

# Policy and Procedure

## Industry Relevance

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### Policy

RAISE Training collaborates with industry to ensure our training products meet current industry standards. We prioritize ongoing professional development of our training staff to ensure a relevant learning experience.



### Purpose

RAISE Training is dedicated to ensuring confidence in our certificates by upholding their integrity, currency, and value. We achieve this through industry relevance and by staying current.



### Scope

This policy extends to all staff involved with our training products, including those consulting with industry groups, employers, those delivering high quality training and assessment services.

## Definitions

**Training Product** - is the training and assessment provided to a learner by RAISE Training or its training partners in relation to the AQF qualifications and/or units of competency within RAISE Training's scope of registration.

**Industry** - means the bodies that have a stake in the services provided by RAISE Training.

**Licensing Regulator** - means a body or organisation responsible for the regulation and/or licensing arrangements within a specific industry or occupation.

**Industry Skills Council** - means the Commonwealth, State and Territory ministerial council established by the Council of Australian Governments (COAG), or its successor.

**Validation** - is a process that ensures the quality of an assessment. This entails verifying that the assessment tools generate valid, reliable, sufficient, current, and authentic evidence, enabling fair judgments on whether the training package requirements are fulfilled.

**Current industry skills** - are the knowledge, skills and experience required by VET trainers and assessors to ensure that their training and assessment is based on current industry practices and meets the needs of industry.

## Industry Engagement

RAISE Training consults with industry representatives to ensure training and assessment provided meets industry standards when developing or modifying Training and Assessment Strategies.

Feedback from industry representatives is sought as part of a review process which includes seeking direct input when validating training and assessment practices.

Information from validation exercises is recorded within the **Course Feedback Form**.

This form is used by trainers, assessors, consultants, and industry representatives when engaged in the validation of assessment resources.

### Course Feedback Form

This form is used to collect direct input from industry representatives and training staff on course content, training and assessment strategies and practices.

Input is evaluated by the RTO Manager and required work escalated to appropriate personnel.

Course updates, once implemented within a designated timeframe, will be advised, and recorded within the Continuous Improvement Register.



[raisetraining.com.au/CourseFeedback](http://raisetraining.com.au/CourseFeedback)

It is the responsibility of the RTO Manager to improve the relevance and effectiveness our training programs through engaging with industry using the methods below.

### Industry Association Bodies

Engage with industry association bodies to seek expert perspectives on curriculum design, industry trends, and skill requirements which are relevant to the training sectors we cover.

## Industry Visits and Networking Events

Foster industry tours, or networking events to expose staff to real-world industry settings.

Attend industry conferences, trade shows, and events to stay updated on trends and build connections.

## Professional Development

Encourage and support our trainers to maintain active roles in the industry, ensuring they stay current with the latest trends and practices.

Facilitate ongoing professional development opportunities and industry certification for our trainers.

## Workplace Partnerships

Foster partnerships with industry employers and organizations to facilitate on-the-job training for our students. Encourage industry professionals to take part in validation activities and promoting the delivery of professional development activities for training and assessment staff.

## Customise Training Programs

Tailor training programs based on feedback and insights from industry partners.

Develop industry-specific courses and modules to address current and future skill needs.

## Employer Feedback and Surveys

Regularly gather feedback from employers and use surveys or feedback to understand how well our students are meeting industry expectations.

## Staying Informed

Keeping abreast of changes in industry regulations, technologies, and practices. And update training materials and methodologies accordingly to ensure alignment with industry standards.

By actively engaging with industry, RAISE Training ensures that its training programs are current, relevant, and produce students who meet the evolving needs of the workforce.

### Trainer and Assessors Industry Skills

Trainers and assessors must have sound, current industry experience and must be able to demonstrate current industry skills and knowledge of VET practices.

RAISE Training uses a point-based system to track the Professional Development (PD) activities of each training staff member over each year to determine currency. Under this system it is important to accumulate a specific number of points to remain current.

Further information on this process is detailed within the **Continuing Professional Development** policy and procedure.

#### Professional Development Event Log

The PD Event Log form allows training staff to submit relevant information about the Professional Development activities they have undertaken, as well as supply the relevant evidence.



[raisetraining.com.au/PDLog](http://raisetraining.com.au/PDLog)

For further information on how to use and access this form, use the following link:

[raisetraining.com.au/PD](http://raisetraining.com.au/PD)