Industry Engagement Policy and Procedure

1. PURPOSE

The purpose of this policy and procedure document is to specify the ways that JMC Academy RTO will meet its obligations under clauses 1.5 and 1.6 of the *Standards for Registered Training Organisations (RTOs) 2015*.

2. SCOPE

This policy and procedure applies to people involved in any of the JMC Academy RTO activities related to the delivery and assessment of any training products, and the continuous improvement of any and all training products on its scope.

3. DEFINITIONS

Industry currency

It is JMC Academy RTO's responsibility to ensure that the delivery and assessment of their training products is informed by contemporary industry practice.

JMC Academy RTO's quality assurance system has been designed so that:

- Suitably qualified and experienced personnel are engaged to deliver training and assessment, and/or provide advice via the VET Curriculum and Delivery Committee, or other fora

Industry currency is understood as:

- Having knowledge of and/or experience in using the latest techniques and processes in relevant industries/industry sector
- Being aware of upcoming trends in practices, processes and products, and
- Understanding and knowledge of legislation relevant to the industry and to employment and workplaces.

Industry, and industry stakeholders

This is those industries/sectors of the creative industry that have a direct relation to the training and assessment services provided by JMC Academy RTO, and their representatives.

For example:

According to *CUA - Creative Arts and Culture Training Package (Release 4.1)* [at https://training.gov.au/Training/Details/CUA], the work contained therein is 'the result of wide consultation with Australian industry participants' (2020, p. 54). The consultation was undertaken by PwC's Skills for Australia, a skills service organisation. The current membership of the **Culture and Related Industries Industry Reference Committee** includes representation from:

- Peak bodies:
    - Australian Major Performing Arts Group
    - Music Australia
    - Design Institute of Australia
    - Museums Australia Incorporated
    - Industry Skills Advisory Council Northern Territory
    - Australasian Performing Right Association (APRA) Australasian Mechanical Copyright Owners Society (AMCOS)
    - Ausdance New South Wales Ausdance Victoria
- Employer / Enterprise

- - o Cultural Infusion
    - o Queensland Ballet
    - o Encore Event Technologies
- Registered training organisation (TAFE)
- Employee association
    - o Australian Services Union
    - o Media, Entertainment and Arts Alliance.

According to the Australian Bureau of Statistics, **domains** in the creative industries include:
- Museums
- Environmental Heritage
- Libraries and archives
- Literature and Print Media
- Performing arts
- Design
- Broadcasting, electronic or digital media, and film
- Music Composition and Publishing
- Visual arts and crafts
- Fashion
- Other culture goods manufacturing and sales
- Supporting activities

Further, there are the 'embedded creatives', 'creatives' who work outside the creative industries, across the rest of the economy.

JMC Academy RTO uses the above data to ensure its industry engagement strategies are effective enough to encompass a broad range of industry expectations in relation to the skills and knowledge a student needs to have upon completing a JMC Academy RTO training product, efficiently.

Industry Engagement

Industry engagement means JMC Academy RTO's training and assessment practice are relevant to the needs of industry. It's engagement strategies sit at all levels of operation, and include:
- Embedding industry representation in the VET C&DC
- Engaging trainers and/or assessors who are currently working in the industry
- Providing the Supervisor/Trainer and assessor with opportunities to spend time in enterprises relevant to the training products
- Providing VET trainers and assessor with access to resources to support them maintain their industry currency
- Providing opportunities for all VET trainers and assessors to exchange knowledge, demonstrate new skills and discuss current and emerging industry trends, and where those exchanges are recorded and used to inform continuous improvement activities, and
- Participating in relevant networks; and developing networks of relevant personnel to participate in assessment validation.

Please refer to *JMC Academy Glossary* for definitions not provided above.

4. POLICY AND PROCEDURE

4.1 POLICY

The VET Curriculum and Delivery Committee has a primary role in the identification, development and maintenance of industry engagement strategies and opportunities for JMC Academy RTO.

The VET C&DC will ensure that JMC Academy RTO:

- Involves industry parties in the preparation and approval of all the JMC Academy RTO Training and Assessment Strategies (TAS) for all training products, on or sought, for the JMC Academy RTO scope of registration
- Actively engages industry representatives to inform the development of the training and assessment practices for all training products
- Engages industry representatives in all assessment validation processes of JMC Academy RTO,
- Collects, retains and acts upon information from its engagement activities with industry
- Adopts other industry engagement strategies that best suit the goals and aspirations of JMC Academy RTO.

4.2 PROCEDURE

4.2.1 Communication, networking and participation with industry

As opportunities arise, and/or as per the quality assurance arrangements for its VET products, all members of the JMC Academy RTO team generate and/or participate in networking. Intelligence gained is transferred to the VET C&DC and Senior Management, and used to inform the conduct of the JMC Academy RTO.

4.2.2 Training and Assessment Strategies

Training and assessment strategies include as a matter of course involvement with relevant industry stakeholders, and are approved by the VET C&DC prior to publication.

4.2.3 Validation

Validation occurs as per the Validation Policy and Procedure and involve participation by a minimum of one (1) industry representative.

4.2.4 Changes to Assessment Requirements

JMC Academy RTO's VET C&DC is the only body that can approve amendments/changes to assessment tasks in a training product. An industry representative is a standing member of the VET C&DC, along with trainers and/or assessor with current industry experience.

4.2.5 Work based training

At this point in time, all VET training and assessment takes place in the classroom and simulated workplaces.

4.2.6 Employer Satisfaction feedback

JMC Academy RTO maintains regular contact with employers and conducts annual quality indicator employer satisfaction surveys to determine their levels of satisfaction, needs and degree to which JMC Academy RTO meets their requirements. Areas identified for improvement are brought to the attention of the Supervisor/Trainer and Assessor and the Director of Education to determine actions required. The Supervisor/Trainer is responsible to

for ensuring the VET C&DC are aware of all such action related to the delivery and assessment of training products.

4.2.7 Training and Assessment Team Members

The Supervisor/Trainer and Assessor, with the assistance of Campus Managers, ensures all trainers and/or assessors files are current and complete prior to the commencement of each study period.

4.2.8 Summary of Industry Engagement activities

A standing item on the agenda of the JMC Academy RTO VET C&DC is a summary of industry engagement activities that have been undertaken since the previous VET(C&DC) meeting.

5. COMPLAINTS and APPEALS

JMC Academy RTO trainers and/or assessors may access the Grievance Handling Policy to appeal against any decisions made under this Policy and Procedure document.

6. POSITIONS RESPONSIBLE FOR IMPLEMENTING POLICY and PROCEDURE

- VET Curriculum and Delivery Committee
- Supervisor/Trainer and assessor
- Director of Education
- Campus Managers
- Education Team
- Trainer and/or assessors

7. RELATED DOCUMENTS

- JMC Academy Glossary
- Assessment Validation Policy and Procedure
- VET C&DC Terms of Reference
- Professional Development Policy and Procedure
- Risk Management Policy and Procedure

8. RELATED LEGISLATION

This Policy and Procedure supports JMC Academy's compliance with the following legislation:

- Standards for Registered Training Organisations (RTOs) 2015
  1.5. The RTO's training and assessment practices are relevant to the needs of industry and informed by industry engagement
  1.6. The RTO implements a range of strategies for industry engagement and systematically uses the outcome of that industry engagement to ensure the industry relevance of:
      a) its training and assessment strategies, practices and resources; and
      b) the current industry skills of its trainers and assessors.

9. POLICY and PROCEDURE REVIEW DATE
10th September, 2022

10. VERSION CONTROL

Title	Industry Engagement Policy and Procedure			
Maintained By	Supervisor/Trainer and Assessor			
Approving Authority	Director of Education and/or CEO			
Approved Date	03.06.2020			
Version Number	Modified By	Modifications Made	Date Modified	Status
1.05	Dr Stanford	Updated to reflect practice and current legislation	02.06.2020	Approved

Australian Skills and Quality Authority, n.d *Meeting trainer and assessor requirements* (as at 02.06.2020) from https://www.asqa.gov.au/resources/fact-sheets/meeting-trainer-and-assessor-requirements.

Standards for Registered Training Organisations (RTOs) 2015, Clause 1.13[b].