



## PP2 – Industry Engagement Policy

### 1. Purpose

This policy ensures that Austra College engages with relevant industry, employers and community representatives to inform the development, delivery, and assessment of its training products, as required by Outcome Standard 1.2. This engagement ensures that training and assessment remain relevant, current, and aligned with evolving workplace practices and expectations.

### 2. Scope

This policy applies to all training products on Austra College's scope of registration and all staff involved in developing and delivering training and assessment, including trainers, assessors, and compliance personnel.

### 3. Definitions

| Term                                   | Definition                                                                                                                                                |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Industry Representatives               | Individuals or organisations with direct knowledge of current workplace practices, including employers, supervisors, professional bodies, and regulators. |
| Community Representatives              | Local stakeholders such as education alliances, community training boards, or support agencies that influence learner needs.                              |
| Industry Engagement                    | Structured and documented process of consulting with relevant stakeholders to ensure training and assessment aligns with real-world expectations.         |
| TAS (Training and Assessment Strategy) | A detailed plan describing how a course will be delivered and assessed in accordance with the training package and industry requirements.                 |

### 4. Legislative Reference

- ✚ Outcome Standards for RTOs 2025 – Standard 1.2
- ✚ National Vocational Education and Training Regulator Act 2011
- ✚ Training Package Companion Volumes
- ✚ ASQA Regulatory Guidelines

### 5. Policy Statement

#### Austra College will:

- ✚ Identify and maintain a current register of relevant industry, employer and community representatives based on each training product. Stakeholders will be identified using a combination of:
  - Existing industry contacts and networks
  - Online research and sector directories
  - Participation in industry events, expos, and forums

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- ✚ Engage these representatives at least annually through meetings, surveys, and structured consultations.
- ✚ Document the advice received and evaluate its relevance and applicability to training delivery and assessment.
- ✚ Use meaningful feedback to review and revise Training and Assessment Strategies, assessment tools, delivery resources and scheduling.
- ✚ Ensure training reflects current industry practices, including technology, techniques, workplace conditions, and compliance standards.

## 6. Procedure – Step by Step

| Step | Action Description                                                                                          | Responsible Person        | Timing                                        |
|------|-------------------------------------------------------------------------------------------------------------|---------------------------|-----------------------------------------------|
| 1    | Identify key stakeholders relevant to each training product (e.g., industry bodies, employers, regulators). | RTO Manager/ CEO          | At the time of course development or annually |
| 2    | Engage stakeholders via surveys, validation sessions, interviews or site visits.                            | Trainer/ RTO Manager/ CEO | Annually                                      |
| 3    | Capture feedback using the Industry Consultation form or meeting minutes or employer letterhead or email.   | Trainer/ RTO Manager      | After each consultation                       |
| 4    | Analyse consultation results and recommend any adjustments to TAS or delivery.                              | RTO Manager               | Based on consultation feedback or annually    |
| 5    | Implement approved updates and revise TAS, assessment tools or delivery plans and accordingly.              | RTO Manager/ Trainers     | Following each review                         |
| 6    | Update Continuous Improvement (CI) as require                                                               | RTO Manager               | As require                                    |
| 7    | Maintain the Industry consultation register linked to training products.                                    | Admin Officer             | Ongoing                                       |
| 8    | Report outcomes to the CEO and retain consultation evidence for audit purposes.                             | RTO Manager               | Each semester                                 |

## 7. Related Documents

- ✚ Industry Consultation Form
- ✚ Training and Assessment Strategy (TAS)
- ✚ Continuous Improvement (CI) Register
- ✚ Industry consultation register

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## 8. Flow Chart

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