

Policy & Procedure 15 – Industry & Employer Engagement

Relates to standards:	1.5 - 1.6 Standards for Registered Training Organisations (RTOs) 2015 2.7 ACT Standards for Delivery of Training – Skills Canberra
Applicable to:	Learners, employers, community, industry, the Australian Skills Quality Authority, Skills Canberra, Training Services NSW and the ACT Training Fund Authority. Global Energy Training Solutions management, trainers/assessors, administration staff, contractors, volunteers and visitors.
Referenced documents:	Policy & Procedure 18 – Quality Management Industry Advisory Committee Terms of Reference, available on request Industry Consultation Terms of Reference, available on request
Monitor and review:	In accordance with: Policy & Procedure 18 – Quality Management
Responsibility:	Ben Murphy – Proprietor / Chief Executive
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1. Policy Objective

To ensure learner's opportunities are maximised for employment, advancement or further education through engaging with relevant industry stakeholders to establish appropriate contexts, methods, resources and trainers and assessors.

To ensure learners and employers understand the situations where employers will be notified.

2. Policy

Industry associations and memberships

Industry memberships are maintained with all of the following:

- Electrotechnology Energy Advisory Board Inc. (EEAB).
- The Electrical Trades Union (ETU).
- South East Region of Renewable Energy Excellence (SERREE).
- The National Electrical and Communications Association (NECA).
- VETnetwork

Industry Advisory Committee

Our Industry Advisory committee meets to review, discuss and provide feedback on our training and assessment materials, facilities, equipment, trainers and assessors and policy and procedures at the end of our six monthly internal review and update cycles in accordance with: Policy and Procedure 18 – Quality Management.

This committee helps us to ensure that;

- the industry has confidence in the integrity, currency and value of certification documents issued by our organisation.
- our learners receive quality training and assessment that is responsive to industry needs and to their needs.
- we meet the requirements of the training package.
- training is delivered by appropriately qualified trainers and assessors who have access to the right support services, facilities and equipment.

Employer contact and surveys

Employers are an essential part of the learning an apprentice goes through and must be regularly kept up to date. Additionally, employers are periodically surveyed to help identify training needs and potential issues regarding our Training and Assessment materials or Policy and Procedures in accordance with: Policy & Procedure 18 – Quality Management.

The feedback is used to update Policy and Procedures and Training and Assessment materials and/or provide better support services to our learners.

Employer notifications

Employers are notified if the learner;

- is absent from class.
- is late to class
- is late returning from breaks.
- leaves class early.
- requires a re-sit of an assessment task.
- requires resitting a course.
- plagiarises, colludes or cheats in an examination.
- is disruptive or abusive.
- fails to meet Work Health and Safety requirements.
- fails to clean up or pack up after them selves.
- consistently parks in non parking areas.
- fails to meet our drug, alcohol and tobacco policy.
- when a tutorial is attended.
- when outstanding academic achievements are made.

Industry consultation

When developing new training products we conduct industry consultation for the purpose of reviewing our training

and assessment strategies prior to developing or finalising our training and assessment materials to help ensure that our program meets the needs of industry.

Capstone Committee

We facilitate the Capstone Committee process meetings as convened by Access Canberra – Electrical Inspections. Meetings take place to discuss on and off-the-job evidence prior to our learner's sitting the 'Capstone Assessment' or the issuance of a qualifications.

Maintain professional relationships with industry and employers

Professional relationships with employers and stakeholders is maintained at all times including the following:

- Appropriate communication with courtesy and respect.
- Appropriate action in response to concerns.
- Not accept gifts which could be reasonably perceived as being used to influence or change a decision.
- Not violate or compromise of a position of influence or trust.
- Maintain boundaries to relationships.
- Consider all viewpoints fairly.

3. Procedures

Industry advisory committee

The Industry Advisory committee is made up of as a minimum, one small business contractor, one medium/large business contractor and two representatives from industry stakeholders. The Electrical Regulator and the Industry Skills Council are invited onto the committee.

The Industry Advisory committee members are selected based on their vocational competencies and current industry skills relevant to the Training and Assessment materials being validated, as well as their current knowledge and skills in vocational education.

Capstone Committee

The Capstone Committee meetings review and discuss on and off-the-job assessment evidence as documented by the RTO over the course of an individual's apprenticeship. The Committee recommends if an individual is suitable to progress to their final 'Capstone' examinations or recommends that further training and assessment is required.

Committee members include:

- Senior Manager – Electrical Inspections – Access Canberra
- E-Oz Energy Skills Australia.
- The ACT Electrotechnology Energy Advisory Board Inc. (EEAB).
- The Electrical Trades Union.
- The National Electrical and Communications Association.

Electrical Inspectors work experience

Prior to the Committee meetings, learners nearing completion of their qualification are given the opportunity to spend three days of paid work with the electrical inspectors to practice their electrical installation testing and commissioning skills.

Capstone practical assessments

The 'Capstone' practical assessments are attended by Access Canberra Electrical Inspectors and their delegate from the EEAB. The practical assessments include assessment of critical safety procedures such as safe isolation of

electrical circuits and electrical installation testing.

4. Version Control

Version	Date of release	Author	Authorised by	Position	Reason for change
V1	29/9/2015	Ben Murphy	Ben Murphy	Proprietor / Chief Executive	Initial release
V2	29/2/2016	Ben Murphy	Ben Murphy	Proprietor / Chief Executive	Added Capstone Committee and Electrical Inspector work experience. Changed wording but not content of Industry Advisory committee Reworded and added content Updated industry associations and memberships section Added review of current industry skills of Trainers and Assessors Edited Policy and Procedures sections to flow more logically. Added section about employers being notified Added Maintain professional relationships with industry and employers section Revision after staff consultation prior to release of V2.
V3	27/2/2017	Ben Murphy	Ben Murphy	Proprietor / Chief Executive	Changed sections from future tense to present tense (eg will be to is). Revision after staff consultation prior to release of V3. Renumbered as per full P&P review numbering, added points from Industry Advisory committee ToR Changed ACTPLA to Access Canberra Expanded employer notifications