



CAPABILITY STATEMENT

Electrotechnology Division

CANBERRA INSTITUTE OF TECHNOLOGY

Canberra Institute of Technology ACT Electrotechnology Division 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. Canberra Institute 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 Canberra Institute's strengths against the evaluation criteria are:

Training and assessment which focuses on enterprise and learner needs

Canberra Institute's Electrotechnology Division assesses each student prior to enrolment to identify their skills and confirm those needed to bring them up to the national standard. Each employer is invited to talk to the trainers to clarify the purpose of their business and their expectations of the training provided to apprentices. Employers are provided with feedback on the apprentice/ trainees every nine weeks. Measures on enterprise satisfaction show an improvement trend over the past twelve months, evidenced by enterprise investment in customised training courses.

Regular training needs analyses are conducted through a number of mechanisms such as student assessment, gap analysis and skills audits. There is use of training needs analyses, employer and student surveys and audit processes to ensure awareness of current industry needs and to monitor performance under the Training Plan.

Excellent trainers and assessors, and contemporary equipment

Trainers and assessors have a strong industry background and continue to maintain currency through release to industry programs and through working with enterprises in joint initiatives, for example NECA, and ACTEWAGL.

Equipment and resources are adequate and maintained through limited sponsorship arrangements with suppliers and industry in-kind donations. New teaching staff have a mentoring program and advisory group consisting of experienced trainers and assessors to assist in their delivery of the curriculum. Trainers and assessors maintain strong relationships with relevant industry groups and local enterprises through industry functions, information sessions, printed and electronic publicity handouts and a "Try a Trade" show.

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

A well stocked library, computer rooms and student support services are available to all apprentices and trainees. Information and unbiased advice are freely available to employers at various stages of the apprenticeship/ traineeship. Close relationships with the local Apprenticeship Centre ensure employers receive a seamless and professional service from recruitment through to the apprentice/ trainee's completion of study.

For more information about CANBERRA INSTITUTE OF TECHNOLOGY visit the RTO's website at

www.cit.act.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.