

1. Policy Objective

It is the policy of Beelmo Pty Ltd Essential Business Training - RTO 91492 to ensure that training and assessment is informed by industry, this includes the industries in which we train as well as the VET industry or related industries such as schools, Job Active Providers, support centres who understand the needs of the cohorts that we work with. This policy is designed to actively support that industry engagement.

2. Purpose

Beelmo Pty Ltd Essential Business Training - RTO 91492 is committed to providing quality training and assessment products and services in compliance with the Standards for Registered Training Organisations (RTOs) 2015.

3. Mapping

This policy and procedure maps to RTO Standards 1.5 and 1.6.

RTOs are responsible for providing accurate and accessible information to prospective and current students about RTO services and performance (Standard 4/clause 4.1)

This policy should be read in conjunction with:

- the Trainer and Assessment Capability & Development Policy and Procedure
- the Training and Assessment Strategy Development Policy and Procedure
- the Effective Assessment & Validation Policy and Procedure

4. Policy

Industry Engagement should occur as an ongoing process, it occurs in both structured formal and non-formal methods as outlined below:

Informal methods include:

- Trainer and assessors discussing industry practices, tools, etc through the course of delivering training to experienced workers in industry
- Sales and training advisors discussing the needs of industry with employers as part of developing and structuring training programs to meet the needs of employers
- Trainers and assessors training on site in industry being exposed to latest industry policies and procedures;
- Trainers and assessors undertaking worksite inductions prior to delivering on work sites

Formal Methods of industry consultation and industry currency include;

- Trainers and assessors undertaking formal accredited training in latest industry practices and information
- Trainers and assessors undertaking work practice or placement in industry
- Formal feedback sessions or surveys undertaken with industry employers and students post completion of studies
- Participation in industry events such as conventions, information sessions, etc.
- Participation by staff on industry committees such as Industry Reference Councils, Industry Skills Councils, etc.

Evidence is not retained of all industry engagement activities, in some cases where small changes are made, formal documentation around industry engagement discussions may not be retained. This is a balance of engaging with industry and evidencing best practice.

5. Evidencing Industry Engagement

The RTO retains evidence of some industry engagement activities, the following are some of the forms of industry engagement evidence.

- Discussions undertaken with industry are recorded in the TAS
- Changes made to assessments based on trainer and industry feedback are recorded in the validation and assessment register
- Formal industry engagement is recorded through industry engagement notes
- Records of discussions with clients and industry may be recorded in aXcelerate
- Surveys are sent out to clients for feedback on courses and findings are recorded and saved
- Evidence of participation to industry events and return to work are recorded in trainer matrices
- Emails with industry bodies and employers may be saved in the industry engagement folder or on aXcelerate under industry engagement

6. Quality Assurance

Quality Advisor will conduct reviews periodically throughout the year in relation to industry engagement to ensure that evidence is saved in appropriate locations to provide as evidence where required as per the Quality Management Schedule.

The Directors and owners are ultimately responsible for ensuring that staff within the RTO engage with industry.

7. How Industry Engagement Affects Practice

Industry Engagement feeds into practice through a range of mechanisms:

- Training Needs Analysis and discussion with clients feed into TAS development through unit structure, duration, etc.
- Annually as learner feedback is reviewed for the Quality Indicator Reports, specific feedback will be considered in relation to assessment duration, concerns about assessment, learner support, etc.
- As part of validation processes, outcomes will be reviewed in aXcelerate (click on assessment, instance, click mark to see more details)
- Feedback from industry is passed through all levels of staff via staff meetings to support the currency of trainers
- Industry feedback is passed on through the curriculum development process and is incorporated into the training and assessment materials (this will be recorded in the validation and/or continuous improvement register)

8. Policy Review

This policy will be reviewed each year and as a standing item, include details of the date it was reviewed and any changes.

- November 2022 – Initial creation
- June 2023 – Updated to better articulate current RTO processes

Policy Additions or Amendments

Separate to the mandated annual review, the policy may be varied at any time due to legislative changes or to fall in line with widely accepted best practices in the workplace. In the event of any changes, the policy will be updated, and relevant stakeholders advised.

<NAME> (Position)