Industry engagement
VET policies and procedures

School RTO approval statement					
School RTO name	Redbank Plains State high school				
Policy start date	4/10/2024	**QCAA school number**	133	**National provider number**	*46368*

The Principal as Chief Executive Officer (CEO) approves:

- the policy, procedure and implementation requirements
- all identified attachments to this policy and procedure
- all modifications to the policy and procedure prior to implementation
- the delegated Registered Training Organisation (RTO) officer/s to implement the policy and procedure
- the allocation of time to ensure delegated officers carry out all components within the prescribed timelines and dates of all activities outlined in the quality calendar detailed through this policy and procedure
- the RTO Manager monitoring, evaluating and reviewing the application of this policy and procedure to ensure compliance at all times
- QCAA analysing these documents when conducting audits
- that email addresses provide the same acknowledgment as a signature.

RTO Manager		Principal	
Name	Amy Luxton	**Name**	Aimee Argiro
Email	Aluxt2@eq.edu.au	**Email**	Abrow468@eq.edu.au
Date	4/10/2024	**Date**	4/10/2024

All additional delegated officers (add additional places to this table as required)			
Delegated officer	Diana Furlan	**Delegated officer**	Jake Currie
Email	Dfurl4@eq.edu.au	**Email**	Jcurr227@eq.edu.au
Date	4/10/2024	**Date**	4/10/2024
Delegated officer	Mary Zaszlos		
Email	Mzasz4@eq.edu.au		
Date	4/10/2024		

Section 1 Policy and procedure

Section 1 sets out the policy and procedure for ensuring the industry relevance of the: (a) RTO's training and assessment strategies and practices (TAS); (b) assessment practices; (c) trainers and assessors; and (d) resources.

Relevant Standards: 1.5, 1.6, 1.8, 1.13(b), (c), 1.17, 2.1

Industry engagement

Industry engagement policy and procedure			
Policy	**Engagement**	**Verifiable record**	**Outcome**
- The RTO ensures that all training and assessment delivered to its students reflects current industry practices. - A clearly defined industry engagement process that includes all the *Requirements of engagement* outlined in the table below is implemented whenever: - proposing to add a new qualification to scope - substantially redeveloping a TAS - a qualification is being superseded by a non-equivalent qualification.	- The Principal allocates sufficient time for delegated officers to engage with industry when developing a TAS. - Delegated officers are required to engage with a minimum of two industry representatives who have current skills relevant to the qualification using any of the following methods: email, telephone or face-to-face communication. - Minimum three industry representatives for Certificate III level and above.	- Each TAS must have: - verifiable records identifying the representatives and engagement dates - RTO officers' summaries of representatives' comments and recommendations on each of the *Requirements of engagement* outlined below. - Each industry-endorsed TAS is reviewed, approved and filed by the RTO Manager.	- Verify the relevance of the engagement process by providing: - a summary of actions that were or will be taken to implement appropriate recommendations - details of the officer approving the actions - the date actions were finalised.

Requirements of engagement			
Training and assessment strategies	**Assessment practices**	**Trainers and assessors**	**Resources**
The proposed TAS is suitable for students and identifies: - time allocated to delivery of a qualification - work experience where applicable - appropriateness of the clustering of units selected to reflect the needs or trends within industry.	- Assessment activities are appropriate for gaining competence in current industry skills and knowledge. - Evidence-gathering techniques are appropriate for assessment and conditions that reflect current industry practices.	Industry skills and experience are current and relevant to the units being delivered.	- Resources are sufficient for the number of students. - Resources are industry standard and current. - The workplace environment being used reflects current industry practice.

Section 2   Record of engagement checklist

The RTO Manager or delegated officer uses this checklist to confirm the RTO has audit standard records of engagement with industry representatives for each TAS.

If 'No' is checked against any condition, report to the RTO Manager and do not proceed.

Notes:

- When completing this checklist, check the TAS for *every* qualification on scope before checking 'Yes'.

- A sample completed TAS Section 7 is included at the end of this document.

- If Section 7 (Industry engagement) in each TAS has been correctly completed, no additional records need to be maintained to verify engagement.

Record of engagement	Yes	No
For each qualification on scope: • the qualification has a current TAS	☐	☐
• the current TAS template has been used	☐	☐
• an officer has been allocated time to engage with industry	☐	☐
• industry representative details are recorded in Section 7 of the TAS	☐	☐
• a minimum of two relevant industry representatives have been engaged (for qualifications above Certificate II, three or more industry engagements are required)	☐	☐
• the industry representatives selected have current industry experience relevant to the qualification being delivered	☐	☐
• each industry relevance statement has: – an outcome box checked 'Yes'	☐	☐
– a summary of the industry representative's comments and recommendations	☐	☐
– an 'Actioned by RTO' box checked if any recommendations have been made	☐	☐
• the summary of actions section has been completed with: – implementation details for recommendations that have been actioned – reasons for the decision where recommendations have not been actioned.	☐	☐

Section 3 Systematic monitoring

Completing Section 3 satisfies the requirement of the Standard for systematic monitoring.

The RTO Manager will record the dates when monitoring activities occur, the outcomes of the monitoring process and any rectifications required to ensure ongoing compliance.

A 'No' indicates a non-compliance and must be reported to the RTO Manager. Appropriate rectification must be recorded and actioned.

Relevant Standards: 2.1, 2.2

Systematic compliance monitoring checklist	
Date of successive monitoring activities	**Name of person/s conducting successive monitoring activities**
24/11/2025	Amy Luxton
[Date]	
[Date]	
[Date]	

Monitoring the application of this policy and procedure by the RTO		Record of last monitoring	
		Yes	**No**
School RTO approval statement (Page 1 of this document)	The following details are current and complete:		
	• school RTO name	☐	☐
	• the policy and procedure document is dated (start date)	☐	☐
	• QCAA school number	☐	☐
	• national provider number	☐	☐
	• Principal's name and contact details	☐	☐
	• RTO Manager's name and contact details	☐	☐
	• all delegated officers' names and contact details.	☐	☐
Policy and procedure (Section 1 of this document)	Engagement policy represents current practice.	☐	☐
	Engagement procedures represent current practice.	☐	☐
	Engagement requirements represent current practice.	☐	☐
Record of engagement checklist (Section 2 of this document)	Section 7 (Industry engagement) in each relevant TAS has been correctly completed and outlines how the RTO processes are informed by consultation with relevant industry representatives.	☐	☐

RTO Manager notes	
Comment on the last monitoring activity	
List any non-compliances	
List any rectifications	

Sample TAS Section 7

> Minimum two engagements per TAS. If Certificate III and above, three engagements are required.

Industry engagement 1

Industry representative's details

Business name	Sunshine Business Pty Ltd
Contact's details	Duties include: Provides customer service and processes customer complaints, distributes mail, organises deliveries, uses Microsoft Office to create and manage tasks in an office environment, manages WHS in the workplace and liaises with staff for improvements and recommendations.

> Outline duties the representative performs that are relevant to the units of competency listed in this TAS.

Contact name	Jane Smith	**Length of time in industry**	15 years experience
Position	Administrative Services Manager	**Phone/Mobile**	0400 000 111
Date of engagement	31/08/2017	**Email**	jasmith@email.com.au

Check outcome box for each industry relevance statement	Briefly summarise the industry representative's comments and/or recommendations	Actioned by RTO?
Training and assessment practices are relevant TAS sections 1.3, 2 & 4	☑ Yes ☐ No	• Time allocated is sufficient. • Students would benefit from work experience in an office to understand real timeframes and interruptions. • The units of competency offered are appropriate and equip the students well.	☑ Yes ☐ No
Projects, tasks and activities are relevant to industry TAS sections 3 & 8	☑ Yes ☐ No	• Assessment activities are relevant to current work practice and allow students to understand the requirements of an office. • Observation of students performing the required tasks is a good way of seeing if they can efficiently deal with mail.	☐ Yes ☐ No
Trainers and assessors have relevant and current industry skills TAS section 5	☑ Yes ☐ No	• The activities your trainer and assessor have participated in during the year would assist them in understanding current industry needs and technologies. • Their experience covers a wide variety of situations and suits the units covered.	☐ Yes ☐ No
Resources are sufficient and at industry standard TAS section 6	☑ Yes ☐ No	• It is good to see you update your software regularly. • Your simulated environment matches a general office space.	☐ Yes ☐ No

> 'Yes' or 'No' must be checked, and comments documented.

> Only required if a recommendation is to be actioned.

> Includes classroom and training resources.

RTO implementation of industry recommendations

Summary of actions taken to implement any appropriate recommendations	A report was submitted 15 Sep 2017 by the RTO Manager to the Principal outlining a proposal to allow students to choose a work experience option during school holidays. If accepted, information will be given to the students during the induction evening held at the beginning of next year and included in the welcome email. This will be actioned through the VET department in Week 1 Term 1 2018.		
Name of person approving recommendations	Jo Green RTO Manager	**Date recommendations finalised**	26/01/2018

> If all four aspects have been documented in the TAS no additional files need to be retained to verify engagement.

> Document present and future plans of actions. These may extend past the life of the TAS.