



## **CAPABILITY STATEMENT**

### **Electrotechnology Division**

### **TAFE NSW - South West Sydney Institute, Miller College**

The Electrotechnology Division of TAFE NSW - South West Sydney Institute, Miller College 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. Miller College 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 Miller's strengths in the Electrotechnology Section against the evaluation criteria are:

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

Miller has an active pre-apprenticeship program which is an ideal environment to assess students prior to an apprenticeship, to identify the skills they already have and confirm the skills needed to bring them up to the industry standard. Employers are provided with feedback on the trainees via a computer based program, "Skill Tracker". Measures on enterprise satisfaction show an improvement trend evidenced by the level of employer repeat business in apprenticeship and trainee enrolments each year. A process is in development to assist the matching of learners and enterprises for employment.

Training needs analyses and audit processes are used to ensure there is awareness of major customers' needs and to monitor performance under the Training Plan. Both apprentices and employers have a level of choice for preferred training days. Tutorials are offered to students at no cost with outstanding outcomes.

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

Trainers and assessors have opportunities for participating in a "Return to Industry Program". Part-time teachers complete a Certificate IV in Workplace Training and Assessment. Material resources are current and well maintained through a recurring annual budget. Installation and testing equipment is maintained and calibrated through their own full-time store-person and technical assistant.

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

The enrolment process includes a student orientation program setting out courses requirements and assessment and includes a familiarisation tour of the campus. The college publishes a "Student Guide" outlining the support services and facilities available.

The computer based "Skill Tracker" is available to all students and employers for checking their progress and results. Tutorial services are provided to assist students successfully complete their training

For more information about Miller visit the RTO's website at [www.swsi.tafensw.edu.au](http://www.swsi.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.