

## Engagement with Industry Policy (1.5-1.6)

---

### 1.0 Policy

- 1.1 The purpose of this policy and procedure is to demonstrate that all strategies for training and assessment have been developed in response to information obtained through engaging with industry stakeholders. The process applies to both existing and new courses.
- 1.2 It will ensure that AIP's training and assessment practices are relevant to the needs of industry and informed by industry engagement
- 1.3 The policy will provide a process to implement a range of strategies for industry engagement and will systematically use the outcome of industry engagement to ensure the industry relevance of
  - 1.3.1 its training and assessment strategies, practices and resources; and
  - 1.3.2 the current industry skills of its trainers and assessors

### 2.0 Scope

- 2.1 The CEO and the RTO Manager are responsible for the implementation of this procedure and to ensure that staff are aware of its application and implement its requirements
- 2.2 Information on training and assessment strategies sourced from industry stakeholders will include the qualification, course or skill set that best meets the skill and knowledge needs of industry. It may also include the most relevant electives for the training (in accordance with any packaging rules for the training product). The mode of study and the training and assessment methods to be used will also reflect the needs of industry. (Clause 1.5)
- 2.3 The Industry stakeholders will have input into the skills and knowledge that AIP expects trainers and assessors to have. (Clause 1.6)
- 2.4 Industry stakeholders will have input into the resources that are used for training and assessment; including, the Training and Assessment Strategy, workbooks, assessments, support materials and any physical materials such as equipment and simulated workplaces. (Clause 1.6)
- 2.5 AIP will seek from the industry stakeholders, any requirements of levels of literacy, numeracy, English needed to perform the skills being developed in the training product. (Clause 1.5)
- 2.6 Industry consultation will be a regular source of feedback. Each training and assessment strategy will be reviewed annually, unless it is proposed that the course is not to be delivered during the subsequent 12 months. Each unit of competency will be reviewed at least once in any five-year period after its inclusion in the course.

### 3.0 Definitions

- 3.1 **Industry** means the bodies that have a stake in the services provided by RTOs. These can include, but are not limited to:
  - enterprise/industry clients, e.g. employers;
  - group training organisations;
  - industry organisations;
  - industry regulators;
  - industry skills councils or similar bodies;
  - industry training advisory bodies; and
  - unions.

3.2 **Industry engagement**, for the purposes of Clauses 1.5 and 1.6, may include, but is not limited to, strategies such as:

- partnering with local employers, regional/national businesses, relevant industry bodies and/or enterprise RTOs;
- involving employer nominees in industry advisory committees and/or reference groups;
- embedding staff within enterprises;
- networking in an ongoing way with industry networks, peak bodies and/or employers;
- developing networks of relevant employers and industry representatives to participate in assessment validation; and
- exchanging knowledge, staff, and/or resources with employers, networks and industry bodies.

#### 4.0 Procedure

- 4.1 An industry consultation group will exist comprising two or more representatives from industry, the RTO manager and any other personnel who the CEO considers may contribute to the review and improvement of courses and training and assessment material content and processes. If it is possible for members of the group to meet, the group will use the Record of Industry Consultation forms as a guide to discuss issues surrounding the TAS and a review of training and assessment content and processes of at least one selected units, Mode of study, Duration of the course, delivery staff requirements.
- 4.2 Feedback from industry stakeholders will be collated on the Record of Industry Consultation form and presented to the monthly training meeting and the monthly management meeting for review and possible improvement action.
- 4.3 Evidence of industry consultation will be recorded on the 'Industry Consultation form', which will be filed electronically.
- 4.4 Stakeholder feedback from industry consultation will be incorporated into ongoing reviews of the continuous improvement strategy by combining it with other feedback presented at the management meetings. The management meetings will develop action plans to implement improvements gained from the review processes.
- 4.5 Other forms of industry engagement may occur; such as contact through seminars, involvement of RTO staff through industry associations, discussions through social media such as Linked In and through direct involvement of RTO staff, in actual industry work.