**Instructions for use**

* Use this form to record a formal industry engagement activity
* Provide the industry representatives with an overview of the course prior to asking questions. Outline course structure, delivery and assessment, theory vs. practical, timeframes/duration, expectations of students, work placement/apprenticeships, approach to assessment, resources and equipment, simulation etc.
* Use the example questions below to gain feedback and comment from industry representatives related to training, assessment, resources and/or current industry skills of trainers and assessors at VUP and make notes of comments in the sections provided
* The discussion may involve one, two, three or all of the four areas depending on the relevance to the industry representative and/or the requirements of the review
* After the activity, summarise key issues and identify actions to be taken and ensure these are included in the program area continuous improvement register
* Update the relevant VET Industry engagement register to include the details of this record
* Save a copy of this completed and signed VET Record of industry engagement in the designated folder of the Program Area network drive using the naming convention: <course code> VET Record of industry engagement <month year>

**Important considerations**

* 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
* A record must be completed for each formal industry engagement and consultation conducted by VUP
* If meeting with industry representatives on campus, conduct a tour of the facilities used to deliver the program. This must occur before facilities and equipment are discussed in more depth
* Within one month of the industry engagement activity, a letter must be sent to each representative thanking them for their participation and summarising the outcomes and actions taken as a result
* Further detail can be found in the VU VET Industry Engagement Procedure – (<https://policy.vu.edu.au/document/view.php?id=317>)

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| **Qualification Code** |  | **Qualification Title** |  |
| **College/Department** |  | **College Manager/Department Manager** |  |
| **Industry Sector** |  | **Teacher** |  |

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| **Training** | |
| **Example questions** | **Response**  (If you have minutes of meetings, emails or other notes, please attach or provide a link here) |
| Do you think this particular qualification, course or skill set is the most appropriate to meet the skill and knowledge needs of industry? |  |
| Do you think the selection of electives are relevant to the needs of industry? |  |
| Are there other electives that might better meet the needs of industry or support emerging trends in industry? If so, which one/s and why? |  |
| Have there been any recent changes to regulations or laws governing the industry and/or standard operating procedures, equipment and machinery used at the enterprise level that VUP needs to be aware of to incorporate into our training and assessment? |  |
| Do you think VUP delivers training and assessment that is reflective of current industry practice? Do you have a preference for how the program should be delivered? |  |
| Is the mode of study (face to face, online or blended) appropriate in building the skills and knowledge of learners to support them to be job ready? Do you think anything should be different? |  |
| Are there other aspects of training that VUP should consider that would benefit industry and graduates? I.e. additional qualities/attributes/skills/knowledge that would assist students completing this qualification |  |
| Have there been any changes to the work environment (for example, shifts or seasonal changes to schedules) that might affect delivery and assessment of this qualification? |  |

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| **Assessment** | |
| **Example questions** | **Response**  (If you have minutes of meetings, emails or other notes, please attach or provide a link here) |
| Are the methods of assessment used in this qualification (knowledge tasks such as Q&A, direct observation of skill development, review of finished product) appropriate for and reflective of current practice in industry? |  |
| Is the assessment in the workplace focusing on the most important areas? |  |
| What tasks would you like to see added? |  |

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| **Resources and equipment** | |
| **Example questions** | **Response**  (If you have minutes of meetings, emails or other notes, please attach or provide a link here) |
| Are there any resources or equipment we should be using at VUP that are current and best practice in industry? |  |
| Do you have any advice on how simulated work environments should be set up at VUP to closely match workplaces? |  |
| Are there any resources or equipment still in use at VUP in training and assessment that need to be removed as they are no longer used in industry? |  |

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| **Current industry skills of trainers and assessors at VUP** | |
| **Example questions** | **Response**  (If you have minutes of meetings, emails or other notes, please attach or provide a link here) |
| What skills and knowledge are important for the trainers and assessors in this field of expertise? |  |
| Are there any emerging trends, changes to practice or advances in technology that trainers and assessors need to be upskilled in? |  |
| Would you be willing to partner with VUP to support the upskilling of trainers and assessors? |  |

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| **Challenges faced by industry where training and assessment might assist** |
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| **Overall comments from industry representative** |
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**Participant log**

Complete the details below for each participant involved in the industry engagement and consultation including VUP staff

| **Name** | **Position** | **Organisation** | **Phone / Email contact** | **Signature**  (Digital Signature) | **Date** |
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**Summary of Issues and Opportunities**

In the table below:

1. Document the key issues and opportunities arising from the Industry consultation and feedback
2. Define actions required against each issue or opportunity
3. Ensure the issues and actions are logged in the Continuous Improvement Register. *(This information must be consistent with your program/department continuous improvement register)*
4. Ensure the VET Industry engagement register is updated to include the details of this industry engagement activity

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| **List of Issues/Opportunity** | **Actions Required** | **Logged into Continuous Improvement Register (date)** |
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**Manager Confirmation**

Sign and date below after relevant items from the consultation have been included in the VET Industry engagement register and added to the program area’s Continuous Improvement Register where action is required.

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| **Manager Name** | **Signature** | **Date** |