


<b>PROCEDURE</b>		
Ref. to Legislative Frameworks:  <b>SRTO2015: Standard 1.5 / 1.6</b>	<b>Industry Consultation and Engagement</b>	
<b>Version: 2.0</b>	Procedure Owner: Chief Executive Officer	<b>Issued on: 06/04/2018</b> <b>Review by: 06/04/2020</b>

### Revision History

Current Version	Description of Change	Procedure Writer(s)	Effective Date
2.0	New	Head of Vocational Education and Training (VET) Department	06/04/2018

## PURPOSE

This policy guides AAPoly to seek industry feedback on the training and assessment strategies, training practices and resources, to ensure that the training provided is relevant to industry's needs and to identify and document the opportunities for continuous improvement.

## POLICY STATEMENT

AAPoly ensures that the training provided to students is current and relevant. This is achieved through disciplined industry consultations including the periodic review of training and assessment strategies and assessment tools ensuring that they accurately reflect the needs of industry and the expectation of employers.

## SCOPE

This policy applies to the training and assessment strategies and assessment tools for all qualifications and units of competency within AAPoly's scope of registration.

## DEFINITIONS

Industry stakeholders	Organisations which have a stake in the training and assessment provided by AAPoly. These include, but are not limited to: <ul style="list-style-type: none"><li>• Industry skills councils</li><li>• Industry associations and advisory bodies</li><li>• Unions</li><li>• Occupational licensing bodies; and</li><li>• Individual organisations within the industry relevant to the qualification.</li></ul>
Industry	Industry means the bodies that have a stake in the services provided by RTOs. These can include, but are not limited to: <ul style="list-style-type: none"><li>a) enterprise/industry clients, e.g. employers;</li><li>b) group training organisations;</li><li>c) industry organisations;</li><li>d) industry regulators;</li><li>e) industry skills councils or similar bodies;</li><li>f) industry training advisory bodies; and</li><li>g) unions.</li></ul>
Industry consultation and engagement	Industry consultation and engagement, for the purposes of Clauses 1.5 & 1.6, may include, but is not limited to, strategies such as: <ul style="list-style-type: none"><li>a) partnering with local employers, regional/national businesses, relevant industry bodies and/or enterprise RTOs;</li><li>b) involving employer nominees in industry advisory committees and/or reference groups;</li><li>c) embedding staff within enterprises;</li><li>d) networking in an ongoing way with industry networks, peak bodies and/or employers;</li><li>e) developing networks of relevant employers and industry representatives to participate in assessment validation; and</li><li>f) exchanging knowledge, staff, and/or resources with employers, networks and industry bodies.</li></ul>

## PROCEDURE

1. Industry consultation/engagement is the means of ensuring that training provided in each of the training packages is relevant to their respective industry and to enhance the employability of the learners.

2. Industry consultation/engagement should be planned, scheduled and periodic. Cyclical industry engagement should form part of the validation process and included in the validation schedule. However, for renewal of registration purposes, evidence of the currency of industry engagement is required. "Currency" should be within 12 months of the registration schedule.

3. The following information and actions will demonstrate industry engagement and should be included in industry consultation/engagement documentation:

a. The industry need – including an overview of the industry's needs for the skills and knowledge. This will often be related to industry production and identified skills shortages and should be supported with reference to authoritative industry publications or stakeholders.

b. Staff involvement with industry - demonstrating the current engagement staff members have with the industry. This may be a short bio with reference to qualifications and ongoing association with industry representative groups or committees. The involvement note should not only refer to the industry relevant to the course but should also refer to the ongoing engagement in the broader Vocational Education and Training (VET) industry. Engagement refers to the activities undertaken by trainers and assessors to maintain their industry knowledge and vocational competence (i.e. their trade skills). Examples of engagement with industry may include membership of industry groups and associations, part-time work, attendance at industry conferences and workplace visits.

c. Visits to industry sites or engagement with industry practitioners – actual engagement with employers and obtain their input to the training and assessments of courses relevant to their industry. This is also an important component to the ongoing validation of training and assessment resources and the skills and knowledge of training staff. These visits should be recorded in the Training and Assessment strategy as they serve to provide evidence of engaging directly with industry.

4. This record of industry consultation/engagement is to be included in the Training and Assessment Strategy document for the training program it relates to and should be updated regularly.

## RESPONSIBILITIES

- Course Coordinator (CC) – undertakes industry consultation/engagement, records the outcomes of consultation/engagement, adjust the relevant training and assessment strategies and assessment tools, if required, to reflect the relevant industry needs. The opportunities for improvement will be recorded in AAPoly's Continuous Improvement Register.
- Designated Head of VET – oversees the implementation of this procedure and its underpinning policy, ensuring organisational compliance

## FEEDBACK

Queries or feedback about this procedure should be directed to the CEO through [suggestionstotheceo@aapoly.edu.au](mailto:suggestionstotheceo@aapoly.edu.au). The CEO will respond in writing to the feedback or enquiries within two (2) weeks unless an extenuating circumstance requires an immediate response or action. Any material changes to this policy because of the feedback will be documented in the version control register and utilised as part of continuous improvement and quality assurance of AAPoly.

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Source	Document Title	Version/Date
External	ASQA Standards for Registered Training Organisations	2015