

POLICY: INDUSTRY ENGAGEMENT

Policy number:	EIT01.2	Version:	1.0
Date Adopted:	1 September 2015	Date last reviewed:	
Date of next review:	1 September 2016	Review frequency:	Annually
Authorised by:	Academic Board	Reviewed by:	E-Learning Manager
Policy Owner	E-Learning Manager		
Responsible for review:	CEO, E-Learning Manager, Accreditation Manager		
Review Process:	CEO, E-Learning Manager, Accreditation Manager, E-Learning Coordinators		
Document Management:	W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures		
Communication	<p>All relevant staff will be automatically notified by email when the reviewed policy has been authorized.</p> <p>Staff will also be notified in the fortnightly team meetings and in the E-Learning team meetings. All meetings will be minuted.</p>		
Policy context: This policy relates to:			
Standards for RTOs 2015	Standard 1 Clauses 1.5-1.6		
Legislation or other requirements	<ul style="list-style-type: none"> • National Vocational Education and Training Regulator Act 2011 • VET Quality Framework 		
Other policies	<p>All EIT Overarching and Supplementary Policies</p> <p><i>Note: All EIT policies can be found in W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures</i></p>		
Forms and other documents	<ul style="list-style-type: none"> • Learner & Employer Survey (AQF) • Learner & Employer Progress Questionnaires • Instructor feedback forms • Accredited Course Documents • Training and Assessment Matrix (TAM) • Training and Assessment Strategies (TAS) • Assessment Guidelines • Moodle • PowerPro 		
Definitions	<p>Refer to EIT VET Policy Glossary</p> <p>W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures</p>		
Evidence	See Internal EIT folders for locations of the above “Forms and Other Documents”		

Policy Information:	
Policy	EIT ensures its training and assessment practices are relevant to the needs of industry and are informed by industry engagement.
Scope	This policy applies to all teaching and learning staff
Procedures	<p>EIT will achieve this policy by:</p> <ul style="list-style-type: none"> • systematically engaging industry in: <ul style="list-style-type: none"> ○ development of its training and assessment strategies, practices and resources which may include, but is not limited to, the following: <ul style="list-style-type: none"> a) partnering with local employers, regional/national businesses, relevant industry bodies and/or enterprise RTOs; b) involving employer nominees in industry advisory committees and/or reference groups; c) embedding staff within enterprises; d) networking in an ongoing way with industry networks, peak bodies and/or employers; e) developing networks of relevant employers and industry representatives to participate in assessment validation; and f) exchanging knowledge, staff, and/or resources with employers, networks and industry bodies. ○ ensuring the relevance of the current industry skills of its trainers and assessors. <ul style="list-style-type: none"> ▪ Current industry skills may be informed by consultations with industry and may include, but is not limited to: <ul style="list-style-type: none"> a) having knowledge of and/or experience using the 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 and workplaces; d) being customer/client-oriented; e) possessing formal industry and training qualifications; and f) training content that reflects current industry practice. • monitoring emerging technology and regulatory requirements in order to respond to changes in industry requirements.
Process	

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