

INDUSTRY ENGAGEMENT POLICY AND PROCEDURES

1. PURPOSE

The purpose of this policy is to establish a consistent industry engagement practice, which ensures that The Lan-Grove Office Training Centre Pty Ltd trading as The Sydney Business and Travel Academy and The Sydney English Language Academy herein known as “The Academy’s” training and assessment practices are relevant to the needs of the industry and informed by industry engagement and also that The Academy implements a range of strategies for industry engagement and systematically uses the outcome of that industry engagement to ensure the industry relevant of:

- Its training and assessment strategies, practices and resources; and
- The current industry skills of its trainers and assessors.

2. POLICY STATEMENT

The scope and context of this policy is to provide training relevant to employers and to maximise learners’ opportunities for employment, advancement or further education. The Academy will ensure that it will engage with relevant industry stakeholders to establish appropriate contexts, methods, resources and trainers and assessors to deliver training and to conduct assessment.

Engaging with industry stakeholders (such as employers) is critical to ensuring training and assessment is aligned to current methods, technology, products and performance expectations for the workplace tasks specified in the Training Package.

The Academy will adopt a range of strategies to engage and systematically use the outcomes from all industry engagements to gather information to:

- Design training and assessment courses and strategies that meet the industry, employer/s and learner cohort needs
- Deliver suitable and appropriate training and assessment processes that meet the industry context and learner cohort needs
- Select suitable resources for the learner cohort as required by the industry and workplace context
- Select and engage qualified trainers and assessors who meet the requirements of the industry, the learner cohort and workplace context

3. INDUSTRY ENGAGEMENT

- a) The Academy will ensure that when developing and implementing strategies for training and assessment, SBTA will consider industry needs.
- b) Once a need has been identified, the Principal will ensure that it engages with industry during the development phase of the Training and Assessment strategy. This phase may also include the trainers and assessors.
- c) The Principal will ensure that The Academy develops an ongoing relationship with its industry partners to enable them to provide feedback before, during and after the implementation of the Training and Assessment strategy and use of resource and assessments tools.

- d) The Principal will ensure that all consultation and communication with industry stakeholders about its training and assessment services and processes will:
- Support The Academy’s vision, mission and core values
 - Comply with the requirements set out in this policy
 - Comply with National VET Regulator Standards for RTOs (*Standard 1 / Clause 1.5 to 1.6*)
 - Comply with other legislative requirements such as the ESOS Act 2000 and the National Code of Practice 2018.
- e) The Principal will ensure that the industry engagement and consultation will:
- Gain information from variety of different stakeholders from different areas within the industry including staff, industry stakeholders, community and other key stakeholders
 - Utilise current industry experts to ensure that up-to-date industry practices are being maintained
 - Use an ongoing process in which feedback is being sought over a period of time and on an ongoing basis about the development, planning, delivery and assessment processes relevant to the current industry requirements which may involve:
 - ✓ Attending events and networking
 - ✓ Forming strong industry partnerships
 - ✓ Researching websites and relative social media
 - ✓ Collecting surveys and consultation notes
 - ✓ Compiling reports and discussions
 - ✓ Sourcing media coverage
 - ✓ Participating in professional development opportunities
 - ✓ Attending and participating in advisory committees and forums
- f) The Principal will ensure that the industry engagement seeks feedback that reflects the needs of the learner cohort and the workplace context so that it is able to:
- Select appropriate teaching and assessment processes that will suit the learners and the industry
 - Select suitable teaching and assessment methods for the learners
 - Identify learners’ existing skills, knowledge and experiences and future learning developmental needs
 - Plan, deliver and assess courses within suitable timelines
 - Select appropriate units of competency to suit the learner cohort
 - Select assessment resources address each units of competency and the required modes of delivery
- g) The Principal will implement a range of strategies such as focus group meetings, 1:1 consultation, attending forums, etc for industry engagement that will:
- Systematically engage industry stakeholders in consultation
 - Review the outcome of the industry engagement and evaluate its effectiveness

- Ensure the industry relevance of its training and assessment strategies, practices and resources; and the current industry skills of its trainers and assessors (*as specified in Clauses 1.21 to 1.25 (Schedule 1)*)

h) The Principal will ensure to collect evidence, which will demonstrate:

- That consultation took place
- That the consultation is ongoing
- The type of consultation conducted
- What stakeholder’s feedback was collected from the consultation
- Development requirements from the consultation feedback received
- Amendments to the documentation being completed and reviewed after consultations feedback was received

4. ASSOCIATED DOCUMENTS

Student Handbook
Training and Assessment Strategies

5. RELATED STANDARDS

- Standard 1, Clauses 1.5 – 1.6
- National Code 2018 Part D of the ESOS Act 2000

6. RESPONSIBILITY

- Principal
- CEO/PEO
- Director of Studies
- Compliance Officer

Approved by: Jane Koch
 Position: Chief Executive Officer
 Signature: *Jane Koch*
 Date: 19 January 2018

Version	Created by:	Date created	Reason for update	Implementation date after circulation of draft to all stakeholders
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