



COLLECTIVE TRAINING GROUP

Industry Engagement Policy 2018

VERSION CONTROL

CURRENT VERSION	REVIEW DATE	PERSONS INVOLVED	NEW VERSION	AMENDMENTS
V1.0 / MARCH 2018	SEPTEMBER 2018	B. GREEN		Creation of policy for RTO audit

INTRODUCTION

Industry consultation is critical for ensuring training and assessment practices are relevant to the needs of the industry. Relevant training and assessment practices based on industry consultation maximise Learner's opportunities for employment, career advancement promote positive educational outcomes.

The Collective Training Group (CTG) has developed the *Industry Engagement Policy 2018* to ensure compliance with The Standards for Registered Training Organisations (RTOs) 2015, specifically:

STANDARD 1

The RTO's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses

Clause 1.6

The RTO implements a range of strategies for industry engagement and systematically uses the outcome of that industry engagement to ensure the industry relevance of: a) its training and assessment strategies, practices, and resources; and b) the current industry skills of its trainers and assessors.

INDUSTRY REPRESENTATIVES

The Collective Training Group will identify and consult with relevant industry representatives, both employers and employees. Industry engagement may include contact with, but is not limited to, the following representatives:

- Employers operating within the industry of which qualifications / Units of competency relate
- Employees working within the industry of which qualifications / Units of competency relate
- Trainers and Assessors within the areas of which qualifications / Units of competency relate
- Training managers and other staff at external RTOs
- Industry experts of which qualifications / Units of competency relate
- Industry regulators
- Industry skills councils or similar
- Unions

DISCUSSION TOPICS

The Collective Training Group will engage with industry representatives, provide all learning and assessment materials for discussion to assess relevance and suitability of the material to the specific working environment. Discussion topics will include, but are not limited to:

- Relevance of the qualification / units of competency to the working environment
- Effectiveness and suitability of delivery methods
- Effectiveness and suitability of assessment methods
- Effectiveness and suitability of learning material
- Effectiveness and suitability of assessment tools
- Ongoing industry needs
- Requirements of training and assessment staff
- Industry feedback and suggested improvements

METHODS OF CONSULTATION

The Collective Training group may use the following methods, or variations of, to consult with industry representatives:

- Face to face interviews
- Work site visits
- Participation in worksite meetings
- Telephone / conference call conversations
- Group discussion
- Email broadcasts
- Electronic surveys
- Participation with industry bodies
- Feedback forms

CONTINUOUS IMPROVEMENT

Feedback received during industry consultation will be implemented within the following areas for continual improvement purposes:

- Training & Assessment Strategy (TAS)
- Learning material design
- Assessment tool design
- Methods of delivery
- Methods of assessment
- Included in the requirements (knowledge / skills) of Training and Assessment staff if required

FREQUENCY OF CONSULTATION

EXISTING LEARNING AND ASSESSMENT MATERIAL –

Industry engagement and review of all learning and assessment material will be conducted every six (6) months.

DEVELOPMENT OF LEARNING AND ASSESSMENT MATERIAL –

Industry consultation will occur prior to the development of new learning and assessment material. Continued consultation will occur once all new material is developed for comment on relevancy and currency prior to being added to scope.

EVIDENCE

The Collective Training Group will maintain evidence of all consultative practices with relevant industry representatives. Evidence will be saved electronically as well as hard copy if required. Changes made to learning and assessment materials will be reflected in the Training and Assessment Strategy for the relevant qualification / Units of competency.