



POLICY NAME	Industry Engagement Policy			POLICY NO.	2024.5
EFFECTIVE DATE	29/01/2024	DATE OF LAST REVISION	25/01/2024	VERSION NO.	1
ADMINISTRATOR RESPONSIBLE	Sarah Burnett		CONTACT INFORMATION	admin@aota.com.au	
APPLIES TO Apply group names to define applicable areas of staff.					
GROUP 1	Trainers and Assessors	GROUP 2	Administration Staff	GROUP 3	Directors and Managers
GROUP 4	Students	GROUP 5		GROUP 6	

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Sarah Burnett		Initial publication	Sarah Burnett
	Sarah Burnett	29/1/2025	Added Revised standards 1.1 and 1.2	

APPROVAL AND REVIEW

ADDITIONAL NOTES

SCOPE

This policy and procedure applies to people involved in any of the All High Risk Training Pty Ltd (AHRT) activities related to the delivery and assessment of any training products, and the continuous improvement of any and all training products on its scope.

POLICY STATEMENT

The purpose of this policy and procedure document is to specify the ways that All High Risk Training Pty Ltd (AHRT) will meet its obligations under clauses 1.5 and 1.6 of the Standards for Registered Training Organisations (RTOs) 2015 and the revised standards 1.1 and 1.2. Industry engagement is a strategy to provide a direct relationship between the RTO and the industry it serves for the mutual benefit and confidence of each party. The RTO's training and assessment practices are relevant to the needs of industry and informed by industry engagement. It also provides an opportunity for trainers and assessors to keep their industry skills up to date and relevant.

TERMS AND DEFINITIONS

Define any acronyms, jargon, or terms that might have multiple meanings.

TERM	DEFINITION
Industry Engagement	<p>Industry engagement, for the purposes of Clauses 1.5 & 1.6 of the Standards for Registered Training Organisations (RTOs) 2015, may include, but is not limited to, strategies such as:</p> <ul style="list-style-type: none">• partnering with local employers, regional/national businesses, relevant industry bodies and/or enterprise RTOs;• involving employer nominees in industry advisory committees and/or reference groups;• embedding staff within enterprises;• networking in an ongoing way with industry networks, peak bodies and/or employers;• developing networks of relevant employers and industry• representatives to participate in assessment validation; and• exchanging knowledge, staff, and/or resources with employers, networks and industry bodies.
Industry Consultation	<p>The process of seeking input and feedback from industry partners and stakeholders to inform the design, development, and review of training programs.</p>
Industry partners and stakeholders	<p>Organisations and individuals who have an interest in the training and education of the workforce in a particular industry. They may include employers, industry bodies, professional associations, and government agencies.</p>
Industry standards and requirements	<p>The expectations and criteria for performance, knowledge, and skills that are required for effective performance in a particular job or industry. They</p>

	may be defined by industry bodies, professional associations, or government agencies.
Third party	An organization or individual that provides training and/or assessment, and related educational and support services to the learner on AHRT's behalf.
Assessment and validation	The process of reviewing and evaluating the effectiveness, relevance, and quality of training programs to ensure that they meet industry standards and requirements.
Learner/Student	An individual who is enrolled in one of AHRT's training products.
Industry currency and knowledge	The knowledge and skills that are required to maintain up-to-date knowledge of industry trends, developments, and practices. Trainers and assessors must maintain their industry currency and knowledge to ensure that they can provide relevant and effective training to learners.
Training Product	Training Product means AQF qualification, skill set, unit of competency, accredited short course and module.
Unit of Competency	Unit of competency means the specification of the standards of performance required in the workplace as defined in a training package.
Course	The details of the training package being delivered
Training and Assessment Strategy	The training and assessment strategy comprises critical information, as it describes how an RTO will deliver and assess the training product for their learner cohort

POLICY SECTIONS

Planning

During the planning phase of the Training and Assessment Strategy (TAS) cycle, AHT seek industry advice as to the range of Training Products to be offered as part of the VET profile. Once the Training Products are determined, industry advice should also be sought on the streams and electives to be offered as part of the EOI for new additions to scope and for Resource and Planning applications for additions (new and continuing) and transfers to scope. This engagement may include referring to websites and newsletter from relevant industries. It may also be through a direct conversation with an industry expert. All communication is to be recorded in aXcelerate resource directory.

Training and Assessment Strategy Design

Industry engagement in the design of the TAS involves stakeholders across all relevant areas related to the training product. The CEO, or nominated representative to ensure that the industry engagement strategy seeks to represent a cross section of industry stakeholders, taking into account regional, geographical and community differences between delivery sites. The TAS should also demonstrate how the training and assessment for each student cohort has been developed through effective consultation with industry.

Training and Assessment Strategy Implementation

During the implementation phase of the TAS cycle the training and assessment practices are monitored to ensure that training and assessment continues to meet industry needs. The type of feedback that is sought from industry during implementation includes:

- teaching and learning strategies;
- teaching, learning and assessment resources;

- expectations for the current industry skills and knowledge of VET lecturers; and
- new and innovative areas where technology and/or techniques change rapidly.

Employer Survey

AHRT will send out employer surveys on a monthly basis via aXcelerate. The findings of these surveys will be reviewed and discussed with all staff.

Direct Industry Engagement

We will also undertake direct industry engagement. The outcomes of direct engagement are to be recorded and maintained by AHRT in aXcelerate. The information gathered as a result of direct engagement acts as a point of reference for future activities and quality compliance. Identified opportunities for improvement are to be recorded and discussed in meetings to raise issues via the agenda and record required actions on the Minutes document. AHRT is committed to delivering training programs that build industry capacity. Training and assessment strategies applied by AHRT will be developed in direct consultation with employers and the wider industry and other stakeholders as appropriate.

AHRT will also seek opportunities for trainers and assessments to attend relevant industry forums or meeting that will provide opportunities to inform TAS in the future and keep up to date and relevant information at hand for students to access. These opportunities will be recorded in aXcelerate.

AHRT actively subscribes to a number of industry related newsletters and is a financial member of a number of relevant industry organisations, including Concrete Placing Association, Master Builders Association and ITECA.

Policy Complaints and Enquiries

If you have any queries or complaints about our Enrolment Policy please contact us at:

613 Princes Highway, RUSSELL VALE NSW 2517

admin@aota.com.au

024 06 8378

EXCEPTIONS

Describe exceptions here.

RELATED POLICIES AND OTHER REFERENCES

National Vocational Education and Training Regulator Act 2011

<https://www.legislation.gov.au/C2011A00012/2021-09-01/text>

Standards for RTO's 2015 <https://www.asqa.gov.au/rtos/users-guide-standards-rtos-2015>

Revised Standards for RTO's <https://www.dewr.gov.au/standards-for-rtos>

ROLES AND RESPONSIBILITIES

List the job titles and business offices directly responsible for the policy.

ROLE	RESPONSIBILITY
CEO	Authoring and updating
CFO	Publishing on the internet
Administration Manager	Ensuring all personnel are informed

CONTACTS

List contacts in the table.

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