

RTO 1.03.839 INDUSTRY ENGAGEMENT

This policy is applicable to: All IRT Academy employees and Third Parties acting on behalf of IRT Academy.

DISCLAIMER

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DOCUMENT CONTROL

Policy Number: 1.03.839	Policy Owner: General Manager IRT Academy	Version: 4.0
Contact position: General Manager IRT Academy	Approved for circulation: Group Leadership Team	TRIM classification reference: EDOC2015/02266
Date approved: February 2015	Review due to: Legislative Change	Next review due: February 2018
Procedure Manual reference no: Industry Engagement	Compliance/Accreditation/ Standards reference: Standards for Registered Training Organisations 2015 Standard 1. The RTO's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses.	

REVISION RECORD

Date	Version	Revision description
Oct 12	1.0	IRT Academy major review of all policies and procedures against standards for NVR Registered Training Organisations 2011 - Essential Standards for Continuing Registration.
Mar 14	2.0	<p>Previous Policy to be superseded.</p> <p>Change of name due to findings from external audit August 2012 to better reflect intent of policy to comply with regulatory body interaction requirements.</p> <p>Changed reference to Continuous Improvement Report to Continuous Improvement Register.</p> <p>Updated ELT member to Chief Finance Officer</p> <p>Changed Learning and Development Coordinator to Operations Coordinator</p> <p>Updated location of documents to correct locations on RTO drive</p> <p>Removed references to: unnecessary descriptive statements including; employer survey information, industry evidence report.</p> <p>Separated Assessment Validation & Moderation to two distinct processes</p> <p>Included reference to IRT Academy Complaints, Incidents & Appeals policy.</p> <p>Included reference to IRT Workforce Development Plan in the section</p>

		regarding industry need.
Mar 14	3.0	Made reference to IRT Staff Development Record Updated Forms and documents to reflect correct name
Jan 15	3.1	Updated to meet Standards for RTOs 2015
Feb 16	4.0	Approved by GLT

1. TITLE

RTO 1.03.839 Industry Engagement

2. POLICY STATEMENT

At IRT Academy we will engage with industry representatives as a key element to developing training and assessment strategies to ensure our resources accurately reflect the needs of industry and the expectation of employers.

3. PURPOSE

To meet the requirements of:

- National Vocational Education and Training Regulator Act 2011
- Standards for Registered Training Organisations 2015

4. SCOPE

The scope of this policy covers all IRT Academy business clients, employees and/or third parties acting on behalf of IRT Academy.

5. OBJECTIVE

The purpose of this policy is to ensure that IRT Academy maintains a strong relationship and currency with the industry it serves.

6. POLICY DETAILS

IRT Academy will apply a number of ways to seek industry feedback on the appropriateness of training and assessment strategies and resources.

These will include; surveys, direct engagement, general communications and engaging with industry members to contribute to assessment evidence as appropriate.

6.1 Employer survey

Quality Indicators

Employer Feedback (full qualifications only)

- The IRT Academy Employer Feedback Evaluation to be completed by learner's employer (as appropriate) at the midpoint of the course.

6.2 Direct industry engagement

We will also undertake direct industry engagement. The outcomes of direct engagement are to be recorded and maintained by IRT Academy.

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 using the IRT Academy Management Committee meetings to raise issues via the agenda and record required actions on the Minutes document.

IRT Academy is committed to delivering training programs that build industry capacity. Training and assessment strategies applied by IRT Academy will be developed in direct consultation with employers and the wider industry and other stakeholders as appropriate.

7. ROLES AND RESPONSIBILITIES

All employees are required to comply with this Policy. There are no specific roles or responsibilities other than those outlined in the table below.

Specific roles and responsibilities of employees and management are outlined in Section 6 of this policy.

Specific roles and responsibilities of areas/departments/functions are outlined in the table below.

Role	Responsibility
Policy Owner – General Manager IRT Academy	Ensuring the currency and appropriateness of the policy to meet regulatory and legislative requirements.
Policy Monitor – Operations Coordinator	Ensure day to day implementation and compliance with policy.
Policy Implementation- Trainer/Assessor, Instructional Designer, Business Development Manager	Implement procedure as per IRT Academy Procedure Manual

8. EDUCATION AND STAFF DEVELOPMENT

This is a Standard Policy.

Education and Staff development relevant to this policy will occur via:

- Via IRT Academy On-Boarding procedure
- Via IRT Academy quarterly meetings
- This is a standard policy – specific education is not required, employees are expected to be familiar with this policy.

9. MONITORING, EVALUATION AND REVIEW

Feedback regarding this policy can be referred to:

- Operations Coordinator
- Business Development Manager
- General Manager

The policy will be reviewed every 3 years by the General Manager IRT Academy. Triggers for review outside of the usual cycle include:

- Changes to the business activity relating to this policy
- New business activities impacting on this policy
- Changes to internal controls relating to this policy
- Changes to legislative and/or regulatory requirements

10. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
RTO	Registered Training Organisation

11. ASSOCIATED PROCEDURES AND FORMS

Name and number of document
IRT Academy Procedure Manual
IRT Academy Administration Process Manual
Assessment Validation and Moderation Tool
IRT Academy Employer Feedback Evaluation

12. REFERENCES – COMPLIANCE AND BEST PRACTICE

Legislative references
National Vocational Education and Training Regulator Act 2011
Best Practice references
Standards for Registered Training Organisations 2015. The RTO's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses

Compliance Plan reference: Not applicable

13. LINKS TO OTHER POLICIES

<u>1.03.824 Training and Assessment Strategies</u>
<u>1.03.828 Development and Conduct of Assessment</u>