

Industry Engagement Policy and Procedure

1. PURPOSE

The purpose of this policy and procedure document is to specify the ways that ABCI Academy RTO will meet its obligations under clauses 1.5 and 1.6 of the *Standards for Registered Training Organisations (RTOs) 2015*.

2. SCOPE

This policy and procedure applies to people involved in any of the ABCI Academy RTO activities related to the delivery and assessment of any training products, and the continuous improvement of any and all training products on its scope.

3. DEFINITIONS

Industry currency

It is ABCI responsibility to ensure that the delivery and assessment of their training products is informed by contemporary industry practice.

ABCI quality assurance system has been designed so that:

- Suitably qualified and experienced personnel are engaged to deliver training and assessment, and/or provide advice via the VET Curriculum and Delivery Committee, or other for a

Industry currency is understood as:

- Having knowledge of and/or experience in using the latest techniques and processes in relevant industries/industry sector
- Being aware of upcoming trends in practices, processes and products, and
- Understanding and knowledge of legislation relevant to the industry and to employment and workplaces.

Industry, and industry stakeholders

This is those industries/sectors of the creative industry that have a direct relation to the training and assessment services provided by ABCI Academy RTO, and their representatives.

For example:

According to *CUA - Creative Arts and Culture Training Package (Release 4.1)* [at <https://training.gov.au/Training/Details/CUA>], the work contained therein is 'the result of wide consultation with Australian industry participants' (2020, p. 54). The consultation was undertaken by PwC's Skills for Australia, a skills service organisation. The current membership of the *Culture and Related Industries Industry Reference Committee* includes representation from:

- Peak bodies:
 - Australian Major Performing Arts Group
 - Music Australia
 - Design Institute of Australia
 - Museums Australia Incorporated
 - Industry Skills Advisory Council Northern Territory
 - Australasian Performing Right Association (APRA) Australasian Mechanical Copyright Owners Society (AMCOS)
 - Ausdance New South Wales Ausdance Victoria



- Employer / Enterprise

- Cultural Infusion
- Queensland Ballet
- Encore Event Technologies
- Registered training organisation (TAFE)
- Employee association
 - Australian Services Union
 - Media, Entertainment and Arts Alliance.

According to the Australian Bureau of Statistics, **domains** in the creative industries include:

- Museums
- Environmental Heritage
- Libraries and archives
- Literature and Print Media
- Performing arts
- Design
- Broadcasting, electronic or digital media, and film
- Music Composition and Publishing
- Visual arts and crafts
- Fashion
- Other culture goods manufacturing and sales
- Supporting activities

Further, there are the 'embedded creatives', 'creatives' who work outside the creative industries, across the rest of the economy.

ABCI Academy RTO uses the above data to ensure its industry engagement strategies are effective enough to encompass a broad range of industry expectations in relation to the skills and knowledge a student needs to have upon completing a ABCI Academy RTO training product, efficiently.

Industry Engagement

Industry engagement means ABCI Academy RTO's training and assessment practice are relevant to the needs of industry. It's engagement strategies sit at all levels of operation, and include:

- Embedding industry representation in the VET C&DC
- Engaging trainers and/or assessors who are currently working in the industry
- Providing the Supervisor/Trainer and assessor with opportunities to spend time in enterprises relevant to the training products
- Providing VET trainers and assessor with access to resources to support them maintain their industry currency
- Providing opportunities for all VET trainers and assessors to exchange knowledge, demonstrate new skills and discuss current and emerging industry trends, and where those exchanges are recorded and used to inform continuous improvement activities, and
- Participating in relevant networks; and developing networks of relevant personnel to participate in assessment validation.

Please refer to *ABCI Academy Glossary* for definitions not provided above.

4. POLICY AND PROCEDURE POLICY

The VET Curriculum and Delivery Committee has a primary role in the identification, development and maintenance of industry engagement strategies and opportunities for ABCI Academy RTO.

1. Purpose

The purpose of the policy and procedure is to ensure that the college has adequate and qualified trainers and assessors who have (i) vocational competencies at least to the level being delivered and assessed, (ii) current industry skills, (iii) training and assessment credentials (e.g., TAE qualifications). Trainers and assessors are required to have current knowledge and skills for the qualifications they deliver so that they can train and assess students as per the up-to-date industry skills and practices. Trainers and assessors also need to participate in professional development activities. This policy and procedure ensure that the college's trainers and assessors meet the regulatory requirements of Standards for Registered Training Organisations (RTOs) 2015, clause 1.13 -1.16.

2. Policy

The college ensures that in order to provide high-quality training, assessment, and educational support services, it must have qualified and experienced trainers and assessors who meet the requirements of RTO Standards 2015:

- (i) vocational competencies at least to the level being delivered and assessed,
- (ii) current industry skills,
- (iii) training and assessment credentials (e.g., TAE qualifications)

The college ensures that the trainers and assessors have:

- (i) training and assessment credentials listed below:
 - TAE40122 Certificate IV in Training and Assessment or its successor or
 - TAE40116 Certificate IV in Training and Assessment,
and the following:
 - (a) TAELLN421 Integrate core skills into training and Assessment
and one of the following:
 - (b) TAEASS512 Design and develop assessment tools or
- A diploma or higher-level qualification in adult education,

The VET C&DC will ensure that ABCI Academy RTO:

- Involves industry parties in the preparation and approval of all the ABCI Academy RTO Training and Assessment Strategies (TAS) for all training products, on or sought, for the ABCI Academy RTO scope of registration
- Actively engages industry representatives to inform the development of the training and assessment practices for all training products



- Engages industry representatives in all assessment validation processes of ABCI Academy RTO,
- Collects, retains and acts upon information from its engagement activities with industry
- Adopts other industry engagement strategies that best suit the goals and aspirations of ABCI Academy RTO.

PROCEDURE

Communication, networking and participation with industry

As opportunities arise, and/or as per the quality assurance arrangements for its VET products, all members of the ABCI Academy RTO team generate and/or participate in networking. Intelligence gained is transferred to the VET C&DC and Senior Management, and used to inform the conduct of the ABCI Academy RTO.

Training and Assessment Strategies

Training and assessment strategies include as a matter of course involvement with relevant industry stakeholders, and are approved by the VET C&DC prior to publication.

Validation

Validation occurs as per the Validation Policy and Procedure and involve participation by a minimum of one (1) industry representative.

Changes to Assessment Requirements

ABCI Academy RTO's VET C&DC is the only body that can approve amendments/changes to assessment tasks in a training product. An industry representative is a standing member of the VET C&DC, along with trainers and/or assessor with current industry experience.

Work based training

At this point in time, all VET training and assessment takes place in the classroom and simulated workplaces.

Employer Satisfaction feedback

ABCI Academy RTO maintains regular contact with employers and conducts annual quality indicator employer satisfaction surveys to determine their levels of satisfaction, needs and degree to which ABCI Academy RTO meets their requirements. Areas identified for improvement are brought to the attention of the Supervisor/Trainer and Assessor and the Director of Education to determine actions required. The Supervisor/Trainer is responsible to



for ensuring the VET C&DC are aware of all such action related to the delivery and assessment of training products.

Training and Assessment Team Members

The Supervisor/Trainer and Assessor, with the assistance of Campus Managers, ensures all trainers and/or assessors files are current and complete prior to the commencement of each study period.

Summary of Industry Engagement activities

A standing item on the agenda of the ABCI Academy RTO VET C&DC is a summary of industry engagement activities that have been undertaken since the previous VET(C&DC) meeting.

5. COMPLAINTS and APPEALS

ABCI Academy RTO trainers and/or assessors may access the Grievance Handling Policy to appeal against any decisions made under this Policy and Procedure document.

6. POSITIONS RESPONSIBLE FOR IMPLEMENTING POLICY and PROCEDURE

- VET Curriculum and Delivery Committee
- Supervisor/Trainer and assessor
- Director of Education
- Campus Managers
- Education Team
- Trainer and/or assessors

7. RELATED DOCUMENTS

- Assessment Validation Policy and Procedure
- VET C&DC Terms of Reference
- Professional Development Policy and Procedure
- Risk Management Policy and Procedure

8. RELATED LEGISLATION

This Policy and Procedure supports ABCI Academy's compliance with the following legislation:

- Standards for Registered Training Organisations (RTOs) 2015

The RTO's training and assessment practices are relevant to the needs of industry and informed by industry engagement

The RTO implements a range of strategies for industry engagement and systematically uses the outcome of that industry engagement to ensure the industry relevance of:

- a) its training and assessment strategies, practices and resources; and
- b) the current industry skills of its trainers and assessors.

9. POLICY and PROCEDURE REVIEW DATE

10th September, 2024

10. VERSION CONTROL

Title	<i>Industry Engagement Policy and Procedure</i>			
Maintained By	Supervisor/Trainer and Assessor			
Approving Authority	CEO			
Approved Date	03.06.2022			
Version Number	Modified By	Modifications Made	Date Modified	Status
1.05	Mevan	Updated to reflect practice and current legislation	02.06.2022	Approved

Australian Skills and Quality Authority, n.d *Meeting trainer and assessor requirements* (as at 02.06.2020) from <https://www.asqa.gov.au/resources/fact-sheets/meeting-trainer-and-assessor-requirements>.

Standards for Registered Training Organisations (RTOs) 2015, Clause 1.13[b].