**Instructions for use**

Complete the register for each contact with industry whether through formal activities or informal activities, where feedback is provided to VUP about training, assessment, resources and/or trainer currency

Formal industry engagement activities can include:

* Scheduled meetings with industry representatives to review and discuss a range of aspects of course delivery, sometimes hosted on campus
* Validation activities that include an industry representative on the panel

Informal industry engagement activities can include:

* Visiting a workplace of student/apprentice/trainee and having discussions with the supervisor or employer about the training, assessment, resources and/or trainer currency of the course
* Attending industry reference group events, conferences or advisory board meetings where ideas are presented that could be implemented into the course
* Industry release where a staff member returns to VUP with ideas and actions to implement into the course

For each industry engagement activity undertaken, record the details in the table provided

**Important considerations**

## The VET Industry engagement register provides a central register of all industry engagement activities undertaken by any team members of the program area.

* Effective and meaningful industry engagement ultimately ensures that employers, industry and students have confidence in the integrity, currency and value of qualifications issued by Victoria University Polytechnic
* This register must be completed for each industry engagement held by a Victoria University Polytechnic program area team member, whether formal or informal
* This record must be stored by the Manager on the program area network drive along with other relevant feedback or evidence gathered to support industry engagement activities – use the naming convention: <Course code> VET Industry engagement register <year>
* A VET Industry engagement register must be created and maintained for each calendar year
* Further detail can be found in the VU VET Industry Engagement Procedure – (<https://policy.vu.edu.au/document/view.php?id=317>)

## Industry engagement register

Complete the details of the industry engagement and consultation activity in the tables below. (*Add additional rows if required*)

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| --- | --- | --- | --- |
| **Qualification Code** |  | **College/Department** |  |
| **Qualification Title** |  | **College Manager/Department Manager** |  |

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| **Date** | **Training** | **Assessment** | **Resources** | **Trainer currency** | **Other** | **Organisation / Industry** | **Industry representative**  (Name, email, phone) | **VUP representative**  (Name, email, phone) | **Unit / Module code** (if applicable) | **Action or outcome** | **Person responsible** | **Included on continuous improvement register**  (date) |
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