



Mastery Institute Australia

**Industry Engagement
Policy and Procedure**

Version 3.9

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1. Purpose

The purpose of creating this policy is to ensure that the institute complies with Outcome Standards for RTOs, Standard 1.2. According to Outcome Standards for RTOs, Standard 1.2, the institute needs to engage with the relevant industry experts to keep the trainers and assessors up to date with current industry knowledge and skills and meet the following:

- ensure our training and assessment aligns with current industry need, practice and expectations.
- ensure training remains relevant, fit-for-purpose and reflective of current industry practice
- enable graduates to enter the workplace ‘job ready’, with the skills and knowledge required to succeed
- maximise students’ opportunities for employment, advancement or further education
- instil confidence (from employers, industry and students) in the integrity, currency and value of the qualifications issued by MIA.

The institute applies a range of strategies to engage with industry activities that are relevant to update the knowledge and skills of the trainers and assessors. The trainers and assessors will be required to participate in different industry engagement activities where experts from relevant industries share their knowledge and experience on different topics. The topics will be related to the current and emerging skills and knowledge in that particular industry.

2. Scope

The industry engagement policies and procedures applies to the entire institute staff (trainers/assessors, Compliance Team, CEO, Administration Manager, Academic/Training Manager, etc.) as well as industry experts. These stakeholders will also be responsible for the application of the industry engagement policy and procedures. The CEO will approve the industry engagement plans. The compliance team will be responsible for ensuring the industry activities/events, policies and procedures, industrial engagement plans and reports are in line with the requirements of Clauses 1.5 and 1.6. Trainers and assessors participate in industry engagement activities and apply the outcomes of those activities in their training and assessment activities. The compliance team and administration manager will ensure that the outcomes of the industry engagement activities are systematically and appropriately applied in the institute.

3. Policy

To comply with Outcome Standards for RTOs, Standard 1.2, the institute engages with various industry experts to provide relevant guidelines to the trainers and assessors. The institute uses a range of strategies in order to carry out industry engagements. The outcomes of these industry engagements are

systematically used in the training and assessment provided by the trainers and assessors. Moreover, industry engagement helps in providing training relevant to employers/industries and maximising students' opportunities for employment, advancement, or further education. The institute engages with relevant industry stakeholders to establish appropriate contexts, methods, resources, and trainers and assessors to deliver training and conduct assessments.

4. Procedure

The institute must demonstrate that all training and assessment strategies have been developed in response to information obtained through engaging with industry stakeholders. To achieve this, the institute consults with industry stakeholders to gain relevant information, including the qualification, course or skill set that best meets the skill and knowledge needs of the industry, as well as the most relevant electives for the training. The mode of study and the training and assessment methods to be used therefore must reflect the needs of current industry trends.

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

The institute will use the information gathered through the engagement process to:

- Design strategies for training and assessment; and
- Select suitable resources, trainers, and assessors.
- **Developing the Industry Engagement Strategies:** The trainers and assessors will consult with the CEO for developing industry engagement strategies. After the confirmation, there will be a discussion with industry experts to gain the current industry knowledge, skills, and/or the practice or resources for the trainers and assessors. While planning for the yearly strategies, the strategies will cover a range of activities that will be used for the engagement and not be just a single type of activity (like only a conference, or just a meeting).

The industry engagement strategies are diversified covering a range of activities that will be applied by trainers and assessors to gain an understanding of current industry practices, skills, resources, etc. The diversified range may include meetings, seminars, webinars, workshops, lecture methods, presentations, demonstrations, etc.

After the discussion on relevant qualifications and units of competency with industry experts, the topics and types of engagement are listed. The strategies are planned with the consent of the CEO. After the discussion, the yearly strategies are noted by the trainers and assessors in the form of an industry engagement plan to be followed by them in the year to come. This document will be made accessible and available to all the institute staff.



- **Implementing the Industry Engagement Plans:** The Compliance Team will be responsible for implementing the industry engagement plans. The implementation process will involve arranging and scheduling with the identified industry experts and/or arranging for the sources and resources (like the projector, and workshop arrangements or equipment) to get to the industry experts and carry out the industry engagement activities.

The compliance team after getting confirmation from the industry expert or if there is a date already prescribed (in case of prescheduled conferences) will inform trainers and assessors about the engagement so that they can prepare from their end.

This communication will provide to the trainers and assessors regarding the meeting date, meeting type, members, agenda, and topic in short for the trainers and assessors to understand the motive behind the industry engagement and prepare beforehand.

- **Applying the Outcomes of the Industry Engagement:** The trainers and assessors or compliance team will jot down the meeting minutes, in which all the important points of the industry engagement will be noted down. The meeting minutes will cover all the suggestions of the industry experts concerning changes in the training and assessment strategies, practices, resources and the trainers' and assessors' knowledge and skills.

The meeting summary will be created after the industry engagement activities¹. In case there are any major changes regarding the training and assessment strategies, policies, equipment and learning resources, then communication with the academic/training manager and CEO will be required. They will guide the process to be undertaken to help plan and implement the major updates. This discussion is expected to be finished after the engagement activity. After this discussion, the changes will be applied to the industry engagement plan.

If, however, the changes are minor such as updating the list of videos, subscribing to any blogs and reading material, the academic/training manager will do the needful to update the industry engagement plan

- **Control and Monitor of Industry Engagement Activities:** The compliance team will assign to ensure that the industry engagement activities are being carried out as planned. The compliance team will assign to present a report. The report will summarise the details of whether the industry engagement policy and procedures are being carried out in the manner that they are supposed to and whether industry engagement activities are being carried out in the manner planned.

The CEO and/or delegated staff member will review the industry engagement plan annually at the beginning of the year before the semester begins, to ensure that the plans are created in accordance with the requirements of the institute as well as Clauses 1.5 and 1.6 of the RTO standards 2015.

¹ The duration of creating meeting minutes may vary on the complexity and content of the meeting.

The compliance team as well as the trainers and assessors will be responsible for maintaining the records of the engagement, its outcomes, and implementation of the outcomes as well as the data for monitoring and control of the activities.

5. Roles and Responsibilities

The CEO will assign various roles and responsibilities with regard to industry engagement policy and procedures, industry engagement plans and industry engagement activities and monitoring and continuous improvement of these plans and activities. The institute staff members involved in the industry engagement activities and their roles and responsibilities are described below:

No.	Roles	Responsibilities
1.	Trainer and Assessors	- Participate in industry engagement activities. - Listing industry engagement activities details in the meeting minutes. - Apply the outcomes of the industry engagement activities. - Provide information on minor changes to the academic/training manager and compliance team. - Discuss with the academic/training manager and the CEO in case of major changes.
2.	Compliance team	- Create meeting minutes while interacting with industry experts and jotting down important suggestion. - Implement the industry engagement plans. - Notify the trainers and assessors about the industry engagement after the finalisation. - Discuss with the CEO and trainers and assessors when there are major updates after industry engagement activities. - Present a report to the CEO about the industry engagement plan, report and policies procedures. - Ensure the industry engagement activities are carried out as planned. - Present report on industry engagement activities. - Maintaining the records relevant to engagements. - Respond to queries and feedback.
3.	Academic/Training Manager	- Apply the minor changes as suggested by the industry expert to the training and assessment strategies, practices, learning resources, etc. - Inform the trainers and assessors and compliance team of the changes. - Respond to queries and feedback.

No.	Roles	Responsibilities
4.	CEO	Annually at the beginning of the year review the industry engagement plan and provide inputs on the same.

6. Relevant Documents

2025 Standards for RTO : <https://www.asqa.gov.au/rto/2025-standards-rto>

7. Related Regulatory Requirement

This policy and procedure help the institute in compliance with the related legislation:

- Standards for Registered Training Organisations (RTOs) 2015
 - 1.5 – The RTO training and assessment practice are relevant to the need of the 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:
 - its training and assessment strategies, practices, and resources; and
 - the current industry skills of its trainers and assessors.

8. Industry Engagement Policy and Procedure Review

The industry engagement plan and activities will be controlled and monitored by the compliance team in coordination with trainers and assessors. The compliance team will prepare a report every three months to ensure that the policy and procedure and industry engagement plan are followed and carried out as planned.

Furthermore, the Industry Engagement policies and procedures are reviewed every year at least once before the beginning of the new session (e.g., January). This review work will be carried out by the CEO along with the compliance team, academic/training manager, administration manager, trainers and assessors. The review work will be carried out to check whether this policy and industry engagement plan adheres to the requirements of Clauses 1.5 and 1.6 of the RTO Standards 2015.



9. Continuous Improvement/Feedback

All feedback and questions regarding these policies and procedures and industry engagement plans and activities will be directed to the compliance team and academic/training manager. Every year at least once the stakeholders such as trainers, assessors, compliance team, and any other institute staff member may provide their feedback and/or queries to the CEO. The CEO will discuss with the compliance team and academic/training manager regarding the issues and respond as s/he thinks fit. The CEO will assign the administration officer to be the second person to respond in the absence of the CEO².

Appendix

Definitions:

- **ASQA:** Australian Skills Quality Authority is the national regulator for Australia's vocational education and training sector.
- **Standards:** 2025 Standards for RTO
- **Registered training organisation:** A training organisation listed on the National Register as a registered training organisation.
- **Training and assessment:** The training and/or assessment provided to a student by a training provider or its subcontractor in relation to the AQF qualifications and/or units of competency within the training provider's scope of registration.
- **Industry:** The bodies that have a stake in the development of courses and the training and assessment services provided by training providers These can include:
 - enterprise industry clients e.g., employers
 - group training organisations
 - industry organisation
 - industry regulators
 - professional associations
 - skill service organisations
 - industry training advisory bodies, and
 - unions.
- **Industry Engagement:** Industry Engagement means engaging or consulting with the industry experts of the relevant industry to gain proper and current knowledge and skills about the latest trends in the industry. An industry expert carries such engagement. The advice of industry engagement is sought specifically for:
 - the choice of electives

² Refer to Continuous Improvement Policy and Procedure.



- the sequence of training
- learning resources
- trainers and assessors.

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Reference	Outcome Standards for Registered Training Organisations, Quality Area 1 – Training and Assessment, Standard 1.2: Effective engagement with industry, employer and/or community representatives informs the industry relevance of the training.