

INDUSTRY ENGAGEMENT POLICY AND PROCEDURE

1. Purpose

This industry engagement policy and procedure have been created to ensure that International Institute of Training Pty Ltd t/a International Institute of Training will provide training and assessment services that meet industry needs and maximize learner's opportunities for employment*, advancement or further education.

International Institute of Training will engage with industry stakeholders to ensure training and assessment is aligned to current methods, technology, products, and performance expectations for the workplace tasks specified in the training package or VET accredited course.

This policy is aligned with the RTO Standards 2025, particularly the requirements under Outcome Standard 2.3–2.7. It ensures that industry engagement is systematically embedded into the planning, design, delivery, and continuous improvement of training and assessment services.

2. Scope

This policy and procedures apply to all staff who are involved in moderation and validation which occurs with industry representatives including but not limited to key stakeholders, employers, current clients, potential clients, and industry regulators.

3. Responsibility

The CEO, Administrative Manager and Training Manager are responsible for implementation of this policy and procedure.

To provide training relevant to employers and to maximize students' opportunities for employment*, advancement or further education, International Institute of Training will develop a range of strategies to engage with relevant industry stakeholders.

**Note: International Institute of Training doesn't claim any job guarantees or employment with its programs.*

International Institute of Training will engage with industry stakeholders to establish appropriate contexts, methods, resources and trainers and assessors to deliver training and to conduct assessment.

4. Policy

- 4.1. Engaging with industry stakeholders (such as employers) is critical in ensuring training and assessment is aligned to current methods, technology, products, and performance expectations for the workplace tasks specified in the training package or VET accredited course.
- 4.2. International Institute of Training will ensure to implement a range of strategies for industry engagement and systematically use the outcome of that industry engagement to ensure industry relevance of:
 - Its training and assessment strategies, practices, methods, and resources.
 - The current industry skills of its trainers and assessors.
 - Entry Requirements selected for the qualifications, target audience etc.
- 4.3. International Institute of Training will monitor the implementation of strategies and practices to ensure that employers, industry needs, particularly in areas where technology and/or techniques change rapidly:
 - Continue the engagement and seek feedback about how training has been provided, including feedback on the resources used for both training and assessment.
 - Confirm industry's ongoing expectations for current industry skills and knowledge of trainers and assessors.
- 4.4. International Institute of Training will use industry engagement findings not only to inform the design and contextualisation of Training and Assessment Strategies, but also to:
 - Continuously improve training products, methods, and resources
 - Support professional development plans for trainers/assessors
 - Validate assessment tools in line with workplace practices

- Evaluate the effectiveness of training in achieving job outcomes

5. Procedure

5.1. Identify Appropriate Industry Representatives

International Institute of Training will identify relevant industry personnel or organisation who can provide the feedback on the training and assessment practices for each Industry area. A minimum of two industry representative will be consulted and engaged for each delivery and assessment program.

5.1.1. Industry engagement may take place with the following people or organisations:

- Industry consultants
- Industry trainers and assessors
- Business owners/employers in that particular industry for which TAS is being developed for.
- Business owners/employers whose staff undertake accredited workplace training in the qualification that the Training and Assessment Strategy is being developed for.
- Other relevant stakeholders.

5.1.2. Industry Experts are selected based on the experience, skills and designation they hold in the industry relevant to the qualification. This is done to determine current practices at the relevant industry.

5.1.3. International Institute of Training will ensure collection of details about the Industry Representatives, such as:

- Name and company
- Description of how the representative is involved in the industry.

5.2. Undertaking Industry Engagement

5.2.1. International Institute of Training will undertake Industry Engagement by providing a range of information in relation to the training and assessment strategies to the industry representatives and seek feedback as to the most appropriate method of providing the TAS, achieve suitable industry outcomes, and trainer and assessor requirements to ensure industry relevance.

This information can include (but not limited to) the following:

- Draft of Training and Assessment Strategy for each qualification
- Requirements of trainers and assessors
- Copy of qualification descriptor from national training register (www.training.gov.au)
- Questionnaire/Feedback or Industry Consultation form.

5.2.2. Industry experts will be then contacted via email or telephone to seek their feedback about ongoing Industry expectations for the amount of training for the courses, current Industry skills, and knowledge of VET trainers and assessors, assessment methods, training, and assessment resources, workplace training structure (where applicable), and selection of elective units. Feedback gathered will also inform the Institute's training delivery modes and help support flexibility in blended, online, and workplace-based learning, as emphasised in the RTO Standards 2025.

5.2.3. Through this consultation process, International Institute of Training will aim:

- That the amount of training and time allocated for the assessments are determined in consultation with industry and sufficient to deliver skills and knowledge defined in each unit.
- Trainer and assessor employed for the qualification are qualified and validated by the industry.
- The selection of electives units reflects current industry trends and also meets the need of the target clients.
- Resources used for training and assessment are sufficient and are current as per industry standards.
- Assessment methods used for the course reflect current industry practice and will be able to produce a valid outcome.
- To use standardised documentation to assist trainers and assessors to feel confident that planned assessments are appropriate and pitched at the right AQF level as per industry requirements.

- To ensure that assessments provide a transparent process that the industry has validated, and that International Institute of Training is providing quality-assured, industry-relevant training.

5.3. Documenting and implementing Engagement

- 5.3.1. To document the industry engagement & consultation, the CEO, Administrative Manager and Training Manager will ensure industry representative's feedback is made through a questionnaire, feedback or Industry Consultancy Form which is to be completed by the consultants or institute representative depending upon the circumstances. The Institute will keep record of it and implements the changes.
- 5.3.2. In developing Training and Assessment Strategies and practices, International Institute of Training will seek input from the industry representatives in relation to (but not limited to):
- The mode of study
 - Volume of learning
 - Individual unit's training and assessment hours
 - Training methodology
 - Assessment methods
 - Skills and knowledge required by trainers and assessors
- 5.3.3. All feedback received will be reviewed and where appropriate will be:
- Incorporated into International Institute of Training's Training and Assessment Strategies
 - Reflected in the delivery and assessment methodology and assessment tools
 - Where relevant, included in the knowledge and skills required of trainers and assessors
- 5.3.4. International Institute of Training will document all training and relevant strategies that will be developed in response to information obtained through engaging with industry stakeholders.

5.4. Ongoing Industry Engagement

- 5.4.1. To ensure the ongoing appropriateness of the training and assessment services being provided by International Institute of Training, Industry Engagement will be undertaken on an annual or bi-annual basis. This review and engagement will be depending upon the following circumstances:
- Any changes in training package requirements (www.training.gov.au)
 - Transition from one course to another
 - Any changes to industry practices
 - Continued relevance of the training and assessment methodology and materials
 - Any update in knowledge and skills required for trainers and assessors
- 5.4.2. International Institute of Training will retain the evidence that International Institute of Training has consulted with relevant stakeholders and incorporated stakeholder feedback into the development and ongoing review of strategies.
- 5.4.3. International Institute of Training will regularly undertake Industrial engagement and retain evidence of recent engagement as well as of historic activity.