

APTC Annual Report and Plan

2015 - 2016



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ANNUAL REPORT AND PLAN 2015 – 2016

It is with pleasure that I submit the 2015 - 2016 Annual Report and Plan (ARP) on behalf of the Contractor, Management and Staff of the Australia-Pacific Technical College (APTC).

The ARP reports against all Scope of Services (SoS) performance requirements for the period of 1 January – 31 December 2015. Furthermore, it provides the opportunity to highlight the many achievements against the APTC goal of **a more prosperous Pacific driven by a skilled, competitive and productive workforce**, and the end of program outcomes aligned with this goal:

- › RELEVANCE
APTC provides skills relevant to labour market requirements in targeted sectors
- › QUALITY
APTC has a good reputation in the Pacific as a high quality provider of TVET
- › SUSTAINABILITY
APTC supports TVET Partner Institutions to improve and sustain systems and training delivery
- › EMPLOYMENT
APTC graduates achieve improved employment and contribute to workplace productivity
- › MIGRATION
Qualified Pacific Islanders realise opportunities in Developed Countries (program is not accountable for this outcome)

Delivering quality training in support of regional economic growth, productivity and employment outcomes continues to be the key focus of the Australia-Pacific Technical College. The revised format of the report reflects the realignment of the program goal, and the Monitoring and Evaluation Framework (MEF) and Theory of Change (ToC) embedded in the Stage 2 Extension contractual requirements.

The report shows that the APTC responds to the demand for skilled and qualified workers in a range of industry sectors. APTC's priority is providing skills for work by ensuring the Training Profile responds to the specific labour requirements of participating Pacific Island Countries. The report confirms that the APTC is on track to deliver to a target of 7000 graduates for Stage 2 with a range of internationally recognised Australian qualifications that equip men and women for paid employment now and into the future.

The achievements detailed in the ARP recognise the collaborative working relationship of the Department of Foreign Affairs and Trade (DFAT), the Managing Contractor TAFE Queensland, Industry and Technical, Vocational Education and Training (TVET) institutions and the APTC Leadership Team. We work together to promote and maintain APTC's reputation for quality training across the Pacific, provide skills relevant to labour market requirements, support the TVET sector to improve and sustain their systems and training delivery and help graduates attain improved employment and become instrumental in making their workplaces more productive.

I commend the Annual Report and Plan 2015 - 2016 to your attention, noting it is submitted by the Australia-Pacific Technical College Contractor, TAFE Queensland (TQ); and recommend that DFAT:

1. Formally acknowledge receipt of the document to the Chief Executive Officer
2. Where applicable, provide advice as to the requirement for further information or clarification of content within the Report and Plan, and
3. Accept and approve the Report and Plan to enable advice to be provided to the Contractor by the Chief Executive Officer.



Denise O'Brien
Chief Executive Officer

EXECUTIVE SUMMARY

The Annual Report and Plan (ARP) is the major report provided to the Department of Foreign Affairs and Trade for the APTC project. The goal of the project is to support a more prosperous Pacific driven by a skilled, competitive and productive workforce.

Under a revised Monitoring and Evaluation Framework this will be reported through the following documented end-of-program outcomes:

- RELEVANCE: APTC provides skills relevant to labour market requirements in targeted sectors
- QUALITY: APTC has a good reputation in the Pacific as a high quality provider of TVET
- SUSTAINABILITY: APTC supports TVET Partner Institutions to improve and sustain systems and training delivery
- EMPLOYMENT: APTC graduates achieve improved employment and contribute to workplace productivity
- MIGRATION: Qualified Pacific Islanders realise opportunities in Developed Countries (program is not accountable for this outcome)

Planning for the APTC Stage 2 Contract Extension commenced in February with a Management Review and restructure of key positions in the Leadership Team.

With a greater focus on vocational education and training compliance the Executive Director - Training Delivery position was created to ensure consistency in the delivery of high standard Australian qualifications across all delivery sites. APTC Country Manager, role descriptions were amended to reflect this emphasis. New Country Managers were appointed to the APTC Campus Countries of Fiji, PNG, Vanuatu, Solomon Islands and Samoa, taking up their positions in June 2015 enabling a four- week handover period with outgoing Country Managers. The role of Specialist Vocational Training Advisor (SVTA) was created to ensure that all courses delivered from APTC campuses meet with TAFE Queensland East Coast (TQEC) compliance requirements under the Australian Skills Quality Authority (ASQA) and to provide ongoing support and mentoring for all training staff. The role of Specialist Advisor Quality Improvement and Risk has been created to provide advice to APTC management and staff on strategies that support the Quality Management System (QMS), risk management, continuous improvement, and legislative, statutory and regulatory compliance.

The contract extension stipulates that the APTC Corporate and Student Services (CSS) office, located in Nadi since 2007, be relocated to Suva by the end of 2015. Premises for the relocation of the CSS were secured in the Suva CBD in semester 2 2015. Staff and equipment were relocated ready for the commencement of business from the new premises on 4 January 2016. Administration offices currently located in four mile (Monohan building) will also be accommodated in the new premises after refurbishment work is complete, centralising Fiji campus and regional corporate functions in one location. The APTC CSS will be known as the Regional Head Office (RHO) Suva, to more accurately reflect the functions carried out.

A Monitoring and Evaluation (M&E) specialist will work with the Executive Director Strategy, Monitoring and Evaluation to manage the development of APTC's M&E capacity. One of the first M&E items addressed was the development of a Course Commencement Survey, designed to be administered immediately after students complete their on-campus orientation. The survey sets the platform for continued monitoring of students as they study with APTC, and their working lives after that, providing a longitudinal view of the impact of training.

During 2015 the APTC Environmental Scan (eScan) was updated and distributed, and detailed Country Profiles have been developed for all campus countries, and are currently being developed for the non-campus countries of Tonga, Tuvalu, Nauru and Kiribati. A new requirement of the Stage 2 Extension SoS is the development of Strategic Plans for each APTC Campus Country. Substantial in-country consultations were conducted to ensure the APTC demand-driven training profile and strategic focus was reflected in the Country Strategic Plans, known as 'Country Skills Development Plans'.

The Stage 2 Extension (1 July 2015 – 30 June 2018) contains a revised target of 7000 graduates by 2018. As of December 2015 APTC had recorded a graduate total of 5916 for Stage 2 of the project.

Employment outcomes for graduates remain high with ninety-one percent indicating they were in employment and ninety-nine percent of those surveyed indicating they were satisfied with their course as reported in the latest APTC Graduate Student Tracer Survey.

On 10 December 2015 the Minister for International Development and the Pacific, The Hon Steven Ciobo MP said he was 'pleased to announce an extension of funding of up to \$96 million for the renowned Australia-Pacific Technical College' from 1 July 2015 to 30 June 2018.

REPORT SUMMARY

Introduction

The key focus of the APTC as aligned with the SoS performance requirements is the delivery of quality training in support of regional economic growth and productivity. This current report is for the period of 1 January – 31 December 2015.

The APTC project provides a number of activities to support Pacific Island men and women to obtain skilled work for the paid economy and to support the development of the TVET sector in the Pacific. APTC achieves this by:

- › linking the APTC Training Profile to the labour requirements of participating Pacific Island countries
- › issuing internationally recognised Australian qualifications
- › undertaking a targeted program of professional development and training to support the capability and capacity of APTC staff
- › partnering with local TVET institutes to develop the capability and capacity of their training staff, training delivery and facilities
- › developing pathway programs with local TVET institutions
- › supporting the development of Pacific Island TVET qualifications frameworks and quality processes
- › working with local industries and employers to support the development of their workforce capacity and capability

Structure of the Annual Report and Plan

The 2015 - 2016 ARP reporting structure has been revised to align with the APTC goal, end-of-program outcomes and the ToC specified in the M&E Plan.

Monitoring and Evaluation Plan

Performance management during Stage 2 has been largely driven by a PAF that has specified outputs and activities against APTC implementation objectives. The revision of contractual obligations over the Stage 2 Extension, and the re-framing of the APTC ToC has required the revision of the PAF, as well as the M&E approach deployed to report against this. The M&E Plan outlines the basis for monitoring and evaluation of the program and the approach to M&E that will be progressively implemented for the APTC across the Stage 2 extension period.

The APTC M&E plan has at its core five results pathways that together contribute to the APTC program goal and collectively make up the APTC ToC. The ToC defines the intended trajectory to impact of the project by tracing causal links between program activity and end-of-program outcomes. This supports the development of a robust monitoring and evaluation system to address each level of the APTC program ensuring strong measurement of performance across the end-of-program outcomes and impact.

The monitoring and evaluation approach taken by APTC recognises the need to adopt a formative approach to program monitoring and results measurement as part of an integrated system of data collection and analysis. This result will ensure management is provided with information to enable sound decision-making. It also provides accountability to DFAT and Partner Governments in the Pacific, and will support a process of learning for APTC staff and stakeholders.

Nationalisation of APTC staff

The APTC Nationalisation Strategy continues to be an important element of the long term sustainability strategy for the APTC. The strategy requires the ongoing employment of Pacific Islanders across all areas of work undertaken by the APTC. The initial emphasis was on employing national staff for administration functions, stage two of the strategy was concerned with the nationalisation of trainers. The current implementation of the strategy has been to increase the number of Pacific Islanders in supervisory and management roles.

The position of Training Assistant (TA) was introduced by the APTC in 2014. The TA position supports new national trainers and is a major component of APTC's strategy to support the development of the TVET sector in the Pacific. The TA positions are appointed for a maximum of 18 months, with preference given to APTC graduates. The TAs are given opportunities to study the Certificate IV in Training and Assessment as well as attending other professional development opportunities. It is expected that once their contract with APTC ceases, they would continue their careers either in TVET or as workplace trainers. The training at APTC will support a greater understanding of competency based training, which will then flow to other Pacific TVET providers. It also ensures that APTC has a greater pool of candidates to select from in the marketplace, should programs be expanded or current National Trainers retire from APTC.

As of December 2015, nine TAs are currently employed and a further eight are to be appointed in early 2016.

Nationalisation of the Australian workforce was finalised in July 2015, with both the Box Hill Institute (BHI) and TQEC APTC units being closed and all functions transitioned to Fiji. The efficiencies realised as a result of this change have enabled APTC to effectively operate under the revised budget. The activities originally coordinated from Australia that have been transitioned to Fiji include:

- › Human Resources
- › Finance
- › Travel and insurance

Nationalisation of APTC management positions has also progressed with the following management positions occupied by national staff:

- › Manager ICT (RHO, Suva).
- › Manager Property & Facilities (RHO, Suva).
- › Manager Operations (Suva Campus).
- › Assistant Manager Data, Analysis and Performance (RHO, Suva).
- › Assistant Manager ICT (RHO, Suva).

In 2016 APTC will be conducting an Emerging Leaders program to support the development of national managers and supervisors.

Streamlining Processes

Management Restructure

In accordance with the Stage 2 Extension, courses previously accredited under BHI are now provided under TQEC RTO status. All APTC academic results held in the BHI system (since the inception of APTC in 2007) have been transferred into the APTC EduPoint database, reducing the need to liaise with BHI on emergent student issues. BHI will still be responsible for the reissue of lost or destroyed qualifications originally provided by them, and arrangements have been made for this to occur on a continuing as-needs basis.

Updated Processes

The realignment to TQEC RTO status resulted in some adjustment to APTC processes. The Application to Alumni (A2A) process had been adapted to accommodate necessary modifications and disseminated to staff. Policies and work instructions that previously referenced BHI requirements are in the process of being updated as part of a wider policy and work instruction review. Trainers, tutors, SVTAs and Country Managers have updated course planning and delivery documentation to maintain compliance of all programs with TQEC requirements.

The release of new versions of the Community Services training package and the Business Services training package has instigated updates to current delivery and assessment resources for revised units of competency, as well as the development of resources for newly introduced units of competency in line with the planned implementation date of semester 1 2016. APTC trainers and SVTAs have worked with TQEC staff to ensure the smooth introduction of mutually compliant training resources and supporting documentation. The APTC Specialist Advisor Professional Development (SAPD) travelled to Queensland to participate in the state-wide validation of delivery and assessment resources for the Certificate IV in Training and Assessment qualification, delivered on a commercial basis by APTC across the Pacific.

Updated Systems

APTC uses an electronic system to maintain the training profile planner to record any emergent changes to courses as they occur, ensuring only the latest data is available to staff. The planning process this year has been augmented by the addition of financial data to course offering documentation, improving the tracking and adjustment of expenditure by class before offers are made. According to the mix of fund sources by class (fee paying or scholarship) it is possible to scope the projected expenditure of all courses before offers are made. Whilst not an exact science due to the nature and location of applicants who accept offers, it does provide a useful guide to expenditure, accommodation requirements for live-in students and input into other business processes.

The replacement of the TAFE Queensland Institute Student Administration System (ISAS) with the new as-yet unnamed student administration system in October 2015 was postponed by TAFE Queensland. Training in the new cloud-based system for APTC staff will be arranged once the revised release date has been confirmed. The new system promises enhanced functionality for administrative and academic staff, including the potential for viewing access for students to track their own academic progress.

The enhanced MEF for the Stage 2 Extension introduced the development of a Course Commencement Survey and the realignment of the End of Course and Graduate Student Tracer Survey instruments to more effectively track the progress and intentions of students throughout their study and beyond. The surveys were redeveloped to be administered electronically, refining the data entry and reporting processes.

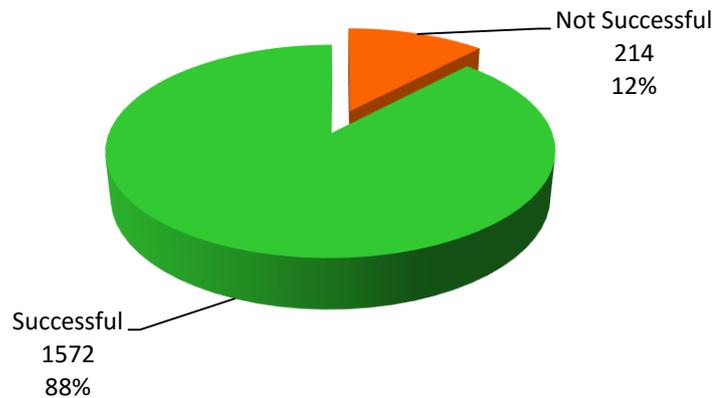
As well as supporting the Communities of Practice (CoP) initiative, and providing a platform for the delivery of professional development of academic and administrative staff, MyVillage is being utilised to provide remote training and support to SVTAs in the development of training resources and compliance materials.

The Individual Success Plan introduced in Samoa in 2015 proved to be an effective tool in assisting students to set individual goals and manage their study. This initiative combines well with the APTC to Work program implemented across all APTC campuses to support students with their study and to prepare them for the transition back to industry.

Assessment of an applicant's Language, Literacy and Numeracy (LLN) ability is one of the initial benchmarks for entry to APTC courses. The Stage 2 Extension will see an improved analysis of these scores and assessment to support facilitating course entry. Post-study LLN testing is also being designed to gauge improvement in the LLN scores of students upon completion of training, compared to their scores on entry.

Results of achievement in the LLN entry assessment for 2015 are shown below. Eighty-eight percent of applicants achieved the required benchmark for entry into their chosen program.

LLN Entry Assessment



Cross cutting imperatives are addressed through APTC course entry and scholarship allocation, with preference given to applicants in non-traditional areas of study, those with a disability and people who are citizens of small island states. APTC promotional materials and recruitment processes support gender equity, with these practices evidenced by images used in the APTC website and all printed publications.

Demand to Employment (D2E)

The mandate for the D2E project implemented in 2014, was to review current processes for the student experience commencing with the research of demand for TVET training, through to the employment of APTC graduates, and to align and improve business processes for APTC.

The objectives of the D2E project were to:

Confirm the key steps and processes of the student experience from the identification of labour demand for skills and qualifications through to employment of graduates.

- › This was accomplished by means of industry consultations conducted throughout 2015, the publication of the Country Skills Development Plans, and the distribution of the finalised A2A work instruction.

Identify functions, efficiencies, streamlining processes and services to ensure consistency between all sites and across all programs.

- › The A2A serves to document all processes and functions into one document for use across all APTC sites. The centralisation of most Customer Relationship Management (CRM) functions to RHO staff also assisted in streamlining services and generating efficiencies.

Develop and implement communications across all functional units to ensure the delivery of a consistent, high quality student experience

- › Promotional and Recruitment Plans have been prepared to ensure that all promotional activities are targeted and implemented uniformly across all locations.

RELEVANCE

APTC PROVIDES SKILLS RELEVANT TO LABOUR MARKET REQUIREMENTS IN TARGETED SECTORS

Scope of Services 2.2, 2.7, 2.12(a), 5.29, 5.30, 5.31, 5.32, 5.4, 5.5, 5.9, 6.1, 6.2, 6.3, 6.4, 12.11, 12.12 (a-f), 12.16, 12.18

Labour Market Research

Country Profiles

The APTC Country Profiles provide a stronger linkage between the APTC planning processes and the issues being addressed by Pacific Island Forum (PIF) countries on both an economic and social level. The Country Profiles provide the evidence base for the development of the Country Skills Development Plans for the campus countries. The Country Skills Development Plans assist in the development of a demand-driven APTC Annual Training Profile. Achieving closer connections across these areas will support the development of an APTC Annual Training Profile better able to deliver employment outcomes for PIF citizens.

To date Country Profiles and Plans have been finalised for all of the campus countries – Fiji, PNG, Samoa, Solomon Islands and Vanuatu. Country Profiles for a range of Small Island States (SIS) are currently under development.

The CEO, Executive Director Strategy, Monitoring and Evaluation and Country Managers conducted substantial in-country consultations with government and local DFAT representatives across many of the PIF countries in 2015. These consultations, along with the information from the Country Profiles and industry consultations, served as the basis for the development of the 2016 - 2018 APTC Training Profile.

eScan

The APTC eScan 2015 was completed in April this year. The APTC eScan captures relevant global, regional and industry intelligence about existing and emerging trends that influence TVET in the Pacific Island Forum Countries of the Pacific region. The key objective of the APTC eScan is to create a resource that captures factors shaping the future of the Pacific region and signals lead indicators about the new, the unexpected, the major and the minor issues that impact on the business of APTC in its delivery of high quality TVET programs and services.

The eScan incorporates input from key stakeholders and regional influencers and utilises this to inform planning, forecasting and the development of APTC's business directions and training plans.

Campus Country Labour Market Consultations

Fiji

Industry consultation was conducted by APTC staff between 9 and 12 June 2015 at APTC Suva. Forty industry representatives from the Tourism, Hospitality, Education, Manufacturing, Aged Care, Disability, Health, Retail, Construction, Automotive and Service Industries sectors accepted the invitation to attend the survey sessions. The feedback obtained from these consultations were collated along with data derived from multiple additional sources to inform the Fiji Country Profile.

The APTC Country Manager Fiji has also met with representatives of the following organisations to scope industry requirements:

- › Fiji TVET Association
- › Fiji Hotel and Tourism Association
- › Resort hotels based on the Coral Coast
- › Fiji Airways
- › Fiji Water
- › Fiji Textiles, Clothing and Footwear Council

There was consultation in November 2015 with the disability sector regarding the new Certificate IV in Disability. Industry representatives included:

- › Fiji National Council for Disabled Persons
- › Fiji Access to Quality Education Program
- › Fiji Society for The Blind
- › Hilton Special School
- › Ministry of Education – Special/Inclusive Education Unit
- › Ministry of Health - Tamavua Rehabilitation Hospital, Community Based Rehabilitation
- › Suva Special School

Participants confirmed support for the qualification, its need in industry and also support for work placement for students.

Papua New Guinea

The Papua New Guinea Labour Market consultations provided on-the-ground feedback on demand for skills from Papua New Guinea employers and government bodies. Along with other published sources, this information was used to assist in evaluating the impact of training in the region, and to inform future training offerings in the region.

Industry consultation was conducted between 9 and 12 June 2015 at the APTC PNG campus. One hundred and ninety-six firms were invited to the sessions, fifty-one accepted the invitation and twenty-one representatives actually attended the sessions. The Hospitality, Youth, Early Childhood Education, Manufacturing, Retail, Construction and Finance sectors were represented.

The consultations elicited information from industry stakeholders regarding the factors and issues impacting on:

- › demand for TVET training in PNG
- › availability of trained local labour for these sectors
- › evaluate the impact of APTC training on local industries
- › value of local certification and skills to industry

The process also served to provide an assessment of the impact of APTC delivery of training in PNG.

Samoa

Industry consultation was conducted between 8 and 12 June 2015 at APTC Samoa. Thirty-eight industry representatives accepted the invitation to attend the survey sessions, and came from the Tourism, Hospitality, Education, Manufacturing, Aged Care, Disability, Health, Retail, Construction, Automotive, Service Industries sectors.

The APTC Country Manager Samoa also held formal consultation meetings with the:

- › Ministry of Education
- › Ministry of Health
- › Ministry of Commerce Industry and Labour
- › Samoa Tourism Authority
- › Samoa Qualifications Authority
- › National University of Samoa
- › Disability employers

Samoa Chamber of Commerce Industry Consultation Forums were held with representatives from the following industry sectors:

- › Tourism and Hospitality
- › Health, Community and Early Childhood
- › Construction and Engineering Trades

Solomon Islands

Industry consultation was conducted by APTC in the Solomon Islands between 12 and 20 February 2015. Friday 13 February was allocated for attendance at a government Think Tank to discuss TVET status quo and initiatives in the Solomon Islands.

The consultations sought to gather information across a number of employee and recruitment dimensions. Employers were generally welcoming and prepared to discuss their activities. Employers surveyed commented that in general, the current local TVET training did not achieve high level outcomes. They emphasised their need for job ready graduates, with high level generic skills, such as: motivation, initiative and punctuality.

Feedback from employers indicates that APTC is having an impact on the quality of graduates, with most noting that APTC graduates demonstrating good work readiness, workplace attitude and skills.

The Country Manager, Solomon Islands meets regularly with government officials and industry representatives to ascertain and prioritise the need for training in the region. Listed below are the activities undertaken in 2015.

Government

- › Institute of Public Administration and Management (IPAM) - delivery of training qualifications for public sector and state owned enterprise employees
- › Training for corrections officers including the Certificate IV in Training and Assessment
- › Royal Solomon Islands Police Force (RSIPF) training for seven mechanics and for assessment of their workshop
- › Ministry of Education and Human Resource Development (MEHRD) - Early Childhood Education

Employers

- › National Fisheries Development Company training for chefs on board ships
- › Bulk Shop customer service and team leader training
- › Solomon Islands Electrical Authority re training for electricians and heavy diesel mechanics
- › World Vision Early Childhood and Community Services training for staff in provinces
- › Speciality Skills for Business – a DFAT funded initiative to provide training for businesses in the Solomon Islands to support economic growth in the private sector. Consultations and planning occurred in 2015, with delivery to commence in the first half of 2016
- › DFAT funded Finance Sector Project – discussions regarding training for finance officers in the public sector

Industry Groups

- › Solomon Islands Women in Business Association - training requirements
- › Solomon Island Chamber of Commerce and Industry members training for the private sector

Vanuatu

Having been devastated by Cyclone Pam in March 2015, the decision was taken not to embark on employer and industry consultations in Vanuatu until the post-cyclone recovery was well underway. Many companies are still in the process of reconstruction and APTC is involved in supplying training for nationals involved in the rebuilding efforts.

The aftermath of Cyclone Pam has impacted on the local community and on APTC's arrangements to place students for work placement. However, APTC was able to arrange alternative placements for all students in 2015 due to the accommodating nature of the business community in Vanuatu.

In the absence of local consultation, APTC undertook extensive desktop research, supplemented by work performed by Dr Richard Curtain in obtaining the most up-to-date census data. In addition, data from DFAT funded *2015-2018 Skills for Economic Growth* publications was used as the base for identified skills needs in the Vanuatu Country Profile. Members of APTC senior management also meet with government representatives and local business owners to discuss training needs when in-country.

In the months after the cyclone, the APTC Country Manager Vanuatu has recommenced consultations with:

- › Vanuatu Chamber of Commerce and Industry
- › Vanuatu Education Sector Program
- › Wan Small Bag
- › Law and Justice
- › Vanuatu Tourism Association
- › Vanuatu Hotels and Resorts Association

Training Profile

The training profile was the subject of incremental changes as the year progressed, noting small movements of dates such as the delay of all course commencement in PNG by two weeks in semester 2 2015 to account for the influx of visitors for the Pacific Games, and the associated delay in the issue of student visas. As the course start dates were moved, so were the completion dates, and PNG delivery continued on-campus until 18 December 2015. Additional planning was needed to ensure that student results were entered into the student administration system before trainers went on leave, and that students were demobilised from PNG, returning home prior to the holiday break.

The training profile for the 2015 - 2016 year, (detailed by semester) accounts for the planned enrolment of 1439 places across APTC campuses. Listed here are the planned courses, by campus.

Semester 2 2015 Course	Fiji	PNG	Solomon Islands	Vanuatu	Samoa
Certificate III in Carpentry	x	x			
Certificate III in Commercial Cookery	x	x			x
Certificate III in Community Services Work		x			
Certificate III in Early Childhood Education and Care			x	x	x
Certificate III in Electrotechnology Electrician		x			
Certificate III in Engineering - Fabrication Trade		x			x
Certificate III in Engineering - Mechanical Trade (Diesel Fitting)	x	x			
Certificate III in Engineering - Mechanical Trade (Fitting and Machining)	x	x			
Certificate III in Engineering - Mechanical Trade (Refrigeration and Air Conditioning)					x
Certificate III in Formwork/Falsework			x		
Certificate III in Home and Community Care/Certificate III in Aged Care	x				
Certificate III in Hospitality	x	x		x	x
Certificate III in Light Vehicle Mechanical Technology	x	x			
Certificate III in Painting and Decorating	x				
Certificate III in Plumbing					x
Certificate III in Tourism				x	
Certificate III in Wall and Floor Tiling	x				
Certificate IV in Community Development	x				
Certificate IV in Disability	x				
Certificate IV in Youth Work				x	

In addition to the planned profile for semester 2 2015, the courses below were delivered in response to industry demand and were funded through Fee-for-Service (FFS) or via fee paying arrangements sponsored by government bodies.

Course	Campus/Location
Units from the Diploma of Work Health and Safety	Tonga
Certificate III in Applied Fashion Design and Technology	Fiji (industry-based)
Certificate IV in Training and Assessment	Papua New Guinea
Certificate IV in Engineering – Fabrication Trade	Papua New Guinea
Certificate III in Early Childhood Education and Care	Solomon Islands
Certificate IV in Training and Assessment	Solomon Islands
Certificate IV in Training and Assessment	Vanuatu

The following course list reflects the planned delivery at APTC campus locations in semester 1 2016.

Course	Fiji	PNG	Samoa	Solomon Islands	Vanuatu
Certificate III in Carpentry	x	x		x	
Certificate III in Commercial Cookery	x	x	x		
Certificate III in Early Childhood Education and Care	x			x	x
Certificate III in Electrotechnology Electrician		x			
Certificate III in Engineering - Fabrication Trade		x	x		
Certificate III in Engineering - Mechanical Trade (Diesel Fitting)	x				
Certificate III in Engineering - Mechanical Trade (Fitting and Machining)	x	x			
Certificate III in Health Services Assistance			x		
Certificate III in Hospitality	x	x	x		
Certificate III in Hospitality (Housekeeping)		x			
Certificate III in Individual Support	x				
Certificate III in Light Vehicle Mechanical Technology	x				
Certificate III in Painting and Decorating	x				
Certificate III in Plumbing			x		
Certificate III in Tourism					x
Certificate III in Wall and Floor Tiling	x				
Certificate IV in Disability	x		x		
Certificate IV in Hospitality					x
Certificate IV in Youth Work			x		x

The complete table of enrolment and graduate targets for semester 1 2016 is located in Annex 1.

Planned Profile 2016 – 2018

The training profile for the 2016 – 2018 financial years (semester 2 2016 – semester 1 2018) was developed utilising the data collected from the Country Skills Development Plans and feedback from industry consultations. The training plan reflects industry demand, placing training delivery across the relevant APTC campus locations.

Allocation of applicants to classes is completed prior to the commencement of each semester, allowing sufficient time for the selection of students and their mobilisation from home countries to delivery campuses.

Selection of applicants is based on:

- › Employment history and status.
- › Ability to meet the LLN and Vocational Knowledge Assessment (VKA) entry criteria for the relevant course.
- › Cross-cutting imperatives including remoteness of location (SIS), gender and disability.
- › Funding source (applicants who elect to pay course fees are considered for relevant courses).

Whilst places may be attributed to these categories in the planning stages of the training profile, the actual allocation occurs in the applicant selection process contained in each scholarship round. Those applications meeting the cross-cutting imperatives receive additional consideration.

A total of 2694 enrolments, resulting in an estimated 2455 graduate places are planned for the 2016 – 2018 financial years. The following course lists reflect the planned delivery at APTC campus locations, by semester.

Training Profile Plan - Semester 2 2016

Course	Planned Graduates by APTC Campus						Total
	Fiji	Kiribati	PNG	Samoa	Solomon Islands	Vanuatu	
Certificate III in Applied Fashion Design & Technology	36						36
Certificate III in Carpentry	13		26			13	52
Certificate III in Carpentry - upgrade for alumni	13						13
Certificate III in Catering Operations			13				13
Certificate III in Commercial Cookery	14		27	13		14	68
Certificate III in Early Childhood Education and Care	22				22	18	62
Certificate III in Electrotechnology Electrician			14		13		27
Certificate III in Engineering - Fabrication Trade			13	13			26
Certificate III in Engineering - Mechanical Trade (Diesel Fitting)	26		13				39
Certificate III in Engineering - Mechanical Trade (Fitting and Machining)	58		13				71
Certificate III in Engineering - Mechanical Trade (Refrigeration and Air Conditioning)				13			13
Certificate III in Hospitality	13						13
Certificate III in Hospitality (Food & Beverage)	16		29	16			61
Certificate III in Hospitality (Lodge)						16	16
Certificate III in Individual Support (Aged and Community Care)	22	18					40
Certificate III in Individual Support (Disability)						18	18
Certificate III in Light Vehicle Mechanical Technology	26		13				39
Certificate III in Patisserie	13						13
Certificate III in Plumbing				26			26
Certificate III in Tourism						18	18
Certificate III in Tourism/Certificate III in Hospitality						20	20
Certificate III in Wall and Floor Tiling	13						13
Certificate IV in Small Business Management	18						18
Certificate IV in Youth Work			18	18			36
Total	303	18	179	99	35	117	751

Training Profile Plan - Semester 1 2017

Course	Planned Graduates by APTC Campus					
	Fiji	PNG	Samoa	Solomon Islands	Vanuatu	Total
Certificate III in Carpentry	13	13		16		42
Certificate III in Commercial Cookery	14	14	13			41
Certificate III in Early Childhood Education and Care	22			22	18	62
Certificate III in Electrotechnology Electrician	14	14				28
Certificate III in Engineering - Fabrication Trade		13	13			26
Certificate III in Engineering - Mechanical Trade (Diesel Fitting)	26	13				39
Certificate III in Engineering - Mechanical Trade (Fitting and Machining)	13	13				26
Certificate III in Engineering - Mechanical Trade (Refrigeration and Air Conditioning)	13		13			26
Certificate III in Health Services Assistance			18			18
Certificate III in Hospitality (Food & Beverage)	16		16			32
Certificate III in Hospitality (Housekeeping)		16				16
Certificate III in Hospitality (Lodge)				16		16
Certificate III in Individual Support (Aged and Community Care)	22					22
Certificate III in Individual Support (Disability)					18	18
Certificate III in Light Vehicle Mechanical Technology	26	13				39
Certificate III in Plumbing			26			26
Certificate III in Tourism					18	18
Certificate III in Wall and Floor Tiling	13					13
Certificate IV in Allied Health Assistance	22					22
Certificate IV in Community Development				22		22
Certificate IV in Youth Work			18			18
Total	214	109	117	76	54	570

Training Profile Plan - Semester 2 2017

Course	Planned Graduates by APTC Campus					Total
	Fiji	PNG	Samoa	Solomon Islands	Vanuatu	
Certificate III in Carpentry	13	13				26
Certificate III in Commercial Cookery	14	14	13			41
Certificate III in Community Services Work		22				22
Certificate III in Early Childhood Education and Care	22	22		22		66
Certificate III in Electrotechnology Electrician	14	14				28
Certificate III in Engineering - Fabrication Trade		13				13
Certificate III in Engineering - Fabrication Trade			13			13
Certificate III in Engineering - Mechanical Trade (Diesel Fitting)	26	26				52
Certificate III in Engineering - Mechanical Trade (Fitting and Machining)	13	13				26
Certificate III in Engineering - Mechanical Trade (Refrigeration and Air Conditioning)	13		13			26
Certificate III in Health Services Assistance	22					22
Certificate III in Hospitality (Food & Beverage)	16	16	16			48
Certificate III in Hospitality (Lodge)					16	16
Certificate III in Individual Support (Aged and Community Care)				18		18
Certificate III in Individual Support (Disability)				18		18
Certificate III in Light Vehicle Mechanical Technology	26	13				39
Certificate III in Plumbing			26			26
Certificate III in Tourism	18				18	36
Certificate IV in Allied Health Assistance	22					22
Certificate IV in Community Development			22			22
Total	219	166	103	58	34	580

Training Profile Plan - Semester 1 2018

Course	Planned Graduates by APTC Campus					
	Fiji	PNG	Samoa	Solomon Islands	Vanuatu	Total
Certificate III in Carpentry	13	13		16		42
Certificate III in Commercial Cookery	14	14	13			41
Certificate III in Community Services Work			18			18
Certificate III in Early Childhood Education and Care	22	22				44
Certificate III in Electrotechnology Electrician	14	14				28
Certificate III in Engineering - Fabrication Trade		13	13			26
Certificate III in Engineering - Mechanical Trade (Diesel Fitting)	26	26				52
Certificate III in Engineering - Mechanical Trade (Fitting and Machining)	13	13				26
Certificate III in Engineering - Mechanical Trade (Refrigeration and Air Conditioning)	13		13			26
Certificate III in Health Services Assistance	22					22
Certificate III in Hospitality (Food & Beverage)	16		16			32
Certificate III in Hospitality (Housekeeping)		16				16
Certificate III in Individual Support (Aged and Community Care)			18			18
Certificate III in Individual Support (Disability)			18			18
Certificate III in Light Vehicle Mechanical Technology	26	13				39
Certificate III in Plumbing			26			26
Certificate III in Tourism	18				18	36
Certificate IV in Allied Health Assistance	22					22
Certificate IV in Community Development			22			22
Total	219	144	157	16	18	554

Partnerships

The fostering of partnerships with Pacific Island affiliates serves to build relationships and impart skills, knowledge and practices in the delivery of competency based training and the development of quality administrative processes and procedures. With the commencement of the Stage 2 Extension, APTC has worked with current partners across the Pacific to renegotiate existing agreements, and to develop potential new partnerships.

The entities receiving a partnership agreement, either for site access to facilities, capability development, or both are:

Country	Partner	Service/Facility	Status of Agreement
Fiji	University of the South Pacific	Training Facilities	Current until 31 December 2015. Extending current agreement to June 2018
Kiribati	Kiribati Institute of Technology	Training Pathways	Current until 31 December 2015. To be varied to June 2018.
PNG	Port Moresby Technical College (POMTech)	Training Facilities	Current until 30 June 2018
Samoa	National University of Samoa	Training Facilities/Services	Current until 31 December 2015. To be varied to 30 June 2018
Solomon Islands	Don Bosco Technical Institute	Training Pathways	Current until 31 December 2015. To be varied to 30 June 2018
	Ministry of Education and Human Resources Development	Training Pathways	Current until 31 December 2015. To be varied to 30 June 2018
Tonga	Tongan Chamber of Commerce	Customer Contact	Current until 31 December 2015. To be varied to June 2018.
Vanuatu	Ministry of Education - Vila North Public School	Training Facilities/Services	Current until 31 December 2015. To be varied to 30 June 2018
	Vanuatu Institute of Technology	Training Pathways	Current until 31 December 2015. To be varied to 30 June 2018

The Hastings Deering partnership in PNG ceased on 31 December 2015, as delivery of training in the Certificate III in Engineering (Diesel Fitting) has been relocated to the POMTech site.

European Union Support to the Sugar Industry Program (SSIP)

Delivery of the European Union's "Accompanying Measures for Sugar Protocol (AMSP – 2013) – Strategic Restructuring of the Sugar Cane Industry" initiative for the Fijian sugar industry has entered its eighteenth month of training delivery.

Through the delivery of Australian qualifications and skills sets, and non-accredited programs, the project scope includes:

- › Upskilling existing mill workers.
- › Enhancing the leadership and management skills of strategic leadership staff, Farm Advisory Services officers and Leader Farmers.
- › Supporting the transition of workers who may be displaced due to changes impacting the sugar cane industry in Fiji.

The upskilling of mill personnel on the job continues with seventy-six workers in the electrical/instrumentation and fabrication/welding trades expected to complete their Australian qualifications by 30 June 2016. Up to fifteen workers will be enrolled in each of the Certificate III in

Engineering (Diesel Fitting) and the Certificate III in Engineering (Fitting and Machining) courses to be conducted in Suva in semester 1 2016. This tailored delivery will include participants from across the four mills and is timed to coincide with the non-crush period.

The project has also delivered training in skills sets in response to the training needs analysis in the areas of computing, business administration, customer service and workplace training and assessment.

These programs have been made available to stakeholders from across the sugar cane growing regions including the Sugar Cane Growers Council, Cane Producers Associations of Lautoka, Labasa, Rarawai and Penang, Sugar Industry Tribunal (incorporating the Graphic Information System and the Near Infra-red projects), Sugar Research Institute of Fiji and the Fairtrade Coordination Unit.

The Leader Farmer workshops delivered to date have enjoyed excellent attendance and have received very positive feedback. These workshops were designed to provide communication, planning, presentation and facilitation skills to enable Leader Farmers to better share their technical knowledge with others in the industry. This transfer of skills is the major objective of the Leader Farmer initiative.

The tables below illustrate the activity to date.

Current Enrolments - Full qualification	Female	Male	Total
Certificate III in Electrotechnology Electrician		38	38
Certificate III in Engineering - Fabrication Trade		38	38

Current Enrolments - Accredited skills set	Female	Male	Total
Certificate III in Business	19	84	103
Certificate IV in Training and Assessment	12	70	82
Certificate IV in Business	21	42	63

Current Enrolments - Non-accredited training	Female	Male	Total
Business Writing	3	20	23
Leader Farmer Workshop	8	253	261

Graduates Full qualification	Female	Male	Total
Certificate IV in Frontline Management	17	92	109

University of the South Pacific (USP) Partnership Agreement

The partnership has been in place for eighteen months, with thirty-seven Certificate III in Commercial Cookery students and thirty-eight Certificate III in Hospitality students studying at the Laucala campus in Suva in 2015. APTC and USP trainers continue with the shared use of the kitchen and restaurant facilities, and access to classrooms on the Laucala campus.

APTC students have also been housed in USP facilities, with an average of forty-eight students taking up residence each semester. Through the use of these facilities, APTC has been able to reduce the need to source beds from other accommodation providers in Suva.

Don Bosco Technical Institute (DBTI) Partnership Agreement

Eighty students in total completed training in automotive and construction industry qualifications delivered from the Skills Barn at DBTI this year. Training delivery in the Certificate III in Light Automotive Technology and the Certificate III in Formwork/Falsework was rested in semester 2 2015. The Certificate III in Carpentry will be delivered in semester 1 2016, providing strong alignment to industry requirements.

Lae Polytechnic Agreement

Following the successful provision of training for two groups of students in 2015, negotiations are underway to extend the Lae Polytechnic agreement in 2016. The extension will:

- › Support to National Polytechnic Lae in delivery of the Certificate II in Engineering - Fabrication Trade. APTC will provide the trainer, with current planning to deliver three courses throughout 2016.
- › Deliver the Certificate III in Engineering - Fabrication Trade on a part time basis in pre-paid “blocks” of approximately six weeks each.
- › Adjust the training delivery model to three days each week for the Certificate II in Engineering - Fabrication Trade and two days each week for the Certificate III in Engineering - Fabrication Trade.

It is anticipated the payment of fees will make a contribution to the cost of training delivery.

QUALITY

APTC HAS A GOOD REPUTATION IN THE PACIFIC AS A HIGH QUALITY PROVIDER OF TVET

Scope of Services 2.12(c, f, g, i), 5.2, 5.3 (a-c), 5.10 (a, b), 5.11 (a), 5.12 (a-c), 5.13 (a), 5.14, 5.20 (d-k), 5.21 (a-f, h, i), 5.24, 7.1, 7.2, 7.3, 8.2, 10.1-10.6, 12.9, 12.11, 12.12 (a), 12.21, 13.1, 13.2 (a, c), 13.3 (c, d), 14.1, 14.2, 17.1, 17.2, 17.3 (a-f), 19.1-19.3

The commencement of the Stage 2 Extension saw the transition of APTC from operation under two separate Registered Training Organisations (RTOs) to delivery under a single RTO, TQEC. The transition facilitated substantial realignment of APTC business processes and procedures to meet the requirements of TQEC.

Under the leadership of the Executive Director Training Delivery (EDTD), a project to review and amend as required all compliance documentation, policies and processes has been implemented. The aim of the review was to ensure all documentation is aligned to the processes utilised by TQEC.

The newly-recruited SVTAs located in Fiji, PNG, Samoa and Vanuatu, have developed and populated new and existing documentation in semester 2 2015 to meet TQEC and ASQA compliance requirements, with a focus on full compliance by the commencement of delivery for the 2016 calendar year.

In support of education and training compliance, TQEC staff visited APTC delivery sites between August and October 2015 and undertook an education and training audit.

The purpose of the 2015 audit was to review the current training and delivery activity across twenty-seven programs including a review of programs under the European Union agreement.

The audit team visited locations in:

- > Fiji
- > Samoa
- > Vanuatu
- > Solomon Islands

A site visit in PNG is expected to be undertaken in early 2016. Students and programs being delivered in PNG were included with the 2015 audit activity in other locations.

The TQEC audit team worked in conjunction with APTC staff to support preparation activity, provision of desk top audit information, in-country planning and support.

A component of compliance in the Standards for Registered Training Organisations (RTOs) 2015 is the quality of facilities provided for the learner cohort, and their level of satisfaction with the provision of services.

The audit revealed many positive aspects of delivery of training in the Pacific, and also identified opportunities for improvement. The final audit report was supplied to the APTC CEO in November 2015, with a formal response to the report due in early 2016.

Student Activity

This section provides an overview of APTC student activity throughout the 2015 calendar year, focussing on student enrolment, graduation and scholarship achievements, with a full compilation of the data sets available as annexes to this report.

Refinement of the Education Management Information System (EMIS) database has seen the development of a combined single report generated monthly and downloaded onto the APTC network. The report is utilised as the main source of student activity data and is the source data used to respond to requests.

The following analysis provides an update of student activity for this calendar year, as at 31 December 2015.

Information on student activity is presented by country in the following annexes:

- › Cumulative Enrolment, Graduate and Scholarship Application Data, by Citizenship Country (Annex 2).
- › Cumulative Scholarships All Countries (Annex 2a).
- › Country of Destination for Graduates - disaggregated by APTC stage and citizenship (Annex 2b).
- › Migrant Graduates Qualifications - disaggregated by APTC stage, school and citizenship (Annex 2c).

Cumulative Enrolment Data

Total enrolments

In total, 10574 students have been enrolled into APTC programs since the inception of APTC in 2007, with 6198 enrolling in Stage 2. The current Stage 2 enrolments total represents an increase of 1226 or twenty-five percent since the last annual report. The gender balance of all scholarship and non-scholarship enrolments since 2007 stands at forty percent females and sixty percent males, whilst in Stage 2 females represent forty-two percent of all enrolments to date.

Scholarship enrolments

Seventy-four percent (4558) of all students have received an APTC scholarship in Stage 2. Since the commencement of APTC in 2007, seventy-two percent of all students enrolled have been scholarship recipients. The gender balance amongst scholarship students in Stage 2 is forty-two percent female and fifty-eight percent male.

Graduate Outcome Data

Total graduates

In total 9394 students have graduated from APTC programs since 2007, with 5916 of these graduating in Stage 2. The overall gender balance of graduates since 2007 is forty-one percent (3852) female and fifty-nine percent (5542) male, with females accounting for thirty-eight percent (2248) of graduates in Stage 2.

Scholarship graduates

Since 2007, seventy-five percent (7045) of graduates have been recipients of an APTC scholarship, with females accounting for forty-two percent (2959) of this total. Females represent forty-one percent (1821) of all Stage 2 scholarship graduates to date.

Graduations

Sixteen graduation ceremonies were conducted in Fiji, Samoa, Nauru, Vanuatu, PNG, Solomon Islands, Kiribati and Tonga throughout the 2015 calendar year. Industry and TVET consultations, student information and promotion of APTC programs in SIS have been timed to coincide with graduation ceremonies.

Graduations 2015

Date	Location	Graduates	Keynote Speaker(s)
March	Samoa	109	Honourable Prime Minister of Samoa Afioga Fatialofa Tuilaepa Sailele Lugesoliai Malielegaoui.
April	Fiji, Suva	129	Her Excellency, the Australian High Commissioner – Ms Margaret Twomey
	Fiji, Nadi	46	Hon Major General Jioje Konrote – Minister for Employment, Productivity and Industrial Relations, Fiji Sheona McKenna – Counsellor Regional Health, Education and Gender for the Australian High Commission
	Vanuatu	91	Dr Christopher Bartlett, Vanuatu Country Director SPC-GIZ Coping with Climate Change in the Pacific Islands Region (CCCPIR) H.E Jeremy Bruer - Australian High Commissioner to Vanuatu
May	Solomon Islands	185	Honourable Manasseh Sogavare, Prime Minister of the Solomon Islands

	PNG	162	Her Excellency, Mrs Deborah Stokes, Australian High Commissioner to Papua New Guinea.
June	Nauru	8	Hon. Charmaine Scotty MP, Minister for Education, Home Affairs and Land Management
August	Kiribati	81	Mr Michael Hunt, Department of Foreign Affairs and Trade (DFAT) - Counsellor, Development Cooperation
	Tonga	72	Honourable Akilisi Pohiva, Prime Minister of the Kingdom of Tonga and Minister for Education, Foreign Affairs and Trade
October	Solomon Islands, Honiara	80	H.E Mr Andrew Byrne Australian High Commissioner to the Solomon Islands
	Solomon Islands, Auki	19	Honourable Peter Shanel Ramohia Malaita Provincial Premier
	Vanuatu	122	Ms Astrid Boulekone, Chief Executive Officer, Vanuatu Chamber of Commerce and Industries
	Samoa	133	Honourable Afioga Magele Mauiliu Magele, Minister of Education, Youth, Sports and Culture.
November	Fiji, Suva	192	Her Excellency Ms Margaret Twomey, Australian High Commissioner to Fiji
	PNG	193	Her Excellency Ms Bronte Moules, Acting Australian High Commissioner to Papua New Guinea
	EU Sugar Project Graduation	82	Mr Viliame Gucake - Acting Permanent Secretary for Sugar Mr Michael Parker - Programme Management Advisor/Team Leader EU Coordination Unit Mr Abdul Khan, Executive Chairman, Fiji Sugar Corporation

Surveys

Surveys of students and employers play an important role in the continuous improvement process for APTC. They highlight where improvements in administration and training activities are required and reveal information about the longer-term productivity of graduates after they leave APTC and about the extended impact of training for families, industry and the wider communities.

Course Commencement Survey

As an element of the extended M&E activities in the Stage 2 Extension, a Course Commencement Survey (CCS) was designed and implemented at the beginning of semester 2 2015. This initiative seeks to align all APTC survey tools to more effectively track the journey of students from the time they commence study with APTC. The data collected in this survey will then be linked through to responses from surveys at course completion and the Graduate Student Tracer Survey conducted twelve months after graduates return to the workplace. By developing symmetry in the tools, the analysis of final results is more reliable and provides empirical evidence upon which strategic business decisions can be based. This additional level of data collection and analysis will more reliably inform the efficacy and impact of APTC training.

The CCS captures basic data such as student motivation to study, challenges to study and expectations of changes in employment status after they have gained their qualification. The survey also provides an avenue for feedback about the quality of the student orientation process and the support services provided by APTC in the period prior to the commencement of study.

The results from the initial survey conducted in semester 2 2015 indicated that the main motivation for students to study with APTC was to gain higher skills (57%), followed by the desire to gain an Australian qualification (24%). When asked what prompted them to study with APTC, sixty-five percent of students indicated it was the standard of training, while over thirty-three percent indicated they chose APTC because of its reputation in the Pacific and the standard of equipment and learning resources.

When answering the question “Where do you think you will be two years after study?” forty-seven percent said they expected to be with a different company in a similar industry, with a higher position. Only five percent of those surveyed expected to be in the same job in the same position. Students will be tracked through their study and after graduation, and will be surveyed to extract similar data at specified points in their careers. This will supply APTC with longitudinal data on the career paths of graduates and how gaining an APTC qualification has impacted their careers, their lives, and the lives of those around them.

End of Course Learner Survey

End of Course Learner (EoCL) Surveys for semester 1 2015 were actioned by campus administration officers not later than one week prior to the completion of the final week of study for exiting students. The paper-based surveys were sealed by the administration officer and sent to the APTC RHO for entry into the database and compilation of reports for each separate class.

The survey tool was redesigned mid-year as an electronic survey, utilising Qualtrics software. The change in format will facilitate faster data entry and analysis of student feedback. The initial batch of surveys using this medium was received in December for semester 2 2015 students.

Each report is analysed and results provided to the EDTD to action any highlighted issues that need to be addressed. Results of their corrective actions are reported at Leadership Team (LT) meetings, and form the basis for continuous improvement actions.

Results from the EoCL surveys conducted in the 2015 calendar year show an overall satisfaction rate with course and content delivery of ninety-two percent. Additionally, an average of eighty-seven percent of students were satisfied with the quality of student support services. These results were based on surveys of 805 APTC students who completed fifty-nine programs. The level of response achieved represents a one hundred percent survey completion rate for these cohorts. The courses which were surveyed are listed below:

2015 Courses Surveyed on Completion

- › Certificate III in Light Vehicle Mechanical Technology
- › Certificate III in Carpentry
- › Certificate III in Engineering - Mechanical Trade (Fitting and Machining)
- › Certificate III in Engineering - Mechanical Trade (Diesel Fitting)
- › Certificate III in Painting and Decorating
- › Certificate III in Wall and Floor Tiling
- › Certificate III in Applied Fashion Design and Technology
- › Certificate III in Electrotechnology Electrician
- › Certificate III in Engineering - Fabrication Trade
- › Certificate III in Formwork/Falsework
- › Certificate III in Engineering - Mechanical Trade (Refrigeration and Air Conditioning)
- › Certificate III in Plumbing
- › Certificate III in Hospitality
- › Certificate III in Community Services Work
- › Certificate III in Early Childhood Education and Care
- › Certificate III in Home and Community Care/Certificate III in Aged Care
- › Certificate III in Commercial Cookery
- › Certificate III in Tourism
- › Certificate IV in Youth Work
- › Certificate III in Hospitality
- › Certificate III in Allied Health Assistance/Certificate III in Health Services Assistance
- › Certificate IV in Disability
- › Certificate IV in Community Development
- › Diploma of Management

EoCL Surveys were conducted according to the annual schedule.

Graduate Student Tracer Survey

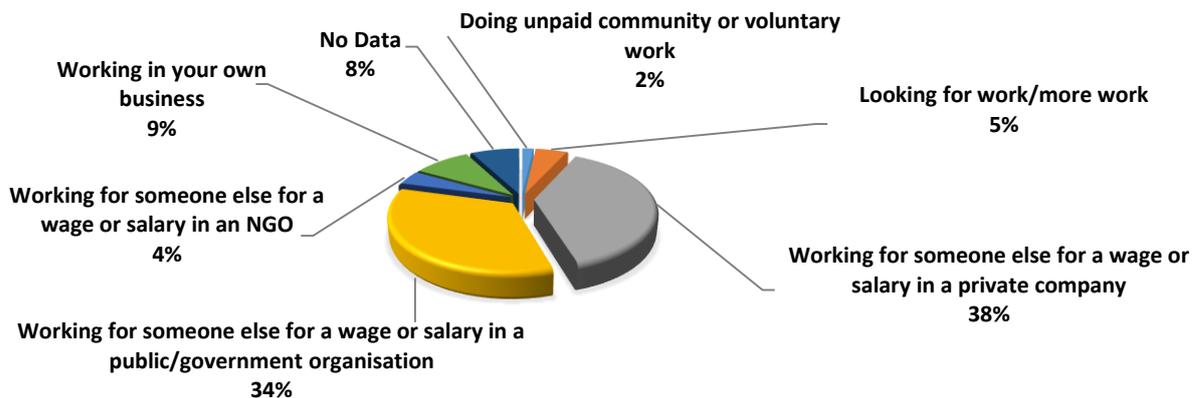
The APTC Graduate Student Tracer Survey summarises feedback received from former students of APTC who have graduated from their respective programs twelve months prior to the commencement of the survey. The survey questionnaire was amended prior to dissemination to reflect the changes in the MEF and to align with the longitudinal intention embedded in the development of the CCS.

The 2015 survey was administered between 9 October and 27 November 2015 with an eligible survey population of 1100 students who graduated in the 2014 calendar year. The survey returned a forty-one percent response rate.

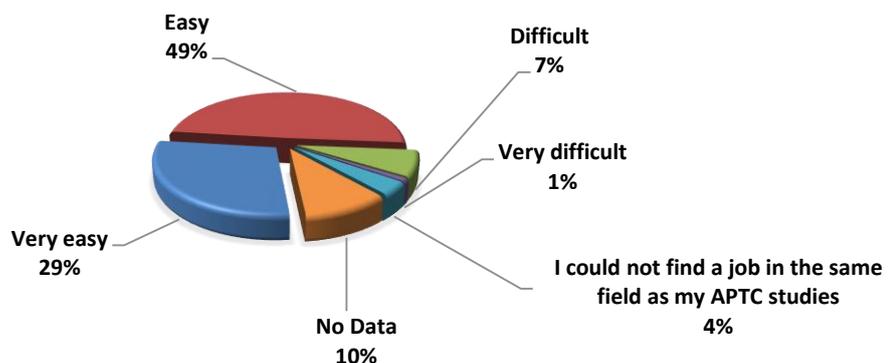
Respondents to the survey can be classed by their industry groupings:

- > Automotive 6%
- > Community Services 18%
- > Construction 13%
- > Education 18%
- > Electrical 4%
- > Engineering 17%
- > Hospitality 18%
- > Other Trades 6%

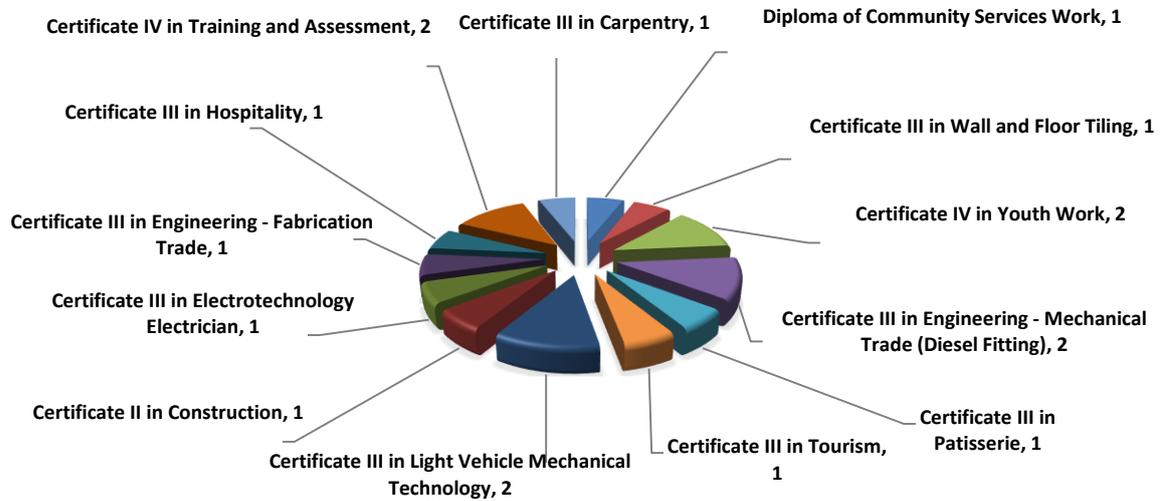
Employment rates for graduates twelve months after graduation are high. Excluding those who are performing unpaid community or voluntary work, and those who provided no response to the question, ninety-three percent of graduates are in some form of employment.



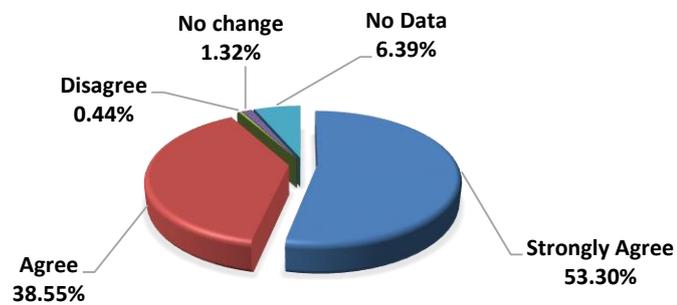
When asked how difficult it was to find employment, the majority of graduates said it was either easy or very easy to secure employment. Only four percent of respondents indicated they could not find employment in their field of study.



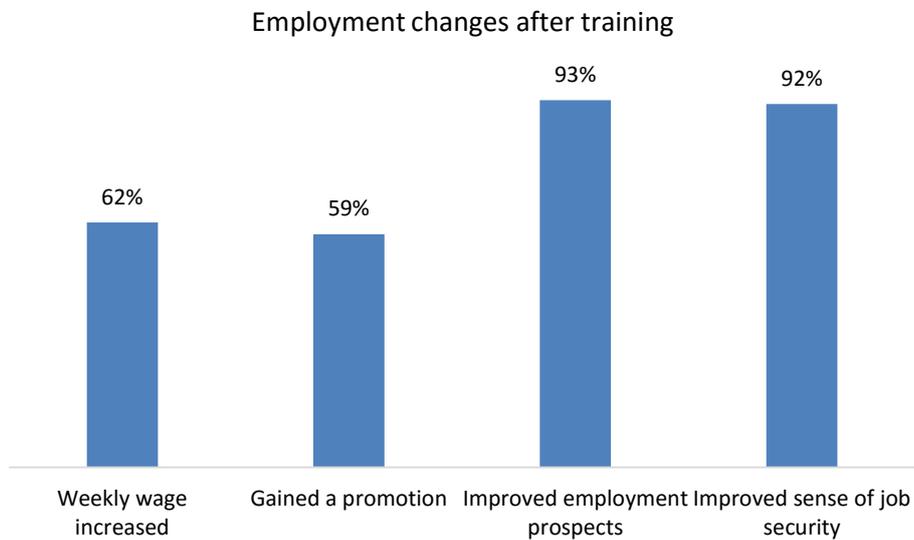
Listed below are the numbers of respondents who could not find work in the same field as their APTC qualification, and their course of study:



In response to whether they thought their APTC course was able to provide them with the essential skills and knowledge required by employers in their industry, ninety-two percent of graduates agreed or strongly agreed with the statement.



The survey revealed that APTC training has resulted in increased earnings for sixty-two percent of graduates surveyed, and has led to promotions for fifty-nine percent of graduates and increased employment prospects and job security for the majority of graduates.



As a new element in the report, respondents indicated that they now had an increased understanding of:

- › Good physical health (94%).
- › Risk of smoking, drinking kava, alcohol and taking drugs (87%).
- › Issues such as depression and suicide (85%).
- › Impact of poverty on society (88%).
- › Impact of gender equality (91%).
- › Effects of climate change (85%).
- › Child protection rights (84%).
- › Effects of domestic violence (85%).

The 2015 Graduate Student Tracer Survey recorded a satisfaction with training rating of ninety-nine percent, the highest satisfaction rating achieved since APTC commenced operation in 2007.

Trainer Compliance

APTC places great emphasis on the quality and currency of trainers engaged to deliver training to students. With the realignment of documentation to TQEC, and the requirements of the newly implemented standards, it was timely for the structure and processes utilised for ensuring APTC compliance to be revisited. Under the direction of the EDTD, much effort has been expended by SVTAs and the Vocational Education Coordinator in revising Training and Assessment Strategy Plans (TASPs) for every program and ensuring that compliant documentation exists for elements of delivery and training administration. The SAPD provided extensive training for academic staff in how to complete a TASP, with the training content now available on MyVillage and mapped to a unit of competency in the Diploma of Vocational Education and Training.

As a component of the Diploma of Vocational Education and Training, selected academic staff have been provided with instruction in the development of compliant assessment tools.

This work has confirmed all APTC educational staff engaged in the delivery of accredited programs meet the requirement under the Standards for Registered Training Organisations (RTOs) 2015.

APTC maintains full records of appointed trainers including qualifications and currency of experience as well as professional development activities. Staff regularly update their vocational competency records and these are mapped to new training package qualifications when updates occur.

Accompanied by the EDTD, a national trainer from Fiji attended the Vocational Education Learners Group conference in Adelaide, Australia in September. This valuable opportunity exposed the trainer to a wide range of industry issues and organisations operational in Australia, and provided a valuable professional development opportunity.

Training Resources

The training resources utilised by APTC trainers are in the process of being standardised across campus locations (where the same course is delivered in more than one place). The TAFE Queensland Resourcebank database repository is an initiative of TAFE Queensland to reduce costs caused by the duplication of delivery and assessment resources.

Validation of training resources

Under the Standards for Registered Training Organisations (RTOs) 2015, validation procedures are more rigorous, and there is a need to ensure that delivery resources are standardised across all locations. TAFE Queensland working parties, representative of industry areas, have been formed across the network, charged with the responsibility to combine resources and produce a singular quality product used by all parties. For newly-revised training packages, such as the Business Services training package, the working parties are developing entirely new resources that meet the requirements of the new package. These will be rolled out state-wide once they have been developed and fully validated.

APTC is taking advantage of this initiative through access to Resourcebank, ensuring trainers across campuses are using the same delivery and assessment items that have been validated in conjunction with the wider TAFE Queensland system.

Validation of assessment resources is also required under the Standards for Registered Training Organisations (RTOs) 2015. Validation of assessments is a quality review process that confirms that an RTO's assessment system can consistently produce valid assessment judgements. A valid assessment judgement is one that confirms a learner holds all of the knowledge and skills described in a training product. Validation activities are generally conducted after assessment is complete, so that an RTO can consider the validity of both assessment practices and judgements. Validation involves checking that assessment tools have produced valid, reliable, sufficient, current and authentic evidence that allows the RTO to make reasonable judgements about whether training product requirements have been met.

The validation process also involves reviewing a statistically valid sample of the assessments and making recommendations for future improvements to the assessment tool, process and/or outcomes if applicable.

Additionally, the validation process includes acting upon any recommendations for future improvement. As part of validation, the RTO must have a documented plan which describes:

- › Who will lead and participate in the validation activities.
- › Which training products will be the focus of the validation.
- › When assessment validation will occur, and
- › How the outcomes of those activities will be documented and acted upon.

TQEC is in the process of implementing a validation schedule which will require every unit of competency in all registered training products to be validated at least once every five years, with fifty percent of products validated within the first three years. APTC trainers will be included in the validation schedule for the courses offered by APTC.

National Training Authority Registrations

Subsequent to the move under the TQEC RTO authority, a revision of all APTC registrations with national training authorities across campus countries has been undertaken. The status by country is:

Fiji

A revised register of courses delivered in Fiji, along with the relevant annual registration fee, was submitted to the Fiji Higher Education Commission (FHEC) in November 2015. The list included updates to the latest versions of training package qualifications and courses added to the scope of delivery in Fiji. APTC continues to maintain registration in Fiji.

PNG

Continuing registration paperwork has been submitted with the PNG National Training Council (NTC) and contains a complete update on the programs delivered in PNG, along with the bona-fides of trainers delivering the qualifications.

Samoa

APTC has current registration with the Samoa Qualifications Authority (SQA) until 7 April 2016. The renewal of registration paperwork for the following year has been submitted by the APTC Country Manager Samoa, and contains all required information regarding the change of RTO status and an update to programs provided in-country.

Solomon Islands

There is currently no body or mechanism for registration in the Solomon Islands. Once the legislation, policies and processes are in place, an application will be made. The Country Manager Solomon Islands is in contact with Solomon Islands government representatives on this matter, and also with DFAT officers who are providing funding support to the Solomon Islands government for this project.

Vanuatu

APTC was advised on 6 November 2015 that the Vanuatu Qualifications Authority (VQA), has formally approved the registration of APTC in Vanuatu.

APTC Media

This year has seen a renewed focus on the quality of existing promotional publications, including the 2015 eScan. A Specialist Adviser – Promotion and Communication was engaged in November 2015 in order to review the current APTC products and communication strategies and associated action plans to ensure implementation of recommendations.

During this reporting period there have been a number of events highlighting APTC’s achievements:

- › The Hon Christopher Pyne, Minister for Education (Australia) unveiled the new name for the ‘Australia Pacific Lecture Theatre’ and our Cookery and Hospitality students prepared and served the lunch that followed. Comments received about the variety, taste and presentation of the food and refreshments were very positive. Students were well presented, worked well as a team and enjoyed the opportunity for workplace experience the event provided. The USP Vice Chancellor, Australian High Commissioner, APTC CEO and DFAT personnel were present.
- › The ARIA restaurant, in PNG, hosted a United Nations Heads of Mission luncheon on 17 September. It was attended by twenty-five dignitaries. APTC received a letter from the UN thanking the staff and students.
- › On 14 September the CEO announced the promotion of Vagi Daera to the position of Hospitality Trainer. Vagi is the first National Tutor to be promoted to Trainer in PNG. Vagi expressed his gratitude for the commitment and mentoring he received during his training.
- › The current PNG carpentry students are constructing a student gym as part of their regular course work.
- › Samoa’s Montessori Brilliant Star Pre-school now employ five APTC graduates which is more than half of their teaching staff. This is a success story because this centre demonstrates best practice in providing high quality care for the children of both local and international families.
- › Alumni AGM and Executive Orientation (Solomon Islands) – Over eighty Alumni members attended the AGM during which a new Executive was elected and advice was provided on activities for the coming year. Following the meeting an orientation was held for the new Executive during the session the annual work plan was developed.
- › Vanuatu campus continued engagement with the Carnival Company will see the commencement of on-board cruise ship tours for APTC hospitality and tourism students whilst the ships are berthed in Port Vila. The tours will cover all aspects of life on board a cruise ship in the context of hospitality services and the impact on tourism for Vanuatu.
- › APTC has supported the re-construction and refurbishment of Vanuatu Institute of Technology’s (VIT) ITC centre that was badly damaged during Cyclone Pam. The roof was completely taken off and with flooded rooms all of the IT equipment was destroyed. The transfer of the current Vanuatu campus IT lab equipment, desk top computers, keyboards and flat monitor screens will further benefit the refurbished VIT IT centre.

Publications

Seventy-nine media articles, including twenty-eight web stories promoting student activities and campus events, have been released and have been uploaded onto the APTC Internet site in this period.

Country	Web	Print	Website (other than APTC)	DFAT Website
Fiji	4	6	21	
Samoa	4	3	21	
PNG		1	3	1
Vanuatu	6	4	17	3
Solomon Islands	2	2	8	1
Others (Nauru and Tonga)			3	
TOTAL	16	16	73	5

Social Media

Social media is a powerful tool used to engage with prospective students and maintain contact with alumni. It is increasingly more common to be able to interact with applicants via social media than through conventional means such as mail and telephone. The following sites are being used by APTC:

LinkedIn

APTC continues to use LinkedIn as a communication tool to expand its profile and build its professional network. It is also an avenue to post recruitment activities and advertising. APTC has 871 connections on LinkedIn and the APTC profile can be found at [APTC LinkedIn](#).

Alumni LinkedIn

The Alumni showcase page was created under the APTC LinkedIn profile, and employment opportunities are posted on this page. APTC Alumni has over sixty connections on LinkedIn, and the page can be found at [APTC Alumni LinkedIn](#).

YouTube

APTC shares videos to a large audience of users. The eleven videos uploaded to the APTC account at APTC YouTube have had in excess of 5800 views to date.

Facebook

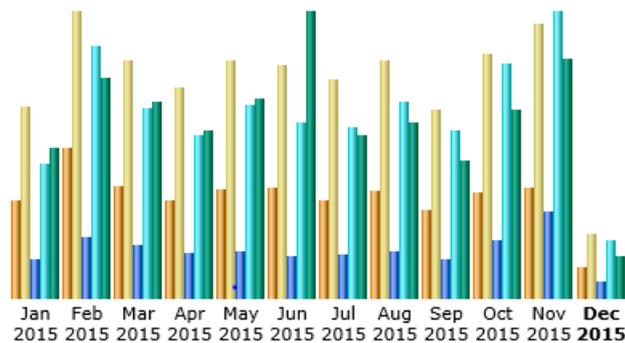
APTC has over 2800 “Likes” on Facebook, emanating from 45 countries: Fiji, PNG, Australia, American Samoa, Bangladesh, Egypt, Greece, Iraq, Italy, Ivory Coast, Japan, Kenya, USA, Kiribati, Nauru, Marshall Islands, Singapore, Pakistan, India, Ghana, Malaysia, Tanzania, Ethiopia, DR Congo, Philippines, Nepal, Indonesia, Liberia, New Caledonia, South Africa, Sri Lanka, Thailand, Ukraine, United Arab Emirates and United Kingdom. The APTC account can be found at [APTC Facebook](#).

APTC Alumni Facebook

The APTC Alumni Facebook page has a total of 1150 “likes”.

Website Activity

The APTC website has seen substantial activity in 2015, with more than 59,000 unique visitors and over 1,000,000 pages accessed across the year.



Month	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Jan 2015	4,764	9,403	73,083	254,407	10.12 GB
Feb 2015	7,315	14,001	117,675	480,628	14.85 GB
Mar 2015	5,447	11,593	100,816	361,978	13.24 GB
Apr 2015	4,776	10,290	84,824	309,633	11.32 GB
May 2015	5,365	11,611	88,916	366,678	13.36 GB
Jun 2015	5,369	11,428	79,973	334,725	19.24 GB
Jul 2015	4,822	10,689	82,296	323,918	10.99 GB
Aug 2015	5,246	11,602	90,006	373,662	11.86 GB
Sep 2015	4,281	9,221	73,218	317,716	9.19 GB
Oct 2015	5,157	11,935	110,743	447,303	12.71 GB
Nov 2015	5,398	13,401	165,991	544,652	16.06 GB
Dec 2015	1,479	3,114	31,468	110,617	2.84 GB
Total	59,419	128,288	1,099,009	4,225,917	145.80 GB

The most commonly downloaded page is the Application for Admission Form page. The website is accessed most often by (in order of activity):

- > Fiji
- > Australia
- > Samoa
- > United States of America
- > PNG
- > Japan
- > Vanuatu
- > Germany
- > Solomon Islands
- > New Zealand
- > China
- > Ukraine
- > India
- > Hong Kong
- > Great Britain

Scholarship Activity

Ten successful scholarship rounds (four major rounds and six top-up rounds) were completed in 2015 resulting in 1650 approved applicants for APTC courses. Scholarship applications approved but not allocated to classes are placed in a pre-approved pool, and can be drawn upon at short notice to fill programs.

The 2016 Student Handbook incorporating the Student Code of Conduct, Student Rules, Student Support Services, Emergency Procedures, Insurance, Misconduct and Consequences, Pre-departure guidelines for International Students, and information on Attendance, Assessments and Progress of Study have been updated and will be distributed to students in semester 1 2016, along with the 2016 Student Diary.

Applications

To date a total of 19391 students have applied for a scholarship award to assist with the costs of studying at APTC, 10185 in Stage 2. Overall the gender balance of scholarship applications is forty-two percent females and fifty-eight percent males. In Stage 2 females represent forty-one percent of all scholarship applicants.

Mobilisations

There have been 5218 instances of mobilisation of scholarship recipients in Stage 2. Attendance at block training in the majority of trades programs in Stage 2 required multiple mobilisations of individuals to complete their qualification.

Non-Mobilisations

In Stage 2, 493 scholarship award recipients have not been mobilised to commence study in an APTC program. Reasons for non-mobilisation include declining the scholarship offer, not presenting for mobilisation and applicants who deferred study on more than one occasion. For Stage 2 females accounted for forty-six percent of all non-mobilisations.

Non-Completions

A total of 939 APTC scholarship award recipients have commenced their respective courses but have not completed, of which 409 are in Stage 2. Students' studies were recorded as incomplete due to suspension or exclusion due to misconduct, personal reasons, ill health or non-progression in study. For Stage 2 females accounted for thirty-seven percent of all non-completions.

Work Placement

Formal work placements are part of most programs offered by APTC, and are stipulated within the training package for specific qualifications. As mandated by the Standards for Registered Training Organisations (RTOs) 2015, APTC arranges work placements according to the requirements of the qualifications. The examples below illustrate some of the existing arrangements across campuses in the Pacific:

- › Through an agreement with MEHRD, students enrolled in the Certificate III in Early Childhood Education and Care in Solomon Islands undertake 200 hours of work placement in a kindergarten. In Semester 2 2015, twenty-two students undertook work placement. Each student had an individual agreement with their kindergarten.
- › Students have undertaken work placements in Fiji in Community Services, Aged Care, Hospitality, Cookery and Early Childhood. Facilities placing APTC students include the Home of Compassion, Father Law Homes, Tamavua Rehabilitation Centre, Sambula Senior Citizens Home, Colo-I-Suva Village, Grand Pacific Hotel, Holiday Inn, De Vos on the park, Radisson, Mamacita, and Bonefish.
- › Industry placement across all qualifications delivered in Vanuatu presented a challenge due to business closures forced by Cyclone Pam. APTC trainers were still able to successfully secure sites for all students requiring work placement, with good support from businesses that included the Holiday Inn, Irriki Resort and the Erakor Island resort.

Learner Support

The Learning Support Facilitators (LSF) provide one-on-one support to those students identified through the 3-6-9 feedback mechanism to assist them with their learning. The 3-6-9 program is designed to identify at-risk students and intervene with the most appropriate support at the 3, 6, 9 week marks of the semester. Pastoral care is one of the strategies which may be recommended to support the student. These sessions are conducted on a case by case basis to meet individual learning needs.

Student counselling in all APTC campuses is provided for individual students and staff on a case by case basis. The Fiji counsellor has provided support sessions to students this semester, as well as individual and a group sessions with staff following the passing away of a Suva based administration staff member in October.

Counselling support in PNG is sourced through LifeLine and Anglican Church counsellors, and other APTC campuses access counselling support on an as-needs basis.

Business Development

The APTC Business Development Strategy and the Commercialisation Strategy have been successful in developing and maintaining a revenue stream for APTC.

Commercial training activities have been buoyant in 2015, as can be evidenced by the number of proposals submitted and accepted. The ability to respond swiftly to opportunities in the market is key to the continued growth of this sector.

FFS activity year-to-date is shown in the tables below. There have been a number of proposals submitted, with a good level of take up by clients.

FFS Activity 2015

FFS Proposals Accepted		
APTC Country	Industry	Estimated Value
Fiji	Management	\$ 170,250.00
Fiji	Education	\$ 79,194.00
Fiji	Hospitality	\$ 19,417.00
Fiji	Mining Management	\$ 90,400.00
Solomon Islands	Education	\$ 130,000.00
Solomon Islands	Government Administration & Education	\$ 55,700.00
Tonga	Disability Support Sector	\$ 13,200.00
Vanuatu	Education	\$ 44,439.19
	Total	\$ 602,600.19

Fee Paying Places

Over Stage 2 there has been an increase in the level of fee paying students. Fees charged provide a contribution to the cost of training. The proportion of all APTC enrolments that are funded through the payment of fees by the individual or their employer is currently twenty-one percent. There have been 1297 fee paying enrolments in Stage 2, from an enrolment total of 6198.

Of particular note is the willingness of employers such as the Coral Seas Hotel Group, who negotiate for complete classes of their employees to study with APTC in PNG in the Certificate III in Commercial Cookery, and the Certificate III in Hospitality.

Fee paying enrolments by course	Enrolments Stage 2	Enrolments 2015
Certificate III in Allied Health Assistance/Certificate III in Health Services Assistance	2	1
Certificate III in Applied Fashion Design and Technology	60	18
Certificate III in Carpentry	48	7
Certificate III in Commercial Cookery	73	18
Certificate III in Disability	19	
Certificate III in Early Childhood Education and Care	15	4
Certificate III in Electrotechnology Electrician	13	1
Certificate III in Engineering - Fabrication Trade	21	16
Certificate III in Engineering - Mechanical Trade (Diesel Fitting)	11	4
Certificate III in Engineering - Mechanical Trade (Fitting & Machining)	4	2
Certificate III in Engineering - Mechanical Trade (Refrigeration and Air Conditioning)	1	
Certificate III in Formwork/Falsework	6	
Certificate III in Hairdressing	18	
Certificate III in Home and Community Care/Certificate III in Aged Care	2	
Certificate III in Hospitality	215	57
Certificate III in Hospitality (Patisserie)	16	
Certificate III in Light Vehicle Mechanical Technology	14	6
Certificate III in Nutrition and Dietetic Assistance	15	
Certificate III in Painting and Decorating	2	1
Certificate III in Pathways to Further Study	40	40
Certificate III in Plumbing	2	1
Certificate III in Tourism	22	6
Certificate III in Wall and Floor Tiling	1	
Certificate IV in Disability	2	
Certificate IV in Hospitality	22	
Certificate IV in Training and Assessment	576	163
Certificate IV in Youth Work	1	
Diploma of Hospitality	6	
Diploma of Management	70	
Total	1297	345

SUSTAINABILITY

APTC SUPPORTS TVET PARTNER INSTITUTIONS TO IMPROVE AND SUSTAIN SYSTEMS AND TRAINING DELIVERY

Scope of Services 5.6, 5.7, 8.1, 8.6, 8.9, 9.1-9.3, 12.14 (a-f), 12.15

Sustainability for APTC relies in part on the strength of the training partnerships we develop with TVET institutions in the Pacific. Since the commencement of the project the objective in establishing partnerships has been to enhance the capacity of regional TVET institutions to deliver high quality TVET programs. This has been effected through capacity-building of TVET staff with the delivery of the Certificate IV in Training and Assessment qualification, combined with mentoring on the basic concepts of competency based training.

An additional element of the sustainability agenda is the provision of equipment to training partners and upgrades to facilities and premises to meet the minimum requirements expected of a training organisation delivering Australian qualifications.

Industry involvement and consultations feature as a required element of APTC campus operations. Where appropriate, APTC management and training staff meet with industry groups to discuss training needs and priorities, and provide advice on training matters to government and industry committees.

Stakeholder Engagement

Fiji

APTC was requested by the Fiji Ministry of Education, Heritage and Arts to supply a list of courses on offer, eligibility criteria, fee structure and scholarship information for inclusion in their 2016 - 2017 Careers Information Handbook.

Staff from APTC Hospitality, Cookery and Construction delivery teams participated in Fiji Higher Education Commission Industry Sector Advisory Committee workshops. The Fiji Higher Education Commission is seeking input from TVET trainers in the design of Fiji national qualifications.

Carpentry trainers are also members of and regularly attend the monthly Master Builders Association of Fiji meetings.

Staff from Suva have worked with representatives from the Fiji National University and the National Training and Productivity Centre to map the APTC Certificate IV in Training and Assessment against the Training of Trainers program in Fiji. The negotiation has resulted in advanced standing for holders of the Certificate IV in Training and Assessment against the Training of Trainers qualification. This accreditation enables training staff to deliver programs that are eligible for the rebate of the government grant training levy.

Samoa

APTC has been recognised for the important role it plays in the Samoa Tourism Sector as documented in the Samoa Tourism Sector Plan 2014-2019:

“APTC represents a substantial asset to Samoan tourism. Not only do students benefit from the Certificate level courses but the institution is also able to manage and deliver broader workplace training programs. This capacity is being harnessed through the Tourism Cyclone Recovery Program training component but further opportunities need to be explored and supported.”

Samoa Tourism Sector Plan 2014-2019 p 46

The plan nominates APTC as an integral support in facilitating:

- › Developing and implementing an Annual Tourism Industry Training Calendar which links the Industry Quality Standards Program.
- › Increasing the level and intensity of e-marketing training for operators through short courses and hands on training supported by mentoring and business support.
- › Developing workplace training modules in priority areas for operators and increasing workplace training delivery on site.

- › Increasing linkages with overseas institutions and agencies to facilitate short term attachments of key staff, trainers and officials.

Solomon Islands

A review of the curriculum, trainer capacity and facilities of selected trade courses at the Solomon Islands National University School of Technology and Maritime Studies was conducted over a four week period in October and November 2015. The Review Team consisting of four sector experts in Automotive, Carpentry, Electrical and Plumbing and a Team Leader, spent one week in-country during which time they interviewed and consulted with SINU Executive, School of Trades and Maritime Studies instructors and students and industry representatives.

Specifically, the review:

- › Undertook a quality audit of curriculum, trainer capacity and facilities currently being used to deliver selected courses in the SINU.
- › Conducted a review of the quality of selected courses delivered by SINU against the standards in the Australian Qualifications Framework.
- › Provided a Costed, Options-Based Action Plan to SINU on the feasibility of upgrading current courses to Certificate II, Certificate III, Certificate IV or above levels (as applicable).

The report on the review summarised priority actions in each of the three areas of curriculum, trainer capacity and facilities. All stakeholders consulted during the review had a very positive outlook about being able to work together to bring about change.

PNG

As an example of APTC's impact on the local industry, the hospitality trainer in PNG has recently been invited to sit on the Board of Seeadler Bay Hotel, under the Tasion group of companies.

APTC PNG trade trainers continue to act as PNG National Apprenticeship and Trade Testing Board trade assessor personnel to promote trade recognition of APTC New Industry Entrant graduates.

A fitting machining trainer on the APTC PNG staff provides training to POMTech staff once a week on how to program Computer-aided Design and Computer Numerically Controlled machines.

Vanuatu

APTC Vanuatu has been an active participant in the shelter cluster group. This group made up of representatives from all the NGOs and donor partners involved in the post cyclone reconstruction coordination seek advice from APTC on matters relating to training and the on-going skill development needs of the Vanuatu workforce. This group is also driving the request that APTC be the lead agent in the kindergarten building and training program.

APTC participated in the re-design work by New Zealand Aid for the future funding of the Rural Training Centres in the context of the connection with APTC programs as part of the Rural Training Centres promoting lifelong learning.

Facilities and Accommodation

Vanuatu sustained substantial damage from Cyclone Pam, and APTC has been active in assisting the VIT to upgrade and replace IT equipment, roofing and general repairs in the VIT IT lab and classroom. This activity ensured that the VIT IT facility was upgraded and re-established quickly for the benefit of VIT students and staff. This would not have been possible without APTC support. It should be noted that APTC learning facilities sustained little to no damage from the cyclone.

In sharing training space with institutional partners, APTC is obligated under the Standards for Registered Training Organisations (RTOs) 2015 to ensure that every training area meets the minimum requirements for safety and alignment to the training package specifications for relevant industries. Prior to the commencement of any course, the required upgrades to training spaces are implemented to ensure APTC meets all compliance obligations.

Upgrades to training location in 2015 included:

- › Funding for the procurement metal fabrication equipment at Don Bosco campus, Solomon Islands.
- › Delivery of a commercial program conducted at the National Polytechnic Institute in Lae included an infrastructure and equipment upgrade to welding bays, classrooms and the workshop.
- › POMTech and APTC sharing metal fabrication and fitting machining workshops in PNG.
- › Extension of the plumbing training area on the Samoa campus to accommodate new training package requirements.
- › Replacement of end-of-life equipment in the Samoa campus training kitchen.

Training for Partner Institutions

This year advice on competency based training and assessment was provided by APTC carpentry and automotive trainers to national trainers employed by Don Bosco in the Solomon Islands.

APTC Fiji made a presentation at a Fiji National University-FiTVETA (Fiji TVET Association) Industry workshop aimed at identifying gaps between the training currently provided to students and the skills actually required by employers. Key TVET providers, Government, and industry representatives attended the workshop.

The SAPD conducted two Certificate IV in Training and Assessment programs for the Samoan Qualifications Authority and trainers at TVET institutions. These programs were also conducted twice for TVET trainers in Tonga.

The APTC has also conducted Certificate IV in Training and Assessment programs in Vanuatu. These programs have assisted in developing skills for trainers to transition to a competency based delivery model that is supported by national training packages, which have qualifications consisting of industry developed and endorsed competency standards. This training delivery shift is managed by the Vanuatu Qualifications Authority and is seeking to ensure all training providers are registered, and that trainers are qualified and competent to deliver accredited training.

The following partner employees have been enrolled in and/or graduated from courses with APTC in 2015.

Course/Employer	Graduated	Enrolled
Certificate III in Carpentry		
Port Moresby Technical College		1
Vanuatu Institute of Technology (VIT)		2
Certificate III in Electrotechnology Electrician		
Port Moresby Technical College		1
Certificate III in Engineering - Mechanical Trade (Fitting & Machining)		
Don Bosco Technical Institute		1
Certificate III in Light Vehicle Mechanical Technology		
Don Bosco Technical Centre	1	1
Kiribati Institute of Technology	1	1
Port Moresby Technical College	1	1
Vivekananda Technical Centre	2	4
Certificate IV in Training and Assessment		
National University of Samoa	4	4
Vanuatu Institute of Technology	3	3
Certificate IV in Youth Work		
USP University of the South Pacific		1
Grand Total	12	20

EMPLOYMENT

APTC GRADUATES ACHIEVE IMPROVED EMPLOYMENT AND CONTRIBUTE TO WORKPLACE PRODUCTIVITY

Scope of Services 2.12 (f, h), 5.20 (j), 5.25 (a-e), 5.26 (a-d), 5.27 (a-c), 5.28, 12.20, 12.21

APTC to Work

The APTC to Work program is designed to provide employability preparation (CV writing, employment sourcing, business proposal development) to students who are nearing the end of their training with APTC. The program was reviewed in late 2014 and the recommendations from the review implemented in 2015.

As part of the recommendations the Vanuatu campus implemented a trial of the International Labour Organisation (ILO) resource, My Guide to Employment For Young People in the Pacific, a compulsory introduction to computers and the information technology system during student orientation, a non-compulsory computer skills program developed for those learners who were new to information technology and an employer's forum, to support the initiatives introduced as a result of the program review.

The trial reported the ILO program to be user-friendly and logical in design. It is well supported with minimal resources and easy to contextualise. One topic in the ILO workbook is covered each week as part of the students' timetable.

All Vanuatu students have been actively engaged in the return to work program. The initiative is managed by the campus APTC to Work co-ordinator, is integrated into the delivery of each program, and is supported by stand-alone events and forums that include information from industry representatives on developing job applications and CVs, being entrepreneurial, managing finances, and maintaining skill development post-APTC.

Representatives from Westpac Vanuatu, after presenting at one of the APTC to Work forums, commented that they considered APTC's efforts in this area to be exemplary.

An APTC to Work forum conducted in Samoa in June 2015 was extremely well received by all attendees. Guest speakers from the hospitality and trades industries provided valuable information about the key things employers are looking for in employees. They also stressed the importance of passing on their skills to others in their workplace. The event saw many employers and speakers mingling with APTC students. The forum was attended by the Samoan Prime Minister Tuilaepa Sailele Malilegaoi and a bipartisan Australian Parliamentary delegation including Nola Marino MP, Jane Prentice MP, Sharon Claydon MP and Senator Deborah O'Neill.

The Small Business Workshop (Suva, Fiji) was conducted again in 2015. Organisations who presented at the workshop included:

- › PIPSO (Pacific Islands Private Sector Organisations).
- › Suva City Council.
- › Reserve Bank of Fiji.
- › Westpac Bank.
- › NCSMED (National Centre for Small & Micro Enterprises) Development.
- › Fiji Development Bank.
- › Bright Little Ones Day Care.
- › Avi's Catering (APTC Commercial Cookery graduate).
- › Members of APTC Alumni.

All students in APTC courses have taken part in the APTC to Work program.

Workplace Productivity

Evidence of increased productivity in the workplace can be found in responses elicited from the 2015 Graduate Student Tracer Survey. As a measure of an increase in workplace productivity through the transfer of learning and skills, ninety-five percent of those surveyed said they have used what they learned at APTC to teach and help others at their workplace.

Eighty-eight percent of respondents said they often used the leadership skills they learned at APTC in their current roles, and the same number indicated they also often employed the communication skills they acquired at APTC in the workplace.

Another indicator of increased productivity can be inferred from the high proportion (eighty-one percent) of people who reported a significant improvement in their employment position, those who reported gaining a promotion after completing studies with APTC (fifty-two percent), and those who said their weekly earnings increased post-training (sixty-two percent).

Alumni Network

The APTC Alumni Network consists of eight chapters with over 5600 registered Alumni members. The following Alumni activities, grounded in the Alumni Strategy 2014-15 have been implemented this year:

- › Seven of the eight Chapters have held their AGM. Orientation has been conducted for new leadership committees and Chapter Work Plans are now prepared.
- › Electronic voting was used for Fiji, PNG and Vanuatu Chapter AGM election this year. This enables members who are unable to attend the AGM to participate in the election process.
- › The Alumni Officer based at the RHO is the central network coordinator with alumni members through established country Chapters. This arrangement has improved the communication and running of Chapters.
- › The first edition of the 2015 Alumni Newsletter was published in June 2015, with the second edition published in December 2015.
- › Alumni stories, graduate profiles and alumni related images are regularly posted on the alumni webpage and Facebook page.
- › Alumni status and contact details are updated on CRM for all the new graduates using the details from the Graduate Register. Alumni contact details are also updated on CRM using online form submissions.

Alumni Chapter Activities:

Fiji

- › Donation drive for Labasa School of Special Education. A total of \$1,010 was collected from food sales and an angle grinder was donated to the school.
- › Donation drive for children's items for the St. Minas Children's Home in the West and St. Christopher's in Suva.
- › Donation drive for blankets for Golden Age Home in Lautoka.
- › DFAT organised an Alumni networking event for DFAT funded scholarship programs in Suva in June 2015, and APTC graduates were eligible to attend. Numbers were limited to twenty attendees from the more than one hundred APTC Alumni registering their interest in attending.
- › The new Leadership Committee of Fiji Chapter conducted meetings in Suva between October and December 2015 to create awareness of Alumni and engage members in Chapter activities.
- › Members participated in the Small Business Workshop for students organised by Suva Campus. This was an excellent professional development and networking opportunity for APTC alumni.

Samoa

- › Around thirty alumni with their families participated in the clean-up of Mount Vaea – an historical site in Samoa.

Solomon Islands

- › Alumni with their families participated in the Easter Fun Run.
- › The Solomon Islands Chapter held its first activity since the new Leadership Committee of the Chapter was elected in August 2015. The activity, held on 5 November 2015, saw seventy-four graduates attend. The activity was divided into two sessions, Networking and Scholarship Information, where graduates shared their experiences of before and after APTC training. The second session involved representatives from the Department of Foreign Affairs and Trade and the New Zealand High Commission Office providing information on available opportunities that APTC Alumni can pursue should they want to advance their careers overseas.

Kiribati

- › Clean-up of local town area (Tarawa).

Alumni Achievements

- › Tourism graduate John Au is establishing a tour guide business. He is working independently and contracting to other organisations.
- › Abhinesh Kumar received three awards recently - the National Young Fijian of the Year Award for his contribution to sport in Fiji from the Minister for Youth and Sport Laisenia Tuitubou, the 2015 Westpac Prime Minister's Exporter of the Year Awards, Winner of the Youth Entrepreneur Award, and the National Youth Volunteer Award. He graduated from APTC with the Certificate III in Wall and Floor Tiling and the Certificate IV in Training and Assessment. Abhinesh is a successful businessman and founder and co-owner of Quality Tile Setters. He now employs a number of APTC graduates. Abhinesh also strongly believes in community service. Abhinesh and his friends have organised over sixty-four races through the Jet Runners Club and provided approximately 100 community services including free painting and tiling in schools and hospitals, and cleaning of Nadi River and Nadi Hospital.
- › In October this year, Mohenesh Singh's passion and work was recognised when he was awarded the title of Member of the Order of Fiji and received a medal from His Excellency, the President of Fiji, Ratu Epeli Nailatikau. The Order of Fiji is the highest honour of the Fijian honours system. The award was given to Mohenesh in recognition of his service to the country in promoting children's rights, early childhood education and the teaching profession. He is the youngest person to receive this prestigious award. Mohenesh graduated with a Certificate III in Children's Services and the Certificate IV in Training and Assessment from APTC.
- › Judy Ambah is employed in the Housekeeping department at the Cable Beach Club Resort & Spa (Vanuatu). Judy has been nominated by her department manager for the Employee of the Quarter award which is a resort-wide acknowledgement of the top performing staff. This is a fabulous achievement given that the Resort has 300 staff. According to Nicole Taylor, Human Resource Manager at the resort she has done "an exceptional job from the moment she arrived" and "to be nominated after such a short time at the resort is a great achievement". Judy graduated from APTC with Certificates III and IV in Hospitality.
- › Becoming an entrepreneur has always been a dream for Tuilevuka Teauti, a graduate of APTC with Certificate III in Commercial Cookery. His dream came true when he opened his own restaurant located at the centre of Betio town in Kiribati.
- › Shabreen Abadan graduated from APTC with a Diploma in Children's Services. She now owns and operates her own preschool "Lil Champs Preschool and Daycare" in Namaka, Nadi.
- › Moureen Khan graduated from APTC with a Diploma in Children's Services. She now owns and operates her own day care "New Generation Early Learning Centre" in Lautoka. She is a former Deputy Chair of the Fiji Chapter. She is also involved in a number of community service initiatives.

Planning for the 2016 – 2018 Alumni Action Plan is underway and the plan will be presented to the LT in February 2016. The focus for this period will be on increasing professional networks across the Pacific, delivering strong alumni programs in each of the campus countries and enabling increased participation in Alumni activities for SIS members.

MIGRATION

QUALIFIED PACIFIC ISLANDERS REALISE OPPORTUNITIES IN DEVELOPED COUNTRIES

Scope of Services 5.28

Country of Destination for Graduates

Overall, 180 graduates have reportedly migrated from their countries of residence/citizenship following completion of their study with APTC. The two countries that received the majority of graduates were New Zealand (thirty-one percent) and Australia (thirty percent). 84 people from Stage 2 have migrated to date.

Graduates from Fiji relocated most, comprising thirty-one percent of the total migrations, with thirty-four percent of these moving to Australia. Samoans made up the next largest group of migrants at twenty-one percent of the total, with most (sixty-one percent) choosing to move to New Zealand.

Migrant Graduates Qualifications

The highest percentage of migrations came from graduates in the Certificate IV in Training and Assessment, accounting for nineteen percent of all qualifications held by migrants. Twenty-eight percent of these graduates were from Tonga and most of this cohort moved to New Zealand.

One quarter of all migrated graduates who hold an APTC Certificate IV in Training and Assessment, also possess another APTC qualification in either hospitality, tourism, electrotechnology or engineering.

The next largest groups of migrants by qualification were graduates of the Certificate III in Hospitality (thirteen percent), the Certificate III in Commercial Cookery (ten percent) and the Certificate III in Tourism (nine percent). As an industry grouping, Tourism and Hospitality accounted for forty-two percent of all graduate migrations.

Graduates from the Certificate III in Automotive Mechanical Technology, the Certificate III in Carpentry and the Certificate III in Fabrication Trade each had a four percent share of migrations by qualification.

Information for Graduates

APTC campuses provide information on migration opportunities to students as they come to hand. The following excerpts are indicative of this communication:

- › The Solomon Islands Alumni Networking and Scholarships Function provided information about seasonal worker programs in Australia and New Zealand to attending alumni.
- › The Fiji Ministry of Employment, Productivity and Industrial Relations through its National Employment Centre—Foreign Employment Service provided information to APTC regarding opportunities for graduate carpenters for employment in New Zealand. This was distributed to carpentry students in Fiji who met the requirements.
- › Australian employers in identified locations in the accommodation sector unable to find enough local Australian workers to meet their seasonal labour needs can access the Seasonal Worker Program. The Seasonal Worker Program provides employers with access to workers from Pacific island countries and Timor-Leste for up to six months and up to nine months for workers recruited from Kiribati, Nauru or Tuvalu. Seasonal workers can return in following seasons, providing employers with access to a reliable, returning workforce. APTC graduates are well placed to take up the Seasonal Worker Program across the range of work available in the accommodation services sector.

APTC alumni are already participating in this program, and are currently with Seasonal Worker Program host employer Cable Beach Resort, Western Australia.

FOUNDATIONAL

Scope of Services 5.13 (b), 5.14, 5.15, 5.14-19, 5.20 (c), 5.21 (g), 5.22, 5.23, 5.24 (a-e, g-n, p-r), 6, 8.23, 8.4-7, 8.8 (a-f), 8.10, 8.11, 8.12 (a-f), 11.1-6, 11.7 (a-d), 12.1, 12.2 (a-h), 12.3, 12.4, 12.5 (a-g), 12.6-9, 12.10 (a-c), 12.17, 13.5, 14.1, 14.2, 17.4 (a), 18, 18.1, 18.2 (a-f), 18.3

M&E Activities

The Stage 2 Extension provides an opportunity to improve the quantity and quality of APTC M&E activities, with the revised MEF adhering to DFAT best practice guidelines. This new approach will more reliably inform APTC decision-making processes and underpin the development of the APTC Training Profile.

The monitoring and evaluation approach taken by APTC recognises the need to adopt a formative approach to program monitoring and results measurement as part of an integrated system of data collection and analysis. This result will ensure management is provided with information to enable sound decision-making, it also provides accountability to DFAT and alignment with PIF countries policies in the TVET sector. The processes adopted to develop Country Profiles and Plans support a process of learning for APTC staff and stakeholders.

The principles underpinning the APTC M&E approach are:

- › **Monitoring and Evaluation Standards:**
The program will be monitored and evaluated in line with the OECD Development Assistance Committee criteria of relevance, effectiveness, efficiency, impact and sustainability. The overarching standards framework for the conduct of the APTC M&E are those described in the DFAT Monitoring and Evaluation Standards. The combination of these will assist in ensuring that international monitoring and evaluation standards are met.
- › **Simplicity:**
The MEF utilises existing data collection systems and program staff, focussing on key outcomes and indicators for ease and simplicity. Tools and processes will be reviewed to ensure they are simple to use and reflective of program activities, being ever mindful of the most efficient mechanism with which to assess these. Monitoring and evaluation activities will emphasise the building of capacity and include the perspectives of stakeholders in evaluation design, implementation and analysis.
- › **Alignment and partnership:**
The program's approach will focus on: strong partnerships with Partner Institutions and Partner Governments in the Pacific to promote and support local ownership/leadership; closer alignment of the program with the broader development interventions of the Bilateral Aid program in the region; a focus on quality educational outcomes; Human Resource Development/labour market relevance; increased involvement of the private sector in the program; and donor coordination.
- › **Contribution to the research agenda:**
The M&E Plan will elicit a range of quantitative and qualitative data and from this a range of specific lessons learnt for TVET and the Pacific will be available to inform the emerging research on the role, effectiveness and impact that APTC and TVET programs have had on development outcomes. Transparency and communication underpins a commitment to continuous improvement and learning.
- › **Risk Management:**
The APTC Risk Management Strategy includes the monitoring and evaluation programmatic risks as a routine element of all analysis. Importantly key assumptions that underpin the program's ToC will be continuously tested for relevance and currency against changing contexts. The APTC Risk Management Strategy aligned to the new MEF will be published in the first quarter, 2016.

Administrative Systems and Processes

APTC policies and procedures are reviewed according to the Quality Management System (QMS) register. This year the following policies, procedures and work instructions have been reviewed. One of the responsibilities of the role of the Specialist Advisor Quality Improvement and Risk, due for appointment early in 2016, will be to review and further refine the QMS, including the updating and rationalisation of all policies and procedures.

Code	Title
QF-CS-201	Staff Uniform Procurement
QF-CS-368	FFS Report Template
QF-DM-313	New Applications Summary Sheet
QF-HR-032	Child Protection Code of Conduct
QF-HR-083	Approval to Recruit
QF-HR-084	Recruitment Selection Checklist
QF-HR-096	Selection Matrix
QF-HR-101	Staff Code of Behaviour
QF-HR-167	Declaration of Status
QF-HR-270	DFAT Australian Aid Exception Report Template
QF-HR-353	APCT HR Action Plan Template
QF-HR-364	PNG WIWO Allowance Form
QF-QS-005	Policy Template
QF-QS-006	Work Instruction Template
QF-QS-268	APTC Course Application Form
QF-QS-355	APTC TASP Template
QF-QS-361	Application for Enrolment Amendment - Withdrawal
QF-QS-362	Request for Replacement Award
QF-QS-367	Student Withdrawal and Reallocation Form
QF-QS-369	EU Application for Admission Form
QP-CS-366	Revenue Policy
QR-HR-366	Personal Health and Wellbeing Poster
QWI-DM-031	Student Lifecycle - Application to Alumni
QWI-FI-365	Managing Student Stipend Payments
QWI-HR-044	Housing Allowance Work Instruction
QWI-HR-072	Leave Entitlements – National Staff Work Instruction
QWI-HR-075	Papua New Guinea WIWO Conditions Work Instruction
QWI-HR-163	PNG Tutor Housing Allowance Work Instruction
QWI-QS-360	APTC Document Management
QWI-QS-363	Processing Student Suspensions and Terminations in EMIS

As part of the alignment to TQEC compliance requirements, APTC has revised or developed the following documents, primarily for use by trainers and SVTAs.

Code	Title
QF-QS-372	Assessment Mapping Matrix Template
QF-QS-373	Assessment Direct Observation Template
QF-QS-374	Assessment Third Party Report Template
QF-QS-375	Assessment Validation Report Template
QF-QS-376	Consultation with Enterprise or Industry Template
QF-QS-377	Industry - Employer Engagement Communication Log Template
QF-QS-378	Industry Engagement Record Template
QF-QS-379	JSEA Risk Assessment Form Template
QF-QS-380	369 review
QF-QS-381	Advertising Checklist
QF-QS-382	APTC Placement Agreement
QF-QS-383	APTC Training and Delivery Timetable Template
QF-QS-384	Assessment Marking Sheet Template
QF-QS-385	Assessment Portfolio Template
QF-QS-386	Assessment Requirements Table
QF-QS-387	Attendance Roll and Assessment Summary
QF-QS-388	Blended Assessment Template
QF-QS-389	Course Volume of Learning Overview
QF-QS-390	Delivery assessment planning flowchart
QF-QS-391	Designing a Training and Assessment Strategies planner
QF-QS-392	Finished Product Produced Template
QF-QS-393	Learner Guide
QF-QS-394	PD Record of Attendance
QF-QS-395	Qualification Study Guide Template
QF-QS-396	RPL Assessor Guide
QF-QS-397	Safety Observation Checklist
QF-QS-398	Staff Profile Template
QF-QS-399	TASP Completion Instructions
QF-QS-400	TQ Educational & Staff Competency Currency Document
QF-QS-401	Training and Assessment Strategy Planner (TASP)
QF-QS-402	Training Delivery Activity Schedule
QF-QS-403	Training Delivery Business Case
QF-QS-404	Unit Of Competency Guide Template
QF-QS-405	Validation Plan
QF-QS-406	Vocational Competence Mapping Template
QF-QS-407	Vocational Knowledge Assessment per qualification
QF-QS-408	Vocational Placement/Work Placement Student Logbook
QF-QS-409	Written Assessments Template
QF-QS-410	Risk Assessment Template
QF-QS-411	End of Semester Trainer Checklist

Facilities and Asset Management

The following initiatives have been implemented this calendar year to enable continuous improvement and a closer alignment to training package and workplace health and safety requirements.

All sites

- › Asset Panda has been purchased to manage APTC assets. This is an online system available across all sites to approved APTC staff for recording asset information including warranties, service and maintenance. It also tracks who equipment has been issued to.

Fiji

- › Move of CSS to Suva
 - › Premises identified in August 2015.
 - › Leased signed November 2015.
 - › Refurbishment works underway from late November 2015.
 - › Opening of one floor of new office with temporary fit out 4 January 2016.
- › Replacement of training vehicles in Suva – old vehicles sold via tender.

PNG

- › Exit from Hastings Deering facility in PNG. The diesel fitting program from this site will be recommenced in the new automotive facility at POMTech from July 2016.
- › Replacement of student bus and two fleet vehicles (replaced utilities with wagons for better security). The old vehicles will be sold through staff tender, while the old student bus will be used for student training purposes.

Samoa

- › Extension of plumbing teaching area to accommodate new training package requirements.
- › Replacement of two vehicles. The old vehicles were sold via tender.
- › Replacement of training kitchen equipment beyond useful life.

The most recent EoCL report indicates that ninety-seven percent of students were satisfied with the provision and maintenance of APTC equipment in 2015.

Human Resources Management

There has been substantial HR activity this year, with the restructure of a significant number of positions, and the mobilisation and demobilisation of expatriate staff. As can be evidenced from the table below, seventy-nine percent of academic staff across APTC are PIF citizens, whilst seventy-nine percent of administration staff are PIF citizens. In total national staff represent seventy-nine percent of all people employed with APTC.

Gender Balance- Academic Staff

Citizenship	Academic	Male	% of Total	Female	% of Total
Australian	13	9	15%	4	6%
Fijian	23	16	26%	7	11%
Samoaan	7	3	5%	4	6%
Ni-Vanuatu	8	1	2%	7	11%
PNG	10	6	10%	4	6%
Solomon Islands	1	0	0%	1	2%
Total	62	35	56%	27	44%

Gender Balance- Support Staff

Citizenship	Admin	Male	% of Total	Female	% of Total
Australian	15	5	7%	10	14%
Fijian	37	13	18%	24	34%
Samoan	7	2	3%	5	7%
Ni-Vanuatu	4	1	1%	3	4%
PNG	5	2	3%	3	4%
Solomon Islands	3	0	0%	3	4%
Total	71	23	32%	48	68%

APTC introduced a new payroll system in 2015 for national staff when BHI exited the consortium arrangement. The roll out was very successful considering the extent of the requirements with a centralised payroll system designed and implemented in a twelve week period for all five campus countries.

APTC HR now manage payroll for national staff in-house, realising a saving of over \$100,000 per annum compared with utilising an Australian based officer salary and banking transfer fees.

International staff were transferred to a new payroll system under TAFE Queensland from July 2015. There were some significant challenges for APTC during this transition to ensure that expatriate conditions and those defined by DFAT were able to be managed by the TQ system.

There have been no delayed payments in 2015. Cash flow management for APTC is well executed under the centralised NAV finance system which is managed by APTC in house.

A review proposing changes to the Training Assistant Program and to the Tutor Development Program has been undertaken. These reviews are being finalised and will result in changes to the progression processes that currently transition a tutor through development stages to the role of trainer.

These reviews and resulting actions will be implemented from early 2016.

Contract Management

APTC's performance in managing and executing its contract in adherence to the contract terms is measured by DFAT using the Partner Performance Assessments. These assess how well implementing partners are delivering the services required in aid agreements, and are based on the most recent twelve month period where performance information is available.

Assessments are rated on a six point scale:

- 6 Very good - satisfies criteria in all or almost all areas
- 5 Good - satisfies criteria in most areas
- 4 Adequate - on balance satisfies criteria; does not fail in any major area
- 3 Less than adequate - on balance does not satisfy criteria but does not fail in any major area
- 2 Poor - does not satisfy criteria in major areas
- 1 Very poor - does not satisfy criteria in many major areas

Each of the deliverables below are rated on the six point scale:

1. Deliver Lasting Results and Impact - Is the delivery partner achieving agreed objectives and results and promoting sustainability?
2. Maximise Value for Money (VfM) – Is value for money being delivered ensuring effective, ethical, efficient and economical use of funds?
3. Collaboration, Communication and Responsiveness – Does the partner work collaboratively, communicate effectively with stakeholders and respond effectively to emerging issues?
4. Policy Alignment, Risk Management and Innovation – Does the partner operate in a manner consistent with DFAT policies and priorities, effectively managing risk, fraud and corruption, and promoting innovation?
5. Effective Partner Personnel – Does the partner provide personnel with appropriate skills and experience and manage them effectively?
6. Other Agreement Specific Measurable(s)

In the most recent Partner Performance Assessment (2014 calendar year), APTC performed well in each of the sectors, achieving a full score of 6 in Collaboration, Communication and Responsiveness; 5 each in Deliver Lasting Results and Impact, Maximise Value for Money and Effective Partner Personnel. The Policy Alignment, Risk Management and Innovation section was scored a 4 on the rating scale.

Information and Communication Technologies

APTC relies on effective communications between campuses and remote sites, as well as the efficient provision of hardware and software to meet operational needs. The ICT system for APTC continued to operate reliably in 2015, despite slow speeds and connection issues anticipated when operating in the Pacific. Many equipment replacements and upgrades were completed for all campuses throughout 2015, ensuring that the organisation is furnished with services and contemporary equipment fit for purpose.

Improvements:

- › Hardware Upgrades – Server Upgrades have been completed for all major sites (Head Office, Samoa, PNG, and Vanuatu). Plans are being developed to replace hardware on other sites in 2016.
- › Student labs in Samoa, Vanuatu and PNG have been supplied with new equipment. The Suva rollout is pending relocation of staff from Nadi.
- › Staff Equipment – All Leadership Team and trainer equipment have been replaced. An audit is being conducted for administration staff on existing hardware to ensure equipment over three years old is included in the next rollout.
- › Polycom Video Conferencing Unit deployed to RHO, Suva and Samoa. A rollout to Vanuatu, Samoa and PNG will occur in early 2016.
- › Celcat timetabling system implementation has been completed. Plans are being developed for training of relevant staff to commence using the system.
- › HR/Payroll system implementation completed – HR are using this system (WageEasy) for all national staff.

- › Asset Management – Third party software (Asset Panda) implemented to enable better management of assets with additional reporting capabilities.
- › Finance – NAV – Configuration to allow EFT payment completed.
- › Reporting – Data collation and reporting template is being documented for ICT outages.

Major Purchases

- › Polycom Video Conferencing
- › Servers Upgrades
- › Lab and Staff Equipment

Staffing

- › Restructure of the ICT Team resulted in 5 ICT Positions being advertised.
- › ICT roles in Samoa and PNG now report into the ICT Manager (previously reporting to Country Managers).

Future Planned Priorities

- › Investigating options for a new PABX system.
- › Firewall Upgrades.
- › Helpdesk system.

Service Level Agreements Email and Internet

- › Internet links for Fiji were tendered and are currently being finalised and implemented.
- › Voice contracts for Fiji have been finalised to the end of the contract (30 June 2018).
- › Internet link for PNG has been finalised for 24 Months (to May 2017).
- › Internet link for Samoa has been finalised until the contract expiry (30 June 2018).
- › Links for Solomon Islands and Vanuatu are month on month.

Nationalisation

The APTC Nationalisation Strategy continues to alter the demographics of the project staffing matrix. National staff now represent seventy-nine percent of the total number of APTC employees. As well as having a positive impact on project expenditure, the evolution of nationalisation will serve to enhance the stability of staffing for APTC in the long term, as employees choose APTC as part of their long term career goals.

As of December 2015 APTC has eighteen national trainers on staff. It is anticipated that another five tutors will transition to trainer status in semester 1 2016.

Staffing Levels by Campus – December 2015

Location	Persons	% of total	Academic	%	Admin/MGT	%
Fiji CSS	33		0	0%	33	100%
Fiji Suva	39		25	65%	14	35%
Total Fiji	72	55%	25	36%	47	64%
Samoa	17	13%	9	53%	8	47%
PNG	24	18%	17	71%	7	29%
Vanuatu	14	10%	9	64%	5	36%
Solomon Islands	6	4%	2	33%	4	67%
Totals	133	100%	62	47%	71	53%

Comparative Staffing Levels

Citizenship	May 2012	May 2013	May 2014	May 2015	December 2015
Australia	63	81	80	52	28
Fiji	41	55	66	65	60
Samoa	13	12	17	15	14
Ni-Vanuatu	6	9	11	14	12
PNG	10	16	20	22	15
Solomon Islands	-	1	1	4	4
Other	4	3	1	-	-
Total	137	177	196	172	133

Reporting Activities

The APTC M&E plan for the Stage 2 Extension was drafted in November 2015 and as part of the revised responsibilities matrix the services of an M&E Specialist have been engaged, and the recruitment of a national M&E Officer is underway.

During 2015, in accordance with the SoS and DFAT contractual requirements, the following reports have been presented to DFAT:

- › Annual Report and Plan 2014 (January)
- › Quarterly Financial Report (April)
- › Quarterly Activity Report (April)
- › APTC Environmental Scan 2015
- › Six-Monthly Progress Report
- › End of Financial Year Financial Report
- › Quarterly Activity Report (September)
- › Quarterly Financial Report (September)
- › 2015 Graduate Student Tracer Survey Report

The outcomes of APTC surveys of students, employers and graduates undertaken each year are used to guide corporate decision-making.

The Planning and Reporting team manages the APTC data system. This includes the management of student data from application to graduation, and APTC alumni records. The team also manages the scholarship application and allocation process, as well as administering student and employer surveys and providing data to populate APTC reports and external requests.

Information used by the team is contained within the Microsoft Dynamics system, and a CRM system is used to record and manage all student details, while the EduPoint system is utilised to enrol and result students in their qualifications. As part of RTO compliance requirements, the Planning and Reporting team ensures that information held in EduPoint mirrors that held in the ISAS system employed by TQEC to manage their student population.

APTC finances and expenditures are managed through the Microsoft NAV financial management system, overseen by the Finance Manager

Communication registries are managed through the APTC Leadership Team, and record instances of formal complaints, critical incidents and actions taken to address these.

ANNEXES

Annex 1 Training Profile Semester 1 2016

Course	Fiji		PNG		Solomon Islands		Vanuatu		Samoa		Total	
	Enrol	Graduate	Enrol	Graduate	Enrol	Graduate	Enrol	Graduate	Enrol	Graduate	Enrol	Graduate
Certificate III in Carpentry	28	26	28	26	14	13					70	65
Certificate III in Commercial Cookery	18	16	34	30					15	14	67	60
Certificate III in Early Childhood Education and Care	24	22			24	22	24	22			72	66
Certificate III in Electrotechnology Electrician			28	26							28	26
Certificate III in Engineering - Fabrication Trade			14	13					20	18	34	31
Certificate III in Engineering - Mechanical Trade (Diesel Fitting)	14	13									14	13
Certificate III in Engineering - Mechanical Trade (Fitting and Machining)	14	13	14	13							28	26
Certificate III in Health Services Assistance									20	18	20	18
Certificate III in Hospitality (F&B)	18	16	34	31					18	16	70	63
Certificate III in Hospitality (Housekeeping)			32	28							32	28
Certificate III in Individual Support	24	22									24	22
Certificate III in Light Vehicle Mechanical Technology	28	26									28	26
Certificate III in Painting and Decorating	16	14									16	14
Certificate III in Plumbing									16	14	16	14
Certificate III in Tourism							20	18			20	18
Certificate III in Wall and Floor Tiling	16	14									16	14
Certificate IV in Disability	24	22							24	22	48	44
Certificate IV in Hospitality							18	16			18	16
Certificate IV in Youth Work							20	18	20	18	40	36
Grand Total	224	204	184	167	38	35	82	74	133	120	661	600

Annex 2 Student Activity

Cumulative Enrolment, Graduate and Application Data, by Citizenship Country

Fiji Citizens - Enrolments and Graduates							
Course	Campus Country	Total Enrolments		Total Graduates		Total Migrants	
		Female	Male	Female	Male		
Certificate III in Applied Fashion Design and Technology	Fiji	41	21	41	19		
Certificate III in Carpentry				77		86	2
Certificate III in Commercial Cookery			28	80	29	90	3
Certificate III in Community Services Work			3	4	3	3	
Certificate III in Disability			12	2	11	2	
Certificate III in Early Childhood Education and Care			142	2	133	2	1
Certificate III in Electrotechnology Electrician			1	19	1	15	
Certificate III in Engineering - Mechanical Trade (Diesel Fitting)			2	106	3	126	4
Certificate III in Engineering - Mechanical Trade (Fitting & Machining)			2	62	1	55	2
Certificate III in Hairdressing			28	12	28	11	1
Certificate III in Home and Community Care/Certificate III in Aged Care			72	8	68	8	
Certificate III in Hospitality			62	66	61	62	2
Certificate III in Hospitality (Lodge)			14	4	14	4	
Certificate III in Hospitality (Patisserie)			24	33	22	37	6
Certificate III in Light Vehicle Mechanical Technology			1	106	1	100	3
Certificate III in Painting and Decorating			31	53	36	52	
Certificate III in Wall and Floor Tiling			15	42	20	39	
Certificate IV in Business			19	5			
Certificate IV in Disability			58	16	54	13	
Certificate IV in Hospitality			25	14	24	15	2
Certificate IV in Training and Assessment			39	70	49	84	2
Certificate IV in Youth Work			12	22	12	22	
Diploma of Children's Services (Early Childhood Education and Care)			27	1	26	1	
Diploma of Community Services Work			4	2	4	2	
Diploma of Vocational Education and Training		6	11				
		668	838	641	848	28	
Certificate IV in Training and Assessment	Kiribati	1	1		1		
		1	1	0	1	0	
Certificate III in Electrotechnology Electrician	PNG		14		13		
Certificate III in Engineering - Fabrication Trade				1		1	
		0	15	0	14	0	
Certificate III in Allied Health Assistance/Certificate III in Health Services Assistance	Samoa	8		8			
Certificate III in Commercial Cookery			1		1		
Certificate III in Early Childhood Education and Care			10		10		
Certificate III in Engineering - Fabrication Trade			1	73	1	79	2
Certificate III in Engineering - Mechanical Trade (Fitting & Machining)				4		4	
Certificate III in Engineering - Mechanical Trade (Refrigeration & Air Conditioning)				29		33	2
Certificate III in Hospitality			6	3	6	3	
Certificate III in Plumbing			1	16		14	
Certificate III in Tourism			1	1	1	1	
Certificate IV in Training and Assessment			2	3	1	3	1
		30	129	28	137	5	
Certificate IV in Training and Assessment	Solomon		2		2		
		0	2	0	2	0	
Certificate III in Home and Community Care/Certificate III in Aged Care	Tonga		1		1		
Certificate IV in Training and Assessment				2		2	
		0	3	0	3	0	
Certificate III in Tourism	Vanuatu	14	4	14	4		
Certificate IV in Community Development			1	2	1	2	
Certificate IV in Youth Work			1	1	1	1	
Diploma of Children's Services (Early Childhood Education and Care)			1		1		
		17	7	17	7	0	
Grand Total:		716	995	686	1012	33	

Stage II Total Enrolments = 1711	Stage II Total Graduates = 1698	Stage II Total Migrations = 33
Stage I Total Enrolments = 1416	Stage I Total Graduates = 1084	Stage I Total Migrations = 27
Cumulative Total = 3127	Cumulative Total = 2782	Cumulative Total = 60

Fiji Citizens - Applications						
Stage	Course	Funding Option				Total
		APTC Scholarship		Non-Scholarship		
		Female	Male	Female	Male	
Stage 2	Certificate III in Allied Health Assistance / Certificate III in Health Services Assistance	18	4			22
	Certificate III in Applied Fashion Design and Technology	2		39	22	63
	Certificate III in Carpentry		240		22	262
	Certificate III in Commercial Cookery	54	137	7	30	228
	Certificate III in Community Services Work	27	19			46
	Certificate III in Disability	63	13	1	1	78
	Certificate III in Early Childhood Education and Care	271	10	15	1	297
	Certificate III in Electrotechnology Electrician	5	90		1	96
	Certificate III in Engineering – Fabrication Trade	5	156		5	166
	Certificate III in Engineering – Mechanical Trade (Diesel Fitting)	3	163	1	12	179
	Certificate III in Engineering – Mechanical Trade (Fitting & Machining)	2	90		9	101
	Certificate III in Engineering – Mechanical Trade (Refrigeration and Air-Conditioning)	1	96		2	99
	Certificate III in Hairdressing	51	17	2		70
	Certificate III in Home and Community Care / Certificate III in Aged Care	205	25	8	1	239
	Certificate III in Hospitality	137	70	16	10	233
	Certificate III in Hospitality (Catering Operations)	3				3
	Certificate III in Hospitality (Patisserie)	32	36	23	20	111
	Certificate III in Hospitality Lodge	38	5			43
	Certificate III in Light Vehicle Mechanical Technology	3	202		16	221
	Certificate III in Painting and Decorating	66	106	2	9	183
	Certificate III in Plumbing	2	96		5	103
	Certificate III in Tourism	40	20	3	2	65
	Certificate III in Wall and Floor Tiling	29	103		4	136
	Certificate IV in Business			20	7	27
	Certificate IV in Community Development	7	5	22	8	42
	Certificate IV in Disability	114	27	3	6	150
	Certificate IV in Frontline Management				1	1
	Certificate IV in Hospitality	27	17	9	1	54
	Certificate IV in Leadership and Management	1		3	2	6
	Certificate IV in Youth Work	36	58		3	97
	Certificate IV Training and Assessment			59	101	160
	Diploma in Community Services Work	21	15		2	38
Diploma of Children's Services (Early Childhood Education and Care)	81	4	1		86	
Diploma of Vocational Education and Training			7	12	19	
Provide First Aid			4	4	8	
Not an APTC course	2	4			6	
Course not stated	5	3			8	
Grand Total:		1351	1831	245	319	3746

Stage 2 Total:	1351	1831	245	319	3746
Stage 1 Total:	937	1732	287	580	3536

Total for Both Stages	2288	3563	532	899	7282
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Mobilisations - Fiji Citizens			
Stage 2	Gender		Total
	Female	Male	
	291	939	1230

Note:

Students who attended more than one block of training to achieve their qualification will have multiple mobilisations, but only one enrolment.

Non-Mobilisations - Fiji Citizens				
Stage 2	Gender		Total	Reason Not Mobilised
	Female	Male		
	38	59	97	Declined
	19	42	61	Deferred
	6	1	7	No show
		1	1	Reapply-Deferred

Non-Completions - Fiji Citizens				
Stage	Gender		Total	Reason Not Completed
	Female	Male		
Stage 2	37	65	102	Withdrawn

PNG Citizens - Enrolments and Graduates						
Course Name	Campus Country	Total Enrolments		Total Graduates		Total Migrants
		Female	Male	Female	Male	
Certificate III in Commercial Cookery	Fiji	5	23	4	23	
Certificate III in Community Services Work			2		2	
Certificate III in Disability			2	1	2	1
Certificate III in Early Childhood Education and Care			15	5	14	4
Certificate III in Engineering - Mechanical Trade (Diesel Fitting)				3		2
Certificate III in Engineering - Mechanical Trade (Fitting & Machining)			1	23	1	20
Certificate III in Hairdressing			7	1	7	1
Certificate III in Home and Community Care/Certificate III in Aged Care			5	1	5	1
Certificate III in Hospitality			5	2	5	2
Certificate III in Hospitality (Lodge)			4	2	4	2
Certificate III in Hospitality (Patisserie)			3	6	3	5
Certificate III in Light Vehicle Mechanical Technology				1		
Certificate III in Painting and Decorating			6	9	5	9
Certificate III in Wall and Floor Tiling			5	1	4	1
Certificate IV in Business			6	2		
Certificate IV in Disability			4	2	3	2
Certificate IV in Hospitality			20	19	20	18
Certificate IV in Youth Work			1	6	1	6
Diploma of Children's Services (Early Childhood Education and Care)			3		2	
Diploma of Community Services Work			12	10	11	10
Diploma of Vocational Education and Training		4	5			
		108	124	91	109	1
Certificate III in Carpentry	PNG	1	101	1	106	
Certificate III in Commercial Cookery			19	41	17	41
Certificate III in Community Services Work			3	3	3	2
Certificate III in Electrotechnology Electrician			2	61	3	62
Certificate III in Engineering - Fabrication Trade			4	109	4	99
Certificate III in Engineering - Mechanical Trade (Diesel Fitting)				55		52
Certificate III in Engineering - Mechanical Trade (Fitting & Machining)			2	80	2	79
Certificate III in Engineering - Mechanical Trade (Refrigeration & Air Conditioning)						2
Certificate III in Hospitality			118	58	108	52
Certificate III in Light Vehicle Mechanical Technology			1	78	1	109
Certificate III in Pathways to Further Study			16	24	16	24
Certificate IV in Training and Assessment			19	51	10	26
		185	661	165	654	0
Certificate III in Commercial Cookery	Samoa	1	3	1	3	
Certificate III in Disability			2		2	
Certificate III in Early Childhood Education and Care			12	3	11	3
Certificate III in Engineering - Fabrication Trade				2		2
Certificate III in Engineering - Mechanical Trade (Refrigeration & Air Conditioning)			1	11		6
Certificate III in Hospitality			10	16	8	15
Certificate III in Plumbing				20		18
Certificate III in Tourism			12	10	12	10
Certificate IV in Training and Assessment			1		1	
		38	66	34	58	0
Certificate III in Carpentry	Vanuatu		2		2	
Certificate III in Community Services Work			3	3	2	3
Certificate III in Early Childhood Education and Care			26	2	25	2
Certificate III in Hospitality			5	2	5	2
Certificate III in Tourism			6	4	5	3
Certificate IV in Youth Work			4	4	4	3
Diploma of Children's Services (Early Childhood Education and Care)			1		1	
Diploma of Community Services Work			2		1	
Diploma of Management			1		1	
		47	18	43	16	1
Grand Total:		378	869	333	837	2

Stage II Total Enrolments = 1247	Stage II Total Graduates = 1170	Stage II Total Migrations = 2
Stage I Total Enrolments = 1092	Stage I Total Graduates = 875	Stage I Total Migrations = 10
Cumulative Total = 2339	Cumulative Total = 2045	Cumulative Total = 12

PNG Citizens - Applications						
Stage	Course Name	Funding Option				Total
		APTC Scholarship		Non-Scholarship		
		Female	Male	Female	Male	
Stage 2	Certificate III in Allied Health Assistance / Certificate III in Health Services Assistance	2	2			4
	Certificate III in Applied Fashion Design and Technology	1				1
	Certificate III in Carpentry	3	165		36	204
	Certificate III in Commercial Cookery	40	99	13	47	199
	Certificate III in Community Services Work	28	32	1	1	62
	Certificate III in Disability	13	9			22
	Certificate III in Early Childhood Education and Care	76	24	3		103
	Certificate III in Electrotechnology Electrician	8	189	2	49	248
	Certificate III in Engineering – Fabrication Trade	8	152	2	60	222
	Certificate III in Engineering – Mechanical Trade (Diesel Fitting)	5	147		38	190
	Certificate III in Engineering – Mechanical Trade (Fitting & Machining)	1	143	1	24	169
	Certificate III in Engineering - Mechanical Trade (Fitting and Machining)		1			1
	Certificate III in Engineering – Mechanical Trade (Refrigeration and Air-Conditioning)	3	38		1	42
	Certificate III in Hairdressing	17	3	1		21
	Certificate III in Home and Community Care / Certificate III in Aged Care	15	3			18
	Certificate III in Hospitality	97	32	159	61	349
	Certificate III in Hospitality (Catering Operations)	4		6	13	23
	Certificate III in Hospitality (Patisserie)	5	9			14
	Certificate III in Hospitality Lodge	1	1			2
	Certificate III in Light Vehicle Mechanical Technology	10	185	3	29	227
	Certificate III in Painting and Decorating	7	18	1		26
	Certificate III in Pathways to Further Study			16	24	40
	Certificate III in Plumbing		34		14	48
	Certificate III in Tourism	56	30	5	1	92
	Certificate III in Wall and Floor Tiling	3	5		2	10
	Certificate IV in Business			6	2	8
	Certificate IV in Community Development	1	2			3
	Certificate IV in Disability	6	5			11
	Certificate IV in Hospitality	30	32	1		63
	Certificate IV in Youth Work	12	13		2	27
	Certificate IV Training and Assessment			22	85	107
	Diploma in Community Services Work	24	35			59
Diploma of Children's Services (Early Childhood Education and Care)	32	7	1		40	
Diploma of Management		4		1	5	
Diploma of Vocational Education and Training			5	5	10	
Not an APTC course	3	6	1	1	11	
Course not Stated	1	5			6	
Grand Total:		512	1430	249	496	2687

Stage 2 Total:	512	1430	249	496	2687
Stage 1 Total:	229	874	221	663	1987
Total for Both Stages	741	2304	470	1159	4674

Mobilisations - PNG Citizens			
Stage 2	Gender		Total
	Female	Male	
		192	618

Note:

Students who attended more than one block of training to achieve their qualification will have multiple mobilisations, but only one enrolment.

Non-Mobilisations - PNG Citizens					
Stage 2	Gender		Total	Reason Not Mobilised	
	Female	Male			
		9	11	20	Declined
		19	35	54	Deferred
		4	4	8	No show
		1	1	Reapply-Deferred	

Non-Completions - PNG Citizens				
Stage	Gender		Total	Reason Not Completed
	Female	Male		
Stage 2	23	57	80	Withdrawn

Samoa Citizens - Enrolments and Graduates							
Course Name	Campus Country	Total Enrolments		Total Graduates		Total Migrants	
		Female	Male	Female	Male		
Certificate III in Carpentry	Fiji	4	30	5	42	4	
Certificate III in Commercial Cookery				1	1		
Certificate III in Community Services Work			3	1	3	1	
Certificate III in Disability			2		2		
Certificate III in Electrotechnology Electrician				8	8		
Certificate III in Engineering - Mechanical Trade (Diesel Fitting)				9	11		
Certificate III in Engineering - Mechanical Trade (Fitting & Machining)				5	3		
Certificate III in Hairdressing			2	2	2	2	1
Certificate III in Home and Community Care/Certificate III in Aged Care			5		4		2
Certificate III in Hospitality (Lodge)			1	1	1	1	
Certificate III in Hospitality (Patisserie)			3		3		
Certificate III in Light Vehicle Mechanical Technology				13	15		
Certificate III in Painting and Decorating			1	4	1	4	
Certificate III in Wall and Floor Tiling				4	3		
Certificate IV in Business			5	2			
Certificate IV in Hospitality			3	1	3	1	1
Certificate IV in Training and Assessment			1				
Certificate IV in Youth Work			5	9	5	9	1
Diploma of Vocational Education and Training			9	3			
			44	93	29	101	9
Certificate III in Carpentry	PNG		4	4			
Certificate III in Electrotechnology Electrician				4	4		
Certificate III in Light Vehicle Mechanical Technology				16	15		
		0	24	0	23	0	
Certificate III in Allied Health Assistance/Certificate III in Health Services Assistance	Samoa	41	16	38	15		
Certificate III in Commercial Cookery			31	43	31	39	2
Certificate III in Disability			55	17	50	16	4
Certificate III in Early Childhood Education and Care			83	4	78	4	
Certificate III in Electrotechnology Electrician				1			
Certificate III in Engineering - Fabrication Trade				43	44	1	
Certificate III in Engineering - Mechanical Trade (Fitting & Machining)				1			
Certificate III in Engineering - Mechanical Trade (Refrigeration & Air Conditioning)				14	13		
Certificate III in Hairdressing			15	2	12	2	
Certificate III in Hospitality			57	45	50	43	4
Certificate III in Hospitality (Lodge)			8	8	7	8	
Certificate III in Nutrition and Dietetic Assistance			17	3	15	3	
Certificate III in Plumbing				19	19		
Certificate III in Tourism			15	8	15	8	1
Certificate IV in Training and Assessment			40	42	38	33	2
Diploma of Management		18	7	16	6		
		380	273	350	253	14	
Certificate IV in Training and Assessment	Tonga	1		1			
		1	0	1	0	0	
Certificate III in Community Services Work	Vanuatu		1	1			
Certificate III in Tourism			11	4	11	4	
Certificate IV in Community Development				1	1		
Certificate IV in Youth Work				1	1		
Diploma of Community Services Work			1	1	1	1	
		12	8	12	8	0	
Grand Total:		437	398	392	385	23	

Stage 2 Total Enrolments = 835	Stage 2 Total Graduates = 777	Stage 2 Total Migrations = 23
Stage 1 Total Enrolments = 518	Stage 1 Total Graduates = 414	Stage 1 Total Migrations = 16
Cumulative Total = 1353	Cumulative Total = 1191	Cumulative Total = 39

Samoa Citizens - Applications						
Stage	Course	Funding Option				Total
		APTC Scholarship		Non-Scholarship		
		Female	Male	Female	Male	
Stage 2	Certificate II in Construction			2	13	15
	Certificate III in Allied Health Assistance / Certificate III in Health Services Assistance	63	32	3	10	108
	Certificate III in Carpentry	6	80		2	88
	Certificate III in Commercial Cookery	47	48	2	5	102
	Certificate III in Community Services Work	15	6			21
	Certificate III in Disability	59	21	21		101
	Certificate III in Early Childhood Education and Care	129	12	3		144
	Certificate III in Electrotechnology Electrician		32		1	33
	Certificate III in Engineering - Fabrication Trade		1			1
	Certificate III in Engineering – Fabrication Trade		50			50
	Certificate III in Engineering – Mechanical Trade (Diesel Fitting)		12			12
	Certificate III in Engineering – Mechanical Trade (Fitting & Machining)		9			9
	Certificate III in Engineering – Mechanical Trade (Refrigeration and Air-Conditioning)		15		2	17
	Certificate III in Hairdressing	2	2	14	1	19
	Certificate III in Home and Community Care / Certificate III in Aged Care	10	1			11
	Certificate III in Hospitality	72	40	4	7	123
	Certificate III in Hospitality (Patisserie)	4	1			5
	Certificate III in Hospitality Lodge	32	21	13	10	76
	Certificate III in Light Vehicle Mechanical Technology		49		1	50
	Certificate III in Nutrition and Dietetic Assistance	13	4	14	3	34
	Certificate III in Painting and Decorating	2	8			10
	Certificate III in Plumbing	1	32		1	34
	Certificate III in Refrigeration & Air-conditioning		1			1
	Certificate III in Tourism	51	19	2		72
	Certificate III in Wall and Floor Tiling	1	3			4
	Certificate IV in Business			5	2	7
	Certificate IV in Community Development	3	3			6
	Certificate IV in Disability	1		1		2
	Certificate IV in Hospitality	9	3			12
	Certificate IV in Youth Work	13	16			29
	Certificate IV Training and Assessment			47	46	93
	Diploma in Community Services Work	3	4			7
Diploma of Management	3	1	17	6	27	
Diploma of Vocational Education and Training			7	2	9	
Not an APTC course	1				1	
Provide First Aid		1	1	1	3	
Grand Total:		540	527	156	113	1336

Stage 2 Total:	540	527	156	113	1336
Stage 1 Total:	218	459	135	189	1001
Total for Both Stages	758	986	291	302	2337

Mobilisations - Samoa Citizens			
Stage 2	Gender		Total
	Female	Male	
		138	387

Note:

Students who attended more than one block of training to achieve their qualification will have multiple mobilisations, but only one enrolment.

Non-Mobilisations - Samoa Citizens					
Stage 2	Gender		Total	Reason Not Mobilised	
	Female	Male			
		23	14	37	Declined
		5	3	8	Deferred
	1		1	No show	

Non-Completion - Samoa Citizens				
Stage	Gender		Total	Reason Not Completed
	Female	Male		
Stage 2	37	31	68	Withdrawn

Solomon Islands Citizens - Enrolments and Graduates							
Course Name	Campus Country	Total Enrolments		Total Graduates		Total Migrants	
		Female	Male	Female	Male		
Certificate III in Carpentry	Fiji		13		12		
Certificate III in Commercial Cookery			9	9	9	9	
Certificate III in Community Services Work			3	3	3	3	
Certificate III in Disability			4	1	4	1	
Certificate III in Early Childhood Education and Care			19		19		
Certificate III in Engineering - Mechanical Trade (Diesel Fitting)				5		5	
Certificate III in Hairdressing			8		8		1
Certificate III in Home and Community Care/Certificate III in Aged Care			6	4	6	4	
Certificate III in Hospitality			13	9	13	9	
Certificate III in Hospitality (Lodge)			2	1	2	1	
Certificate III in Hospitality (Patisserie)			8		8		
Certificate III in Light Vehicle Mechanical Technology				3		4	
Certificate III in Painting and Decorating			5	11	8	11	
Certificate III in Wall and Floor Tiling				8		8	
Certificate IV in Business			1				
Certificate IV in Hospitality			7	5	7	5	
Certificate IV in Youth Work			1	11		11	
Diploma of Community Services Work			3	7	3	6	
		89	90	90	89	1	
Certificate III in Carpentry	PNG		54		57		
Certificate III in Commercial Cookery				2		2	
Certificate III in Community Services Work			5	3	5	3	
Certificate III in Electrotechnology Electrician			3	35	3	38	1
Certificate III in Engineering - Fabrication Trade				5		5	
Certificate III in Engineering - Mechanical Trade (Diesel Fitting)				25		29	
Certificate III in Hospitality			1		1		
Certificate III in Light Vehicle Mechanical Technology				22		20	
		9	146	9	154	1	
Certificate III in Allied Health Assistance/Certificate III in Health Services Assistance	Samoa		1		1		
Certificate III in Commercial Cookery			6		5		
Certificate III in Early Childhood Education and Care			3		3		
Certificate III in Engineering - Fabrication Trade				2		2	
Certificate III in Engineering - Mechanical Trade (Refrigeration & Air Conditioning)				13		9	
Certificate III in Hospitality			27	9	25	6	
Certificate III in Plumbing			1	20		16	
Certificate III in Tourism			6	10	6	9	
		43	55	39	43	0	
Certificate III in Early Childhood Education and Care	Solomon Is.	50	9	47	8		
Certificate III in Formwork/Falsework				38		34	
Certificate III in Light Vehicle Mechanical Technology			1	29	1	27	
Certificate IV in Training and Assessment			26	55	20	42	
		77	131	68	111	0	
Certificate III in Early Childhood Education and Care	Vanuatu	43	5	43	4	2	
Certificate III in Hospitality			13	2	11	2	1
Certificate III in Tourism			1	3	1	3	
Certificate IV in Community Development			2		2		
Certificate IV in Youth Work			5	7	5	7	
Diploma of Children's Services (Early Childhood Education and Care)			3		3		
Diploma of Community Services Work			2	1	2	1	
		69	18	67	17	3	
Grand Total:		287	440	273	414	5	

Stage 2 Total Enrolments = 727	Stage 2 Total Graduates = 687	Stage 2 Total Migrations = 5
Stage 1 Total Enrolments = 298	Stage 1 Total Graduates = 262	Stage 1 Total Migrations = 7
Cumulative Total = 1025	Cumulative Total = 949	Cumulative Total = 12

Solomon Islands Citizens - Applications						
Stage	Course Name	Funding Option				Total
		APTC Scholarship		Non-Scholarship		
		Female	Male	Female	Male	
Stage 2	Certificate II in Automotive Servicing Technology			1	51	52
	Certificate II in Construction		1	1	45	47
	Certificate III in Allied Health Assistance / Certificate III in Health Services Assistance	2	5			7
	Certificate III in Carpentry		275		5	280
	Certificate III in Commercial Cookery	45	27	2		74
	Certificate III in Community Services Work	49	47	1		97
	Certificate III in Disability	9	8			17
	Certificate III in Early Childhood Education and Care	262	21	8	2	293
	Certificate III in Electrotechnology Electrician	2	124	2	5	133
	Certificate III in Engineering – Fabrication Trade		19			19
	Certificate III in Engineering – Mechanical Trade (Diesel Fitting)		91		3	94
	Certificate III in Engineering – Mechanical Trade (Fitting & Machining)		6			6
	Certificate III in Engineering – Mechanical Trade (Refrigeration and Air-Conditioning)	1	27			28
	Certificate III in Formwork/Falsework		14		7	21
	Certificate III in Hairdressing	3	1			4
	Certificate III in Home and Community Care / Certificate III in Aged Care	27	9			36
	Certificate III in Hospitality	74	25			99
	Certificate III in Hospitality (Catering Operations)	5	4		1	10
	Certificate III in Hospitality (Patisserie)	14	2			16
	Certificate III in Hospitality Lodge	6	3			9
	Certificate III in Light Vehicle Mechanical Technology	3	77		4	84
	Certificate III in Nutrition and Dietetic Assistance	3	1			4
	Certificate III in Painting and Decorating	1	17		1	19
	Certificate III in Plumbing	1	30		1	32
	Certificate III in Tourism	38	32	3		73
	Certificate III in Wall and Floor Tiling		18		1	19
	Certificate IV in Business			2		2
	Certificate IV in Community Development	11	21		2	34
	Certificate IV in Disability	2	1			3
	Certificate IV in Hospitality	15	7			22
	Certificate IV in Hospitality (Supervision)		1			1
	Certificate IV in Youth Work	22	57			79
	Certificate IV Training and Assessment			21	58	79
Diploma in Community Services Work	32	49	1		82	
Diploma of Children's Services (Early Childhood Education and Care)	22	1			23	
Diploma of Management			1		1	
Not an APTC course		2			2	
Course not Stated	3	3			6	
Grand Total:		652	1026	43	186	1907

Stage 2 Total:	652	1026	43	186	1907
Stage 1 Total:	682	691	80	171	1624
Total for Both Stages	1334	1717	123	357	3531

Mobilisations - Solomon Islands Citizens			
Stage 2	Gender		Total
	Female	Male	
	237	844	1081

Note:

Students who attended more than one block of training to achieve their qualification will have multiple mobilisations, but only one enrolment.

Non-Mobilisations - Solomon Islands Citizens				
Stage2	Gender		Total	Reason Not Mobilised
	Female	Male		
	11	9	20	Declined
	24	21	45	Deferred
	6	4	10	No show
	6	2	8	Reapply-Deferred

Non-Completions - Solomon Islands Citizens				
Stage	Gender		Total	Reason Not Completed
	Female	Male		
Stage 2	11	32	43	Withdrawn

Vanuatu Citizens - Enrolments and Graduates							
Course	Campus Country	Total Enrolments		Total Graduates		Total Migrants	
		Female	Male	Female	Male		
Certificate III in Carpentry	Fiji		16		28		
Certificate III in Commercial Cookery			7	8	5	7	
Certificate III in Electrotechnology Electrician				1		1	
Certificate III in Engineering - Mechanical Trade (Diesel Fitting)				7		7	
Certificate III in Hairdressing			2		2		
Certificate III in Hospitality				1		1	
Certificate III in Hospitality (Patisserie)				1		1	
Certificate III in Light Vehicle Mechanical Technology			1	9	1	11	
Certificate III in Painting and Decorating			6	6	9	5	
Certificate III in Wall and Floor Tiling				9	2	8	
Certificate IV in Business			5	1			
Certificate IV in Disability				1		1	
Certificate IV in Hospitality			2		2		
Certificate IV in Training and Assessment			1		1		
Certificate IV in Youth Work			1	1	1	1	
Diploma of Vocational Education and Training			5	1			
		30	62	23	71	0	
Certificate III in Carpentry	PNG		15		15		
Certificate III in Commercial Cookery			1	1	1	1	
Certificate III in Electrotechnology Electrician				10		10	
Certificate III in Engineering - Fabrication Trade				5		5	
Certificate III in Engineering - Mechanical Trade (Diesel Fitting)				2		2	
Certificate III in Engineering - Mechanical Trade (Fitting & Machining)				1		1	
Certificate III in Light Vehicle Mechanical Technology			13		12		
		1	47	1	46	0	
Certificate III in Allied Health Assistance/Certificate III in Health Services Assistance	Samoa	3	1	3	1		
Certificate III in Commercial Cookery			2	8	2	8	
Certificate III in Disability			1		1		
Certificate III in Electrotechnology Electrician				2			
Certificate III in Engineering - Fabrication Trade				5		5	
Certificate III in Engineering - Mechanical Trade (Refrigeration & Air Conditioning)				5		6	
Certificate III in Hospitality			1		1		
Certificate III in Plumbing			5		3		
		7	26	7	23	0	
Certificate III in Carpentry	Vanuatu		25		28		
Certificate III in Commercial Cookery			11	14	11	13	
Certificate III in Community Services Work			2	6	2	3	
Certificate III in Early Childhood Education and Care			92	9	91	7	
Certificate III in Hospitality			92	39	85	37	
Certificate III in Hospitality (Lodge)			10	3	10	3	
Certificate III in Tourism			73	54	67	46	2
Certificate IV in Community Development			12	15	12	15	
Certificate IV in Hospitality			28	9	28	8	
Certificate IV in Training and Assessment			59	76	56	72	5
Certificate IV in Youth Work			34	24	32	22	
Diploma of Children's Services (Early Childhood Education and Care)			12	1	12	1	
Diploma of Community Services Work			2	8	2	7	
Diploma of Management		11	44	15	52	3	
		438	327	423	314	10	
Grand Total:		476	462	454	454	10	

Stage II Total Enrolments = 938	Stage II Total Graduates = 908	Stage II Total Migrations = 10
Stage I Total Enrolments = 675	Stage I Total Graduates = 521	Stage I Total Migrations = 20
Cumulative Total = 1613	Cumulative Total = 1429	Cumulative Total = 30

Vanuatu Citizens - Applications						
Stage	Course	Funding Option				Total
		APTC Scholarship		Non-Scholarship		
		Female	Male	Female	Male	
Stage 2	Certificate III in Allied Health Assistance / Certificate III in Health Services Assistance	5	3			8
	Certificate III in Carpentry	2	112		29	143
	Certificate III in Children's Services	1				1
	Certificate III in Commercial Cookery	20	39	13	15	87
	Certificate III in Community Services Work	12	18	1		31
	Certificate III in Disability	4	2			6
	Certificate III in Early Childhood Education and Care	165	15	18	2	200
	Certificate III in Electrotechnology Electrician	5	38		1	44
	Certificate III in Engineering – Fabrication Trade		19			19
	Certificate III in Engineering – Mechanical Trade (Diesel Fitting)		17			17
	Certificate III in Engineering – Mechanical Trade (Fitting & Machining)	2	7			9
	Certificate III in Engineering – Mechanical Trade (Refrigeration and Air-Conditioning)		16			16
	Certificate III in Hairdressing	7				7
	Certificate III in Home and Community Care / Certificate III in Aged Care	3				3
	Certificate III in Hospitality	125	30	21	9	185
	Certificate III in Hospitality (Catering Operations)	1	1			2
	Certificate III in Hospitality (Commercial Cookery)		1	1		2
	Certificate III in Hospitality (Patisserie)	4	6			10
	Certificate III in Hospitality Lodge	24	5			29
	Certificate III in Light Vehicle Mechanical Technology		49		1	50
	Certificate III in Nutrition and Dietetic Assistance	2				2
	Certificate III in Painting and Decorating	3	8			11
	Certificate III in Plumbing		13		1	14
	Certificate III in Tourism	89	53	20	12	174
	Certificate III in Wall and Floor Tiling	3	11			14
	Certificate IV in Business			9	12	21
	Certificate IV in Community Development	31	43	1	1	76
	Certificate IV in Disability	2	1			3
	Certificate IV in Hospitality	21	4	25	16	66
	Certificate IV in Youth Work	50	43	1		94
	Certificate IV Training and Assessment			82	105	187
	Diploma in Community Services Work	4	7		1	12
	Diploma of Children's Services (Early Childhood Education and Care)	26	1	3		30
Diploma of Management	1	2	39	87	129	
Diploma of Vocational Education and Training			5	1	6	
Not an APTC course	2		2		4	
Course not Stated		1			1	
Grand Total:		614	565	241	293	1713

Stage 2 Total:	614	565	241	293	1713
Stage 1 Total:	628	428	157	277	1490
Total for Both Stages	1242	993	398	570	3203

Mobilisations - Vanuatu Citizens			
Stage 2	Gender		Total
	Female	Male	
		156	385

Note:

Students who attended more than one block of training to achieve their qualification will have multiple mobilisations, but only one enrolment.

Non-Mobilisations - Vanuatu Citizens					
Stage 2	Gender		Total	Reason Not Mobilised	
	Female	Male			
		17	12	29	Declined
		12	18	30	Deferred
	2	1	3	No show	

Non-Completions - Vanuatu Citizens				
Stage	Gender		Total	Reason Not Completed
	Female	Male		
Stage 2	15	35	50	Withdrawn

Federated States of Micronesia (FSM) Citizens - Enrolments and Graduates						
Course	Campus Country	Total Enrolments		Total Graduates		Total Migrants
		Female	Male	Female	Male	
Certificate III in Electrotechnology Electrician	PNG		1		1	
		0	1	0	1	0
Certificate III in Engineering - Mechanical Trade (Refrigeration & Air Conditioning)	Samoa		2		1	
		0	2	0	1	0
Grand Total:		0	3	0	2	0

Stage 2 Total Enrolments = 3	Stage 2 Total Graduates = 2	Stage 2 Total Migrations = 0
Stage 1 Total Enrolments = 4	Stage 1 Total Graduates = 4	Stage 1 Total Migrations = 0
Cumulative Total = 7	Cumulative Total = 6	Cumulative Total = 0

Federated States of Micronesia Citizens - Applications				
Stage	Course	Funding Option		Total
		APTC Scholarship		
		Female	Male	
Stage 2	Certificate III in Early Childhood Education and Care	1	1	2
	Certificate III in Electrotechnology Electrician		1	1
	Certificate III in Engineering – Mechanical Trade (Refrigeration and Air-Conditioning)		2	2
	Certificate III in Home and Community Care / Certificate III in Aged Care	1		1
	Certificate IV in Youth Work		1	1
	Course Not Stated		2	2
Grand Total:		2	7	9

Stage 2 Total:	2	7			9
Stage 1 Total:	8	21	2	2	33
Total for Both Stages	10	28	2	2	42

Kiribati Citizens - Enrolments and Graduates							
Course	Campus Country	Total Enrolments		Total Graduates		Total Migrants	
		Female	Male	Female	Male		
Certificate III in Carpentry	Fiji	4	42	6	44		
Certificate III in Commercial Cookery		3	2	3	2		
Certificate III in Disability		1		1			
Certificate III in Early Childhood Education and Care		6	1	6	1		
Certificate III in Electrotechnology Electrician		1	1	1	1		
Certificate III in Engineering - Mechanical Trade (Diesel Fitting)			8		8		
Certificate III in Engineering - Mechanical Trade (Fitting & Machining)			2		2	1	
Certificate III in Hairdressing		2		2			
Certificate III in Home and Community Care/Certificate III in Aged Care		11	1	10	1		
Certificate III in Hospitality		1		1			
Certificate III in Hospitality (Lodge)		2		2			
Certificate III in Light Vehicle Mechanical Technology		3	27	3	26		
Certificate III in Painting and Decorating		7	4	5	3		
Certificate III in Wall and Floor Tiling		13	1	12	1		
Certificate IV in Hospitality		1		1			
Certificate IV in Youth Work		5	4	5	4		
Diploma of Children's Services (Early Childhood Education and Care)		1		1			
Diploma of Community Services Work		2	3	2	3		
			63	96	61	96	1
Certificate IV in Training and Assessment		Kiribati	11	50	8	40	3
		11	50	8	40	3	
Diploma of Community Services Work	Nauru	4	7	4	7		
		4	7	4	7	0	
Certificate III in Carpentry	PNG		4		4		
Certificate III in Electrotechnology Electrician		2	3	2	3		
Certificate III in Engineering - Mechanical Trade (Diesel Fitting)			2		2		
Certificate III in Light Vehicle Mechanical Technology			2		1		
		2	11	2	10	0	
Certificate III in Commercial Cookery	Samoa	2	1	2	1		
Certificate III in Early Childhood Education and Care		2		2			
Certificate III in Engineering - Fabrication Trade		1	3	1	3		
Certificate III in Engineering - Mechanical Trade (Fitting & Machining)			1		1		
Certificate III in Engineering - Mechanical Trade (Refrigeration & Air Conditioning)			5		5		
Certificate III in Hospitality		1		1			
Certificate III in Plumbing		1		1			
Certificate III in Tourism			1		1		
		7	11	7	11	0	
Certificate III in Early Childhood Education and Care	Vanuatu	1		1			
Certificate III in Hospitality		5		5			
Certificate IV in Community Development		1	1	1	1		
Certificate IV in Youth Work		2	5	1	6		
		9	6	8	7	0	
Grand Total:		96	181	90	171	4	

Stage 2 Total Enrolments = 277	Stage 2 Total Graduates = 261	Stage 2 Total Migrations = 4
Stage 1 Total Enrolments = 86	Stage 1 Total Graduates = 65	Stage 1 Total Migrations = 7
Cumulative Total = 363	Cumulative Total = 326	Cumulative Total = 11

Kiribati Citizens - Applications						
Stage	Course	Funding Option				Total
		APTC Scholarship		Non-Scholarship		
		Female	Male	Female	Male	
Stage 2	Certificate III in Allied Health Assistance / Certificate III in Health Services Assistance	1				1
	Certificate III in Carpentry	10	94		7	111
	Certificate III in Commercial Cookery	14	6			20
	Certificate III in Community Services Work	13	12			25
	Certificate III in Disability	10	2			12
	Certificate III in Early Childhood Education and Care	41				41
	Certificate III in Electrotechnology Electrician	5	22			27
	Certificate III in Engineering – Fabrication Trade		9			9
	Certificate III in Engineering – Mechanical Trade (Diesel Fitting)		22			22
	Certificate III in Engineering – Mechanical Trade (Fitting & Machining)		5			5
	Certificate III in Engineering – Mechanical Trade (Refrigeration and Air-Conditioning)	1	18			19
	Certificate III in Hairdressing	6				6
	Certificate III in Home and Community Care / Certificate III in Aged Care	33	2	1		36
	Certificate III in Hospitality	23	2	3		28
	Certificate III in Hospitality (Catering Operations)	1				1
	Certificate III in Hospitality (Patisserie)	2	1			3
	Certificate III in Hospitality Lodge	8	4			12
	Certificate III in Light Vehicle Mechanical Technology	6	56			62
	Certificate III in Painting and Decorating	22	6			28
	Certificate III in Plumbing	1	1			2
	Certificate III in Tourism		1			1
	Certificate III in Wall and Floor Tiling	30	8		1	39
	Certificate IV in Community Development	4	3		1	8
	Certificate IV in Hospitality	2				2
	Certificate IV in Youth Work	23	11			34
Certificate IV Training and Assessment			11	49	60	
Diploma in Community Services Work	16	10	1		27	
Diploma of Children's Services (Early Childhood Education and Care)	9	1			10	
Course not Stated	1	1			2	
Grand Total:		282	297	16	58	653

Stage 2 Total:	282	297	16	58	653
Stage 1 Total:	183	114	84	104	485
Total for Both Stages	465	411	100	162	1138

Mobilisations - Kiribati Citizens			
Stage 2	Gender		Total
	Female	Male	
	183	289	472

Note:

Students who attended more than one block of training to achieve their qualification will have multiple mobilisations, but only one enrolment.

Non-Mobilisations - Kiribati Citizens				
Stage 2	Gender		Total	Reason Not Mobilised
	Female	Male		
	2	4	6	Declined
	6	6	12	Deferred
	1		1	Pregnancy-Deferred

Non-Completions - Kiribati Citizens				
Stage	Gender		Total	Reason Not Completed
	Female	Male		
Stage 2	6	14	20	Withdrawn

Marshall Islands Citizens - Enrolments and Graduates							
Course Name	Campus Country	Total Enrolments		Total Graduates		Total Migrants	
		Female	Male	Female	Male		
Certificate III in Carpentry	Fiji		1		1		
Certificate III in Disability		1		1		1	
Certificate III in Engineering - Mechanical Trade (Diesel Fitting)			2		2		
Certificate III in Hospitality		1		1			
Certificate III in Light Vehicle Mechanical Technology			4		4		
Certificate IV in Training Assessment					8	6	3
Certificate IV in Youth Work		2	3	2	3	2	
		4	10	12	16	6	
Certificate III in Electrotechnology Electrician	PNG		1		1		
			1	0	1	0	
Certificate III in Engineering - Mechanical Trade (Refrigeration & Air Conditioning)	Samoa		3		2		
Certificate III in Hospitality			1		1	1	
			4	0	3	1	
Diploma of Community Services Work	Vanuatu	2	2	2	2		
		2	2	2	2	0	
Grand Total:		6	17	14	22	7	

Stage 2 Total Enrolments = 23	Stage 2 Total Graduates = 36	Stage 2 Total Migrations = 7
Stage 1 Total Enrolments = 21	Stage 1 Total Graduates = 6	Stage 1 Total Migrations = 0
Cumulative Total = 44	Cumulative Total = 42	Cumulative Total = 7

Marshall Islands Citizens - Applications				
Stage	Course	Funding Option		Total
		APTC Scholarship		
		Female	Male	
Stage 2	Certificate III in Carpentry		4	4
	Certificate III in Commercial Cookery	1		1
	Certificate III in Community Services Work	1	2	3
	Certificate III in Disability	1		1
	Certificate III in Electrotechnology Electrician		3	3
	Certificate III in Engineering – Mechanical Trade (Diesel Fitting)		2	2
	Certificate III in Engineering – Mechanical Trade (Refrigeration and Air-Conditioning)		8	8
	Certificate III in Hospitality		1	1
	Certificate III in Light Vehicle Mechanical Technology		8	8
	Certificate III in Wall and Floor Tiling		1	1
	Certificate IV in Youth Work		2	2
	Diploma in Community Services Work	2	2	4
Grand Total:		5	33	38

Stage II Total:	5	33			38
Stage I Total:	11	10	11	9	41
Total for Both Stages	16	43	11	9	79

Mobilisations - Marshall Islands Citizens			
Stage 2	Gender		Total
	Female	Male	
		15	61

Note:

Students who attended more than one block of training to achieve their qualification will have multiple mobilisations, but only one enrolment.

Non-Mobilisations - Marshall Islands Citizens				
Stage 2	Gender		Total	Reason Not Mobilised
	Female	Male		
			1	1
	1	1	2	Deferred

Non-Completions - Marshall Islands Citizens				
Stage	Gender		Total	Reason Not Completed
	Female	Male		
Stage 2		1	1	Withdrawn

Nauru Citizens - Enrolments and Graduates						
Course	Campus Country	Total Enrolments		Total Graduates		Total Migrants
		Female	Male	Female	Male	
Certificate III in Carpentry	Fiji		2		3	
Certificate III in Disability		2		2		
Certificate III in Early Childhood Education and Care		4		4		
Certificate III in Engineering - Mechanical Trade (Diesel Fitting)			3		3	
Certificate III in Engineering - Mechanical Trade (Fitting & Machining)			1		1	
Certificate III in Hospitality (Patisserie)		1		1		
Certificate III in Light Vehicle Mechanical Technology			5		3	
Certificate III in Painting and Decorating		1		1		
Certificate III in Wall and Floor Tiling		2		2		
Certificate IV in Youth Work			1		1	
Diploma of Children's Services (Early Childhood Education and Care)		3		3		
		13	12	13	11	0
Diploma of Community Services Work	Nauru	8		8		
		8	0	8	0	0
Certificate III in Engineering - Fabrication Trade	Samoa		4		4	
Certificate III in Plumbing					1	
			4	0	5	0
Grand Total:		21	16	21	16	0

Stage 2 Total Enrolments = 37	Stage 2 Total Graduates = 37	Stage 2 Total Migrations = 0
Stage 1 Total Enrolments = 36	Stage 1 Total Graduates = 34	Stage 1 Total Migrations = 0
Cumulative Total = 73	Cumulative Total = 71	Cumulative Total = 0

Nauru Citizens - Applications				
Stage	Course	Funding Option		Total
		APTC Scholarship		
		Female	Male	
Stage 2	Certificate III in Carpentry		6	6
	Certificate III in Disability	1	1	2
	Certificate III in Electrotechnology Electrician		2	2
	Certificate III in Engineering – Fabrication Trade		7	7
	Certificate III in Engineering – Mechanical Trade (Diesel Fitting)		5	5
	Certificate III in Engineering – Mechanical Trade (Fitting & Machining)		3	3
	Certificate III in Engineering – Mechanical Trade (Refrigeration and Air-Conditioning)		3	3
	Certificate III in Hairdressing	1		1
	Certificate III in Hospitality	2		2
	Certificate III in Hospitality (Patisserie)	1		1
	Certificate III in Light Vehicle Mechanical Technology		5	5
	Certificate III in Wall and Floor Tiling	1	1	2
	Certificate IV in Youth Work	1	2	3
	Diploma in Community Services Work	1		1
Diploma of Children's Services (Early Childhood Education and Care)	4		4	
Grand Total:		12	35	47

Stage 2 Total:	12	35			47
Stage 1 Total:	52	60	8	43	163
Total for Both Stages	64	95	8	43	210

Mobilisations - Nauru Citizens			
Stage 2	Gender		Total
	Female	Male	
		27	32

Note:

Students who attended more than one block of training to achieve their qualification will have multiple mobilisations, but only one enrolment.

Non-Mobilisations - Nauru Citizens				
Stage 2	Gender		Total	Reason Not Mobilised
	Female	Male		
			1	1
		2	2	Deferred

Non-Completions - Nauru Citizens				
Stage	Gender		Total	Reason Not Completed
	Female	Male		
Stage 2		2	2	Withdrawn

Niue Citizens - Enrolments and Graduates						
Course	Campus Country	Total Enrolments		Total Graduates		Total Migrants
		Female	Male	Female	Male	
Certificate III in Commercial Cookery	Fiji	3		2		1
Certificate III in Electrotechnology Electrician				2		
		3	2	2	0	1
Certificate III in Early Childhood Education and Care	Samoa	2		2		
Certificate III in Plumbing				4		4
		2	4	0	4	0
Grand Total:		5	6	4	4	1

Stage 2 Total Enrolments = 11	Stage 2 Total Graduates = 8	Stage 2 Total Migrations = 1
Stage 1 Total Enrolments = 10	Stage 1 Total Graduates = 9	Stage 1 Total Migrations = 0
Cumulative Total = 21	Cumulative Total = 17	Cumulative Total = 1

Niue Citizens - Applications				
Stage	Course	Funding Option		Total
		APTC Scholarship		
		Female	Male	
Stage 2	Certificate III in Carpentry		2	2
	Certificate III in Commercial Cookery	2		2
	Certificate III in Early Childhood Education and Care	2		2
	Certificate III in Engineering – Mechanical Trade (Diesel Fitting)		1	1
	Certificate III in Engineering – Mechanical Trade (Fitting & Machining)		1	1
	Certificate III in Engineering – Mechanical Trade (Refrigeration and Air-Conditioning)		1	1
	Certificate III in Plumbing		2	2
	Certificate III in Tourism	1		1
	Certificate IV in Hospitality	1		1
	Diploma of Children's Services (Early Childhood Education and Care)	2		2
Grand Total:		8	7	15

Stage 2 Total:	8	7			15
Stage 1 Total:	2	15	0	5	22
Total for Both Stages	10	22	0	5	37

Mobilisations - Niue Citizens			
Stage 2	Gender		Total
	Female	Male	
	3	48	51

Note:

Students who attended more than one block of training to achieve their qualification will have multiple mobilisations, but only one enrolment.

Non-Mobilisations - Niue Citizens				
Stage 2	Gender		Total	Reason Not Mobilised
	Female	Male		
		3	3	Declined
	2		2	Deferred

Non-Completions - Niue Citizens				
Stage	Gender		Total	Reason Not Completed
	Female	Male		
Stage 2	1	2	3	Withdrawn

Palau Citizens - Enrolments and Graduates						
Course	Campus Country	Total Enrolments		Total Graduates		Total Migrants
		Female	Male	Female	Male	
Certificate III in Hospitality	Palau	12	6	7	3	
Diploma of Hospitality		2	4	2	4	
		14	10	9	7	0
Certificate III in Engineering - Mechanical Trade (Refrigeration & Air Conditioning)	Samoa		1			
			1	0	0	0
Grand Total:		14	11	9	7	0

Stage 2 Total Enrolments = 25	Stage 2 Total Graduates = 16	Stage 2 Total Migrations = 0
Stage 1 Total Enrolments = 6	Stage 1 Total Graduates = 6	Stage 1 Total Migrations = 0
Cumulative Total = 31	Cumulative Total = 22	Cumulative Total = 0

Palau Citizens - Applications						
Stage	Course	Funding Option				Total
		APTC Scholarship		Non-Scholarship		
		Female	Male	Female	Male	
Stage 2	Certificate III in Engineering – Mechanical Trade (Refrigeration & Air-Conditioning)		2			2
	Certificate III in Hospitality Lodge	1		14	6	21
	Diploma of Hospitality			2	4	6
Grand Total:		1	2	16	10	29

Stage 2 Total:	1	2	16	10	29
Stage 1 Total:	7	4	2	0	13
Total for Both Stages	8	6	18	10	42

Non-Mobilisations - Palau Citizens				
Stage 2	Gender		Total	Reason Not Mobilised
	Female	Male		
		1	1	Declined

Non-Completions - Palau Citizens				
Stage	Gender		Total	Reason Not Completed
	Female	Male		
Stage 2		1	1	Withdrawn

Tonga Citizens - Enrolments and Graduates						
Course	Campus Country	Total Enrolments		Total Graduates		Total Migrants
		Female	Male	Female	Male	
Certificate III in Carpentry	Fiji		10		11	
Certificate III in Commercial Cookery		1		1		
Certificate III in Community Services Work		2		2		
Certificate III in Disability		1	1	1	1	
Certificate III in Early Childhood Education and Care		8		8		1
Certificate III in Electrotechnology Electrician			2			
Certificate III in Engineering - Mechanical Trade (Diesel Fitting)			7		7	
Certificate III in Engineering - Mechanical Trade (Fitting & Machining)			2		2	
Certificate III in Hairdressing		1		1		1
Certificate III in Home and Community Care/Certificate III in Aged Care			1		1	
Certificate III in Hospitality		2	1	2	1	
Certificate III in Hospitality (Lodge)		1		1		
Certificate III in Light Vehicle Mechanical Technology			11		10	
Certificate III in Painting and Decorating			2		2	
Certificate III in Wall and Floor Tiling			5		5	
Certificate IV in Training and Assessment		6	13	6	11	
Certificate IV in Youth Work		2	2	1	2	
Diploma of Children's Services (Early Childhood Education and Care)		1		1		1
			25	57	24	53
Certificate III in Carpentry	PNG		2		2	
Certificate III in Electrotechnology Electrician		1	5	1	5	
Certificate III in Engineering - Mechanical Trade (Fitting & Machining)			1		1	
Certificate III in Hospitality		1				
Certificate III in Light Vehicle Mechanical Technology			6		6	
		2	14	1	14	0
Certificate III in Commercial Cookery	Samoa	7	4	7	3	
Certificate III in Disability		4		4		
Certificate III in Early Childhood Education and Care		7		6		
Certificate III in Engineering - Fabrication Trade			11		12	
Certificate III in Engineering - Mechanical Trade (Refrigeration & Air Conditioning)			4		4	
Certificate III in Hospitality		4	1	3	1	
Certificate III in Plumbing			6		4	
Certificate III in Tourism		3	2	3	2	
Certificate IV in Training and Assessment		12	10	12	10	
		37	38	35	36	0
Certificate III in Home and Community Care/Certificate III in Aged Care	Tonga	16	3	16	3	
Certificate IV in Training and Assessment		20	27	18	24	1
		36	30	34	27	1
Certificate III in Tourism	Vanuatu	5	2	5	2	
Diploma of Children's Services (Early Childhood Education and Care)		4		4		
		9	2	9	2	0
Grand Total:		109	141	103	132	4

Stage 2 Total Enrolments = 250	Stage 2 Total Graduates = 235	Stage 2 Total Migrations = 4
Stage 1 Total Enrolments = 183	Stage 1 Total Graduates = 169	Stage 1 Total Migrations = 13
Cumulative Total = 433	Cumulative Total = 404	Cumulative Total = 17

Tonga Citizens - Applications						
Stage	Course	Funding Option				Total
		APTC Scholarship		Non-Scholarship		
		Female	Male	Female	Male	
Stage 2	Certificate III in Allied Health Assistance / Certificate III in Health Services Assistance	1				1
	Certificate III in Carpentry		22		1	23
	Certificate III in Commercial Cookery	11	9			20
	Certificate III in Community Services Work	5				5
	Certificate III in Disability	8	2			10
	Certificate III in Early Childhood Education and Care	14	1	1		16
	Certificate III in Electrotechnology Electrician	4	24			28
	Certificate III in Engineering – Fabrication Trade		26			26
	Certificate III in Engineering – Mechanical Trade (Diesel Fitting)		12			12
	Certificate III in Engineering – Mechanical Trade (Fitting & Machining)		6			6
	Certificate III in Engineering – Mechanical Trade (Refrigeration and Air-Conditioning)		3			3
	Certificate III in Hairdressing	7	1	1	1	10
	Certificate III in Home and Community Care / Certificate III in Aged Care	21	8			29
	Certificate III in Hospitality	5	1	1	1	8
	Certificate III in Hospitality (Catering Operations)		1			1
	Certificate III in Hospitality (Patisserie)	1				1
	Certificate III in Hospitality Lodge	4	3			7
	Certificate III in Light Vehicle Mechanical Technology		26			26
	Certificate III in Painting and Decorating		4			4
	Certificate III in Plumbing		14			14
	Certificate III in Tourism	21	3			24
	Certificate III in Wall and Floor Tiling		9			9
	Certificate IV in Disability	1	1			2
	Certificate IV in Hospitality	2				2
	Certificate IV in Youth Work	2	2			4
	Certificate IV Training and Assessment			25	31	56
	Diploma in Community Services Work	2				2
	Diploma of Children's Services (Early Childhood Education and Care)	9				9
	Lead and manage organisational change			14	4	18
	Not an APTC course	2				2
Course Not Stated	1				1	
Grand Total:		121	178	42	38	379

Stage 2 Total:	121	178	42	38	379
Stage 1 Total:	245	166	50	60	521
Total for Both Stages	366	344	92	98	900

Mobilisations - Tonga Citizens			
Stage 2	Gender		Total
	Female	Male	
	35	274	309

Note:

Students who attended more than one block of training to achieve their qualification will have multiple mobilisations, but only one enrolment.

Non-Mobilisations - Tonga Citizens				
Stage 2	Gender		Total	Reason Not Mobilised
	Female	Male		
	4	3	7	Declined
	3	5	8	Deferred

Non-Completions - Tonga Citizens				
Stage	Gender		Total	Reason Not Completed
	Female	Male		
Stage 2	7	9	16	Withdrawn

Tuvalu Citizens - Enrolments and Graduates						
Course	Campus Country	Total Enrolments		Total Graduates		Total Migrants
		Female	Male	Female	Male	
Certificate III in Carpentry	Fiji		4		4	
Certificate III in Commercial Cookery		1	3	1	3	
Certificate III in Community Services Work		2	1			
Certificate III in Disability			1	2	2	
Certificate III in Early Childhood Education and Care		12		12		
Certificate III in Electrotechnology Electrician			2		2	
Certificate III in Engineering - Mechanical Trade (Diesel Fitting)			2		2	
Certificate III in Home and Community Care/Certificate III in Aged Care		3		3		
Certificate III in Hospitality			1		1	
Certificate III in Hospitality (Lodge)		1		1		
Certificate III in Hospitality (Patisserie)		3		3		1
Certificate III in Light Vehicle Mechanical Technology			2		2	
Certificate III in Painting and Decorating			2		2	1
Certificate III in Wall and Floor Tiling		3	1	2	1	
Certificate IV in Disability		2		2		
Certificate IV in Hospitality		1		1		
Certificate IV in Training and Assessment					1	1
Certificate IV in Youth Work		2	2	2	2	
Diploma of Children's Services (Early Childhood Education and Care)		1		1		
			31	21	30	22
Certificate III in Electrotechnology Electrician	PNG		2		2	
Certificate III in Light Vehicle Mechanical Technology			1		1	
		0	3	0	3	0
Certificate III in Commercial Cookery	Samoa		1		1	
Certificate III in Disability		1		1		
Certificate III in Early Childhood Education and Care		5		5		
Certificate III in Engineering - Fabrication Trade			1		1	
Certificate III in Engineering - Mechanical Trade (Refrigeration & Air Conditioning)			1			
		6	3	6	2	0
Certificate III in Community Services Work	Vanuatu	1		1		
Certificate IV in Youth Work		1		1		
		2	0	2	0	0
Grand Total:		39	27	38	27	3

Stage 2 Total Enrolments = 66	Stage 2 Total Graduates = 65	Stage 2 Total Migrations = 3
Stage 1 Total Enrolments = 28	Stage 1 Total Graduates = 26	Stage 1 Total Migrations = 2
Cumulative Total = 94	Cumulative Total = 91	Cumulative Total = 5

Tuvalu Citizens - Applications						
Stage	Course	Funding Option				Total
		APTC Scholarship		Non-Scholarship		
		Female	Male	Female	Male	
Stage 2	Certificate III in Carpentry		14		1	15
	Certificate III in Commercial Cookery	3	3			6
	Certificate III in Community Services Work	8	1			9
	Certificate III in Disability	4	2			6
	Certificate III in Early Childhood Education and Care	17				17
	Certificate III in Electrotechnology Electrician	1	7			8
	Certificate III in Engineering – Fabrication Trade		2			2
	Certificate III in Engineering – Mechanical Trade (Diesel Fitting)		2			2
	Certificate III in Engineering – Mechanical Trade (Refrigeration and Air-Conditioning)		8			8
	Certificate III in Home and Community Care / Certificate III in Aged Care	4				4
	Certificate III in Hospitality	3				3
	Certificate III in Hospitality (Patisserie)	4	1			5
	Certificate III in Light Vehicle Mechanical Technology		16			16
	Certificate III in Painting and Decorating	1	8			9
	Certificate III in Plumbing		4			4
	Certificate III in Tourism	2	1			3
	Certificate III in Wall and Floor Tiling	4	1			5
	Certificate IV in Hospitality	2				2
	Certificate IV in Youth Work	7	3			10
	Diploma in Community Services Work	2				2
Diploma of Children's Services (Early Childhood Education and Care)	4		1		5	
Grand Total:		66	73	1	1	141
Stage 2 Total:		66	73	1	1	141
Stage 1 Total:		57	40	9	12	118
Total for Both Stages		123	113	10	13	259

Mobilisations - Tuvalu Citizens			
Stage 2	Gender		Total
	Female	Male	
	31	30	

Note:

Students who attended more than one block of training to achieve their qualification will have multiple mobilisations, but only one enrolment.

Non-Mobilisations - Tuvalu Citizens				
Stage 2	Gender		Total	Reason Not Mobilised
	Female	Male		
	2	1		
3	3	6	Deferred	

Non-Completions - Tuvalu Citizens				
Stage	Gender		Total	Reason Not Completed
	Female	Male		
	Stage 2	1		

Other Citizens - Enrolments and Graduates						
Course	Campus Country	Total Enrolments		Total Graduates		Total Migrants
		Female	Male	Female	Male	
Certificate III in Home and Community Care/Certificate III in Aged Care	Fiji	1		1		
Certificate IV in Business		1				
Certificate IV in Training and Assessment		2	1	1	1	
Diploma of Vocational Education and Training		17	12	1		
		21	13	3	1	0
Certificate IV in Training and Assessment	Kiribati		1		1	
			1	0	1	0
Certificate IV in Training and Assessment	PNG		1		1	
			1	0	1	0
Certificate III in Allied Health Assistance/Certificate III in Health Services Assistance	Samoa	1		1		
Certificate III in Disability		1		1		
Certificate IV in Training and Assessment		4	2	4	1	
Diploma of Management		1				
		7	2	6	1	0
Certificate IV in Training and Assessment	Solomon		2		2	
			2	0	2	0
Certificate III in Early Childhood Education and Care	Vanuatu	1		1		
		1	0	1	0	0
Grand Total:		29	19	10	6	0

Stage 2 Total Enrolments = 48	Stage 2 Total Graduates = 16	Stage 2 Total Migrations = 0
Stage 1 Total Enrolments = 2	Stage 1 Total Graduates = 2	Stage 1 Total Migrations = 0
Cumulative Total = 50	Cumulative Total = 18	Cumulative Total = 0

Other Citizens - Applications						
Stage	Course Name	Funding Option				Total
		APTC Scholarship		Non-Scholarship		
		Female	Male	Female	Male	
Stage 2	Certificate III in Allied Health Assistance / Certificate III in Health Services Assistance			1		1
	Certificate III in Applied Fashion Design and Technology				1	1
	Certificate III in Carpentry		1			1
	Certificate III in Commercial Cookery		1		1	2
	Certificate III in Disability			1		1
	Certificate III in Early Childhood Education and Care	2		1	1	4
	Certificate III in Engineering – Fabrication Trade		1			1
	Certificate III in Home and Community Care / Certificate III in Aged Care			1		1
	Certificate III in Hospitality (Patisserie)		1			1
	Certificate III in Light Vehicle Mechanical Technology				1	1
	Certificate III in Wall and Floor Tiling	1				1
	Certificate IV in Business			1		1
	Certificate IV in Disability			3		3
	Certificate IV in Youth Work		1			1
	Certificate IV Training and Assessment			9	12	21
	Diploma of Management			1	1	2
	Diploma of Vocational Education and Training			17	15	32
Lead and manage organisational change				1	1	
Provide First Aid			4	10	14	
Grand Total:		3	5	39	43	90

Stage 2 Total:	3	5	39	43	90
Stage 1 Total:	1	2	4	7	14
Total for Both Stages	4	7	43	50	104

Annex 2 (a) Cumulative Scholarships All Countries

Cumulative Scholarship Applications				
Stage	Country	Gender		Total
		Female	Male	
Stage 2	Federated States of Micronesia	2	7	9
	Fiji	1351	1831	3182
	Kiribati	282	297	579
	Marshall Islands	5	33	38
	Nauru	12	35	47
	Niue	8	7	15
	Other	3	5	8
	Palau	1	2	3
	Papua New Guinea	512	1430	1942
	Samoa	540	527	1067
	Solomon Islands	652	1026	1678
	Tonga	121	178	299
	Tuvalu	66	73	139
Vanuatu	614	565	1179	
Grand Total:		4169	6016	10185

Stage 2 Total:	4169	6016	10185
Stage 1 Total:	3948	5245	9193
Cumulative Total for Both	8117	11261	19378

Cumulative Scholarship Mobilisations			
	Gender		Total
	Female	Male	
Stage 2 Total:	1308	3910	5218
Stage 1 Total:	1157	1656	2813
Total Both Stages:	2465	5566	8031

Cumulative Scholarship Non-Mobilisations			
	Gender		Total
	Female	Male	
Stage 2 Total:	226	267	493
Stage 1 Total:	120	113	233
Total Both Stages:	346	380	726

Cumulative Scholarship Non-Completions			
	Gender		Total
	Female	Male	
Stage 2 Total:	152	257	409
Stage 1 Total:	157	373	530
Cumulative Total:	309	630	939

Annex 2 (b) Graduate Employment and Destination Data

Country of Destination for Graduates (disaggregated by APTC stage and country of citizenship)

These tables reflect data obtained from campus offices relating to students who have graduated from APTC and moved overseas for employment or further education.

Migrations - Individuals												
Stage	Destination Country	Citizenship Country									Total	
		Fiji	Kiribati	Marshall Is.	Niue	PNG	Samoa	Solomon Is.	Tonga	Tuvalu		Vanuatu
Stage 2	American Samoa						1					1
	Australia	7	1			2	2				4	16
	Cambodia						1					1
	Canada	1										1
	Cook Islands	1										1
	Fiji						2	1	1	1		5
	FSM			1								1
	Marshall Islands									1	1	2
	Nauru	1										1
	New Zealand	10	1		1		14	1		1	3	31
	Niue	2										2
	PNG	2										2
	Samoa	3							1			4
	Tonga						1					1
	United Arab Emirates	1										1
	Vanuatu							3				3
	USA	2		6			1					9
Not Defined	1									1	2	
Grand Total:		31	2	7	1	2	22	5	2	3	9	84

Stage 2 Total:	31	2	7	1	2	22	5	2	3	9	84
Stage 1 Total:	25	7			10	16	7	13	2	16	96
Total for Both Stages	56	9	7	1	12	38	12	15	5	25	180

Annex 2 (c) Migrant Graduate Qualifications

The table below reflects data relating to the qualifications migrant graduates possess, disaggregated by APTC stage, school and citizenship

Migrations - Courses												
Stage	APTC Course	Citizenship									Total	
		Fiji	Kiribati	Marshall Is.	Niue	PNG	Samoa	Solomon Is.	Tonga	Tuvalu		Vanuatu
Stage 2	Certificate III in Carpentry	2					4					6
	Certificate III in Commercial Cookery	3			1		2					6
	Certificate III in Disability			1			4					5
	Certificate III in Early Childhood Education and Care	1				1		2	1			5
	Certificate III in Electrotechnology Electrician							1				1
	Certificate III in Engineering - Fabrication Trade	2					1					3
	Certificate III in Engineering - Mechanical Trade (Diesel Fitting)	4										4
	Certificate III in Engineering - Mechanical Trade (Fitting and Machining)	2	1									3
	Certificate III in Engineering - Mechanical Trade (Refrigeration and Air Conditioning)	2										2
	Certificate III in Hairdressing	1					1	1	1			4
	Certificate III in Home and Community Care/ Certificate III in Aged Care						2					2
	Certificate III in Hospitality	2		1			4	1				8
	Certificate III in Hospitality (Patisserie)	6								1		7
	Certificate III in Light Vehicle Mechanical Technology	3										3
	Certificate III in Painting and Decorating									1		1
	Certificate III in Tourism						1				2	3
	Certificate III in Wall and Floor Tiling											0
	Certificate IV in Hospitality	2					1					3
	Certificate IV in Training and Assessment	3	3	3			2		1	1	5	18
	Certificate IV in Youth Work			2			1					3
Diploma of Children's Services (Early Childhood Education and Care)								1			1	
Diploma of Community Services Work					1						1	
Diploma of Management										3	3	
Grand Total:		33	4	7	1	2	23	5	4	3	10	92

Stage 2 Total:	33	4	7	1	2	23	5	4	3	10	92
Stage 1 Total:	27	7			10	16	7	13	2	20	102
Total for Both Stages:	60	11	7	1	12	39	12	17	5	30	194

Annex 3 Labour Market Analysis Action Plan

The following actions have been undertaken:

- › 2012-13: Solomon Islands Feasibility Study was undertaken and recommendations implemented.
- › 2012: Feasibility study for the expansion of SHCS programs was undertaken. The recommendations have been progressively implemented over the following years.
- › 2012 and 2013: Development of LMA profiles were developed using a model of extensive desk research.
- › 2015: Richard Curtain was engaged to provide extensive census data analysis across all campus countries.
- › 2015: Consultations and development of the Country Profiles and Country Skills Development Plans.

Annex 4 Media Report

Article	Country	Characteristics	Media
Training our people - (Australia Day supplement)	Fiji	Training	Fiji Sun
Employment challenges for people with disabilities	Fiji	Training, Student Experience, Disability	Fiji Times
Vanuatu Daily News Digest	Vanuatu	Training	Vanuatu Daily News Digest
Employers share their wisdom	Samoa	Training, Student Experience	Samoa Observer
A Unique Finish	PNG	Student Experience	Post Courier PNG
Students complete training in early childhood education	Solomon Islands	Training, Student Experience	Solomon Star
Students complete training in early childhood education	Fiji	Training, Student Experience	The Jet
First APTC cohorts completed E.C.E Training	Solomon Islands	Training, Student Experience	Solomon Islands Broadcasting Commission
Students complete training in early childhood education	Solomon Islands	Training, Student Experience	Star FM (PAOA FM)
APTC Samoa graduation	Samoa	Graduation	Government of Samoa website
Smiles for hospitality success	Samoa	Graduation	Samoa Observer
APTC holds graduation	Samoa	Graduation	Newsline
APTC graduation ceremony set for this week in Apia	Samoa	Graduation	Samoa News
APTC celebrates students' achievements	Samoa	Graduation	Pacific Scoop
APTC celebrates students' achievements	Samoa	Graduation	World News Report
APTC celebrates students' achievements	Samoa	Graduation	News Locker
APTC celebrates students' achievements	Samoa	Graduation	It's Our Future
APTC celebrates students' achievements	Samoa	Graduation	Tropix News
APTC celebrates students' achievements	Samoa	Graduation	News Now
APTC provides training to boost Samoa's tourism sector	Samoa	Training	The Jet
APTC provides training to boost Samoa's tourism sector	Samoa	Training	South Pacific Tourism Organisation website
APTC provides training to boost Samoa's tourism sector	Samoa	Training	Government of Samoa
Samoa tourism says Australian partnership boosting service	Samoa	Training	Fifth Quadrant
Program to upskill workers	Fiji	EU Sugar Training	Fiji Times
APTC students and staff lend a helping hand in Cyclone Pam relief efforts	Vanuatu	Student Experience	Vanuatu Daily Post
APTC students and staff lend a helping hand in Cyclone Pam relief efforts	Vanuatu	Student Experience	Island Life
APTC students and staff lend a helping hand in Cyclone Pam relief efforts	Vanuatu	Student Experience	Radio Vanuatu
APTC students attached with APNG POM	PNG	Student Experience	Anglicare PNG Inc
APTC (Cyclone Pam relief efforts)	Vanuatu	Student Experience	Vanuatu Indigenous Watch(VIW) - WordPress.com
108 tamaiti Samoa faau'u mai le APTC	Samoa	Student Experience	Savali News
APTC helps in refurbishing the Harland Hostel for Gospel School for the Deaf	Fiji	Student Experience	Fiji TV
Vanuatu Graduation	Vanuatu	Graduation	Vanuatu Daily News Digest

Vanuatu Graduation	Vanuatu	Graduation	Australian High Commission - Vanuatu
Learn Sign Language, Parents Urged	Fiji	Graduation	Fiji Sun
Disability fails to deter graduate	Fiji	Graduation	Fiji Times
Women and Reconciliation	Solomon Islands	Training, Student Experience	Pacific Institute of Public Policy
Ready for the World	Fiji	Graduation	Fiji Times
Hard work for 48 APTC students pays off	Fiji	Graduation	Fiji TV
Thumbs Up For College Graduates	Fiji	Graduation	Fiji Sun
Teachers Proud of Achievement	Fiji	Graduation	Fiji Sun
Fijian Minister for Employment officiate the APTC Nadi Graduation Ceremony	Fiji	Graduation	Youtube
Fido Samoa's champion welder	Samoa	Student Experience	Samoa Observer
Plans for more colleges	Fiji	Graduation	Fiji Times
Trainees graduate	Fiji	Training, Graduation	Fiji Times
APTC students celebrate success	Fiji	Graduation	Scoop News New Zealand
APTC students celebrate success	Fiji	Graduation	Anthem Culture website
Culture celebrations important for Pacific	Samoa	Student Experience	Samoa Observer
THE AUSTRALIA PACIFIC TECHNICAL COLLEGE (PORT MORESBY)15th Graduation Ceremony on 14 May 2015	PNG	Graduation	Australian High Commission-PNG
Graduates urged to contribute towards PNG development	PNG	Graduation	SPTO
APTC holds graduation in Vanuatu	Vanuatu	Graduation	Pacific Scoop
APTC holds graduation in Vanuatu	Vanuatu	Graduation	World News
From the High Commissioner's Desk	Solomon Islands	Graduation	Australian High Commission-SI
APTC holds graduation in Vanuatu	Vanuatu	Graduation	Vanuatu Independent
Aus & NZ told to open their labour markets for APTC graduates	Solomon Islands	Graduation	Solomon Star
Support for Sogavare's call to create overseas job opportunities for APTC graduates	Solomon Islands	Graduation	Radio Australia
Education Minister congratulates APTC Graduates	Nauru	Graduation	Nauru Government Bulletin
Carnival Eyes 400 workers next year	Vanuatu	Industry	Vanuatu Daily Post
85 New Students Commence Studies at APTC	Vanuatu	Student Experience	Vanuatu Daily Post
85 New Students Commence Studies at APTC	Vanuatu	Student Experience	Vanuatu Independent News
Crosling is new APTC Country Manager	Vanuatu	Staff	Vanuatu Daily Post
APTC launches Leader Farmer Workshop	Fiji	EU Sugar Training	The Jet
EU beefs up support, training for canegrowers	Fiji	EU Sugar Training	Fiji Times Online
Edward Nipake Natapei Tutavanuariki	Vanuatu	Student Experience	Vanuatu Daily Post Newspaper
72 receive vocational and trade qualifications	Tonga	Graduation	Matangi Tonga Online
Keynote Speech by the Prime Minister, Hon. Samuela 'Akilisi Pohiva at the Australia-Pacific Technical College (APTC) Tonga Graduation Ceremony	Tonga	Graduation	Tonga Government Portal
Commonwealth Secretariat	Samoa	Industry	Secretary-General concludes his official visit to Samoa
The Jet	Fiji	EU Sugar Training	APTC's Leader Farmers Workshop gains success

Vanuatu Daily Post		Student Experience	Chef Bulememe Shares experience with students
Supporting Hospitality Trainees	Vanuatu	Industry	The Independent (Vanuatu)
This is your day, graduates told	Solomon Islands	Graduation	Solomon Star
80 graduate from APTC here	Solomon Islands	Graduation	Solomon Star
Skill Development and Regional Mobility: Lessons from the Australia-Pacific Technical College - Working Paper 370	Australia	Training	Centre for Global Development
Australian High Commission, Vanuatu	Vanuatu	Graduation	Australian High Commission, Vanuatu Facebook Page
Congratulations to the latest 121 Ni-Vanautu graduates of The Australia-Pacific Technical college	Vanuatu	Graduation	Australian High Commission, Vanuatu Facebook Page
121 APTC Students Graduate	Vanuatu	Graduation	Vanuatu Daily Post
Graduates Thrilled and Proud	Samoa	Graduation	Samoa Observer
Graduation Smiles	Samoa	Graduation	Samoa Observer
Tourism staff graduate from APTC through TVET	Vanuatu	Graduation	Vanuatu Daily Post
174 Graduate in Suva	Fiji	Graduation	The Fiji Sun
8 Year Old Proud of Mum's Achievements	Fiji	Graduation	The Fiji Sun

Annex 5 Acronyms and Definitions

AGM	Annual General Meeting
APTC	Australia-Pacific Technical College, referred to in this document as the College or the APTC
AQTF	Australian Quality Training Framework
ARP	Annual Report and Plan
ASQA	Australian Skills Quality Authority
A2A	Application to Alumni
BHI	Box Hill Institute
CEO	Chief Executive Officer
CoP	Communities of Practice
CRM	Customer Relationship Management
CCS	Course Commencement Survey
CSS	Corporate and Student Services
D2E	Demand to Employment (project)
DFAT	Department of Foreign Affairs and Trade
DTBI	Don Bosco Technical Institute
EDTD	Executive Director Training Delivery
EMIS	Education Management Information System
EoCL	End of Course Learner Survey
EU	European Union
FFS	Fee-for-Service
HR	Human Resource
ICT	Information Communication Technology
ILO	International Labour Organisation
ISAS	Institute Student Administration System
KIT	Kiribati Institute of Technology
LLN	Language Literacy and Numeracy
LSF	Learning Support Facilitator
LT	Leadership Team
MEF	Monitoring and Evaluation Framework
MEHRD	Ministry of Education and Human Resource Development
MPPR	Manager Planning, Performance and Reporting
M&E	Monitoring and Evaluation
NAV	Navision (financial system software)
NGO	Non-Government Organisation
NUS	National University of Samoa
PAF	Performance Assessment Framework
PIF	Pacific Island Forum (Member countries include Australia, Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, New Zealand, Niue, Palau, Papua New Guinea, Republic of Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu)
PNG	Papua New Guinea
POMTech	Port Moresby Technical College
QMS	Quality Management System

RHO	Regional Head Office (Suva Fiji)
RPL	Recognition of Prior Learning
RTO	Registered Training Organisation
SAPD	Specialist Advisor Professional Development
SINU	Solomon Islands National University
SIS	Small Island States (Countries include: Cook Islands, Federated States of Micronesia, Kiribati, Republic of the Marshall Islands, Nauru, Niue, Palau and Tuvalu)
SNR	Standard for NVR (National VET Regulator) for RTOs. This replaces the AQTF standards
SoS	Scope of Services
SQA	Samoa Qualifications Authority
SSIP	European Union Support to the Sugar Industry Program
SVTA	Specialist Vocational Training Advisor
TA	Training Assistant
TAE	Certificate IV in Training and Assessment
TAFE	Technical And Further Education
TASP	Training and Assessment Strategy Plan
ToC	Theory of Change
TQ	TAFE Queensland
TQEC	TAFE Queensland East Coast
TVET	Technical and Vocational Education and Training
USP	University of the South Pacific
VET	Vocational Education and Training
VIT	Vanuatu Institute of Technology
VKA	Vocational Knowledge Assessment
YTD	Year To Date

