



---

## Industry Consultation and Engagement Procedure

---

### Procedure

---

Greenwich English College Pty Ltd conducts preliminary consultation with industry during the 'development' of strategies for training and assessment; this assists Greenwich English College Pty Ltd to understand the needs of industry for trends and changes in technology.

The mode of consultation may take the form of an initial phone conversation, email follow-up plus a final face to face discussion where the industry person may be asked to complete a questionnaire. The feedback from questionnaire will then be documented and analysed for appropriateness of use in the structure of the training and assessment strategy. Outcomes of the analysis should be provided back to industry.

The next stage of consultation with industry would be a discussion 'in more detail' considering the assessment processes, methods and tools to be used in the course. This 'further' consultation provides Greenwich English College Pty Ltd with the final touches to the training and assessment strategy. The strategies must meet the requirements of the Training Package or VET accredited course.

The final stage is quality assurance via the process of validation of the course, which is covered in other Standard National Regulations.

Industry is then asked to endorse the Training and Assessment Strategy.

#### 1. Terms of Consultation

The Industry Consultation/Engagement group will –

- Provide initial industry advice prior to the development of a new training program to ensure it meets industry requirement in terms of unit selection, delivery and assessment strategies etc.
- Provide feedback on the effectiveness of Greenwich English College Pty Ltd training from their own experience or through the people they employ
- Review Greenwich English College Pty Ltd operations from information and reports presented at committee meetings, especially feedback from students
- Make recommendations for improvements where possible.

#### 2. Membership

Members will be drawn from a cross-section of training organisations, businesses and industry sectors.

### 3. Meeting Schedule

Meetings will be scheduled at least twice a year, when Greenwich English College Pty Ltd will normally be reviewing operations and training programs. There may also be special meetings where a need arises.

### 4. Format of Meetings

Meetings will be conducted using standard meeting procedures, with an agenda, a chairperson nominated by the group, and a nominee to take the minutes, which will be distributed to all members following each meeting.

The focus of attention will be quality improvement, so any recommendations will be noted and acted upon, and the results reported back to committee members.

### 5. Follow-up

As recommendations are implemented, they will be incorporated into Greenwich English College Pty Ltd procedures, which will need to be amended to reflect any changes.

Minutes of meetings, recommendations and subsequent actions and results will be documented and stored in Greenwich English College Pty Ltd files for reference and audit.

Results and outcomes will also become part of Greenwich English College Pty Ltd continuous improvement in line with Policy and Procedure No.15 "Continuous Improvement".

## References

---

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.