

## Smart and Skilled Industry Engagement Policy

Gimbal Training recognises the need to implement a range of strategies for industry engagement and adopts a systematic approach to industry and business liaison to ensure our training and assessment strategies, practices and resources and the current industry skills of our trainers and assessors meet specific industry need.

Further, we understand that confirming with industry that our training and assessment strategies and specifically, the content, structure, training and assessment materials and trainers and assessors used in our delivery, will ensure graduates are equipped with the skills and knowledge to ensure they can participate meaningfully in the workplace.

### Procedure

- Industry Engagement is a Standing Agenda item for Management Meetings. The RTO Compliance Manager will provide a report at each meeting regarding engagement with industry, issues arisen, and feedback received and how this impacts on current training and assessment delivery.
- Engagement with industry may occur through formal meetings of RTO Staff with Industry Representatives, feedback from trainers who attend workplace assessments or informal networking at business functions and workshops. Strategies include:
  - Engaging with Training Services NSW regarding obtaining advice and information on industry engagement, workforce development and training options and facilitating partnerships with industry experts.
  - Forming partnerships with NSW Industry Training Advisory Bodies
  - Forming partnerships with employer industry associations
  - Seeking input into the development of Training and Assessment Strategies through meetings and surveys
  - Regular implementation of Quality Indicator Surveys and other strategic surveys
  - Regular meetings with organisations providing work experience
  - Demographic studies and establishment of equity profiles
  - Conducting environmental scans
  - Developing networks with government agencies
  - Highlighting top industry needs in planning sessions and these needs through referral to Industry Skills Lists
  - Attending local planning forums and local business networks
  - Membership of Industry Skills Councils and Peak Bodies
  - Engaging Industry representatives in validation of assessment activities
  - Participating in local business expos, events and promotions
  - Forming a RTO Industry Advisory Board representing all industries on scope
- Outcomes of all interactions will be recorded and reported to the CEO and/or at Management Meetings.
- Outcomes of industry consultation that feeds into the development of the Training and Assessment Strategies will be recorded on the Industry Feedback Form - TAS
- Identified improvement opportunities, including any complaints from Industry, will be added to the Management Meeting Agenda and improvements recorded as per the Quality Assurance Policy

## **Evidence**

The following will be retained as evidence of compliance:

- Completed Industry Feedback Forms – TAS
- Minutes of meetings with Industry representatives
- Diary notes of phone calls with Industry representatives
- Copies of emails relating to training and assessment requirements of industry
- Copies of Management Meeting Minutes
- Copies of any surveys and reports on results
- Diary notes of attendance at network meetings or conferences
- Version control of Training and Assessment Strategies will indicate changes made as result of consultation
- Membership receipts of Industry Skills Councils and Industry Bodies

## **Forms and Records**

- Record of Industry Engagement
- Industry Feedback Form – TAS

## **References**

- ASQA Guide to the Standards; Standard 1 Clauses 1.5- 1.6
- Smart and Skilled Operating Guidelines 2018/ Section 12