POLICY		
Ref. to Legislative Frameworks: **SRTO2015:** **Standard 1.5 / 1.6**	**Industry Consultation and Engagement**	
Version: 2.0	Policy Owner: Chief Executive Officer	**Issued on: 06/04/2018** **Review by: 06/04/2020**

Revision History

Current Version	Description of Change	Policy Developer(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: • Industry skills councils • Industry associations and advisory bodies • Unions • Occupational licensing bodies; and • Individual organisations within the industry relevant to the qualification.
Industry	Industry means the bodies that have a stake in the services provided by RTOs. These can include, but are not limited to: a) enterprise/industry clients, e.g. employers; b) group training organisations; c) industry organisations; d) industry regulators; e) industry skills councils or similar bodies; f) industry training advisory bodies; and g) unions.
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: a) partnering with local employers, regional/national businesses, relevant industry bodies and/or enterprise RTOs; b) involving employer nominees in industry advisory committees and/or reference groups; c) embedding staff within enterprises; d) networking in an ongoing way with industry networks, peak bodies and/or employers; e) developing networks of relevant employers and industry representatives to participate in assessment validation; and f) exchanging knowledge, staff, and/or resources with employers, networks and industry bodies.

POLICY GUIDELINES AND PRINCIPLES

1. AAPoly is committed to delivering training programs that are relevant to the development of industry capacity and enhance the employability skills of the learners.

2. For compliance purposes, it is necessary to demonstrate that the training and assessment strategies have been developed via industry engagement and with direct consultation with employers and the wider industry, in a planned, disciplined cyclical approach. This industry relevance practice also supports AAPoly's commitment to delivering workplace relevant skills and knowledge.

3. Outcomes of industry engagement inform training and assessments, skills and competency requirements of trainers and assessment practices. Training and Assessment Strategies will be updated as evidence of such industry consultations and where possible, endorsed by industry practitioners who are relevant to the particular training package.

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 policy and its pursuant procedure, holding the responsibility for any non-compliance.

FEEDBACK

Queries or feedback about this policy should be directed to the CEO through 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.

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