

Capital Training College

Corporate profile and experience

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prepared by Kevin Riley

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Capital Training College
Corporate profile and experience

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Capital Training College

Corporate profile and experience

Overview of Capital Training College

Overview of our experience

Capital Training Pty Limited (Capital Training College) is a private Australian company focused on the design, development and delivery of education, training, learning and development programs in the specific areas of:

- ✓ accounting
- ✓ business
- ✓ finance
- ✓ management, and
- ✓ strategy.

Capital Training College team members have developed and been part of the implementation of agency and whole-of-government financial management and training assignments, including the:

- Commonwealth of Australia *Resource Management Training Strategy* (1997 -2000)
- Department of Finance and Deregulation panel members for the Financial Management and Budget (FMB) Training Program and Comcover's Insurance and Risk Management Training Program (2012 onwards)
- Australian Government Department of Foreign Affairs and Trade (DFAT) *Financial Management Training Needs Analysis* and delivery of elements of the DFAT financial management training program (2006 and onwards)
- Delivery of a *Graduate Certificate in Accounting* program for the Department of Defence (2003 – 2009)
- Development and delivery of *Financial Management Training Program* for the Department of Health and Ageing (since 2008)
- Tasmanian Department of Health and Human Services *Integrated Finance and Performance Framework* (2009)
- Whole of State *Risk Management Framework for the Tasmanian Government* (2007)
- Evaluation of the *Quality and Safety Framework for Tasmanian Government Funded Community Sector* (2011), and
- the *Tasmanian State Financial Management Education and Training Program* on behalf of the Tasmanian Inter-agency Working Group on Education and Training (2003 and onwards).

Capital Training College

Corporate profile and experience

Overview of Capital Training College

Overview of our experience – continued

Training programs we have developed and implemented for clients include:

Accounting

- ✓ accounting for non-accountants
- ✓ activity-based costing, budgeting and management, and
- ✓ systems of internal controls and fraud control.

Business

- ✓ business acumen
- ✓ developing business plan and budgets, and
- ✓ developing and monitoring key performance indicators (KPIs).

Finance

- ✓ capital budgeting
- ✓ compliance with financial management legislation, regulations, instructions and policies
- ✓ finance for non-financial managers
- ✓ financial literacy
- ✓ financial management and control including budgeting, accounting and reporting
- ✓ senior executive service financial management refresher, and
- ✓ strategic financial management.

Capital Training College

Corporate profile and experience

Overview of Capital Training College

Overview of our experience – continued

Training programs we have developed and implemented for clients include:

Management

- ✓ process mapping, analysis and improvement
- ✓ procurement and contract management
- ✓ project management
- ✓ risk identification , mitigation and management, and
- ✓ planning and managing grants and funding agreements.

Strategy

- ✓ executing strategic plans – making strategy happen
- ✓ facilitating strategic planning sessions and workshops
- ✓ strategic decision-making, and
- ✓ strategy tools - using the tools in the toolbox.

Capital Training College

Corporate profile and experience

Overview of Capital Training College

Overview of our experience – continued

Our experience includes experience undertaking assignments for the following Australian Government Departments and agencies:

- Agriculture, Fisheries and Forestry
- Attorney-General's
- Broadband, Communications and the Digital Economy
- Climate Change and Energy Efficiency
- Defence
- Education, Employment and Workplace Relations
- Families, Housing, Community Services and Indigenous Affairs
- Finance and Deregulation
- Foreign Affairs and Trade
- Health and Ageing
- Human Services
- Prime Minister and Cabinet,
- The Treasury
- Australian Bureau of Statistics, and
- Australian Public Service Commission.

We have a detailed understanding of the Australian Government's performance information and financial management and budget frameworks.

Capital Training College

Corporate profile and experience

Overview of Capital Training College

Overview of our experience – continued

Our team members have also assisted State Government Departments in consulting, training and facilitation in business strategy and planning, and performance and financial management assignments, including:

- ACT Auditor-General's Office
- ACT Chief Minister's Department
- ACT Department of Disability and Community Services
- ACT Treasury
- NSW Auditor-General
- NSW Department of Ageing, Disability and Home Care
- NSW Department of Business and Investment
- NSW Housing
- NSW Police
- NSW Premier's Department
- NSW RailCorp
- NSW State Transit Authority
- NSW Treasury
- NSW Transport
- Sydney Harbour Foreshore Authority
- TAFE NSW
- NT Housing
- Queensland Department of Main Roads
- Queensland Transport
- Queensland Treasury
- Tasmanian Department of Education
- Tasmanian Department of Health and Human Services
- Tasmanian Department of Primary Industries, Parks, Water and the Environment
- Tasmanian Department of Premier and Cabinet
- Tasmanian Department of Treasury and Finance
- Victorian Department of Justice
- Victorian Department of Treasury and Finance, and
- Victorian Department of State Development.

Local authority experience includes:

- ACT Municipal Services
- Gold Coast City Council
- Launceston City Council and
- Yarra Ranges Council.

We have extensive experience across State government agencies and with State-based financial management frameworks.

Capital Training College

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Overview of Capital Training College

Overview of our experience – continued

Case Study – Developing and facilitating Financial Framework and Commonwealth Grant Guidelines workshops for the Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA)

Capital Training team members Kevin Riley and Shaunagh Riley developed and facilitated a series of training sessions for FaHCSIA on the financial framework and Commonwealth Grant Guidelines. The workshops were planned for the 250 staff affected by FaHCSIA's organisational redesign and development of a new national delivery team, requiring greater consistency in applying the framework, particularly in relation to new grants management processes. A key outcome of the training was to ensure staff developed a national service delivery model approach to grants management, moving from a narrow division and often branch-based approaches.

Feedback from the training

100% of participants rated Kevin as “Excellent” or “Very Good” in facilitating the workshops, and feedback included:

- ✓ *I learnt a lot about processes and why they are in place.*
- ✓ *Very knowledgeable and provided examples of Regulations and delegations and how they are applied to FMA Act.*
- ✓ *The facilitator was very easy to listen to for such a 'serious' subject - he was easy to follow - knew his stuff - obviously well practiced speaker (no umming-ahhing).*
- ✓ *Facilitators knowledge of the subject matter was excellent. The session was run in such a way that good interaction between the facilitator and participants took place.*
- ✓ *Extremely knowledgeable and a sense of humour (very unusual with this subject matter). Hope we have further training with this facilitator.*
- ✓ *Kevin explained things very well, one of the best presenters I have heard in recent years!*
- ✓ *His ability to reference public service lingo with everyday examples was greatly appreciated.*
- ✓ *Kevin talked to the presentation without notes; readily answered questions and provided further contextual information. A great facilitator!*

Capital Training College

Corporate profile and experience

Overview of Capital Training College

Overview of our experience – continued

Case Study – Facilitating Department of Finance and Deregulation’s (Finance) Insurance and Risk Management Training Program

Capital Training team members Kevin Riley and Ray Lane facilitated elements of Finance’s Insurance and Risk Management Training Program. Finance has responsibility for the management of Comcover on behalf of the Australian Government. Comcover is the Australian Government's general insurance fund.

The public program of courses integrate insurance and risk management information, including the Risk Management Standard, and business continuity concepts contained in the ANAO Better Practice Guide. The program is designed to develop a greater awareness of Comcover’s insurance and risk management services and better understanding of Comcover’s role in assisting agencies in mitigating risks.

Feedback from the training

Evaluations from the delivery of this program highlight Kevin’s effectiveness in the delivery of a range of insurance and risk management concepts within the Australian Government financial and risk management framework with 100% of evaluations rating Kevin as “Strongly Agree” or “Agree” to the key criteria of:

- ✓ *Was prepared*
- ✓ *Presented the concepts clearly and confidently*
- ✓ *Facilitated the discussion in a meaningful way*
- ✓ *Tailored the content to the audience*
- ✓ *Used relevant examples to illustrate course content, and*
- ✓ *Was enthusiastic and motivating.*

Capital Training College

Corporate profile and experience

Overview of Capital Training College

Overview of our experience – continued

Case Study - Developing a Financial and Performance Framework for the Tasmanian Department of Health and Human Services

Capital Training team members Kevin Riley, Debbie Sadler and Dr Caitlin Byrne prepared the **“Integrated Financial and Performance Framework”** for the Office of the Community Sector of the Tasmanian Department of Health and Human Services. The development of the Framework followed on from the release of the new Treasurer’s Instruction 709 “Grant Management Framework” and required State-wide consultations with representatives of Community Sector Organisations (CSOs) as well as Departmental executives and business unit managers and Treasury. This report was accepted by the Secretary and Departmental Executive and adopted for implementation by the Minister for Health and the Minister for Human Services in February 2009.

Subsequently the Department revised business processes for the planning and managing of grants and implemented training, arranged through The Training Consortium and based on modifying the FMET “Managing Grants” module to the Department’s new framework and Treasurer’s Instruction 709. This training was delivered by Kevin Riley.

Feedback from the training

Key findings of the training include:

- ✓ 96.4% of respondents responded “Yes, definitely” and “Yes, moderately” that the session meet your needs and expectations, and
- ✓ 92.8% of respondents gave an overall rating of the program as “Excellent” or “Very Good”.

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Overview of our experience – continued

Case Study - Developing a Financial and Performance Framework for the Tasmanian Department of Health and Human Services

Key comments in response to the survey question “What learning from this program will you take back to your workplace and how will you apply it?” include:

- *We are developing a plan for ourselves and have already shared info with others*
- *Development of grant funding business cases and evaluation of funding agreements.*
- *This is the DHHS way of Grants Management. It will inform our approach as both funded and recipient. The process is a great improvement and clarification of the previous system.*
- *More confidence with Business Case template and also looking at the purpose of grants/the benefits of asking lots of questions!*
- *Most of the area discussed were directly relevant to the core duties of my role. The training provided a good overview of how to prepare business cases, etc.*
- *Writing outcome statements for business cases. Content and process for writing business cases and submitting to GFRC. Explained clearly the content of memos that we've been receiving that were difficult to understand.*
- *This has given me a clearer understanding of what is required when completing the grants templates (and why).*
- *I will take back everything. Content was great.*

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Corporate profile and experience

Overview of Capital Training College

Overview of our approach

Our approach to training development and delivery is based on:

- ✓ A proven training design and development methodology – recognised by our association with the Tasmanian Training Consortium and People and Strategy, a Registered Training Organisation.
- ✓ A demonstrated link between management training and academic accreditation for learning – recognised in part through our alliance with the Southern Cross University in the delivery of the Graduate Certificate in Accounting.
- ✓ The use of appropriate adult learning principles
 - **Understanding.** Sufficient information should be provided for participants to understand the concepts and principles related to the topic at hand.
 - **Practice.** Participants must have the opportunity to practice effective actions or behaviours and to learn through interactive sessions such as case studies.
 - **Feedback.** Participants must have the opportunity to ask questions and to receive feedback on their actions and behaviours.
 - **Modelling.** Participants must have models on which to pattern their actions and behaviours, as exhortation is insufficient.
 - **Application.** As participants must persist in using new skills and knowledge back on the job, they should leave the course with a practical action plan.
- ✓ Practical and relevant training case studies, exercises and simulations focused on applying the skills, tools and behaviours required, and
- ✓ Interesting, lively and thought-provoking training delivery.

Capital Training College

Corporate profile and experience

Overview of Capital Training College

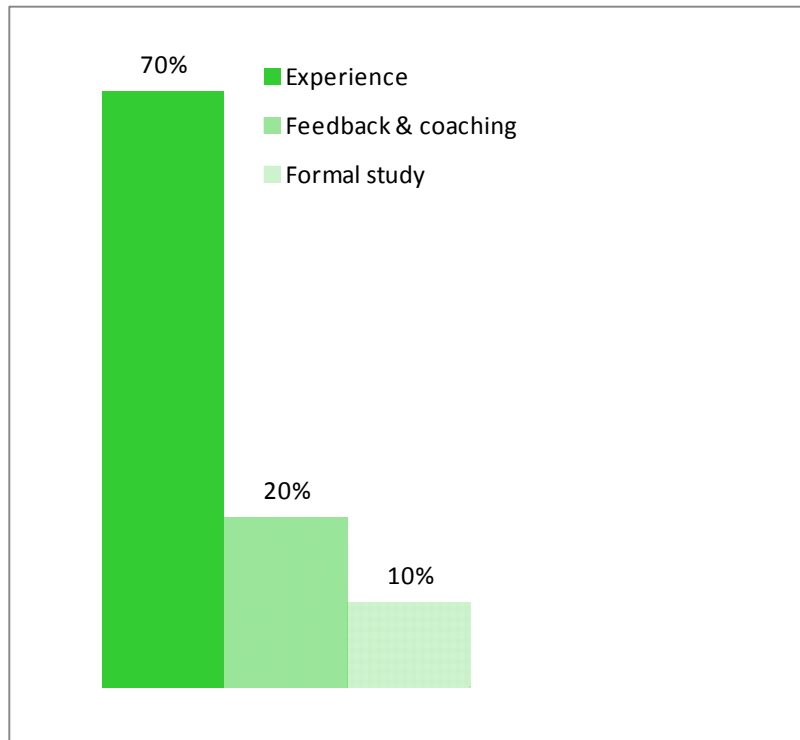
Overview of our approach - continued

Empirical research and surveys over many years have produced data indicating that workers learn most of what they need to know to effectively do their jobs in the workplace rather than in the classroom. In *The Career Architect Development Planner*, Lombardo and Eichinger laid out the basis for 70:20:10 framework, where they noted:

“Lessons learned by successful and effective managers are roughly:

- ***70% from tough jobs***
- ***20% from people (mostly the boss)***
- ***10% from courses and reading.”***

(Lombardo & Eichinger, 1996)



Our methodology set out on the previous page highlights our use of Understanding, Practice, Feedback, Modelling, and Application in the development and delivery of our programs. In order to apply these 70:20:10 principles we need to work closely with our clients’ managers before and after the training so that:

- 1. We build into the training the specific responses, approaches and tools that you would like to see being applied by participants in the workplace.**
- 2. We use practical and relevant case studies and activities that allow the participants to apply their learning to real life workplace situations.**
- 3. We incorporate appropriate reflective activities enabling participants to develop their own responses and approaches for applying their learning in the workplace.**
- 4. We provide managers with aids and checklists to enable the themes of the training to be incorporated in the on-the-job discussions they have with participants in the workplace, after the training has been delivered.**

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Overview of Capital Training College

An overview of our approach to training development, including the key phases, tasks and deliverables is set out here.

Our approach is tailored to each client and your training requirements, and the outcomes you are looking to achieve, however, this is a useful summary of what you would see occurring when we start to working together.

Overview of our approach - continued

Phase	Tasks	Deliverables
1. Confirm requirements and consult with stakeholders	<ul style="list-style-type: none"> » Meet with your project team members » Confirm Senior Executive, Chief Finance Officer (CFO) and key Finance Subject Matter Experts (SMEs) expectations and requirements » Develop the desired learning outcomes » Confirm timetable and format of deliverables » Agree measures of success 	<ul style="list-style-type: none"> ✓ Key stakeholders identified ✓ Agreed learning outcomes ✓ Agreed deliverables ✓ Agreed timetable ✓ Agreed measures of success for the training development and delivery
2. Consult with stakeholders, CFO and Finance SMEs	<ul style="list-style-type: none"> » Meet with CFO and SMEs to address target audience needs and training content » Confirm relevant Treasurer's Instructions and agency specific finance policies and reports » Identify case study examples, scenarios and activities to be used in the training » Develop approaches to ensure key learning outcomes are addressed, applying a range of adult learning principles 	<ul style="list-style-type: none"> ✓ Stakeholders involved in development process ✓ Policies, reports, case studies, scenarios and activities identified for inclusion in the training ✓ Confirmed approaches to key learning outcomes ✓ Stakeholder, CFO and SMEs concerns and requirements addressed
3. Develop course materials	<ul style="list-style-type: none"> » Develop course materials for each unit or module, including course notes, reference materials, exercises, case studies, scenarios, activities, presentation slides and post-workshop development pathways » Integrate practical, relevant case studies, scenarios, activities and examples 	<ul style="list-style-type: none"> ✓ Practical and relevant learning materials, exercises, case studies and scenarios ✓ Training guide for trainers ✓ Suggested post-workshop development tasks
4. Pilot course materials	<ul style="list-style-type: none"> ✓ Present pilot workshop ✓ Internal QA review of pilot workshop ✓ Evaluate pilot against learning outcomes ✓ Incorporate improvements into course materials or presentation 	<ul style="list-style-type: none"> ✓ Course piloted with target audience ✓ Feedback incorporated ✓ Confirmed course materials for final approval by project team

Capital Training College

Corporate profile and experience

Overview of Capital Training College

Our team – working together to develop and deliver exceptional training for your organisation

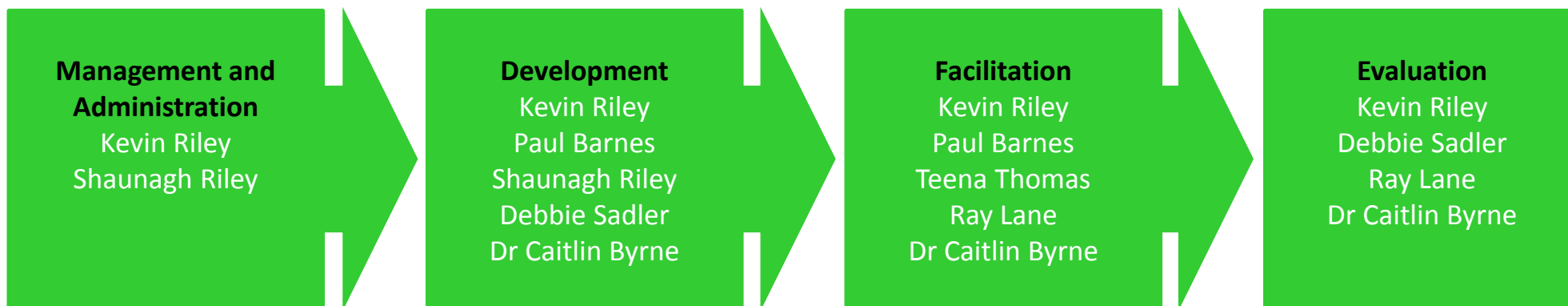
Each of the members of our training team has a focus on working together to deliver an exceptional training experience and learning outcomes for your staff and your organisation.

We do this through teamwork and a shared commitment to learners.

Teamwork is central to our approach. While we are not employees within your organisation, we want to be seen by you and learners in the training room as members of a team. As a team we develop training that is accurate, interesting and practical. As facilitators, we work as a team to develop each others' skill sets and experiences – to make the learning experience more beneficial. With our clients, learners, facilitators and developers we evaluate what works and what can be improved. The focus of this teamwork is to deliver learners with the opportunity to explore concepts and techniques and develop and apply their skills in the areas of accounting, business, finance, management and strategy.

Our roles and responsibilities

Within our team we each play important roles in achieving objectives – our own, yours and the objectives of learners. Each of our roles has individual and shared responsibilities. The following diagram sets out the different roles and responsibilities of our training team.



Capital Training College

Corporate profile and experience

**Kevin Riley FCA FCPA
CPFA**

**Managing Director,
Capital Training College**

Kevin holds a BEc (ANU); Grad Cert Bus Admin (Mt Eliza Business School); Certificate IV in Assessment and Workplace Training; Certificate IV in Government (Financial Services); Fellow of the Institute of Chartered Accountants in Australia (FCA); Fellow of CPA Australia (FCPA); Chartered Public Finance Accountant (CPFA); Member, Institute of Public Administration Australia; Senior Associate, Financial Services Institute of Australasia; Member, Australian Institute of Company Directors; Member, International Coach Federation.

Kevin is also the National Treasurer and member of the National Executive and national Council of the Institute of Public Administration Australia.

Kevin Riley is a Fellow with both the Institute of Chartered Accountants Australia (FCA) and CPA Australia (FCPA). In addition, Kevin has recently successfully completed the professional qualification program with the Chartered Institute of Public Finance and Accountancy (CIPFA) based in the United Kingdom.

Kevin's facilitation, training, executive coaching and mentoring experience covers both the private and public sector in the areas of:

- **financial literacy** – developing an understanding of financial concepts and key financial statements (eg assisting executives and managers with concepts of expenses, operating result, cashflow, capex and opex, asset measurement, debt and equity financing, fiscal balance and underlying cash balance, general government sector, public non-financial corporations sector, public financial corporations sector)
- **financial analysis** – applying financial analysis concepts to assess performance and determine improvement strategies, including financial viability, efficiency and effectiveness and cost-benefit analysis
- **balance sheet management** – developing strategies for better working capital management and asset and liability management more broadly
- **budgeting and forecasting** – costing policy proposals, developing budgets and determining key drivers and developing driver-based forecasts and using budget and forecast information for decision making
- **governance and risk management** – applying an enterprise approach to risk management and establishing governance and accountability arrangements that reflect the enterprise risk assessments
- **internal control and fraud control** – understanding the application of internal controls and testing for compliance to ensure efficient, effective and economic operations, compliance with laws and regulations and reliability of management and financial reporting
- **performance reporting** – developing and using Key Performance Indicators (KPIs) to plan, manage and evaluate the success of programs in achieving outcomes and program objectives and the quality and timeliness of deliverables, outputs and services
- **process mapping and analysis** – applying process mapping concepts to document, review and improve business and operating processes to improve, efficiency, quality and timeliness and customer outcomes.

Kevin holds an Australian Government **SECRET** security clearance.

Capital Training College

Corporate profile and experience

Kevin Riley FCA FCPA
Managing Director,
Capital Training College

Kevin Riley (*continued*)

Kevin's public sector coaching and mentoring experience includes:

Ministerial Offices

Kevin's experience includes working with the Chiefs of Staff and senior advisors of Finance Ministers and Opposition Shadow Finance Spokespersons. This includes assisting Mr Greg Barns (Chief of Staff to the Hon. John Fahey) in communicating aspects of the accrual budget reforms to Senators and Members of the House of Representatives prior to the introduction of the first accrual budget in May 1999. More recently, Kevin assisted Mr Anthony Baker (Chief of Staff to the Hon. Lindsay Tanner and Senator the Hon. Penny Wong) with the identification of key financial issues and determining impacts of policy options on underlying cash balance and fiscal balance.

First Assistant Secretary – Budget Group

Department of Finance (previously Finance and Deregulation and Finance and Administration)

Working with the First Assistant Secretary – Budget Group, Kevin assisted that SES officer with the implementation of accrual concepts affecting key Health and Education program areas. Key issues addressed during that period were:

- implications of existing programs and new policy proposals on underlying cash balance and fiscal balance
- differentiating Departmental and Administered transactions within existing programs and new policy proposals
- addressing asset recognition and measurement issues, including assessment of provisions of doubtful debts associated with existing programs and new policy proposals
- implications of income contingent loan programs on the key financial statement and budget balances.

Chief Finance Officer Group

Department of Communications, Broadband and the Digital Economy

Kevin assisted the Chief Finance Officer (CFO) of the Department of Communications, Broadband and the Digital Economy with coaching for Executive Level staff within the CFO Group. Participants had an Individual coaching plan developed after initial meeting with the CFO and each participant and the development of measureable coaching goals. Each participant was assigned development tasks in order to achieve their coaching goals.

Capital Training College

Corporate profile and experience

Kevin Riley FCA FCPA
Managing Director,
Capital Training College

Kevin Riley (*continued*)

Kevin's demonstrated knowledge of the Australian Government's financial framework and processes is supported by training and publications.

Senior Executive Service - Mastering Your Financial Environment Australian Public Service Commission

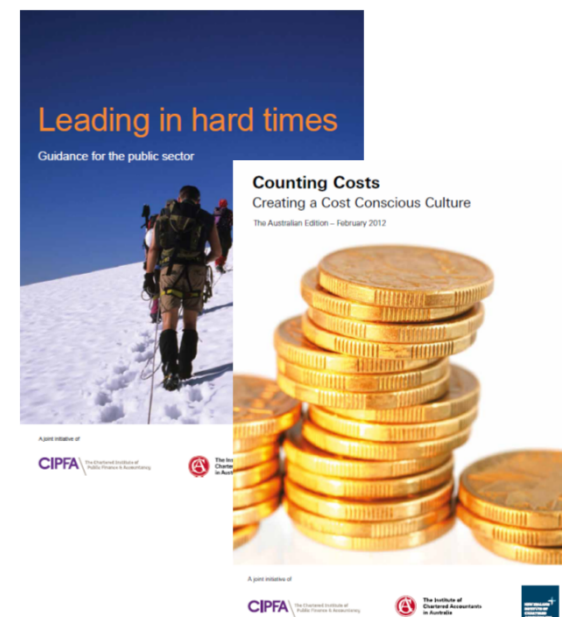
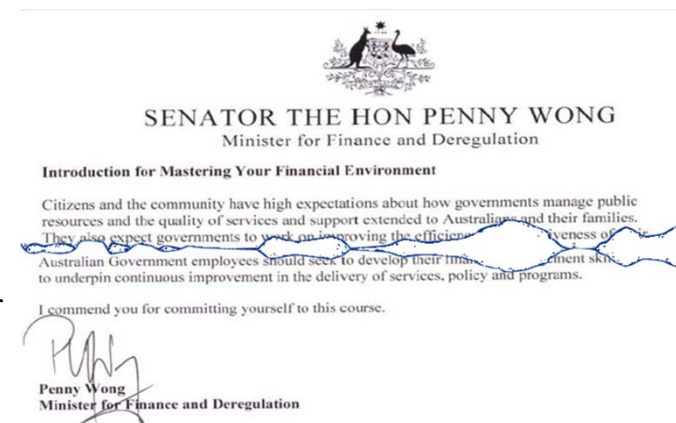
Kevin delivers the Australian Public Service Commission's (APSC) Senior Executive Service (SES) Finance program –*Mastering Your Financial Environment*. Developed for the APSC by Kevin and in conjunction with the Department of Finance and Deregulation, this program provides participants with an overview of the Financial Management Framework, appropriation mechanisms, fundamentals of risk and internal control, and the key elements of budgetary control and performance assessment.

The Institute of Chartered Accountants in Australia Public Sector Guidance and Briefings

Kevin was the contributing editor of the Institute of Chartered Accountants in Australia (ICAA) publication ***Leading in Hard Times: Guidance for the Public Sector*** published in March 2011 and launched by Senator the Hon. Penny Wong, Minister for Finance and Deregulation.

Kevin was also the contributing editor of ***Counting Costs: Creating a Cost Conscious Culture***, published by the ICAA in February 2012 and ***Better Benchmarking: An Executive Guide to Continuous Performance Improvement***, to be published by the ICAA in early 2014.

Kevin contributed to the Department of Finance and Deregulation's *Commonwealth Financial Accountability Review*.



Capital Training College

Corporate profile and experience

Kevin Riley FCA FCPA

Managing Director,
Capital Training College

Kevin Riley (*continued*)

Kevin's demonstrated knowledge of public sector financial management, internal control, procurement and grant management and risk management and is supported by his involvement over many years with a range of consulting, training and skills development programs with agencies including:

Department of Finance (previously Finance and Deregulation and Finance and Administration)

Kevin has undertaken a number of training and consultancy assignments on behalf of Finance over his career. These include:

- Delivering briefings on the Commonwealth framework and accrual budget papers for Cabinet Ministers, Shadow Ministers, Senators and Members of Parliament, their advisers, media and lobby groups.
- Advising the Defence Reform Committee Chaired by the Secretary of the Department of Prime Minister and Cabinet on aspects of the finance and systems issues affecting the reform of Defence's management and financing.
- Facilitating a briefing on the Outcomes and Outputs Framework to Commonwealth Portfolio Secretaries.
- Briefing the Joint Committee of Public Accounts and Audit.
- Managing aspects of the 1999-2000 and 2000-2001 Budget and MYEFO project plans for the Budget Co-ordination Unit within Finance.
- Advising Finance's Budget Group executives on aspects of departmental performance including development of 'Green Briefs' for the Defence, Education, Family & Community Services, and Health & Ageing Agency Advice Teams.
- Drafting chapters of Finance's Budget Group internal *Budget Manual*, including the following chapters:
 - *Explanation of the Accrual Framework*
 - *Guide to the Budget Papers – including a 'flow chart of the numbers'*
 - *Explaining Resourcing – Fiscal, Cash and Operating Balances*
 - *Costing New Policy Proposals.*
- Kevin Riley was the lead consultant responsible for: undertaking a Whole of Government Resource Management Training Needs Analysis; development of the Commonwealth of Australia Resource Management Training Strategy; and development of a suite of twelve Accrual Budgeting training course materials, facilitator guides and presentation materials made available to all Australian Government agencies within the Department of Finance and Administration Accrual Budgeting Project.
- Tailoring of Whole of Government Accrual Budgeting training course materials for the specific training requirements of Budget Group staff within the Department of Finance and Administration and delivery of the training suite for Budget Group staff.

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Corporate profile and experience

Kevin Riley FCA FCPA

Kevin Riley (*continued*)

Managing Director,
Capital Training College

Vice-Chief of the Defence Force Financial Management Program

The then Vice-Chief of the Defence Force (VCDF) Lieutenant General Des Mueller required members of the Capability Development team to develop improved financial management skills. The result was a five day program delivered over five weeks by Kevin Riley. Key aspects of the program included:

Module 1 – Defence Financial Management Framework

Module 2 – Internal Planning and Budgeting

Module 3 – Understanding and Managing Cost

Module 4 – Capital Investment Analysis

Module 5 – Performance Analysis and Risk Management.

Graduate Certificate in Accounting

The then Department of Defence CFO (Mr Greg Harper) initiated a professional development qualification within Defence for middle level managers with relevant work experience but lacking a formal finance qualification. In conjunction with Southern Cross University (SCU) Kevin Riley developed and delivered the Graduate Certificate in Accounting program, utilising SCU materials but tailored to the Australian Government and Defence environment and circumstances. The Graduate Certificate in Accounting comprised four units:

Unit 1 - Processes of Management

Unit 2 - Financial Accounting

Unit 3 - Management Accounting

Unit 4 - Strategic Management and Implementation.

Students completed the program over 42 weeks, with a mix of face-to-face lectures, tutorials and individual support. While Kevin Riley was the students' locally based mentor and program facilitator all assessment was conducted by SCU. Students also had access to the academic staff of SCU. The Defence CFO continued to sponsor the program from 2001 to 2008.

Senior Officers Financial Management Awareness Course

Kevin Riley has delivered a number of iterations of the Defence Senior Officer Financial Management Awareness Course (SOFMAC). This three day program has been developed by the Defence CFO Financial Skilling unit and is targeted to senior officers including Senior Executive Service (SES) officers. This course is designed to provide participants with a foundation in the financial management, budgeting, accounting, procurement and risk management applicable within Defence.

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Kevin Riley FCA FCPA

Kevin Riley (*continued*)

Managing Director,
Capital Training College

Department of Foreign Affairs and Trade

Kevin delivers a range of financial management training programs on behalf of the Financial Management Training Unit within the Department of Foreign Affairs and Trade (DFAT). These include:

- *Financial Management 1* – for Heads of Mission and Finance Managers and Policy Officers who are being posed to overseas missions. The program includes material on their devolved financial control and budget management responsibilities as well as requirements to meet the Comcover arrangements.
- *SES and Executive Level training* – for SES and Executive level staff with financial and budget management responsibilities within DFAT domestic operations including State and Territory Offices
- *Accounting for Non-Accountants* – for staff with financial management responsibilities including procurement of goods and services and the recording of transactions within DFATs SAP-based financial management information system.
- *Graduate training* – a one-day overview of the Australian Government’s financial management framework and financial responsibilities under DFATs Chief Executive’s Instructions.

In addition to training delivery, Kevin undertook a Financial Management Training Needs Analysis (TNA) for the DFAT, which included interviews with SES officers, focus groups with staff from financial and operational areas of the DFAT activities and an international survey addressing financial management functions and skills and training and non-training support tools in order to share DFATs future financial management training activities.

Facilitating Risk Management Planning Day

Kevin is a regular facilitator for risk management and business planning days for teams within the Department of Defence, including the Risk Management Planning day Financial Services Branch, Corporate Services & Infrastructure Group (CSI Group).

Facilitating Planning Workshops for KPIs

Kevin has facilitated planning workshops focused on the development of performance information and the development of Key Performance Indicators (KPIs) for programs of the Australian Government Department of Agriculture, Fisheries and Forestry for inclusion in the Department’s 2010-11 and 2011-12 Portfolio Budget Statements.

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Kevin Riley FCA FCPA

Kevin Riley (continued)

Managing Director,
Capital Training College

Department of Health

Kevin delivers a range of financial management training programs on behalf of the Learning and Development Team within the Department of Health and Ageing. The workshops include:

- *Introduction to the Commonwealth Budget*
- *Building Your Budget*
- *Managing and Monitoring Your Budget*
- *Keeping the Books – An Introduction to Accounting, and*
- *Financial Analysis.*

Tasmanian Government

Capital Training College has been selected by the Tasmanian Department of Treasury and Finance to maintain and delivery the State public sector Financial Management Education and Training program ‘Finance Essentials’. This can be viewed at: <http://www.treasury.tas.gov.au/domino/dtf/dtf.nsf/v-pages/917A64360CD8E99CCA25785000CACCC7>. Kevin Riley has delivered all of the elements of this program. The program is offered as a public program by Department of Premier and Cabinets Training Consortium and is also delivered in house for agencies including:

Health and Human Services	Education	Justice
Primary Industries, Parks, Water and Environment		Treasury and Finance.

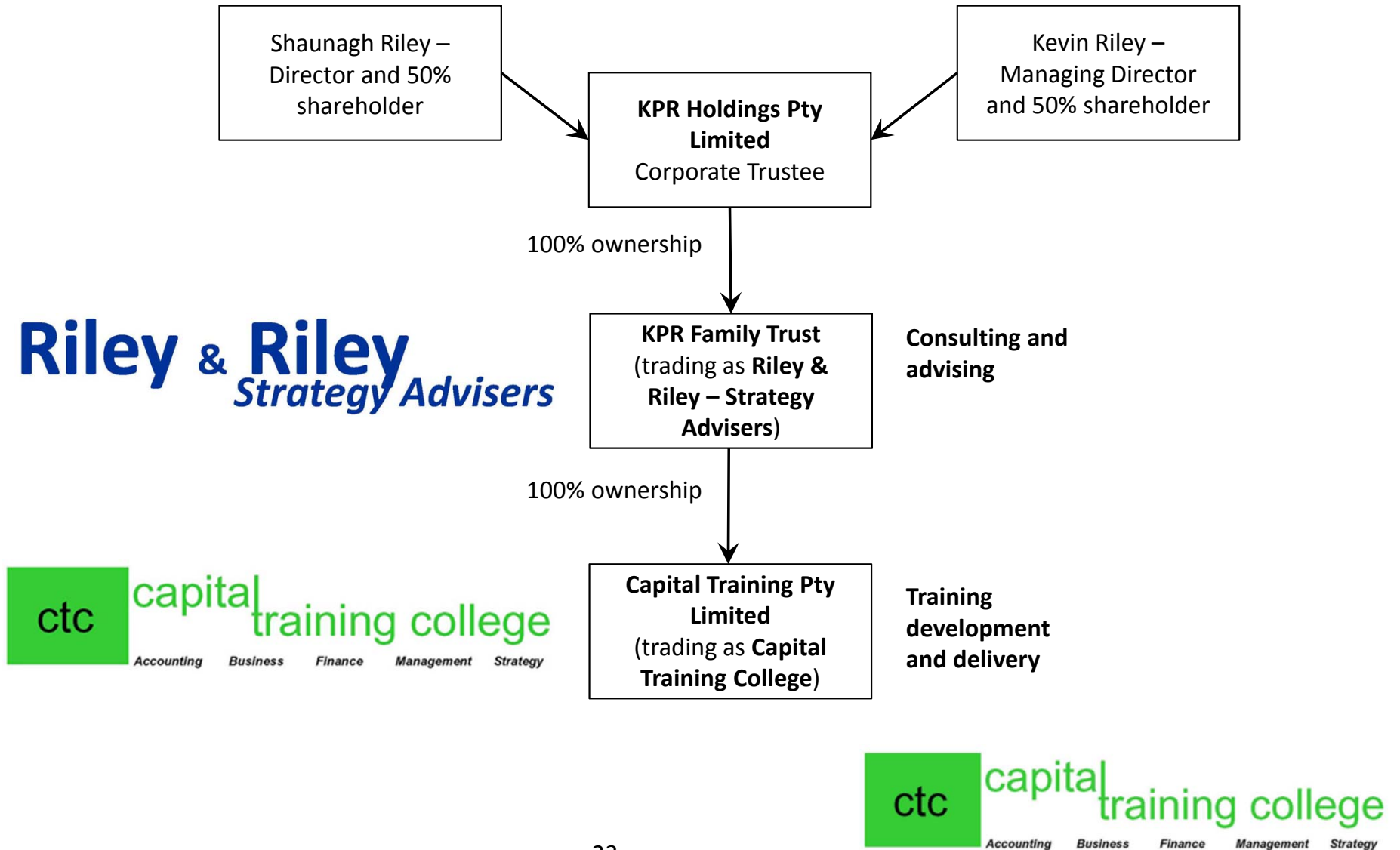
NSW Government

Kevin has developed and facilitated financial management training on behalf of the NSW Government through the NSW premier’s Department and in conjunction with NSW Treasury. This includes delivery of a public training program as well as the in-house programs for:

NSW Audit Office	NSW Business	NSW Ageing, Disability and Home Care
NSW Education and Communities	NSW Ministry of Transport	NSW Police
RailCorp	Sydney Harbour Foreshore Authority	TAFE NSW.

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Overview of Capital Training College *Our organisation - structure*



Capital Training College

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Our organisation – existing panel arrangements

Australian National Audit Office (ANAO) – Accounting, Auditing and Assurance Services

Riley & Riley has been appointed to the ANAO Professional Services Branch Contractor Panel for the delivery of support to the ANAO as part of their Financial Statement Audit Requirements, Performance Audit Requirements, and Other Assurance Services.

Our appointment was confirmed in March 2012 for the period of three years.

Department of Finance and Deregulation (Finance) – Learning and Development Panel

Following from the Request for Tender FIN11/COO013 for the appointment of a Learning and Development Panel of Service Providers (the Panel), **Capital Training Pty Limited** has been appointed to the Finance Learning and Development panel **for the delivery of financial management and budget framework and risk management training programs for all Australian government entities** effective from 1 August 2012 for a period of three years.

Topics for training may include but are not limited to key aspects of the Australian Government's Financial Management and Budget Frameworks, including legislative foundations of the financial framework, appropriations, Budget related processes, and fundamentals of risk management, embedding risk management into an organisation, Business Continuity Management, and managing risk in program and project implementation.

Australian Securities and Investments Commission (ASIC) - Panel Arrangement - Learning and Development - Technical and IT Skills – 2012-001604

Following from the Request for Tender 2012-001604 **Capital Training Pty Limited** has been appointed to the ASIC Learning and Development panel for technical and IT skills.

The ASIC panel is available for all Australian Government entities to access for technical and IT skills.

Capital Training College

Corporate profile and experience

Overview of Capital Training College

Our organisation – existing panel arrangements

Tasmanian Department of Treasury and Finance

Capital Training Pty Limited has a contract with the Department of Treasury and Finance for the delivery of the Tasmanian Government's Financial Management Essentials workshops and for updating and customising the training program and developing materials and undertaking work in support of the current Tasmanian Government financial management policies and guidelines.

The term of the contract is for an initial period of three years, commencing on 10 March 2011, with an option to extend for a further period of two years.

Tasmanian Department of Health and Human Services

DHHS Accountancy and Audit Consultancy Services Panel

Riley & Riley has been appointed to the **DHHS Accountancy and Audit Consultancy Services Panel in the area of Risk Management, Governance and General Consultancy** (RFT Number: DHHS-5284F). Our appointment was confirmed in September 2010 and reconfirmed in September 2012.

Tasmanian Department of Premier and Cabinet

Master Agreement with The Training Consortium

Capital Training Pty Limited has a Master Agreement with The Training Consortium for the "facilitation of learning and development workshops or as otherwise agreed in writing by the Delegate or the Consultant."

The Master Agreement commenced on 20 November 2008.

Capital Training College
Corporate profile and experience

**Overview of Capital
Training College**

Our organisation – insurances

Current insurance policies

We confirm that, as at the date of this statement the following insurance policies are current. Certificates of currency can be provided by our insurance broker upon request.

Office Insurance incorporating General and Product Liability

Cover: General Liability \$20,000,000 and Product Liability \$20,000,000

Professional Indemnity

Cover: \$10,000,000

Workers Compensation

Cover: Legal liability

Corporate Travel

Cover: Personal liability \$5,000,000

Capital Training College

Corporate profile and experience

Overview of Capital Training College

Our organisation – contact details

Our contact details

Please do feel free to contact us by phone, e-mail or standard mail. Our contact details are set out below.

Postal address

GPO Box 2447
Canberra City ACT 2601
Australia

Registered address

15 Spigl Street
Giralang ACT 2617
Australia

E-mail

office@capitalcollege.com.au

Phone

1800 254 006 or
+ 61 2 6230 5836

Website

www.capitalcollege.com.au

Company numbers

A.C.N.: 113 111 050
A.B.N.: 41 113 111 050