



Industry Consultation and Engagement Policy

Purpose

The purpose of this policy is to ensure that Greenwich English College Pty Ltd maintains effective and valuable input from a range of industry experts who can provide a broad range of feedback and advice to assist Greenwich English College Pty Ltd in improving their training programs.

Greenwich English College Pty Ltd will invest in developing quality relationships with industry representatives that may include current and past students, job network providers, recruitment agencies, professional association and Skills Service Organisations.

Scope

All staff involved in the administration, training and/or assessment of Greenwich English College Pty Ltd training programs, particularly those involved in the development and improvement of training programs and courses.

Policy

Greenwich English College Pty Ltd has a commitment to ensuring the training programs within its scope of registration have excellent industry currency and, to best enable this by forming, and maintaining, an Industry Reference Group. This group will provide feedback on programs, based on member experience in dealing with Greenwich English College Pty Ltd as an organisation, attending training or having staff trained and/or assessed by Greenwich English College Pty Ltd trainers and/or assessors.

Industry is defined as bodies that have a stake in the training, assessment and client services provided by Greenwich English College Pty Ltd. These include, but are not limited to:

- Service Skills Organisations
- Industry organisations
- Industry training advisory bodies
- Unions
- Specific enterprise/industry clients
- Occupational licensing bodies; and
- Group training organisations

All feedback received via industry consultation processes will be documented and acted upon accordingly to ensure that Greenwich English College Pty Ltd qualifications are industry relevant and current.

Industry experts will be consulted to review proposed and current courses to ensure they meet current industry expectations and student needs. The feedback gathered from the consultation process will be used to develop and improve on the training and assessment strategy including resources, materials, content, trainers and assessors, facilities and equipment, training and assessment practices.

Records of industry consultation are documented and kept by Greenwich English College Pty Ltd and the outcomes recorded on each courses training and assessment strategy.

Determine training delivery methods and schedule

Greenwich English College Pty Ltd will consult with industry to determine how training will be delivered and will document the resulting plan.

A range of factors will be considered by the Industry Reference Group in giving feedback on the improvement of the delivery schedule including, but not limited to:

- Current industry skills requirement
- The needs of learners (i.e. physical location, access and equity, disabilities, literacy and numeracy)
- Any specifications for delivery or assessment in the relevant training package
- Availability and location of resources
- Latest industry techniques/practices
- Skills and knowledge required by trainers and assessors
- Any legislative regulations and requirements of the industry.

References

Continuous Improvement Policy – Policy No. 15

Standards for Registered Training Organisations 2015

National Vocational Education and Training Regulator Act 2011

Authorising Officer: _____ **Date:** _____ **Review Date:** _____

This policy is to be reviewed twelve (12) months from this date.