (liabilities)</b>			<b>13 160</b>	<b>3 000</b>	<b>-</b>	<b>-</b>	<b>10 778</b>	

**Canberra Institute of Technology**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 31 December 2021**

**NOTE 25. FINANCIAL INSTRUMENTS – CONTINUED**

	Consolidated	
	2021 \$'000	2020 \$'000
<b>Carrying Amount of Each Category of Financial Asset and Financial Liability</b>		
<b>Financial Assets</b>		
Financial Assets Measured at Amortised Cost	24 415	19 613
<b>Financial Liabilities</b>		
Financial Liabilities Measured at Amortised Cost	8 686	8 835

**Fair Value**

CIT does not have any financial assets that will be subsequently measured at fair value through other comprehensive income or fair value through profit or loss and as such these categories are not included above. CIT does not have any financial liabilities in the 'Financial Liabilities at Fair Value through Profit and Loss' category and, as such, this category is also not included above.

**Canberra Institute of Technology**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 31 December 2021**

**NOTE 26. COMMITMENTS**

**Capital Commitments**

Capital commitments contracted at reporting date that have not been recognised as liabilities, are payable as follows:

	Consolidated		CIT	
	2021 \$'000	2020 \$'000	2021 \$'000	2020 \$'000
<b>Capital Commitments - Property, Plant and Equipment</b>				
Within one year <sup>(a)</sup>	2 613	4 217	2 613	4 217
<b>Total Capital Commitments - Property, Plant and Equipment</b>	<b>2 613</b>	<b>4 217</b>	<b>2 613</b>	<b>4 217</b>

**Other Commitments**

Other commitments contracted at reporting date that have not been recognised as liabilities, are payable as follows:

Within one year	685	761	685	761
Later than one year but not later than five years	688	1 064	688	1 064
Later than five years	18	23	18	23
<b>Total Other Commitments</b>	<b>1 391</b>	<b>1 848</b>	<b>1 391</b>	<b>1 848</b>

(a) Capital Commitments are lower in 2021 due to having no further commitments for the Better ICT Services for Staff and Students project. Capital commitments are funded through the ACT Government Capital Budget hence there is no impact on the cash balance when meeting these commitments.

**NOTE 27. CONTINGENT LIABILITIES AND CONTINGENT ASSETS**

**Contingent Liabilities**

*Legal Claims*

In December 2021 CIT reviewed pending legal claims from third parties. A public liability insurance policy, held with the ACT Insurance Authority, provides insurance cover for some of the legal costs that have occurred through defending claims against CIT by a third party. At the reporting date the estimated potential liability as a result of court action is \$561,000 (2020 \$216,600). The estimated contingent liability has not been provided for in the Financial Statements.

**Contingent Assets**

*Legal Claims Insurance Recovery*

At the reporting date an estimate of the potential insurance settlement receivable in relation to pending legal claims is \$350,000 (2020 \$201,600).

**Canberra Institute of Technology**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 31 December 2021**

**NOTE 28. CASH FLOW RECONCILIATION**

**(a) Reconciliation of Cash and Cash Equivalents at the End of the Reporting Period in the Statement of Cash Flows to the Equivalent Items in the Balance Sheet**

	Consolidated		CIT	
	2021 \$'000	2020 \$'000	2021 \$'000	2020 \$'000
Total Cash and Cash Equivalents Recorded in the Balance Sheet	19 525	16 166	15 333	11 745
<b>Cash and Cash Equivalents at the End of the Reporting Period as Recorded in the Statement of Cash Flows</b>	<b>19 525</b>	<b>16 166</b>	<b>15 333</b>	<b>11 745</b>

**(b) Reconciliation of Operating Surplus/(Deficit) to Net Cash Inflows Operating Activities**

Operating (Deficit)	(10 595)	(9 621)	(12 234)	(10 549)
<b>Add/(Less) Non-Cash Items</b>				
Depreciation of Property, Plant and Equipment	9 391	9 030	9 309	8 933
Amortisation of Intangibles	180	106	180	106
<b>Add/(Less) Items Classified as Investing or Financing</b>				
Net (Loss)/ Gain from the Sale of Assets	(19)	(8)	(19)	(8)
Transfer from CIT Solutions	-	-	500	-
Net Loss on Disposal of Non-Current Assets	67	1 034	67	1 034
<b>Cash Inflows (Outflows) Before Changes in Operating Assets and Liabilities</b>	<b>(976)</b>	<b>541</b>	<b>(2 197)</b>	<b>(484)</b>
<b>Changes in Operating Assets and Liabilities</b>				
(Increase)/ Decrease in Receivables	(1 626)	912	(679)	198
(Increase)/ Decrease in Other Assets	214	104	175	142
Increase/ (Decrease) in Payables	829	521	469	693
Increase/(Decrease) in Provisions	764	2 906	883	2 884
Increase/ (Decrease) in Other Liabilities	3 915	(521)	4 716	(1 325)
<b>Net Changes in Operating Assets and Liabilities</b>	<b>4 096</b>	<b>3 922</b>	<b>5 564</b>	<b>2 592</b>
<b>Net Cash Inflows from Operating Activities</b>	<b>3 120</b>	<b>4 463</b>	<b>3 367</b>	<b>2 108</b>

**Canberra Institute of Technology**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 31 December 2021**

**NOTE 29. EVENTS AFTER THE REPORTING PERIOD**

There were no events occurring after the balance date which would affect the financial statements at 31 December 2021.

**NOTE 30. THIRD PARTY MONIES – CONTINUED**

CIT holds monies on behalf of third parties which are reported as follows.

	<b>Consolidated</b>		<b>CIT</b>	
	<b>2021</b>	<b>2020</b>	<b>2021</b>	<b>2020</b>
	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>
<b>Balance at the Beginning of the Reporting Period</b>	<b>10</b>	<b>12</b>	<b>10</b>	<b>12</b>
Receipts for Overseas Student Health Cover	5	21	5	21
Payments for Overseas Student Health Cover	(10)	(23)	(10)	(23)
<b>Balance at the End of the Reporting Period</b>	<b>5</b>	<b>10</b>	<b>5</b>	<b>10</b>
<b>Monies Held on Behalf of Third Parties at the End of the Reporting Period:</b>				
Overseas Student Health Cover	5	10	5	10
<b>Total Third Party Monies</b>	<b>5</b>	<b>10</b>	<b>5</b>	<b>10</b>

**NOTE 31. RELATED PARTY DISCLOSURES**

A related party is a person that controls or has significant influence over the reporting entity or is a member of the Key Management Personnel (KMP) of the reporting entity or its parent entity and includes their close family members and entities in which the KMP and/or their close family members individually or jointly have controlling interests.

KMP are those persons having authority and responsibility for planning, directing and controlling the activities of CIT, directly or indirectly.

KMP of CIT are the CIT Board Members, the Chief Executive and Executive Management of CIT.

The Head of Service and the ACT Executive comprising the Cabinet Ministers are KMP of the ACT Government and therefore related parties of CIT.

There were no related party transactions undertaken directly with CIT by Cabinet Ministers, including the Portfolio Minister, or by the Head of Service during the year ended 31 December 2021.

This note does not include typical citizen transactions between the KMP and CIT that occur on terms and conditions no different to those applying to the general public.

**Canberra Institute of Technology**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 31 December 2021**

**NOTE 31. RELATED PARTY DISCLOSURES**

**(A) CONTROLLING ENTITY**

CIT is an ACT Government controlled entity.

**(B) KEY MANAGEMENT PERSONNEL**

**B.1 Compensation of Key Management Personnel**

Compensation by CIT to KMP employed by CIT is set out below.

	<b>2021</b>	<b>2020</b>
	<b>\$'000</b>	<b>\$'000</b>
Short-term employee benefits <sup>(a)</sup>	1,981	1,523
Post-employment benefits	-	150
Board member fees	121	115
Termination Benefits	26	203
<b>Total Compensation by CIT to KMP</b>	<b>2,128</b>	<b>1,991</b>

(a) Short term employee benefits include data previously classified as post-employee benefits and another staff member now classified as a KMP.

**B.2 Transactions with related parties**

There were no transactions with parties related to KMP, including transactions with KMP's close family members or other related entities that were material to the financial statements of CIT.

**(C) TRANSACTIONS WITH OTHER ACT GOVERNMENT CONTROLLED ENTITIES**

All transactions with ACT Government controlled entities are disclosed in the relevant notes to the financial statements.

**(D) TRANSACTIONS WITHIN THE CONSOLIDATED GROUP**

During the year CIT reported \$2,174,000 of expenses (\$2,537,000 in 2020) related to CIT Solutions Pty Limited (CIT Solutions), mainly management and recruitment of international students.

CIT earned \$1,127,000 of revenue (\$196,000 in 2020) from CIT Solutions, largely comprising payments for the lease of CIT's facilities and a \$500,000 dividend payment. CIT has also received expense recovery payments from CIT Solutions, however did not earn any revenue from the recoveries.

All transactions between CIT and CIT Solutions have been disclosed at arm's length value and normal trading terms and conditions are applied.

**Canberra Institute of Technology**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 31 December 2021**

**NOTE 32. BUDGETARY REPORTING**

Significant judgements have been applied in determining what variances are considered 'major variances'. Variances are considered major if both of the following criteria are met:

- The line item is a significant line item: where either the line item actual amount accounts for more than 10% of the relevant associated category (Income, Expenses and Equity totals) or more than 10% of the sub-element (e.g. Current Liabilities and Receipts from Operating Activities totals) of the financial statements; and
- The variances (original budget to actual) are greater than plus (+) or minus (-) 2.5% or \$500,000 of the budget for the financial statement line item.

Operating Statement Line Items	Actual 2021 \$'000	Original Budget <sup>1</sup> 2021 \$'000	Variance \$'000	Variance %	Variance Explanation
Controlled Recurrent Payments	75,386	78,374	(2,988)	(4)	An advance drawdown was received in 2020 and included as revenue in 2020 and not in 2021.
Sale of Goods and Services from Contracts with Customers	31,380	27,683	3,697	13	JobTrainer Funding was classified as Grants and Contributions line in the Budget.
Employee Expenses	69,111	70,623	1,512	2	Favourable variance due predominately to lower than expected teaching requirements as all JobTrainer enrolment and completion targets were not met.
Supplies and Services	31,849	34,088	2,239	7	Less expenditure than expected predominately due to COVID-19 interruptions to business. IT, occupancy, professional services and staff travel and conferences were the major categories that were lower than budgeted.

<sup>1</sup> Original Budget refers to the amounts presented to the Legislative Assembly in the original budgeted financial statements in respect of the reporting period (Australian Capital Territory Budget 2020-21). These amounts have not been adjusted to reflect supplementary appropriation or appropriation instruments.

**Canberra Institute of Technology**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 31 December 2021**

**NOTE 32. BUDGETARY REPORTING – CONTINUED**

Balance Sheet Line Items	Actual 2021 \$'000	Original Budget <sup>1</sup> 2021 \$'000	Variance \$'000	Variance %	Variance Explanation
Cash and Cash Equivalents	15,333	11,536	3,797	33	JobTrainer funding had not been fully expended at year end.
Receivables	3,054	2,900	154	5	This minor variance is due to normal business operations
Employee Benefits–Current	24,970	23,500	(1,470)	(6)	Less leave taken than expected due mainly to COVID-19 restrictions.
Payables	4,068	2,200	(1,868)	(85)	JobTrainer Revenue in Advance is included in this category as all performance obligations under the arrangement have not yet been met. The initiative has been extended to 2022.
Other Liabilities	6,291	1,400	(4,891)	(349)	JobTrainer Revenue in Advance is included in this category as all performance obligations under the arrangement have not yet been met. The initiative has been extended to 2022.
Lease Liabilities – non-current	2,873	3,550	677	19	This variance is due to a miscalculation of the budget amount for the non-current portion of the lease.
Accumulated Funds	91,459	96,501	(5,042)	(5)	This variance is due to a higher than expected operating deficit in 2021.

<sup>1</sup> Original Budget refers to the amounts presented to the Legislative Assembly in the original budgeted financial statements in respect of the reporting period (Australian Capital Territory Budget 2020-21). These amounts have not been adjusted to reflect supplementary appropriation or appropriation instruments.

**Canberra Institute of Technology**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 31 December 2021**

**NOTE 32. BUDGETARY REPORTING – CONTINUED**

Statement of Cash Flow Lines	Actual 2021 \$'000	Original Budget <sup>1</sup> 2021 \$'000	Variance \$'000	Variance %	Variance Explanation
Payments for Property, Plant and Equipment	7,173	9,641	2,468	26	This variance is due to delays in Capital projects and Plant and Equipment projects caused by COVID-19 disruptions. These projects are funded on a July to June basis so will be completed in the first half of 2022.
Sales of Goods and Services from Contracts with Customers	30,826	27,280	3,546	13	Jobtrainer funding was originally classified as Grants and Contributions.
Employee Expenses	67,607	70,623	3,016	4	Year end accruals, and the difficulty in estimating the demand for teaching staff contributed to this variance.
Supplies and Services	30,233	34,393	4,160	12	The increased payables at year end (Balance Sheet section) and reduced expenditure (Operating Statement section) explains this variance.

<sup>1</sup> Original Budget refers to the amounts presented to the Legislative Assembly in the original budgeted financial statements in respect of the reporting period (Australian Capital Territory Budget 2020-21). These amounts have not been adjusted to reflect supplementary appropriation or appropriation instruments.

**Canberra Institute of Technology**  
**Appendix A – Basis of Preparation of the Financial Statements**  
**Forms Part of Note 2 of the Financial Statements**  
**For the Year Ended 31 December 2021**

**APPENDIX A – BASIS OF PREPARATION OF THE FINANCIAL STATEMENTS**

**LEGISLATIVE REQUIREMENT**

The *Financial Management Act 1996* (FMA) requires the preparation of annual financial statements for ACT Government Agencies.

The FMA and the *Financial Management Guidelines* issued under the FMA, requires CIT's financial statements to include:

- i. an Operating Statement for the year;
- ii. a Balance Sheet at the end the year;
- iii. a Statement of Changes in Equity for the year;
- iv. a Statement of Cash Flows for the year;
- v. a Statement of Appropriation for the year;
- vi. an Operating Statement for each class of output for the year;
- vii. significant accounting policies adopted for the year; and
- viii. other statements as are necessary to fairly reflect the financial operations during the year and its financial position at the end of the year.

These general-purpose financial statements have been prepared to comply with Australian Accounting Standards as required by the FMA. The financial statements have been prepared in accordance with:

- i. Australian Accounting Standards; and
- ii. ACT Accounting and Disclosure Policies.

**ACCRUAL ACCOUNTING**

The financial statements have been prepared using the accrual basis of accounting. The financial statements have also been prepared according to the historical cost convention, except for assets such as those included in property, plant and equipment and financial instruments which were valued at fair value in accordance with the revaluation policies applicable to CIT during the reporting period.

**CURRENCY**

These financial statements are presented in Australian dollars.

**INDIVIDUAL REPORTING ENTITY**

CIT is an individual not-for-profit reporting entity.

**Canberra Institute of Technology**  
**Appendix A – Basis of Preparation of the Financial Statements**  
**Forms Part of Note 2 of the Financial Statements**  
**For the Year Ended 31 December 2021**

**APPENDIX A – BASIS OF PREPARATION OF THE FINANCIAL STATEMENTS – CONTINUED**

**PRINCIPLES OF CONSOLIDATION**

CIT holds \$20,000 of paid-up capital in CIT Solutions Pty Limited (CIT Solutions).

The consolidated financial statements are for the group comprising CIT and CIT Solutions. CIT Solutions is a wholly-owned subsidiary of CIT, formed for the purposes of undertaking entrepreneurial and commercial activities on CIT's behalf. All inter-entity balances, including unrealised profits and losses, have been eliminated on consolidation. The financial statements of CIT Solutions are prepared for the same reporting period as CIT, using accounting policies that are consistent with those of CIT.

**REPORTING PERIOD**

These financial statements state the financial performance, changes in equity and cash flows of CIT for the year ended 31 December 2021 together with the financial position of CIT at 31 December 2021.

**COMPARATIVE FIGURES**

*Budget Figures*

To facilitate a comparison with the Budget Papers, as required by the *Financial Management Act 1996*, budget information for 2021 has been presented in the financial statements. Budget numbers in the financial statements are the original budget numbers that appear in the 2021 Budget Papers.

*Prior Year Comparatives*

Comparative information has been disclosed in respect of the previous period for amounts reported in the financial statements, except where an Australian Accounting Standard does not require comparative information to be disclosed.

Where the presentation or classification of items in the financial statements is amended, the comparative amounts have been reclassified where practical. Where a reclassification has occurred, the nature, amount and reason for the reclassification is provided.

*Rounding*

All amounts in the financial statements have been rounded to the nearest thousand dollars (\$'000). Use of the "-" symbol represents zero amounts or amounts rounded down to zero.

**GOING CONCERN**

The 2021 financial statements have been prepared on a going concern basis. At 31 December 2021, current liabilities (\$36 million) exceeded current asset (\$27 million) by \$9 million. However, this is not considered a liquidity risk as the LSL Employee Entitlements of \$15m are unlikely to be called upon during the next reporting period and historical analysis shows that on average only a minor portion of the entitlements are paid out in any one year.

**Canberra Institute of Technology**  
**Appendix C – Initial Application of Accounting Standards**  
**Forms Part of Note 2 of the Financial Statements**  
**For the Year Ended 31 December 2021**

**APPENDIX B – SIGNIFICANT ACCOUNTING POLICIES**

**SIGNIFICANT ACCOUNTING POLICIES – INCOME**

**REVENUE RECOGNITION**

Revenue is recognised in accordance with AASB 15 Revenue from Contracts with Customers where the contract is enforceable and contains sufficiently specific performance obligations, otherwise revenue is in the scope of AASB 1058 Income of Not-For-Profit Entities, or AASB 1004 Contributions Where the performance obligations of the contract have not been met at the reporting date, revenue is held as Contract Liabilities on the Balance Sheet.

**AASB 15**

The core principle of AASB 15 is that revenue is recognised on a basis that reflects the transfer of promised goods or services to customers at an amount that reflects the consideration the entity expects to receive in exchange for those goods or services. Revenue is recognised by applying a five step model as follows:

1. identify the contract with the customer;
2. identify the performance obligations;
3. determine the transaction price;
4. allocate the transaction price; and
5. recognise revenue as or when control of the performance obligation is transferred to the customer.

No revenue streams of CIT have any significant financing terms as there is less than 12 months between receipt of funds and satisfaction of performance obligations. Refer to Note 4 for specific revenue sources.

**AASB 1058**

Where revenue streams are in the scope of AASB 1058, CIT recognises the asset received (generally cash or other financial asset) at fair value, recognises any related amount (e.g. liability or equity) in accordance with an accounting standard and recognises revenue as the residual between the fair value of the asset and the related amount on receipt of the asset.

**NOTE 3 – CONTROLLED RECURRENT PAYMENTS**

Controlled Recurrent Payments are recognised as revenues when CIT gains control over the funding. Control over appropriated funds is obtained upon the receipt of cash.

**SPECIAL PURPOSE FUND ACTIVITIES**

This is recognised as revenue on an accruals basis as students are given positive grades for completed modules. This category of revenue is funding provided by the ACT Government for students undertaking courses which are subject to this funding and is predominately for apprentices and trainees and JobTrainer students. The revenue is recognised at a point in time when the student receives a positive grade from CIT for apprentices and trainees. Under the JobTrainer funding, revenue is recognised at a point in time upon enrolment for qualifications other than Full Qualifications and upon a point in time when the student receives a positive grade for the Full Qualifications.

**Canberra Institute of Technology**  
**Appendix C – Initial Application of Accounting Standards**  
**Forms Part of Note 2 of the Financial Statements**  
**For the Year Ended 31 December 2021**

**SIGNIFICANT ACCOUNTING POLICIES – INCOME – CONTINUED**

**STUDENT FEES AND CHARGES**

CIT earns the majority of its contract revenue from provision of education services. The financial year for CIT coincides with the academic year. In the majority of cases, the performance obligations under contracts classified as General Student Fees and Charges are satisfied during the current year, hence revenue is recognized at the point in time when the invoice is due in the current year.

**COMMERCIAL REVENUE**

International Student fees as a component of Commercial Revenue are treated in the same way as General Student Fees and Charges.

The remaining majority of Commercial Revenue components are rental income contracts and the sale of goods and services contracts. Generally, the meeting of the performance obligations of the contracts coincides with the payment. Rental revenue is recognised on an accruals basis over time throughout the term of the contract.

**NOTE 5 – GRANTS AND CONTRIBUTIONS**

Where CIT receives an asset or services for significantly less than fair value then the transaction is in the scope of AASB 1058 and revenue is recognised on receipt of the asset or services.

Where services are received, the expense is recognised in the line item to which it relates.

Goods and services received free of charge from ACT Government agencies are recognised as resources received free of charge, whereas goods and services received free of charge from entities external to the ACT Government are recognised as donations or contributions.

Services that are received free of charge are only recognised in the Operating Statement if they can be reliably measured and would have been purchased if not provided to CIT free of charge.

Where CIT receives capital grants that meet the following:

- the contract is enforceable;
- the financial asset is to be used to acquire or construct a non-financial asset which will be recognised by the agency; and
- the asset is not required to be transferred to any other party;

then a contract liability is recognised on receipt of funds and revenue is recognised as the acquisition or construction occurs. If the funds are received in arrears, then a contract asset is recorded as CIT is completing the work.

**INTEREST**

Interest revenue is recognised on a cash basis upon receipt.

**Canberra Institute of Technology**  
**Appendix C – Initial Application of Accounting Standards**  
**Forms Part of Note 2 of the Financial Statements**  
**For the Year Ended 31 December 2021**

**SIGNIFICANT ACCOUNTING POLICIES – EXPENSES**

**NOTE 7 – EMPLOYEE EXPENSES**

Employee benefits include:

- short-term employee benefits such as wages and salaries, annual leave loading, annual leave, superannuation and applicable on-costs if expected to be settled wholly before twelve months after the end of the annual reporting period in which the employees render the related services;
- other long-term benefits such as long service leave and annual leave; and
- termination benefits.

On-costs include annual leave, long service leave, superannuation and other costs that are incurred when employees take annual and long service leave.

(See Appendix B – Note 22 – *Employee Benefits* for accrued wages and salaries, and annual and long service leave).

**NOTE 8 – SUPERANNUATION EXPENSES**

Employees of CIT have different superannuation arrangements due to the type of superannuation scheme available at the time of commencing employment, including both defined benefit and defined contribution superannuation scheme arrangements.

For employees who are members of the defined benefit Commonwealth Superannuation Scheme (CSS) and Public Sector Superannuation Scheme (PSS) CIT makes employer superannuation contribution payments to the Territory Banking Account at a rate determined by the Chief Minister, Treasury and Economic Development Directorate. CIT also makes productivity superannuation contribution payments on behalf of these employees to the Commonwealth Superannuation Corporation, which is responsible for administration of the schemes.

For employees who are members of defined contribution superannuation schemes (the Public Sector Superannuation Scheme Accumulation Plan (PSSAP) and schemes of employee choice) CIT makes employer superannuation contribution payments directly to the employees' relevant superannuation fund.

All defined benefit employer superannuation contributions are recognised as expenses on the same basis as the employer superannuation contributions made to defined contribution schemes. The accruing superannuation liability obligations are expensed as they are incurred and extinguished as they are paid.

**Superannuation Liability Recognition**

For CIT employees who are members of the defined benefit CSS or PSS the employer superannuation liabilities for superannuation benefits payable upon retirement are recognised in the financial statements of the Superannuation Provision Account.

**Canberra Institute of Technology**  
**Appendix C – Initial Application of Accounting Standards**  
**Forms Part of Note 2 of the Financial Statements**  
**For the Year Ended 31 December 2021**

**SIGNIFICANT ACCOUNTING POLICIES – EXPENSES – CONTINUED**

**NOTE 9 – SUPPLIES AND SERVICES**

**Insurance**

Major risks are insured through the ACT Insurance Authority. The excess payable, under this arrangement, varies depending on each class of insurance held.

**Repairs and Maintenance**

CIT undertakes major cyclical maintenance on its assets. Where the maintenance leads to an upgrade of the asset, and increases the service potential of the existing asset, the cost is capitalised. Maintenance expenses which do not increase the service potential of the asset are expensed.

**Leases**

Lease payments that are not subject to AASB 16 are recorded as an expense in the Operating Statement on a straight-line basis over the term of the lease. Following the adoption of AASB 16, most of the lease commitments have been reclassified as Right-of-Use Assets and Lease Liabilities. The leases not captured by AASB 16 include short term and low value leases.

**NOTE 10 – DEPRECIATION AND AMORTISATION**

Amortisation is used in relation to intangible assets and depreciation is applied to physical assets such as buildings, infrastructure assets, and plant and equipment.

Land has an unlimited useful life and is therefore not depreciated.

Heritage Assets are not depreciated.

Depreciation or amortisation for non-current assets is determined as follows:

<b>Class of Asset</b>	<b>Depreciation/Amortisation</b>	<b>Useful Life (Years)</b>
Buildings	Straight-Line	5-100
Leasehold Improvements	Straight-Line	2-10
Plant and Equipment <sup>(a)</sup>	Straight-Line	2-20
Externally Acquired Software	Straight-Line	2-5
Right-of-Use Assets	Straight-Line	Lease Term

The aggregate amount of depreciation allocated for each class of asset during the reporting period is disclosed in Note 10 – *Depreciation and Amortisation*.

<sup>(a)</sup> Unusual or special purpose assets may have a longer useful life where appropriate.

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**SIGNIFICANT ACCOUNTING POLICIES – ASSETS**

**ASSETS – CURRENT AND NON-CURRENT**

Assets are classified as current where they are expected to be realised within 12 months after the reporting date.

Assets which do not fall within the current classification are classified as non-current.

**Significant Accounting Judgements and Estimates - Fair Value of Assets**

CIT has made a significant estimate regarding the fair value of its assets. Land has been recorded at the market value of similar properties as determined by an independent valuer. Buildings are recorded at depreciated replacement cost for specialised buildings and at current prices as determined by an external valuer for non-specialised buildings. Heritage assets have been recorded at fair value based on current replacement cost and market value as determined by CIT. The valuation uses significant judgements and estimates to determine fair value, including the appropriate indexation figure and quantum of assets held. The fair value of assets is subject to management assessment between formal valuations.

**NOTE 13 – CASH AND CASH EQUIVALENTS**

Cash includes cash at bank and cash on hand. The Cash equivalents are short-term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are included in cash and cash equivalents in the Statement of Cash Flows but not in the cash and cash equivalents line on the Balance Sheet.

**NOTE 14 – RECEIVABLES**

**Accounts Receivable**

Accounts receivable (including student receivables and other trade receivables) are measured at amortised cost, with any adjustments to the carrying amount being recorded in the Operating Statement.

**Impairment Loss - Receivables**

The allowance for expected credit losses represents the amount of trade receivables and student receivables that CIT estimates will not be repaid. CIT determines the allowance for impairment losses is based on objective evidence and a review of overdue balances. CIT measures expected credit losses of a financial instrument in a way that reflects:

- (a) an unbiased and probability-weighted amount that is determined by evaluating a range of possible outcomes;
- (b) the time value of money; and
- (c) reasonable and supportable information that is available without undue cost or effort at the reporting date about past events, current conditions and forecasts of future economic conditions (AASB 9.5.5.17).

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**SIGNIFICANT ACCOUNTING POLICIES – ASSETS – CONTINUED**

**NOTE 14 – RECEIVABLES – CONTINUED**

The amount of the expected credit loss is recognised in the Operating Statement. The allowance for impairment losses are written off against the allowance account when CIT ceases action to collect the debt when the cost to recover the debt is more than the debt is worth.

For trade receivables CIT applied the simplified approach under AASB 9, which uses a lifetime expected loss for all trade receivables.

A provision matrix is used to calculate the expected credit loss.

Where CIT has no reasonable expectation of recovering an amount owed by a debtor and ceases action to collect the debt, as the cost to recover the debt is more than the debt is worth, the debt is written-off by directly reducing the receivable against the loss allowance.

**NOTE 15 – ASSETS HELD FOR DISTRIBUTION TO OWNER**

Assets held for distribution to owner are assets that are available for immediate distribution in their present condition, and their distribution is highly probable. Assets held for distribution to owner are measured at the lower of the carrying amount and fair value less costs to sell. Assets held for distribution to owner are not depreciated.

**NOTE 17 – PROPERTY, PLANT AND EQUIPMENT**

**Acquisition and Recognition of Property, Plant and Equipment**

All property, plant and equipment are initially recorded at cost.

Where property, plant and equipment are acquired at no cost, or minimal cost, cost is its fair value as at the date of acquisition. However, property, plant and equipment acquired at no cost or minimal cost as part of a Restructuring of Administrative Arrangements is measured at the transferor's book value.

Where payment for property, plant and equipment is deferred beyond normal credit terms, the difference between its cash price equivalent and the total payment is measured as interest over the period of credit. The discount rate used to calculate the cash price equivalent is an asset specific rate.

Property, plant and equipment with a value above \$5,000 (GST exclusive) is capitalised.

**Measurement of Property, Plant and Equipment after Initial Recognition**

Property, Plant and Equipment is valued using the cost or revaluation model of valuation. Land, Buildings, and Heritage assets are measured at fair value. Leasehold Improvements, Right-of-Use assets and plant and equipment are measured at cost.

Right-of-use assets are initially measured at cost. After the commencement date, right of use assets are measured at cost less any accumulated depreciation and accumulated losses and adjusted for any re-measurement of the lease liability. Right-of-use assets are presented in property, plant and equipment under the relevant asset class.

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**NOTE 17 – PROPERTY, PLANT AND EQUIPMENT – CONTINUED**

Fair value for land and non-specialised buildings is measured using the market approach valuation technique. This approach uses prices and other relevant information generated by market transactions involving identical or similar assets.

Fair value for specialised buildings, and some heritage assets is measured by reference to the cost of replacing the remaining future economic benefits embodied in the asset i.e. depreciated replacement cost. This is the cost approach valuation technique. For other heritage assets, the fair value is measured using the market approach valuation technique. This approach uses sales prices and other relevant information generated by market transactions involving similar assets or works by artists with similar standing/style.

Heritage assets artworks comprise works produced by students and held for permanent exhibition, for which fair value is determined using a market price where there is a market for the same or a similar item. Where there is no active market (produced by non-recognised artists) heritage assets are valued using unobservable inputs such as, aesthetic quality, medium and the knowledge and experience of the valuer.

Land, buildings, and heritage assets are generally revalued every three years. Land and Building assets were revalued at the end of 2020. If at any time management considers that the carrying amount of an asset materially differs from its fair value, then the asset will be revalued regardless of when the last valuation took place. Any accumulated depreciation relating to buildings, plant and equipment and heritage assets, at the date of revaluation, is written-back against the gross carrying amount of the asset and the net amount is restated to the revalued amount of the asset. Heritage Assets were not revalued in 2020, however CIT does not believe the value to be materially different to the 2017 valuation given the nature and type of asset.

**Significant Accounting Judgements and Estimates – Useful lives of Property Plant and Equipment**

CIT has made a significant estimate in determining the useful lives of its property, plant and equipment. The estimation of useful lives of property, plant and equipment is based on the historical experience of similar assets and in some cases has been based on valuations provided by Knight Frank Valuations Canberra as at 31 December 2020. The useful lives are assessed on an annual basis and adjustments are made when necessary.

Refer Appendix B – Note 10 – *Depreciation and Amortisation* for disclosures concerning assets useful life assets.

**Impairment of Assets**

CIT assesses at each reporting date, whether there is any indication that an asset may be impaired. Assets are also reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable.

The future of the Reid Campus has been considered in the assessment of assets which may be impaired and at this stage, management does not believe that any adjustment to asset values is required. There is limited information available at this stage to allow an assessment of the reliability and accuracy of the useful life and hence the carrying amount of the buildings. As further information becomes available over time, this assessment may change and will be incorporated into the Financial Statements of subsequent years.

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**SIGNIFICANT ACCOUNTING POLICIES – ASSETS – CONTINUED**

**NOTE 17 – PROPERTY, PLANT AND EQUIPMENT – CONTINUED**

Any impairment loss for land and buildings is recognised against the relevant class of asset in the Asset Revaluation Surplus with a corresponding reduction to the carrying amount in the Balance Sheet. Where the impairment loss is greater than the balance in the Asset Revaluation Surplus, the difference is expensed in the Operating Statement.

**Valuation Techniques, inputs and processes**

***Level 2 Valuation Techniques and Inputs***

**Land and Buildings**

**Valuation Technique:** The valuation technique used to value land and buildings is the market approach that reflects recent transaction prices for similar properties and buildings (comparable in location and size).

**Inputs:** In determining the value of land, prices and other relevant information generated by market transactions involving comparable land and buildings were considered. The following was taken into regard: the Crown Lease terms and tenure, the Australian Capital Territory Plan and the National Capital Plan, where applicable, as well as current zoning. CIT considers that the valuation reflects the highest and best use value.

When assessing the value, the prices adopted from the evidence were on a dollar per square metre basis, subsequently applied to the various land areas to derive the total land value. The Monterey student accommodation was valued on a direct comparison basis, whereby an active and liquid market exists and comparable market evidence can be analysed to assist in deriving a value.

**Heritage Assets**

**Valuation technique:** The valuation technique applied to Heritage assets is the market approach. This approach uses sales prices and other relevant information generated by market transactions involving similar assets or works by artists with similar standing/style.

**Inputs:** Artworks comprise works produced by students and other artists held for permanent exhibition, for which fair value is determined using a market value (comparable sales) where there is a market for the same or a similar item.

***Level 3 Valuation Techniques and Significant Unobservable Inputs***

**Land and Buildings**

**Valuation Technique:** Most buildings were considered specialised assets by the valuer and measured using the cost approach that reflects the cost to a market participant to construct assets of comparable utility adjusted for obsolescence. For buildings, depreciated replacement cost of equivalent modern improvements per square metre of floor area was also used in measuring fair value.

**Inputs:** In determining the value of buildings, regard was given to the age of buildings, size of improvements, estimated replacement cost, condition of structures and current use. This required the use of data internal to CIT. When assessing the value, the prices adopted from the evidence were on a dollar per square metre basis, subsequently applied to the various building areas to derive the total building value.

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**SIGNIFICANT ACCOUNTING POLICIES – ASSETS – CONTINUED**

**NOTE 16 – PROPERTY, PLANT AND EQUIPMENT – CONTINUED**

**Heritage Assets**

**Valuation technique:** Heritage assets where there is no active market (produced by non-recognised artists) are valued using unobservable inputs.

**Inputs:** In determining the value of these artworks, unobservable inputs were developed with regard given to aesthetic quality, medium, valuer knowledge of the market, and recent sales of works by artists with similar standing/style to the non-recognised artists.

There have been no changes to the above valuation techniques during the year.

Transfers in and out of a fair value level are recognised at the end of the reporting period in which the assets are revalued or changed in circumstances that cause a revaluation and transfer.

**NOTE 18 – INTANGIBLE ASSETS**

CIT's intangible assets comprise externally acquired software.

Externally acquired software is recognised and capitalised when:

- a. it is probable that the expected future economic benefits attributable to the software will flow to CIT;
- b. the cost of the software can be measured reliably; and
- c. the acquisition cost is equal to or exceeds \$50,000.

Capitalised software has a finite useful life. Software is amortised on a straight-line basis over its useful life, over a period not exceeding five years. Intangible assets are initially recorded at cost.

**SIGNIFICANT ACCOUNTING POLICIES – LIABILITIES**

**LIABILITIES – CURRENT AND NON-CURRENT**

Liabilities are classified as current when they are due to be settled within 12 months following the reporting date.

Liabilities which do not fall within the current classification are classified as non-current.

**NOTE 20 – PAYABLES**

Payables are initially recognised at fair value based on the transaction. All amounts are normally settled within the terms of the invoice due date.

Payables include Accounts Payables, Accrued Expenses and Other Payables.

**NOTE 21 – LEASE LIABILITIES – CIT AS A LESSEE**

Lease liabilities include the net present value of the following lease payments:

- fixed payments (including in-substance fixed payments), less any lease incentive receivables;
- variable lease payments that are based on an index or a rate, initially measured using the index or rate as at the commencement date;

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**SIGNIFICANT ACCOUNTING POLICIES – LIABILITIES – CONTINUED**

**NOTE 21 – LEASE LIABILITIES – CIT AS A LESSEE – CONTINUED**

- amounts expected to be payable by CIT under residual value guarantees;
- the exercise price of a purchase option if the lessee is reasonably certain to exercise that option, and
- payments of penalties for terminating the lease, if the lease term reflects the lessee exercising that termination option.

After the commencement date, lease liabilities are measured by reducing the carrying amount to reflect the lease payments made; and remeasuring the carrying amount to reflect any reassessment or lease modifications.

Lease payments to be made under reasonably certain extension options are also included in the measurement of the liability.

At inception of a contract, CIT assesses whether a lease exists – i.e. does the contract convey the right to control the use of an identified asset for a period of time in exchange for consideration.

This involves an assessment of whether:

- the contract involves the use of an identified asset – this may be explicitly or implicitly identified within the agreement. If the supplier has a substantive substitution right then there is no identified asset;
- CIT has the right to obtain substantially all of the economic benefits from the use of the asset throughout the period of use;
- CIT has the right to direct the use of the asset i.e. decision making rights in relation to changing how and for what purpose the asset is used.

CIT has elected not to separate non-lease components from lease components for leases, except for outgoings on the Tuggeranong lease. These are recognised as an expense as incurred in the operating statement.

At the lease commencement date, CIT recognised a right-of-use asset and associated lease liability for the lease term.

The right-of-use asset is measured using the cost model where cost on initial recognition comprises the lease liability, initial direct costs, prepaid lease payments, estimated cost of removal and restoration less any lease incentives received.

The right-of-use asset is depreciated over the lease term on a straight-line basis and assessed for impairment in accordance with the impairment of assets accounting policy.

The lease liability is initially measured at the present value of the remaining lease payments at the commencement of the lease. The discount rate is the incremental borrowing rate published by ACT Treasury which most closely matches the remaining lease term.

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**SIGNIFICANT ACCOUNTING POLICIES – LIABILITIES – CONTINUED**

**NOTE 21 – LEASE LIABILITIES – CIT AS A LESSEE – CONTINUED**

Subsequent to initial recognition, the lease liability is measured at amortised cost using the effective interest rate method. The lease liability will be remeasured in the situation where there is a lease modification, change in estimate of the lease term or index upon which the lease payments are based (e.g. CPI) or a change in assessment of lease term.

Where the lease liability is remeasured, the right-of-use asset will be adjusted to reflect the remeasurement or is recorded in the operating statement if the carrying amount of the right-of-use asset has been reduced to zero.

**EXCEPTIONS TO LEASE ACCOUNTING**

CIT has elected to apply the exceptions to lease accounting for both short-term leases (i.e. leases with a term of less than or equal to 12 months) and leases of low-value assets which are defined by AASB 16 to be those with a value less than \$10,000.

CIT recognises the payments associated with these leases as an expense over the lease term.

**NOTE 22 – EMPLOYEE BENEFITS**

**Wages and Salaries**

Accrued salaries and wages are measured at the amount that remains unpaid to employees at the end of the reporting period.

**Annual and Long Service Leave**

Annual and long service leave including applicable on-costs that are not expected to be wholly settled within twelve months are measured at the present value of estimated future payments to be made in respect of services provided by employees up to the end of the reporting period. At the end of each reporting period, the present value of annual leave and long service leave payments is estimated using market yields on Commonwealth Government bonds with terms to maturity that match, as closely as possible, the estimated future cash flows.

Annual leave liabilities have been estimated on the assumption that they will be wholly settled within three years. In 2021 the rate used to estimate the present value of future

- annual leave payments is 100.2% (99.9% in 2020); and
- payments for long service leave is 107.4% (112.8% in 2020).

The long service leave liability is estimated with reference to the minimum period of qualifying service. For employees with less than the required minimum period of seven years of qualifying service, the probability that employees will reach the required minimum period has been taken into account in estimating the provision for long service leave and applicable on-costs.

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**SIGNIFICANT ACCOUNTING POLICIES – LIABILITIES – CONTINUED**

**NOTE 22 – EMPLOYEE BENEFITS – CONTINUED**

The provision for annual leave and long service leave includes estimated on-costs. As these on-costs only become payable if the employee takes annual and long service leave while in-service, the probability that employees will take annual and long service leave while in service has been taken into account in estimating the liability for on-costs.

Annual leave and long service leave liabilities are classified as current liabilities in the Balance Sheet where there are no unconditional rights to defer the settlement of the liability for at least 12 months. Conditional long service leave liabilities are classified as non-current because CIT has an unconditional right to defer the settlement of the liability until the employee has completed the requisite years of service.

**Significant Accounting Judgements and Estimates – Employee Benefits**

Significant judgements have been applied in estimating the liability for employee benefits. The estimated liability for annual and long service leave requires a consideration of the future wage and salary levels, experience of employee departures, probability that leave will be taken in service and periods of service. The estimate also includes an assessment of the probability that employees will meet the minimum service period required to qualify for long service leave and that on-costs will become payable.

The significant judgements and assumptions included in the estimation of annual and long service leave liabilities include an assessment by an actuary. The Australian Government Actuary performed this assessment in April 2019. The next actuarial review is expected to be undertaken by early 2022.

**NOTE 23 – OTHER LIABILITIES**

**Revenue Received in Advance**

Revenue received in advance is recognised as a liability if there is a present obligation to return the funds received or if deferral of revenue recognition is permitted or required under AASB 15 and AASB 1058.

The JobTrainer funding deferred to future periods is both permitted and required under AASB 15.

**SIGNIFICANT ACCOUNTING POLICIES – OTHER NOTES**

**NOTE 24 – EQUITY**

Contributions made by the ACT Government, through its role as owner of CIT, are treated as contributions of equity.

Increases or decreases in net assets as a result of Administrative Restructures are also recognised in equity.

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**SIGNIFICANT ACCOUNTING POLICIES – OTHER NOTES – CONTINUED**

**NOTE 25. FINANCIAL INSTRUMENTS**

**Interest Rate Risk**

Interest rate risk is the risk that fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. CIT's financial assets consist of cash and cash equivalents, which are normally exposed to floating interest rate risk. Based on the cash needs of CIT, floating interest rate risk is mitigated by investing cash in term deposits with fixed interest rates.

CIT does not have any financial liabilities held at floating interest rates and is therefore not exposed to movements in the amount of interest payable. There have been no changes in risk exposure or processes for managing risk since the last financial reporting period.

A sensitivity analysis has not been undertaken for the interest rate risk of CIT as it has been determined that the possible impact on income and expenses or total equity from fluctuations in interest rates is immaterial.

**Credit Risk**

Credit risk is the risk that one party to a financial instrument will fail to discharge an obligation and cause the other party to incur a financial loss.

CIT is exposed to credit risk from:

- the amount of the financial assets it holds net of any allowance for impairment
- financial assets that are not past due or impaired
- transactions with students and other commercial entities
- term deposits and cash balances

Credit risk is mitigated by the following processes and procedures:

- the majority of revenue transactions taking place with ACT Government and Australian Government entities hence any receivable generated does not carry a credit risk
- monitoring and collecting all financial assets not past due or impaired
- transactional risks are managed through internal processes which include contacting debtors by phone and email and referring to a debt collection agency. With regard to student debtors, CIT can limit student access to facilities, obtaining of grades and graduating and by deregistering students with outstanding accounts.
- term deposits are held with the Illawarra Mutual Bank Limited, which has a long term credit rating of Baa1 with Moody's Investor Services at December 2021.
- cash balances are held with Westpac Banking Corporation.

There have been no changes in credit risk exposure since the last reporting period.

Trade receivables are measured at lifetime expected credit losses (the simplified approach).

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**SIGNIFICANT ACCOUNTING POLICIES – OTHER NOTES – CONTINUED**

**NOTE 25. FINANCIAL INSTRUMENTS – CONTINUED**

**Liquidity Risk**

Liquidity Risk is the risk that CIT will encounter difficulties in meeting obligations associated with financial liabilities that are settled by delivering cash or another financial asset. CIT manages its exposure to Liquidity Risk by drawing down appropriations received progressively throughout the year and by progressively invoicing students and other debtors to ensure that it can meet its obligations throughout the year. See the maturity analysis for further details on when financial assets and liabilities mature.

CIT's exposure to Liquidity Risk and the management of this risk has not changed since the previous reporting period.

**Price Risk**

Price Risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk), whether these changes are caused by factors specific to the individual financial instrument or its issuer, or by factors affecting all similar financial instruments traded in the market. CIT has no exposure to price risk, as it does not hold financial instruments that are exposed to movements in market prices.

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**APPENDIX C – IMPACT OF ACCOUNTING STANDARDS ISSUED BUT YET TO BE APPLIED**

Several new and revised Accounting Standards and Interpretations have been issued by the Australian Accounting Standards Board. These Standards have been assessed and it has been determined that they do not apply to the current reporting period, are not relevant to CIT or will not have a material impact on the Financial Statements. At this stage, those applying to future reporting periods are also not expected to have an impact on the Financial Statements of CIT.

# CAPITAL WORKS

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In 2021, the CIT capital works program continued with the construction of more teaching and learning spaces at the CIT Fyshwick campus, undertaking projects to provide better ICT services for CIT students and staff and minor capital upgrades projects to enhance education delivery including equipment replacement and software upgrades.

On an annual financial year basis, CIT receives capital funding from the ACT Government through the Better Infrastructure Fund (BIF) to upgrade and maintain the infrastructure on CIT's campuses. The majority of these projects are in the lists below and are summarised in the table below.

Other significant projects such as *More Teaching & Learning Spaces for Fyshwick* and *Better ICT Services for Students & Staff* are funded through individual project funds and are listed separately in the table below.

## COMPLETED PROJECTS

The following projects were completed:

- > Ongoing upgrade of LED lighting – CIT Bruce and Fyshwick
- > Refresh of first aid room in Block F – CIT Bruce
- > New air conditioning to Block L – CIT Reid
- > Continued upgrading of fire equipment – All Campuses
- > Migration of CIT printers into the ACTGOV environment
- > Upgrade CIT's Unicard System – all campuses
- > Installation of CO<sub>2</sub> sensors and people counters in Nursing Ward – Block B – CIT Bruce
- > Construction of a Control Room in K205 – CIT Bruce
- > Construction of new teaching and learning spaces – CIT Fyshwick
- > Installation of new extraction Smog Hogs in construction workshop – CIT Bruce

## WORKS STILL IN PROGRESS

The following projects are in progress:

- > LED lighting upgrade – CIT Bruce and Fyshwick
- > Additional teaching and learning spaces – CIT Fyshwick
- > Construction of a new mezzanine walkway and teaching space in Block C – CIT Fyshwick
- > Staff accommodation modelling of the new Woden campus in Block C – CIT Fishwick
- > Solar panel replacement on two buildings due to hail damage – CIT Bruce
- > Construction of new awnings to create outdoor teaching and learning spaces – CIT Bruce
- > Construction of a new Nursing Ward – B209 & B210 – CIT Bruce
- > Refurbishment of forensic laboratory and physics classroom Block D – CIT Bruce
- > Concept design works and cost estimates for a refreshed canteen and café – CIT Bruce
- > Infrastructure upgrades – Cooling Towers, Boilers and Chillers – CIT Bruce

## Statement of Capital Works Income and Expenditure

Project	Prior Years			Current Year			Completion Date					
	Original Project value	Revised Project Value	Prior Year's Expenditure	Prior Year's Financing	Budgeted Financing	Revised Financing	Budgeted Expenditure	Actual Expenditure	Total Financing To Date	Total Expenditure To Date	Original	Revised
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>NEW WORKS and WORKS IN PROGRESS</b>												
Better Infrastructure Funds (BIF) 2021-22	2,917	2,917	0	0	2,917	2,917	1,000	385	2,917	385	Jun-22	Jun-22
<b>Total New Works</b>	<b>2,917</b>	<b>2,917</b>	<b>0</b>	<b>0</b>	<b>2,917</b>	<b>2,917</b>	<b>1,000</b>	<b>385</b>	<b>2,917</b>	<b>385</b>		
<b>COMPLETED PROJECTS</b>												
Better Infrastructure Funds 2020-21	2,846	2,846	0	0	2,846	2,846	2,846	2,846	2,846	2,846	Jun-21	Jun-21
Better Infrastructure Funds Adj - More Teaching & Learning Spaces for Fyshwick	2,900	2,900	273	273	2,627	2,627	2,627	2,627	2,900	2,900	Jun-22	Feb-22
Better ICT Services for Students & Staff	5,488	5,488	952	952	1,792	1,792	1,792	1,792	5,488	5,488	Jun-21	Jun-21
More jobs for our growing city – CIT Campus Modernisation – early planning	1,000	1,000	649	649	351	351	351	351	1,000	1,000	Jun-21	Jun-21
<b>Total Completed Projects</b>	<b>12,334</b>	<b>12,334</b>	<b>1,874</b>	<b>1,874</b>	<b>7,616</b>	<b>7,616</b>	<b>7,616</b>	<b>7,616</b>	<b>12,334</b>	<b>12,334</b>		
<b>Grand Total</b>	<b>15,251</b>	<b>15,251</b>	<b>1,874</b>	<b>1,874</b>	<b>10,533</b>	<b>10,533</b>	<b>8,616</b>	<b>8,001</b>	<b>15,251</b>	<b>12,719</b>		

# ASSET MANAGEMENT

## OVERVIEW

CIT assets are predominately located at the Reid, Bruce and Fyshwick campuses and include the ownership and management of assets of varying age and condition across the following asset classes:

- > land and buildings
- > plant and equipment
- > heritage assets
- > software.

Additional assets are located at:

- > Gungahlin Learning Centre (shared community space under an MOU)
- > Tuggeranong Learning Centre (10-year property lease to April 2026)
- > Watson campus (sub-leased to the Academy of Interactive Entertainment to be returned to the ACT Government in 2022)
- > Monterey Student Residences.

The replacement cost of land and buildings at the three campuses (Reid, Bruce and Fyshwick) of around 35 hectares in total, is \$590 million.

The Watson campus has recently been subdivided into three blocks with the Academy of Interactive Entertainment (AIE) continuing to sub-lease Block B. The AIE is expected to purchase Block A from the ACT Government during early 2022. The open green space will be handed back to the ACT Government for Transport Canberra and City Services to develop for community use.

The Woden Childcare Centre was transferred back to the ACT Government at the end of 2021.

With the anticipated completion of the new CIT Woden Campus in late 2024 and subsequent relocation of all staff located on the Reid Campus, the ACT Government have announced that the University of New South Wales (UNSW) will occupy the site. Although UNSW have current lease arrangements with the ACT Government on a number of training

rooms at the Reid Campus, CIT will continue to identify and transition additional rooms and where possible buildings to UNSW in the lead up to CIT's departure from this site.

CIT buildings incorporate a range of function types including specialist facilities, workshops, general-purpose classrooms and ancillary office areas. The average age of all buildings is 38 years and range from the first building constructed in Reid in 1960, to the Learning Centre at Gungahlin Town Centre completed in 2011.

There were no new buildings added to the asset register during 2021, however significant renovations had been completed during 2021 at the Fyshwick campus which are reflected in the asset register.

The Reid, Bruce and Fyshwick campuses and the Monterey Student Accommodation are subject to a triennial external valuation which was most recently done in 2020.

A stocktake is conducted on assets held at the Reid, Bruce and Fyshwick campuses on a three-year rotational basis. The 2021 stocktake scheduled for Reid campus did not occur due to COVID-19 restrictions in accessing the site, however this will be conducted in 2022.

The vehicle fleet consisted of 17 (mainly leased) passenger and light commercial vehicles. There are plans to lease or purchase a utility vehicle in 2022 in the trades area and exchange three existing vehicles with electric vehicles.

## ASSET MAINTENANCE AND UPGRADE

Asset condition audits are undertaken and when identified as needing to be replaced or upgraded, the relevant items are incorporated into the capital programs. Although planned asset maintenance is included in the operating budgets, additional assets will be included as part of the planned maintenance regime for 2022.

An audit of all boilers is planned for 2022 with anticipation to upgrade to more sustainable solutions as part of the commitment of the ACT Government to reducing the carbon emission footprint of the Canberra region.

Audits conducted in 2021 include:

- > A lighting audit across all campuses with the intent to upgrade to more sustainable LED lighting solutions during 2022-23.
- > An audit of cooling towers on the Bruce campus will result in the upgrade of three cooling towers during 2022-23.
- > A Risk Insurance Survey was conducted at Fyshwick by an independent auditor outlining recommendations to reduce the risk of potential damage to property. Corrective measures will be implemented in 2022 to reduce any identified risk.

Further to the annual repairs and maintenance budget, an annual Better Infrastructure Funds allocation of \$2.9 million is received to upgrade buildings, grounds and infrastructure. Significant upgrades such as a new building are not provided for within this funding.

## ASSET UTILISATION

Due to the diverse nature of operations, most buildings are configured for multiple purposes including as classrooms, specialist teaching rooms (workshops, laboratories etc.), support areas (stores and preparation rooms) and offices. Where practical, teaching equipment is designed for portability to maximise delivery options.

Utilisation rates of workspaces are compared with other state and territory educational institutions annually. The dynamic nature of functions at CIT makes it difficult to determine the exact quantum of usage at any given point in time. Further measures are being employed by CIT such as people counters to provide greater accuracy when calculating utilisation rates. These are planned for the new Woden campus and are being trailed at the Bruce campus in 2022. With the continued impacts of COVID-19, specifically the Omicron and Delta variants, utilisation of spaces has not been estimated for 2020 or 2021 due to significant levels of online delivery and staff working remotely during the pandemic.

CIT's allocation rate for office accommodation is estimated to be about 13m<sup>2</sup> of floor space per office employee, which is expected to reduce over time with the impact of COVID-19 and shift in flexible working arrangements.

# GOVERNMENT CONTRACTING

CIT undertakes procurement activities for a range of goods, services and works. Procurement processes within CIT adhere to the *Government Procurement Act 2001* and the *Government Procurement Regulation 2007*. Procurement expenditure, selection and management processes are authorised by the appropriate delegate within CIT.

In 2021 Procurement ACT continued to provide advice and support on procurement and contract management issues and worked with CIT on high value and/or high-risk procurements.

CIT continued to be responsible for the management of contracts, and incidents of non-compliance by contractors were followed up by the nominated CIT Officer.

## CONTRACT INFORMATION

The online ACT Government Contracts Register records contracts with suppliers of goods, services and works, with a value of \$25,000 or more.

A full search of Canberra Institute of Technology contracts notified with an execution date from 1 January 2021 to 31 December 2021 can be made at <https://www.tenders.act.gov.au/contract/search>.

## SECURE LOCAL JOBS CODE

CIT actively applies the requirements of the Secure Local Jobs Code. No exemptions from the Secure Local Jobs Code Requirements have been provided to CIT.

## ABORIGINAL AND TORRES STRAIT ISLANDER PROCUREMENT POLICY (ATSIPP)

CIT is committed to the success of the Aboriginal and Torres Strait Islander Procurement Policy.

### ATSIPP Performance Measures for CIT in the calendar year 2021.

Measure	Result
The number of unique Aboriginal and Torres Strait Islander Enterprises that respond to CIT tender and quotation opportunities issued from the Approved Systems.	1
The number of unique Aboriginal and Torres Strait Islander Enterprises attributed a value of Addressable Spend in the 2021 calendar year.	12
Percentage of the calendar year's Addressable Spend of \$160,831.64 that was spent with Aboriginal and Torres Strait Islander Enterprises – target 1.5%	0.70%

CIT continues to communicate and promote the Aboriginal and Torres Strait Islander Procurement Policy to increase the engagement of Aboriginal and Torres Strait Islander Enterprises and CITs performance against all three measures. CIT is continuing to identify opportunities to apply and monitor the Policy.

## CREATIVE SERVICES PANEL

The Creative Services Panel is a whole of government arrangement for the purchase of creative services, including:

- > Advertising
- > Marketing
- > Communications and engagement
- > Digital
- > Graphic design
- > Photography and video
- > Media buying.

During the 2021 calendar year, CIT spent a total of \$41,035.16 with service providers included on the panel. This includes Audio and Video Production, Design, Media (Radio, Television, Newspapers) and Staff Recruitment Advertising. Major purchases (over \$25,000) through this panel are published on the ACT Government Contracts Register.

# STATEMENT OF PERFORMANCE



AUDITOR-GENERAL AN OFFICER  
OF THE ACT LEGISLATIVE ASSEMBLY 

## INDEPENDENT LIMITED ASSURANCE REPORT

### To the Members of the ACT Legislative Assembly

#### Conclusion

I have undertaken a limited assurance engagement on the statement of performance of the Canberra Institute of Technology for the year ended 31 December 2021.

Based on the procedures performed and evidence obtained, nothing has come to my attention to indicate the results of the accountability indicators reported in the statement of performance for the year ended 31 December 2021 are not in agreement with the Canberra Institute of Technology's records or do not fairly reflect, in all material respects, the performance of the Canberra Institute of Technology, in accordance with the *Financial Management Act 1996*.

#### Basis for conclusion

I have conducted the engagement in accordance with the Standard on Assurance Engagements ASAE 3000 *Assurance Engagements Other than Audits or Reviews of Historical Financial Information*. My responsibilities under the standard and legislation are described in the 'Auditor-General's responsibilities' section of this report.

I have complied with the independence and other relevant ethical requirements relating to assurance engagements, and the ACT Audit Office applies Australian Auditing Standard ASQC 1 *Quality Control for Firms that Perform Audits and Reviews of Financial Reports and Other Financial Information, Other Assurance Engagements and Related Services Engagements*.

I believe that sufficient and appropriate evidence was obtained to provide a basis for my conclusion.

#### Canberra Institute of Technology's responsibilities for the statement of performance

The Governing Board of the Canberra Institute of Technology is responsible for:

- preparing and fairly presenting the statement of performance in accordance with the *Financial Management Act 1996* and *Financial Management (Statement of Performance Scrutiny) Guidelines 2019*; and
- determining the internal controls necessary for the preparation and fair presentation of the statement of performance so that the results of accountability indicators and accompanying information are free from material misstatements, whether due to error or fraud.

#### Auditor-General's responsibilities

Under the *Financial Management Act 1996* and *Financial Management (Statement of Performance Scrutiny) Guidelines 2019*, the Auditor-General is responsible for issuing a limited assurance report on the statement of performance of the Canberra Institute of Technology.

My objective is to provide limited assurance on whether anything has come to my attention that indicates the results of the accountability indicators reported in the statement of performance are not in agreement with the Canberra Institute of Technology's records or do not fairly reflect, in all material respects, the performance of the Canberra Institute of Technology, in accordance with the *Financial Management Act 1996*.

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In a limited assurance engagement, I perform procedures such as making inquiries with representatives of the Canberra Institute of Technology, performing analytical review procedures and examining selected evidence supporting the results of accountability indicators. The procedures used depend on my judgement, including the assessment of the risks of material misstatement of the results reported for the accountability indicators.

**Limitations on the scope**

The procedures performed in a limited assurance engagement are less in extent than those required in a reasonable assurance engagement and consequently the level of assurance obtained is substantially lower than the assurance that would have been obtained had a reasonable assurance engagement been performed. Accordingly, I do not express a reasonable assurance opinion on the statement of performance.

This limited assurance engagement does not provide assurance on the:

- relevance or appropriateness of the accountability indicators reported in the statement of performance or the related performance targets;
- accuracy of explanations provided for variations between actual and targeted performance due to the often subjective nature of such explanations; or
- adequacy of controls implemented by the Canberra Institute of Technology.



Ajay Sharma  
Assistant Auditor-General, Financial Audit  
25 March 2022

**Canberra Institute of Technology**  
**Statement of Performance**  
**For the Year Ended 31 December 2021**

**Statement of Responsibility**

In my opinion, the Statement of Performance is in agreement with the Canberra Institute of Technology's records and fairly reflects the service performance of the Canberra Institute of Technology for the year ended 31 December 2021 and also fairly reflects the judgements exercised in preparing it.

A handwritten signature in black ink, appearing to read 'Craig Sloan', with a stylized, looped flourish at the end.

Craig Sloan  
Chair  
Canberra Institute of Technology Board  
23 March 2022

**Canberra Institute of Technology**  
**Statement of Performance**  
**For the Year Ended 31 December 2021**

**Statement by the Chief Finance Officer**

In my opinion, the Statement of Performance is in agreement with the Canberra Institute of Technology's records and fairly reflects the service performance of the Canberra Institute of Technology for the year ended 31 December 2021 and also fairly reflects the judgements exercised in preparing it.



Greg Tong  
Senior Director / Chief Finance Officer  
Canberra Institute of Technology

21 March 2022

Canberra Institute of Technology  
Statement of Performance  
For the Year Ended 31 December 2021

<b>OUTPUT CLASS 1: CANBERRA INSTITUTE OF TECHNOLOGY</b>				
Output 1: Provision of Vocational Education and Training Services				
<b>1 January 2021 to 31 December 2021</b>				
	<b>Notes</b>	<b>31 December 2021 Target \$'000</b>	<b>31 December 2021 Actual Result \$'000</b>	<b>Variance %*</b>
Total Cost		126,862	122,612	(3)
Controlled Recurrent Payments		78,374	75,386	(4)
<b>1 July 2020 to 30 June 2021</b>				
	<b>Notes</b>	<b>30 June 2021 Target \$'000</b>	<b>30 June 2021 Actual Result \$'000</b>	<b>Variance %*</b>
Total Cost	1	134,985	121,359	(10)
Controlled Recurrent Payments		77,500	77,406	0

The above Statement of Performance should be read in conjunction with the accompanying notes.

Note 1: The Total Cost and Controlled Recurrent Payments were not examined by the ACT Audit Office in accordance with the Financial Management (Statement of Performance Scrutiny) Guidelines 2019.

Expenses are lower than budget due to JobTrainer expenses being lower than expected as the cohort have not completed their studies and target enrolments have not yet been met.

\*Variance from Target: The percentage variance is calculated by subtracting the target from the outcome and dividing this difference by the target.

Canberra Institute of Technology  
Statement of Performance  
For the Year Ended 31 December 2021

<b>1 January 2021 to 31 December 2021</b>				
<b>Accountability Indicators included in the Institute's 2021-22 Statement of Intent</b>	<b>Notes</b>	<b>31 December 2021 Target</b>	<b>31 December 2021 Actual Result</b>	<b>Variance %**</b>
a) Subject Enrolments		108,000	111,464	3
b) Subject Pass Rates		85%	86%	1
c) Nominal Hours*		2,600,000	2,682,167	3
d) Achieve key output targets:				
i) Program Enrolments*	1	11,700	9,822	(16)
ii) Module Pass Rates*	2	75%	81%	8
iii) Program Completions*	3	4,500	3,382	(25)
iv) Learner Satisfaction Rate	4	85%	88%	4
v) Employer Satisfaction Rate	4	80%	90%	13
e) Average Controlled Recurrent Payments per Nominal Hour*	5	\$30.14	\$28.11	(7)

<b>1 July 2020 to 30 June 2021</b>				
<b>Accountability Indicators included in the Institute's 2020-21 Budget</b>	<b>Notes</b>	<b>30 June 2021 Target</b>	<b>30 June 2021 Actual Result</b>	<b>Variance %**</b>
a) Subject Enrolments		108,000	103,901	(4)
b) Subject Pass Rates		85%	85%	(0)
c) Nominal Hours*		2,600,000	2,514,542	(3)
d) Achieve key output targets:				
i) Program Enrolments*		10,200	10,243	0
ii) Module Pass Rates*		75%	82%	9
iii) Program Completions*		3,400	3,399	0
iv) Learner Satisfaction Rate		85%	88%	4
v) Employer Satisfaction Rate		80%	90%	13
e) Average Controlled Recurrent Payments per Nominal Hour*		\$29.81	\$30.78	3

Canberra Institute of Technology  
Statement of Performance  
For the Year Ended 31 December 2021

The above Statement of Performance should be read in conjunction with the accompanying notes.

\* Nominal Hours, Program Enrolments, Module Pass Rates, Program Completions and Average Controlled Recurrent Payment per Nominal Hour will be discontinued as Accountability Indicators from 1 July 2022.

These measures only relate to training delivered under CIT's 'Profile' funding scheme and do not include students enrolled under other schemes.

Notes on variances are provided under the Explanation of Material Variances section below.

\*\*Variance from Target: The percentage variance is calculated by subtracting the target from the outcome and dividing this difference by the target.

Canberra Institute of Technology  
Statement of Performance  
For the Year Ended 31 December 2021

**Notes – Explanation of Material Variances**

- 1 Program Enrolments under the Profile student scheme were lower than target as students continued the trend of increasing preferences for enrolling at CIT as student types other than under those included in this measure, most notably the User Choice (Apprentices and Trainees) and Skilled Capital schemes and this year, under the JobTrainer initiative. Additionally, the studying preferences of current and prospective students has been significantly impacted by the COVID-19 pandemic.
- 2 Module pass rates were above target due to CIT's continued focus on high-quality and relevant training and support for students, as reflected in its 2021 Learner Engagement Survey results.
- 3 Program completions were well below target due to the continuing trend of students moving away from pursuing full qualifications in favour of individual skillsets and with the onset of the COVID-19 pandemic in 2020 and continuing into 2021, the significant impacts further exacerbated the downward trend in program completions.
- 4 The 2021 surveys of learner engagement and employer satisfaction showed overall levels of satisfaction of 88% and 90% respectively, reflecting the positive views of employers and students of their experience at CIT. Learner Satisfaction Rate results were derived from the survey of students enrolled in nationally accredited programs and Employer Satisfaction rates were derived from the Employer survey.
- 5 The Average Controlled Recurrent Payments per Nominal Hour is lower than target. A \$3.0 million Controlled Recurrent Payment was received in 2020 for 2021. This was an early drawdown taken during the annual shutdown period and was included in 2020 revenue instead of 2021 as per accounting requirements.

Canberra Institute of Technology  
Statement of Performance  
For the Year Ended 31 December 2021

**Accountability Indicator Definitions**

- a) **Program Enrolments** (enrolments in a course of study, comprising one or more accredited units of competency, leading to a qualification) under the Profile student scheme.
- b) **Subject Enrolments** is the sum of the **total** student enrolments in each individual Unit of Competency for the reporting period, excluding any enrolments relating to students who withdrew without attendance (i.e. where a Withdrawal - Without Attendance/WW grade has been recorded). This measure includes all students enrolled at CIT during the reporting period.
- c) **Subject Pass Rates** reflect the proportion of subject enrolments issued with a grade indicating successful completion of the Unit of Competency during the reporting period, expressed as a percentage of total subject enrolments during the same period. This measure includes all students enrolled at CIT during the reporting period.
- d) Student activity data reported here (**Nominal Hours, Program Enrolments, Module Pass Rates and Program Completions**) only includes the subset of CIT's education delivery traditionally referred to as 'Profile' activity. 'Profile' refers to training offered with heavily subsidised student fees that is not funded by any source other than ACT Government Controlled Recurrent Payments (CRP). CIT's other student activity, including student activity subsidised through other ACT Government funding mechanisms such as the User Choice (Australasian Apprenticeships) and Skilled Capital programs is not included in these figures.
- e) **Nominal Hours** is the nationally accepted quantitative output measure for the Vocational Education and Training sector. This measures the anticipated hours of supervised learning or training provided by Registered Training Organisations (RTOs) to adequately present the educational material associated with the delivery and assessment of a program of study. It also includes student contact hours delivered through a Recognition of Prior Learning (RPL) process.
- f) **Output targets** are as specified below.
  - i. The number of records of students completing program enrolment requirements in accordance with the national Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS).
  - ii. The proportion of successful module (subject) outcomes compared to module enrolments weighted by Nominal Hours in accordance with the national AVETMIS Standard.
  - iii. The number of student records where program completion requirements have been met in accordance with the AVETMIS Standard for students completing study in the previous academic year(s). This measure does not include completions for non-accredited training such as Adult Community Education (ACE) programs.

Canberra Institute of Technology  
Statement of Performance  
For the Year Ended 31 December 2021

- iv. The learner satisfaction rate measures the proportion of current CIT students participating in the Learner Engagement Survey (LES) who indicated that they were satisfied with the training at CIT.
  - v. The employer satisfaction rate measures the proportion of employers with apprentices or trainees at CIT that expressed their satisfaction with the training delivered at CIT.
- g) The Average Controlled Recurrent Payment per Nominal Hour is an output target calculated as the Total Controlled Recurrent Payments divided by the Nominal Hours outcome for Profile training programs delivered. A below-target Nominal Hour outcome will result in a higher figure for this target despite CIT not receiving any additional funding.

# ACRONYMS AND ABBREVIATIONS

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AC	Academic Council	HSR	Health and Safety Representative
ACE	Adult and Community Education	IAG	Industry Advisory Group
ACT	Australian Capital Territory	IAP	Indigenous Apprenticeship Program
ACTIA	ACT Insurance Authority	IAGPD	Indigenous Australian Government Development Program
ACTPS	ACT Public Service	ICT	Information and Communication Technology
ACU	Australian Catholic University	IMICT	Information Management/Information and Communication Technology
AIATSIS	Australian Institute of Aboriginal and Torres Strait Islander Studies	LES	Learner Engagement Survey
AIUE	Academy of Interactive Entertainment	LLN	Language, Literacy and Numeracy
ANU	Australian National University	LLND	Language, Literacy, Numeracy and Digital
AQF	Australian Qualifications Framework	LSA	Learning Support Assistant
ASbA	Australian School-based Apprenticeship	MCP	Major Projects Canberra
ASNZS	Australian/New Zealand Standard	MOU	Memorandum of Understanding
ASQA	Australian Skills Quality Authority	MPA	Major Projects Canberra
ATSIPP	Aboriginal and Torres Strait Islander Procurement Policy	NCVER	National Centre for Vocational Education Research
BCP	Business Continuity Plan	NUHEP	Non-University Higher Education Provider
BIF	Better Infrastructure Fund	PIF	Product Innovation Fund
BSSS	ACT Board of Senior Secondary Studies	RAP	Reconciliation Action Plan
CBRIN	Canberra Innovation Network	RED	Respect, Equity and Diversity
CEO	Chief Executive Officer	REDCO	Respect, Equity and Diversity Contact Officer
CIT	Canberra Institute of Technology	RMP	Records Management Program
CITSA	CIT Student Association	RTO	Registered Training Organisation
CMT	Crisis Management Team	SERBIR	Senior Executive Responsible for Business Integrity Risk
CMTEDD	Chief Minister, Treasury, Economic Development Directory	SWATT	Study Work Anywhere Any Time
CRP	Controlled Recurrent Payment	TAE	Training and Education
CSU	Charles Sturt University	TAFE	Technical and Further Education
DIRC	Design Innovation Research Centre	TEQSA	Tertiary Education Quality and Standards Agency
EA	Enterprise Agreement	UC	University of Canberra
EAP	Employee Assistance Program	UNEC	United Ngunnawal Elders Council
EMC	Executive Management Committee	UNSW	University of New South Wales
ESS	Employer Satisfaction Survey	VET	Vocational Education and Training
ETD	Education and Training Directorate	WHS	Work Health and Safety
FMA	Financial Management Act 1996	WHS Act	Work Health and Safety Act 2011
FOI	Freedom of Information	YECC	Yurauna Early Childhood Centre
FOI Act	Freedom of Information Act 2016		
FTE	Full-Time Equivalent		
GWO	Global Wind Organisation		
HR	Human Resources		

# COMPLIANCE INDEX

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## COMPLIANCE INDEX 2021

The CIT 2021 Annual Report must comply with the Annual Report Directions (the Directions) made under section 8 of the Annual Reports Act. The Directions are found at the ACT Legislation Register: [legislation.act.gov.au](http://legislation.act.gov.au)

The Compliance Statement indicates the subsections, under Parts 1 to 5 of the Directions, that are applicable to CIT and the location of information that satisfies these requirements.

## PART 1 DIRECTIONS OVERVIEW

The requirements under Part 1 of the Directions relate to the purpose, timing and distribution, and records keeping of annual reports. The CIT 2021 Annual Report complies with all subsections of Part 1 under the Directions.

To meet Section 15 Feedback, Part 1 of the Directions, contact details for CIT are provided within the CIT 2021 Annual Report to provide readers with the opportunity to provide feedback.

## PART 2 REPORTING ENTITY ANNUAL REPORT REQUIREMENTS

The requirements within Part 2 of the Directions are mandatory for all reporting entities and CIT complies with all subsections. The information that satisfies the requirements of Part 2 is found in the CIT 2021 Annual Report as follows:

- A. Transmittal Certificate, see page 7.
- B. Organisational Overview and Performance, inclusive of all subsections, see pages 14–90.
- C. Financial Management Reporting, inclusive of all subsections, see pages 92–180.

## PART 3 REPORTING BY EXCEPTION

CIT has nil information to report by exception under Part 3 of the Directions for the 2021 reporting year.

## PART 4 DIRECTORATE AND PUBLIC SECTOR BODY SPECIFIC ANNUAL REPORT REQUIREMENTS

CIT is not required to report under Part 4 of the Directions.

## PART 5 WHOLE OF GOVERNMENT ANNUAL REPORTING

Four of the five subsections of Part 5 of the Directions apply to CIT. Consistent with the Directions, the information satisfying these requirements is reported in the one place for all ACT Public Service directorates, as follows:

- > Human Rights, see the annual report of the Justice and Community Safety Directorate
- > Legal Services Directions, see the annual report of the Justice and Community Safety Directorate
- > Public Sector Standards and Workforce Profile, see the annual State of the Service Report
- > Territory Records, see the annual report of Chief Minister, Treasury and Economic Development Directorate.

The CIT 2021 Annual Report can be found at [cit.edu.au](http://cit.edu.au).

# CONTACT OFFICER

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## **CIT Chief Executive Officer**

Canberra Institute of Technology

GPO Box 826

CANBERRA ACT 2601

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