



## Industry Consultation Policy

### Scope

This policy relates to all vocational courses on the Scope of Registration of Holmes institute Pty Ltd's RTO operations.

### Purpose

This procedure exists to ensure we engage with and obtain feedback from enterprise/ industry to ensure that training and assessment on our Scope of Registration meets enterprise/industry needs and requirements.

### Responsibility

VET National Program Manager

### Industry Consultation

Holmes Institute will, on a regular basis, investigate the implications for assessment procedures and will ensure that the methodology for assessment is appropriate to the Training Package environment. In particular, the Institute will involve industry and enterprise directly in the development of the assessment methodology and to gain industry validation for assessment processes and documentation.

Engaging with industry stakeholders (such as employers) is critical to 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.

Holmes Institute will use the information gathered through the engagement process to:

- design strategies for training and assessment, and
- select suitable resources, trainers and assessors.

When monitoring the implementation of our strategies, Holmes Institute will continue to engage with industry and seek feedback about our training and assessment services, including feedback on the resources used for both training and assessment. The monitoring process will also confirm industry's ongoing expectations for current industry skills and knowledge of trainers and assessors.

By engaging with industry, Holmes Institute can be sure that its training and assessment practices and resources continue to meet the needs of industry, particularly in areas where technology and/or techniques change rapidly.

Holmes Institute will ensure that assessment events will be conducted in a standardised fashion and that standard assessment instruments and records will be developed.

The Institute's approach will be, on an on-going basis, to develop a standardised set of assessment instruments and recording process for compulsory or core competencies at a particular AQF level. We will consult with industry around the points listed below.

### The training course(s)

- how units are packaged to meet qualification requirements
- how pre-requisites and co-requisites are included
- the mode of delivery to be used (for example, online, classroom, on-the-job)
- the learning approaches or styles that will be used to suit the needs of learners
- how the needs of groups or individual learners will be met (for example, reasonable adjustment in assessment)
- a Recognition of Prior Learning (RPL) strategy, where units may be packaged for assessing learners with prior experience.

### Resources specified in each training and assessment strategy:

- the training and assessment materials that will be used
- the trainer and assessor competencies that are required
- the facilities and equipment that will need to be available or accessed, including industry placement arrangements
- simulated work environments to be used
- support staff or resources that may be required to meet the needs of learners
- agreements for the use of resources and facilities.

### Meeting the requirements of the Training Package or accredited course

- specific entry requirements, where these are noted in the Training Package or accredited course
- assessment guidelines and qualification packaging rules
- required trainer and assessor competencies
- assessment evidence requirements specified in the units of competency or modules.

### Monitoring and improvements

- revised training and assessment strategies and training programs
- data on consultations with trainers and assessors, learners, enterprise clients, industry organisations and, where relevant, licensing bodies; and the actions taken in response to such consultations
- records of staff meetings about training and assessment strategies and training programs, and the agreed actions.

Once the format for assessment instruments is finalised, documentation of the relevant competencies will be provided to representatives from each industry sector to invite comments on the specific details of the assessment instruments.

Invitations will be extended to employers to observe assessment events and to give feedback on the relevance and appropriateness of the assessment process and eventually, to validate the assessment process.

This will provide an opportunity for industry input re: comments and suggestions for improvements to specific assessment instruments. The final stage is to administer the instruments to students and to use the recording and feedback documentation.

The main outcome from this process will be a set of exemplar assessment instruments and records of assessment.

These will be stored on the secure intranet and provided to trainers and assessors via BlackBoard. Feedback and endorsement forms will also be collected from the employers and filed as a validation record.

The use of standardised documentation will also assist trainers and assessors to feel confident that planned assessments are appropriate and pitched at an appropriate standard. The development of standardised assessment instruments will also make it easier for students to clarify and understand what would be expected of them in assessment events.

Finally, the process of working together and in close cooperation with industry and enterprise, will ensure that this approach to assessment will provide a transparent process which industry has validated and that Holmes Institute is providing quality assured, relevant industry training.

## INDUSTRY VALIDATION FEEDBACK FORM

Qualification Code & Title	
Industry Representative Name	
Company	
Company Address	
Industry Representative Contact Number	
Industry Representative Qualifications and Experience in the above Area	
Please provide feedback/comments regarding our training products and assessment materials	
Environmental Scan	
Any Cultural Issues?	
Any Economic Issues?	
Any Legislative/Regulatory Issues?	

Other Issues? (eg: technology, distance etc?)	
Resources used to conduct the training – do you feel improvement is needed? Please comment.	
Trainers/Assessors	
Training Plan/Session Plan	
Other	

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Signature

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Date

Please tick the applicable box and provide comments where required

The training course - have you been provided with information on the following?		Please provide comments.
How units are packaged to meet qualification requirements ie: how they are structured and delivered/assessed	Y <input type="checkbox"/> N <input type="checkbox"/>	
How pre-requisites and co-requisites are included	Y <input type="checkbox"/> N <input type="checkbox"/>	
The mode of delivery to be used (for example, online, classroom, on-the-job, work-based training)	Y <input type="checkbox"/> N <input type="checkbox"/>	
Training and Assessment Strategies detail the amount of training on offer (supervised and unsupervised training) and are consistent with the requirements of the training package and enable each learner to meet the requirements for each unit of competency or module in which they are enrolled. The volume of learning is in line with AQF guidelines Where the amount of training has been shortened, clear justification of the reduction is provided	Y <input type="checkbox"/> N <input type="checkbox"/>	
The learning approaches or styles that will be used to suit the needs of learners ie: characteristics of the client group that need to be accommodated in training and assessment; to include their existing skills and competencies.	Y <input type="checkbox"/> N <input type="checkbox"/>	
Information that describes how the course is pitched at the correct AQF level (AQF levels indicate the relative complexity and/or depth of achievement and the autonomy required to demonstrate that achievement).	Y <input type="checkbox"/> N <input type="checkbox"/>	
How the needs of groups or individual learners will be met (for example, reasonable adjustment in assessment)	Y <input type="checkbox"/> N <input type="checkbox"/>	
A Recognition of Prior Learning (RPL) strategy, where units are packaged for assessing learners with prior experience	Y <input type="checkbox"/> N <input type="checkbox"/>	

Please tick the applicable box and provide comments where required

Resources specified in each training and assessment strategy - have you been provided with information on the following?		Please provide comments.
The training and assessment materials that will be used	Y <input type="checkbox"/> N <input type="checkbox"/>	
The trainer and assessor competencies that are required	Y <input type="checkbox"/> N <input type="checkbox"/>	
The facilities and equipment that will need to be available or accessed, including industry placement arrangements	Y <input type="checkbox"/> N <input type="checkbox"/>	
Simulated work environments to be used	Y <input type="checkbox"/> N <input type="checkbox"/>	
Contextualisation arrangements (where applicable)	Y <input type="checkbox"/> N <input type="checkbox"/>	
Support staff or resources that may be required to meet the needs of learners	Y <input type="checkbox"/> N <input type="checkbox"/>	
Regulations or laws governing the industry and/or standard operating procedures	Y <input type="checkbox"/> N <input type="checkbox"/>	

Please tick the applicable box and provide comments where required

Meeting the requirements of the Training package or accredited course - have you been provided with information on the following?		Please provide comments.
Specific entry requirements, where these are noted in the Training Package or accredited course	Y <input type="checkbox"/> N <input type="checkbox"/>	
Assessment guidelines and qualification packaging rules	Y <input type="checkbox"/> N <input type="checkbox"/>	
Required trainer and assessor competencies	Y <input type="checkbox"/> N <input type="checkbox"/>	
Assessment evidence requirements specified in the units of competency or modules	Y <input type="checkbox"/> N <input type="checkbox"/>	

Please tick the applicable box and provide comments where required

Monitoring improvements - have you been provided with information on the following?		Please provide comments.
Revised training and assessment strategies and training programs (where applicable)	Y <input type="checkbox"/> N <input type="checkbox"/>	
Records of staff meetings about training	Y <input type="checkbox"/> N <input type="checkbox"/>	
Assessment strategies and training programs, and the agreed actions.	Y <input type="checkbox"/> N <input type="checkbox"/>	



Data on consultations with trainers and assessors, learners, enterprise clients, industry organisations and, where relevant, licensing bodies; and the actions taken in response to such consultations (where applicable)	Y <input type="checkbox"/> N <input type="checkbox"/>	
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Employer Signature:

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Date:

PLEASE ENSURE A COPY OF YOUR BUSINESS PROFILE OR CV IS ATTACHED WITH ALL RELEVANT QUALIFICATIONS AND SUPPORTING DOCUMENTS.

<i>Office Use Only</i>	
Form - date received:	Received by:
Business Profile/CV - date received:	Received by: