

Industry Engagement Procedure



Document number	PRO-AUPI-Industry Engagement-v2023-1.2
Last review	31 December 2022
Implementation Date	1 January 2023
Authority	Chief Executive Officer or Nominee
Next review	30 December 2023
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

Table of Contents

Table of Contents.....	1
PURPOSE.....	2
SCOPE.....	2
PROCEDURES.....	2
1. Organise TAS Industry Consultation	2
2. Obtain Responses from Industry Consultation	2
3. Review the TAS Review Outcome and Implementation	3
4. Opportunities for Improvement.....	3
REVISION HISTORY.....	4

PURPOSE

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

The purpose of this Procedure is to outline the procedures for Australian Polytechnic Institute to deliver relevant and current training and assessment in all training programs.

This Procedure must be carried out in accordance with the Industry Engagement Policy.

Changes to this Procedure must only be made upon approval of the CEO or Nominee.

SCOPE

This Procedure 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.

PROCEDURES

1. Organise TAS Industry Consultation

Person Responsible	Step	Resources / References
Training Manager	Identify industry stakeholder/s and organise a review to gain feedback on the course's training and assessment strategy (TAS). Provide industry stakeholders with a copy of the Training and Assessment Strategy document and the TAS Industry Consultation Form through email for review.	Training and Assessment Strategy TAS Industry Consultation Form

2. Obtain Responses from Industry Consultation

Person Responsible	Step	Resources / References
Industry Stakeholder	Reviews the training and assessment strategy. Record all review findings in the TAS Industry Consultation Form.	Training and Assessment Strategy TAS Industry Consultation Form



Training Manager	Receives through the form the outcomes of the TAS review.	Training and Assessment Strategy TAS Industry Consultation Form
------------------	---	--

3. Review the TAS Review Outcome and Implementation

Person Responsible	Step	Resources / References
Training Manager	<p>Review the feedback and recommendation for the relevant training and assessment strategy.</p> <p>Implement changes or improvements in the training and assessment strategy.</p> <p>Communicate changes to relevant stakeholders (e.g., trainers and assessors) for further implementation.</p>	<p>Training and Assessment Strategy</p> <p>Amount of Training Analysis Template</p> <p>Training plan</p> <p>List of delivery resources</p>

4. Opportunities for Improvement

Person Responsible	Step	Resources / References
Training Manager / Administrative Staff	<p>Record / lodge any identified continuous improvement opportunity in the Continuous Improvement Form and Register and send the invoice to student / employer.</p> <p>Review the opportunities for improvement related to industry engagement during the compliance and Continuous Improvement meetings.</p>	<p>Continuous Improvement Form</p> <p>Continuous Improvement Register</p>

