

Meeting Industry needs in the down-time

As we move into 2013, Hunter TAFE has developed pre-apprenticeship programs to give young people an edge when applying for an apprenticeship.

Preliminary data from the Hunter Valley Research Foundation for this year shows a decline in some trade areas for apprentices seeking training in the Hunter. This will have adverse consequences both for young people seeking to start a career, and for industries that will need skilled workers when the business cycle improves.

Hunter TAFE has moved quickly to establish priority pre-apprenticeship programs in targeted areas that will have good longer-term employment prospects. These include manufacturing, building, hospitality and personal services industries.

In most cases, students will gain advanced standing up to stage 1 of a trade course, including simulated industry experience. Previous experience in offering these programs has shown excellent employment outcomes for graduates.

Specific programs on offer include hairdressing, bakery, hospitality, engineering, carpentry, bricklaying, electrotechnology and automotive mechanical technology. These courses provide an overview of the industry area and enables students to acquire some practical skills in preparation for trade application.

Programs are spread across the 15 campuses in the Hunter and Central Coast region and many take place in a work place environment. Hunter TAFE is addressing the needs of the



community by providing future apprentices with a head start in their career. By remaining flexible in our delivery of targeted programs, we will continue to provide the Hunter and Central Coast regions with a highly skilled workforce.

Hunter TAFE products and services have continued to evolve to meet the changing needs of the community and have supported the Hunter region in provision of a highly skilled workforce for the past 135 years.

Our strong partnerships with business and community ensure our programs continue to be responsive to market demands, relevant to the workplace and of the highest quality.

NEED TO SPEND YOUR TRAINING BUDGET PRIOR TO JUNE 30?

With **Hunter TAFE**, you can pre purchase training vouchers to use as you need them.

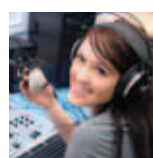
DEVELOPING YOUR WORKFORCE IS AS EASY AS 1-2-3

- 1** Let us know the value of pre purchased training vouchers required
- 2** Hunter TAFE will issue your vouchers and tax invoice
- 3** Redeem your vouchers when and as you need them

For further information please contact Belinda Smith on 0477 338 853 or belinda.smith94@tafe.nsw.edu.au

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The best in high risk training

Training Wheels is a Registered Training Organisation specialising in High Risk Work Licences in the Mining and Construction Industries. We offer Nationally Recognised Training Courses - issuing Statements of Attainment specialising in Dogging; Basic Rigging; Intermediate Rigging; Crane Operator; Forklift; Elevated Work Platform and Verification of Competency.

Established in 2008, Training Wheels has always had an aspiration to provide the best in High Risk Training. Over the past five years, Training Wheels has been able to identify the growth areas within the Mining and Construction Industries and design and implement new equipment and Courses to suit. It was noticeable that a quality High Risk Training Provider was overdue in the Central Coast / Newcastle area due to the rapid growth and development of local areas and Wyong town itself being the central hub to the Central Coast region.

The Director, Kyle Paterson, recognised a niche for a professional, realistic training facility. "We have just relocated our training facility to a new purpose built premises. This new premises holds four training rooms, larger practical areas, plenty of parking, extra amenity blocks and a cafe on site, which will enable us to meet customer needs more efficiently and conduct all of our High Risk Work Licences to the safest of standards." Staying in Wyong, Training Wheels is now located at Unit B7, 4 Dulmison Avenue – which runs off Lucca Road with exposure to the Pacific Highway.

Kyle says it is the goal of Training Wheels to deliver realistic training packages which are current to the industry. "We can achieve this by focusing heavily on practical training which gives participants more experience and confidence to perform the task at hand. We are proud that all of our training equipment replicates a real life work environment. This is where Training Wheels differs amongst other training organisations."



In the past 2 years, Training Wheels implemented their Basic Rigging Course and more recently the Intermediate Rigging Course with the most state of the art Rigging equipment in New South Wales. With this continuous investment plus the ever growing Mining and Construction Industry, Training Wheels looks forward to contributing to the future workforce and more exciting possibilities ahead.

RTO 91403



HIGH RISK WORK LICENSING

4353 7522

Dogging - Rigging - Cranes - Forklift - EWP

www.trainingwheels.net.au

Unit B7 - 4 Dulmison Ave Wyong NSW 2259

Central Coast Campus adds degrees



The University of Newcastle is a world class institution with a strong commitment to excellence in teaching and research. The University is ranked in Australia's top 8 institutions for research and in the top 3 per cent world-wide according to QS World University Rankings 2012, and our teaching staff are recognised with national awards for their contributions to student learning.

The University of Newcastle – Central Coast supports an active and internationally acclaimed research community, with research strengths in the areas of allied health, pancreatic cancer, marine science and coastal ecosystem management, business and innovation, food manufacturing, literature, and education.

The campus offers eighteen undergraduate degrees in a range of disciplines with unique programs and majors including exercise and sports science, marine science, podiatry, oral health and food science and human nutrition. Programs in health, education and the arts, science and information technology, and business are also offered at the campus, creating a robust academic framework to support the region's growth.

Postgraduate enrolments for 2013 at the University of Newcastle – Central Coast are at record levels with overall enrolments increasing by more than 40 per cent over the past 5 years to 4,369 in 2012.

The Central Coast Campus' offers access to a state-of-the-art library completed in 2012. Students can undertake private or group study in a modern study environment that provides computer and web access 24-hours a day 7-days a week accessing an extensive library collection.

In many cases work experience and placements are an assessable part of University's degrees. Business, commerce and information technology students can develop real projects with industry partners.

Degrees offered at the Central Coast Campus of the University of Newcastle:

Bachelor of Business
Bachelor of Business/Bachelor of Commerce
Bachelor of Commerce
Bachelor of Environmental Science and Management
Bachelor of Exercise and Sport Science
Bachelor of Food Science and Human Nutrition
Bachelor of Information Technology
Bachelor of Psychology
Bachelor of Science
Bachelor of Arts
Bachelor of Arts/Bachelor of Science
Bachelor of Nursing
Bachelor of Oral Health
Bachelor of Podiatry
Bachelor of Social Science
Bachelor of Teaching (Primary)/Bachelor of Arts
Bachelor of Teaching (Primary)/Bachelor of Early Childhood Studies



GET A DEGREE – RIGHT HERE ON THE COAST

The University of Newcastle – Central Coast offers 16 undergraduate degrees including four that are unique to the Central Coast campus. Studying here means you'll be taught by outstanding teachers and researchers and have access to modern learning facilities.

To find out more visit: www.newcastle.edu.au/centralcoast

Or call: **4348 4000**



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COAST**

UoN 2013/1017 | CRICOS Provider 00109J

Developing an effective training strategy

An effective strategy for employee development will positively impact employee satisfaction and morale. It will also help create a culture of growth and continuous improvement.

It is an accepted fact that businesses that intentionally build and develop their employees consistently outperform those that don't.

Developing and growing employees directly translates to key business outcomes like increased revenue, improved customer satisfaction and loyalty, increases in operational effectiveness and enhanced employee satisfaction and productivity.

When you do take on a training effort, you'll want to be sure you're spending your money wisely. It's therefore best to create an overall training strategy to steer your plans for staff development.

Here are some guidelines to help make your training efforts successful:

Analyse your needs

Take the time to carefully analyse your needs when designing your training plan. This will help you choose the right type of training for your requirements.

Identify skill gaps

You can do this by looking at a written job description (make sure you have one!) and comparing the skills the position requires with your employees' current abilities. Understanding where there may be gaps will help you identify the types of training you need.

Plan and deliver the training

Once you have assessed and prioritised the need for training, the next step is to secure what type of training you will use and how you will offer it.

Think long term

Training is a long-term investment, and often the benefits are not immediately obvious. However, your efforts in developing your people will help you in many ways. Staff will be more knowledgeable, they'll be more likely to stick around, and your commitment to training will help you earn a reputation as an employer of choice.

Budget for training

The right staff training programme can increase productivity, decrease the need for supervision, reduce absenteeism, improve customer service, lower the number of complaints, and boost sales.

Well informed employees make fewer mistakes and are more effective in dealing with your customers. And because employees will be valued and appreciated, training can also increase the commitment and personal confidence that your staff feel in their jobs.

Need to recruit 'entry level' staff? Need training to up-skill existing staff?



ET Australia has secured an array of contracts and business initiatives for 2013 to assist employers recruit and train new staff and to up-skill existing staff.

ET Australia can provide entry level trained staff for your business NOW **free of charge**.

Call ET Australia to enquire about ET Australia's 'Try before you Buy' initiative and to discuss your training & employment needs.

p 43231233 Email@etaustralia.com

Getting the recruitment process wrong can be costly

By Ian Kilpatrick

From July 1, employees will be able to lodge a complaint with the Fair Work Commissioner if they feel they are being bullied or harassed in the workplace. So the pressure will be on more than ever before for employers to get it right from the start.

Recently a local company called me in to conduct a Conflict Resolution Mediation between two newly hired employees. Employee A had complained that Employee B was bullying and harassing her. By the time I got there it was all too late. Employee B had "left" the company. Fortunately for the employer, he was still within the 6-month probationary period.

These proceedings came with a significant cost to the business. The company suffered a damaged reputation, interruption to sales, and another recruitment project. Employees suffered emotional distress.

All of this could have been avoided if the company had an effective recruitment process in place.

A powerful, relatively inexpensive and time effective tool in the employee selection process is Psychometric Testing. Psychometric Testing delivers valuable information about an applicant's personality, attitude, critical thinking skills and vocational abilities.

Consult a professional psychologist who specialises in Psychometric Testing before embarking on the process, as there are a number of inferior, invalidated imitations on the market.

Contact Ian Kilpatrick at Axiom Psychological & Coaching Services on

4324 5400 or email reception@axiopsych.com.au if you would like more information about how Psychometric Testing could help you avoid costly mistakes resulting from an ineffective recruitment process.



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