



## **CAPABILITY STATEMENT**

### **Electrotechnology Division TAFE NSW North Coast Institute - Port Macquarie**

The Electrotechnology Division of North Coast Institute of TAFE – Port Macquarie has been recognised by the Institute for Trade Skills Excellence as one of Australia’s premier providers and awarded **Two Gold Stars** under the Star Rating Scheme. North Coast Institute – Port Macquarie delivers apprenticeships and traineeships in the Electrical Trade occupations based on the nationally endorsed standards of the EE-OZ Electrotechnology Training Package.

A summary of the North Coast Institute’s strengths against the evaluation criteria are:

#### ***Training and assessment which focuses on enterprise and learner needs***

North Coast Institute assesses each student prior to enrolment to identify the skills they already have and confirm the skills needed to bring them up to the national standard. Employers are provided with feedback on the trainees via a computer based program. Regular training needs analyses are conducted through a number of mechanisms such as the workplace based training and assessment, especially in the “thin market” trades (security, motor winding, and switchboard manufacturing). There is use of training needs analyses and audit processes to ensure awareness of current industry needs and to monitor performance under the Training Plan.

Measures on enterprise satisfaction show a continued improvement trend evidenced by the level of employer repeat business in apprenticeship and trainee enrolments each year.

#### ***Excellent trainers and assessors, and contemporary equipment***

Trainers and assessors (full time and part time) must pass a trade test as well as an interview by a selection panel. Industry based part-time staff are recruited every three years to ensure industry currency, and they are mentored by senior staff.

Material resources are current and well maintained through a recurring annual budget. Installation and testing equipment is maintained and calibrated through their own Technical department.

#### ***Support to enable enterprises and learners get the most out of the apprenticeship/ traineeship***

A computer web site provides student support services to all students. Support in the form of Disability Support Program, Library, Learning Resource Centre and a campus web site is available to students. Tutorial services are provided to assist students successfully complete their training. prospective apprentices and trainees maintain a relationship with Trainers and assessors through the “Summer School” and “Taste of TAFE”.

**For more information about North Coast Institute - Port Macquarie visit the RTO’s website at**  
[www.nic.tafensw.edu.au](http://www.nic.tafensw.edu.au)

The **Institute for Trade Skills Excellence** is an initiative of Australian industry and Government established to promote the trades and recognise those registered training organisations (RTOs) truly focused on industry's needs and achieving excellent results.

How does it work? ... Under the **Star Rating Scheme**, individual faculties or schools within RTOs are evaluated by the Institute using industry experts and industry designed criteria. Those considered excellent are awarded one gold star, two gold stars or three gold stars by the Institute. The Institute issues a **Capability Statement** for each RTO which it publishes to explain the school or faculty's strengths and the level of service an employer can expect to receive.

Quite simply, where RTOs are doing great things, the Institute wants to ensure industry knows about it, and so an employer looking to select an RTO for their apprentice or trainee, can make an informed choice.