



Australian Leading Institute of Technology

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No.4.1.10: Industry Consultation Policy and Procedure

Policy Context

This policy relates to:	
Registration Manager	Australian Skills Quality Authority (ASQA)
Conditions of Registration	VET Quality Framework (VQF)
Codes and Standards	Standards for RTOs 2015 – Standard: 1.5; 1.6; 1.11(a)i; 1.11(b)i;
Legislation or other requirements	National Vocational Education and Training Regulator Act 2012

Purpose

Vocational Education and Training (VET) allows students to gain qualifications for all types of employment, and specific skills to help them in the workplace.

With many employers increasingly looking for experience as well as academic achievement in candidates for their positions, suitable training for meeting industry needs and employment have an increasing importance in gaining a good job.

This policy has been developed to ensure that ALIT:

- Provides guideline on 'best practice' approaches to engage with industry, considering ranges of strategies for industry engagement and a list of key industry stakeholders
- Provides student "real" skills to work in the "real" Industry;
- ALIT develops its course content and assessments and training and assessment strategies in consultation with "real" Industry;
- Develops the key transferable competencies, such as communication, teamwork and problem solving;
- ALIT has proper pre-training test conducted to meet the requirements of ASQA and other regulatory compliance and legislations;
- Application of academic theory in the work environment
- Trialling a career option, gaining understanding workplace tasks and decisions and gaining career insight

- Allowing students to explore their potential in a work environment
- Experiential informal learning and development through social interaction in the workplace environment
- Greater enhancement of students' employability in comparison with simulated or classroom-based methods
- Development of links between the Institution and the business community which can be exploited for a variety of purposes of placement learning

Objectives

The objective of this Policy and Procedure for ALIT is to ensure that:

- ALIT has suitable and appropriate industry consultation systems and practices in place
- ALIT Personnel know their responsibilities and obligations

Scope

This policy applies to all ALIT staff.

General Processes

1. Involvement with industry

Trainer and assessor currency

The knowledge, skills and experience required by VET trainers and assessors to ensure that their training and assessment is based on current industry practices and meets the needs of industry.

Current industry skills may be informed by consultations with Industry and may include, but is not limited to:

- a. having knowledge of latest techniques and processes
- b. possessing a high level of product knowledge
- c. understanding and knowledge of legislation relevant to the industry and to employment work places
- d. being customer / client orientated
- e. possessing formal industry and training qualifications
- f. training content that reflects current industry practice

2. Industry Engagement –

Industry Engagement may include, but is not limited to strategies such as:

1. partnering with local employers, regional/national businesses, relevant Industry bodies and/or enterprise ALITs:
2. involving employer nominees in industry consultation
3. embedding staff within enterprises
4. networking in an ongoing way with industry networks, peak bodies and/or employers
5. developing networks of relevant employers and industry representatives to participate in assessment validation
6. Exchanging knowledge, staff, and/or resources with employers, networks and industry bodies
7. Assessment tool validation

3. Support to the Industry –

ALIT supports the Industry by providing:

- Training product that meets the industry needs and requirements.
- Implementing and conducting assessment and learning that meet industry expectations.

How Industry feedback is used?

Industry feedback is used to improve the following:

- Trainer and assessor currency
- Training and assessment products
- Facilities, equipment and support resources

Procedures

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1	Industry consultation is done at the time of developing training, assessments and validation, on an ongoing basis	Trainer/ CEO	

2	The feedback provided by the industry is discussed	Management meeting	
3	Preparation of plan and implementation of feedback through management approved methods	CEO	
4	Amendment of industry consultation register and saving of relevant documents in the appropriate location	CEO	

Version Control:

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