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Related policies	<ul style="list-style-type: none"> ▪ Training and Assessment Policy ▪ Continuous Improvement Policy
Related procedures	<ul style="list-style-type: none"> ▪ Professional Development Procedure ▪ Continuous Improvement Procedure
Forms and supporting documents	<ul style="list-style-type: none"> ▪ Training and Assessment Strategy ▪ Amount of Training Analysis Template ▪ Training plan ▪ TAS Industry Consultation Form ▪ Trainer Industry Currency Record ▪ Trainer Files ▪ Trainer and Assessor Profiles ▪ List of delivery resources ▪ Continuous Improvement Form ▪ Continuous Improvement Register

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PURPOSE

Australian Polytechnic Institute is responsible for systematically engaging with the industry for all accredited training delivered under its scope of registration.

This policy ensures that Australian Polytechnic Institute delivers relevant and current training and assessment in all training programs.

This policy also ensures that Australian Polytechnic Institute determines the amount of training required in accordance with the requirements of the relevant training package and in consideration of each individual student's existing skills, knowledge and experience with respect to the relevant vocational competency.

RELEVANT STANDARD(S): Standards for Registered Training Organisations (RTOs) 2015 Standard 1, Clauses 1.5 and 1.6

SCOPE

This policy applies to all Australian Polytechnic Institute Industry Engagement. In order to meet the training needs of the industry, Australian Polytechnic Institute ensures that:

- a. Training and assessment practices are relevant to the needs of industry and informed by industry engagement.
- b. A range of strategies are implemented for industry engagement and systematically uses the outcome of that industry engagement to ensure the industry relevance of:
 - i. its training and assessment strategies, practices and resources;
 - ii. the current industry skills of its trainers and assessors.
- c. Assessments are conducted in an environment that simulates the real – life working environment where the skills and knowledge obtained as part of the course would be performed, with all relevant equipment and resources of that working environment.
- d. Trainers and assessors conduct industry engagement to maintain vocational competence and to comply with the requirements for SRTOs 2015.

POLICY PRINCIPLES

1. Industry Engagement Methods

1.1 Australian Polytechnic Institute conducts industry engagement through a range of methods including, but not limited to:

- 1.1.1. TAS industry consultation
- 1.1.2. trainer and assessor professional development;
- 1.1.3. industry market surveys and analysis;
- 1.1.4. consultation with industry skills councils.

2. Industry Engagement

2.1 TAS Industry Engagement -

Australian Polytechnic Institute conducts the TAS Industry Engagement at least once a year or as needed, particularly when there are relevant industry changes. This is to ensure that training and assessment strategies remain industry current. Australian Polytechnic Institute conducts TAS industry consultation in each course area. Information gathered is used to enhance current programs

and for the development of new programs that meet identified industry needs. This is recorded using TAS Industry Consultation Form.

2.2 Trainer and Assessor Professional Development -

Australian Polytechnic Institute trainers and assessors conduct industry engagement to maintain their vocational competence and to comply with the requirements for SRTOs 2015. These are recorded in the Trainer Industry Currency Record and follow the procedures outlined in the Professional Development Procedure document.

Trainer and assessor industry engagement activities may include, but is not limited to any of the following methods:

2.3.1. Industry Events

Participation in professional development activities ensures that trainers and assessors maintain current industry skills, knowledge and experience in their vocational qualifications. This is necessary to ensure that their training and assessment is based on current industry practices and meets the needs of industry.

Australian Polytechnic Institute requires full-time and part-time training and assessment employees to attend professional development activities to maintain vocation currency in both their training and assessment qualifications and any other industry specific qualifications.

All training and assessment employees are required to attend professional development activities such as, but not limited to, industry specific events, seminars, workshops, short courses, and internal or external professional development days.

2.3.2. Industry Placement

Australian Polytechnic Institute trainer and assessor industry placement program ensures that trainers and assessors maintain current industry skills, knowledge and experience. This is necessary to ensure that their training and assessment is based on current industry practices and meets the needs of industry.

Australian Polytechnic Institute requires full-time and part-time employees to update their industry currency through employment, industry placement and/or other work-related industry activities. Trainers and assessors must engage with industry across all vocational areas through paid and/or other leave to attend industry currency programs. Details of these industry currency activities are recorded in their trainer profiles.

3. Industry Market Analysis

3.1 Australian Polytechnic Institute conducts market research and analysis as needed to obtain useful information about industry trends and opportunities. The market research process includes, but is not limited to:

- 3.1.1. gathering skilling trends and sector reports;
- 3.1.2. identifying in-demand qualifications and training needs;
- 3.1.3. understanding the current market environment.

3.2 This information is provided to Management to inform decisions on launching new courses and additions of qualifications to scope.



4. Consultation with Industry Skills Council and Industry Training Advisory Bodies

- 4.1 Australian Polytechnic Institute consults with industry skills councils when required to obtain valuable industry advice to inform development of training and assessment resources and improvements to training and assessment strategies, practices.

MONITORING AND IMPROVEMENT

All industry engagement activities are monitored by the Training Manager of Australian Polytechnic Institute. Areas for improvement that has been identified are recorded, discussed, actioned upon, and evaluated during Continuous Improvement meetings. (See Continuous Improvement Policy)



REVISION HISTORY

Date / Version no.	Revision details	Person Responsible	Status	Comments
1.1	First version provided by the registration consultant was reviewed. Minor changes were made	Dr Ehsan Ahmed	Reviewed	
1.2	Version 1.1 was reviewed and minor changes were made	Dr Ehsan Ahmed	Reviewed and uploaded to the AUPI website	Next review due 30 December 2023