

POLICY	Industry Engagement
NVR Ref:	Standard 1 (Clauses 1.5 and 1.6 Engage with industry)
AACI Ref	C1.5 - 1.6
<p>Statement</p>	<p>This policy ensures that all of AACI’s training and assessment strategies and practices are relevant to the needs of the Industry and are informed by industry engagement.</p> <p>AACI will implement a range of strategies for industry engagement and systematically will use the outcomes of this industry engagement to ensure the industry relevance of:</p> <ul style="list-style-type: none"> • the selection of elective units relevant to the job outcome being sought which are identified and listed in Training and Assessment Strategies for all courses on AACI’s scope of registration; • the summative assessment tools for each Unit of Competency within a course; • the current industry skills of AACI’s trainers and assessors ensuring they possess current industry skills relevant to the qualification that they are delivering and assessing; • if any simulated workplace environments are or remain relevant for courses on AACI’s scope of registration <p>AACI is committed to providing training that is contextualised to specific sectors of the Animal Care Industry. In particular, it seeks to maximise the opportunities of learners to either gain employment or to obtain advancement with existing employers. To achieve this end Industry consultation is to occur on a regular basis. This consultation is to inform the training and assessment strategies for all training packages and VET accredited courses.</p> <p>This policy also affirms the requirement for all trainers and assessors to have appropriate and current industry skills.</p>
<p>Background</p>	<p>The Australian Skills Qualification Association (ASQA) has a number of standards related to the continuing registration of Registered Training Organisations (RTOs). Clause 1.5 and Clause 1.6 of Standard 1 mandate the need to engage with industry to ensure training and assessment strategies are relevant to the needs of industry.</p> <p>Specifically, Standard 1 requires:</p> <p>Clause 1.5</p> <p><i>The RTO’s training and assessment practices are relevant to the needs of industry and informed by industry engagement.</i></p> <p>Clause 1.6</p> <p><i>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:</i></p> <ol style="list-style-type: none"> 1. <i>its training and assessment strategies, practices and resources; and</i> 2. <i>the current industry skills of its trainers and assessors.</i>

Purpose	This policy applies to all VET units of competency, training packages and accredited courses offered by AACI to ensure they remain relevant to the needs of industry and are informed by industry engagement.
Responsibility	The CEO (RTO Manager) will have overall responsibility for this policy and procedure
Legislation / Regulations	Standards for Registered Training Organisations (RTOs) Australian Qualifications Framework - https://www.aqf.edu.au/

PROCEDURE	Industry Engagement Procedure
Purpose	The purpose of this procedure is to establish the responsibilities for ensuring that AACI is engaged with industry in the training and assessing of VET units of competency.
Scope	These procedures apply to the RTO Manager, Director of Training and Assessment and Trainers and Assessors.
Industry Representatives	AACI will engage with Animal Care Industry Representatives under an Agreement to provide a range of services relevant to the qualifications on AACI's scope of registration. As part of this agreement the industry representatives will be required to provide a copy of their resume, qualifications and work profile.
Industry Representative Engagement	<p>The terms of engagement of an Industry Representative may be advice on any of the following industry relevance issues:</p> <ul style="list-style-type: none"> • the qualification, course or skill set that best meets the skill and knowledge needs of industry • the most relevant electives units relevant to the job outcome being sought which are identified and listed in Training and Assessment Strategies for all courses on AACI's scope of registration; • the mode of study and the training and assessment methods to be used. • the current industry skills of AACI's trainers and assessors to ensure they possess current industry skills relevant to the qualification that they are delivering and assessing; • if any simulated workplace environments are or remain relevant for courses on AACI's scope of registration
Engagement Agreement	<p>Industry Representative shall formally execute the Engagement Agreement related to the above criteria, including providing relevant comments and feedback where they believe that the above does not meet or represent Industry requirements or expectations.</p> <p>Payment for these services will be made by AACI on receipt of a Invoice from the Industry representative and a Tax Invoice shall then be requested from Industry Representative by the RTO Manager .</p>
Responsibilities	<p>Responsibilities of the RTO Manager or designated delegate"</p> <ul style="list-style-type: none"> • will be responsible for engaging and managing Industry Representatives in the provision of their services to ensure that AACI's training and assessment strategies and practices are relevant to industry. • As part of the annual Quality Indicators Collection process (by 30 June), engage with at least two industry employers or practitioners for each Animal Care industry relevant to AACI's Animal Care vocational qualifications from the relevant Animal Care and Management Training Package. • Where work placements are involved, ensure that the respective employers (Animal Care Facilities (Clinics)) (provide feedback via the AQTF Employer Questionnaire or any specifically designed employer feedback collection template. • Provide a FeedBack form for Trainers/Assessor to submit to RTO Manager and/or a section in the Assessment Booklets for the Trainer/Assessor to provide feedback at the end of each unit of competency delivery, any observations or comments regarding the unit's relevance to the particular industry in context.

	<ul style="list-style-type: none"> • Include the industry consultations and trainers/assessors feedback as input into the validation of the unit and instigate a review of the respective Training and Assessment strategy if the findings are material. • When Training and Assessment strategies are updated (for new units or changes to existing units), include at least two Industry Representatives and make changes to the Training and Assessment strategies as warranted. <p>Responsibilities of the RTO Manager and Director Training and Assessment”</p> <ul style="list-style-type: none"> • Based on the feedback from the relevant Industry Representative AACI any required changes to AACI’s TAS and other Learner Resources shall be undertaken. <p>Responsibilities of the VET Trainers and Assessors</p> <ul style="list-style-type: none"> • All VET trainers and assessors are to remain engaged with the Animal Care Industry and Industry Representatives related to the units of competency in which they train and/or assess. • On an annual basis or upon renewal of engagement, provide evidence of industry currency in an updated CV. At the end of each delivery of a unit of competency, provide feedback about the relevance of the unit to the industry’s training needs. • When invited, participate in the validation of the unit of competency, bringing industry experience and knowledge to the validation process.
<p>Defintions</p>	<p>Animal Care Industry or Industry means private and public organisations that deliver products and services to animals including Animal Care Facilities and/or Vocational Education and training experts.</p> <p>Animal Care Facility or Clinic means organisations such as day care operator, animal shelter, VET Clinic and VET Hospital</p> <p>Industry Representatives means suitably qualified individuals that work in the Animal Care Industry and/or VET sector.</p>
<p>Related Documentation</p>	<p><u>Policies/Procedures related to:</u> Assessment Policy and Procedure</p> <p>Quality Assurance and Risk Management Policy and Procedure</p> <ul style="list-style-type: none"> • Risk Management Plan (See below Appendix A) • Risk Assessment Framework (See below Appendix B) • Risk Register (see below Appendix C) • Risk Action Plan (see below Appendix D) <p>Continuous Improvement Policy and Procedure</p> <ul style="list-style-type: none"> • Continuous Improvement Model (see Appendix A) VET Quality Framework <p><u>Other:</u> Student Information Guide Mentor Guide Clinic Guide</p>

VERSION CONTROL

Review / amendment history

Policy Approved by: Chief Executive Officer / RTO Manager

Responsible Officer: Chief Executive Officer / RTO Manager

Next Policy Review Date: 1 May 2024

Version	Date	Details
1.0	4 August 2021	Policy approved and issued
2.0	1 March 2022	Minor Changes
3.0	1 September 2022	RTO Registration TOID and contact details
4.0	1 May 2023	Minor formatting changes

Contact AACI for further information concerning this policy
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