

## Industry Consultation

### Policy

Sydney Metro College will ensure the integrity and relevance of course content and delivery through on-going consultation with industry in the development of its training and assessment strategies.

This specifically includes systematically consulting with industry with regards to each programs:

- Course content
- Delivery methods
- Assessment strategies
- Practices
- Resources
- Current industry skills of its trainers and assessors

The primary aim of the consultation process is to ensure that the Institute's training and assessment practices are relevant to the needs of industry and are informed by industry engagement.

### Procedure

- 1.1 Annually, commencing in Term 3 or Term 4 of each year, the Campus Manager will form an Industry Consultation committee for each program the Institute delivers
- 1.2 At a minimum, the Industry Consultation committee will include:
  - The Campus Manager
  - At least 1 trainer involved in the current delivery and assessment of the program
  - An independent external industry representative
- 1.3 In choosing the members of the Industry Consultation Committee, the Campus Manager will ensure that the combination of the skills of the members have:
  - Appropriate vocational competencies and current industry skills relevant to the qualification being reviewed
  - Current knowledge and skills in vocational teaching and learning
  - Appropriate training and assessment qualification or assessor skills set as required by the Standards for Registered Training Organisations (2015)
- 1.4 The Industry Consultation Committee will then decide on specific industry representatives to consult with regards to each programs:

- Course content
- Delivery methods
- Assessment strategies
- Practices
- Resources
- Current industry skills of its trainers and assessors

And should include at a minimum:

- The programs relevant Industry Skills Council
- At least 4 Employers or Employees currently working in industry
- Appropriate and verifiable Industry related publications
- Trainers / Assessors of the qualification

1.5 The Industry Consultation Committee is responsible for then deciding on that the most appropriate methods for consultation for each representative and can include a combination of specially tailored questionnaires, industry publication materials and/or discussions over the phone or email with the chosen industry representative

1.6 On completion of the consultation activities, the Campus Manager is responsible for:

- Summarising the outcomes of the consultation in the Industry Consultation Summary Form
- Retaining all evidence of the consultations taking place
- Providing advice of the outcomes of the consultation in the Monthly Management Meeting

1.7 The Principal Executive Officer on advice from the Campus Manager is responsible for approving any suggested changes to the program and deciding on the effective date of any changes (including identifying any possible ramifications of the changes)

1.8 If a program is changed as a result of consultation activities, the Campus Manager must first conduct a TAS Review prior to the updated program being implemented to ensure that it meets Training Package requirements

1.9 Following a TAS Review being conducted, the Campus Manager holds overall responsibility for ensuring the correct implementation of the new Training and Assessment Strategy throughout the Institute and includes, but is not limited to such things as archiving

the obsolete Training and Assessment Strategy, ensuring Trainers/Assessors undertake professional development activities (where relevant), ensuring marketing materials are updated to reflect any changes and informing all staff of the relevant change