Capability Statement

Background
The Centre for Continuing Education Inc (The Centre) is a Community College. It was the first Adult Community Education (ACE) centre to be established in regional Victoria in 1962 and has been a leader in its field ever since. The Centre has a wide range of programs and services on offer that include accredited courses and Training Packages up to Diploma level, non-accredited training and individually tailored training programs. The Centre provides programs for individuals from a broad cross section of the community with a strong emphasis on the disadvantaged; business and industry including primary industry; schools; community organisations including sporting groups and Government at all levels. In addition The Centre undertakes a significant number of community development projects in a number of areas ranging from volunteering to active sport and recreation for all community members.

Legal Status and Finance
The Centre is a not-for-profit, Incorporated Association No A1858K. With an annual turnover of around $3million, it has excellent financial systems and policies and enjoys a sound financial base.

Quality and Compliance
The Centre is proud of its history of being able to provide quality, customer focused programs and services using exemplary adult education principles. Continuous improvement underpins all of The Centre's operations. A full time Quality Administrator oversees The Centre’s total Quality operations and works closely with an established Compliance Officer to ensure The Centre remains compliant with all contractual requirements.

Human Resources
The Centre has an equivalent full time complement of 32.9 staff, with the total staff numbers being 42. In addition, around 50 people who are specialists in their fields are employed as tutors. Centre staff bring a significant range of expertise and skill to the organisation and to The Centre’s clients, with many skilled trainers having considerable experience in workplace training and assessing. When required skills are not held within the existing workforce, The Centre will either employ new staff, or 'broker' in expertise on a needs basis.

Other Resources
Whilst a significant amount of training is delivered in the workplace, a full range of training resources is available at The Centre’s premises including three computer rooms, networked and with internet access.

Scope of Registration
As a Registered Training Organisation, The Centre can add and delete accredited courses and Training Packages to its Scope of Registration with the Victorian Registration and Qualifications Authority (VRQA), dependent upon the training needs of the community.

Service Delivery
The Centre primarily operates from four premises at Chisholm Street (main campus) and Greta Road Wangaratta and Barkly Street and Samaria Road Benalla. It is however, mindful of customer needs and therefore training is being delivered increasingly in the workplace.

Flexibility / Customer Focus
The Centre’s customer focused organisational structure, attention to customer requirements, and the adaptability and flexibility of the organisation and its staff make The Centre an ideal partner in the provision of adult learning and community strengthening activities.

Insurance
The Centre carries a comprehensive insurance policy covering, amongst other things, public liability to the value of $20 million.
Range of Services

- Registered to provide accredited courses and Training Packages up to Diploma level
- Customised training programs to suit the needs of individual businesses
- Workplace Training
- Assessment
- Training Needs Analysis to help identify the training needs of business and together develop a training solution
- Non-accredited training, including general interest programs
- Government subsidised training is available to eligible applicants
- Project management
- Information Technology training
- Language, Literacy and Numeracy programs
- VCAL (Victorian Certificates of Applied Learning)
- Projects and programs for youth, including youth at risk
- Compliance programs eg. First Aid, OHS, forklift licensing
- A Volunteer Management program and Community Skillsbank referral centre
- An Active Recreation Network that provides links between sport, recreation, activity and health for all community members
- Visitor support for isolated community members
- Driver Education program for drink driver license restoration
- A range of other programs and services as requested by our customers