**Overview**

These guidelines provide detailed instructions on how to conduct industry engagement activities at VUP and should be read in conjunction with:

* VET Industry engagement procedure
* VET Industry engagement register
* VET Record of industry engagement
* VET Industry engagement frequently asked questions (FAQs)
* VET Industry engagement “How to” presentation

Contact the Quality Partner for your College for additional information

**Purpose**

Engaging with industry stakeholders such as employers and industry associations is critical to ensuring training and assessment is aligned to current methods, technology, products and performance expectations for the workplace tasks specified in the training package or accredited course.

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.

VUP has developed a range of strategies to engage with relevant industry stakeholders to seek feedback on appropriate contexts, methods, resources and trainers and assessors to deliver training and conduct assessment.

Implementing these strategies and continuing to engage with industry at regular intervals allows VUP to be responsive in meeting industry needs in a range of areas including rapid changes in technology and/or techniques, how training and assessment is provided, resources used in training and assessment and confirmation of expectations for current industry skills and knowledge of trainers and assessors.

VUP utilises both formal and informal engagement activities with industry to gather a range of feedback from key stakeholders.

The VET Industry engagement register (document) is used to gather all engagement with industry where feedback is provided or discussions are held about training, assessment, resources and/or trainer currency of the relevant course. This is the log that demonstrates ongoing and regular contact with industry and demonstrates VUP’s interactions, responsiveness and strong links.

The VET Record of industry engagement (document) is used in more formal or structured engagement activities where industry representatives are presented with course details including structure, resources, facilities, trainer currency. In more formal and structured engagement activities industry representatives are invited to provide feedback.

**VET Industry engagement register**

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

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

This register must be completed for each industry engagement held by a Victoria University Polytechnic program area team member, whether formal or informal and whether recorded on the VET Record of industry engagement document or not.

A VET Industry engagement register must be created and maintained for each calendar year

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>

To complete the Industry engagement register fill out the relevant sections in the table within the VET Industry engagement register document.

Any action identified as appropriate through engagement with industry representatives that are captured in the VET Industry engagement register need to be included on the program area continuous improvement register for follow up action

Ensure that each of the following are recorded:

* Date of the industry engagement
* Topic of discussion or feedback (training, assessment, resources, trainer currency or other)
* Organisation or industry
* Name, email and phone of the industry representative
* Name, email and phone of the VUP representative
* Unit/module code if feedback was provided on a specific unit or module
* Action or outcome required
* Person responsible for follow up
* Indication of inclusion on continuous improvement register if action is required for follow up

**VET Record of industry engagement**

Use the VET Record of industry engagement document to record a formal and scheduled industry engagement activity.

Develop an agenda for the industry engagement activity and provide it to all participants ahead of the meeting. The agenda may include come or all of the following items for discussion and review:

* Course structure including:
  + Core and elective units
  + Methods of training and assessment
  + Course duration
  + Expectation of students
  + Work placement and skill required prior to placement
* Tour and review of the facilities, equipment and simulated activities (if the activity is held on campus)
* Review of learning and assessment resources (checking for use of terminology, images, videos, diagrams etc.)
* Review of current skills required of trainers and assessors from an industry perspective
* Challenges faced by industry that may be addressed through training and assessment

Prior to the activity, provide industry representatives with:

* A list of core and elective units available for the qualification, indicating which electives are included in the standard program
* Details of the qualification structure and sequence
* Sample of learning and assessment resources for review

Use the example questions provided in the VET record of industry engagement document to gain feedback and comment from industry representatives related to training, assessment, resources and/or current industry skills of trainers and assessors. Make notes of the feedback in the sections provided.

The activity may involve one, two, three or all of the four areas depending on the relevance to the industry representative and/or requirements of the review

After the activity, summarise key issues and identify actions to be taken. Actions to be taken must be recorded in the program area continuous improvement register

The VET Industry engagement register must also be updated to include the details of this record and activity

A completed and signed copy of the VET Record of industry engagement must be saved in the program area network drive – use the naming convention <course code> VET Record of industry engagement <month year>

A VET Record of industry engagement must be completed for each formal industry engagement activity conducted by VUP

Within one month of the industry engagement activity, a letter must be sent to each representative thanks them for their participation and summarising the outcomes and actions taken as a result