

POLICY	Industry Engagement
ASQA Standards 2025 Ref	Outcome Standards for Registered Training Organisations) Instrument 2025 Relevant areas include: <ul style="list-style-type: none"> • Quality Area 1 – Training and Assessment • Quality Area 3 – VET Workforce
Purpose	This Policy and Procedure ensures AACI engages with relevant industry representatives, employers, clinics and other sector stakeholders so that AACI’s training, assessment, learner resources, work placement arrangements and workforce capability remain relevant to current industry practice. It is designed to ensure AACI: <ul style="list-style-type: none"> • identifies relevant industry representatives and stakeholders • gathers and documents industry feedback • uses that feedback to inform course design, TAS review, assessment, practical placement and trainer/assessor currency • records engagement activities and resulting improvements.
Scope	This Policy and Procedure applies to: <ul style="list-style-type: none"> • all AACI training products, units of competency and accredited courses • course design and redevelopment • training and assessment strategy development and review • assessment tool review and validation • practical placement and workplace learning arrangements • workforce currency and capability review • AACI staff and contractors involved in training, assessment, design, quality assurance and industry consultation.
Policy Statement	AACI is committed to ensuring that its training and assessment practices are relevant to current industry expectations and informed by ongoing industry engagement. AACI will systematically use the outcomes of industry engagement to inform: <ul style="list-style-type: none"> • training and assessment strategies • elective selection and course structure • learner resources • assessment tools and practical assessment context • trainer and assessor current industry skills • work placement requirements and workplace expectations • the relevance of simulated workplace environments.
Principles	AACI will ensure that: <ol style="list-style-type: none"> 1. industry engagement is regular, documented and purposeful 2. industry representatives are relevant to the training products and sectors delivered by AACI 3. industry input is used to inform actual decisions, not just recorded as a formality 4. trainers and assessors maintain ongoing engagement with current industry practice 5. feedback from workplaces and host employers is used to inform improvement

	<p>industry engagement is linked to AACI's quality assurance and continuous improvement systems</p>
<p>Responsibility</p>	<p>Chief Executive Officer / RTO Manager Has overall responsibility for AACI's industry engagement system and for ensuring industry engagement is embedded in AACI's quality framework.</p> <p>Director of Training and Assessment Coordinates industry engagement activities, ensures relevant industry input is obtained, documents outcomes and ensures resulting actions are implemented in training and assessment systems.</p> <p>Trainers and Assessors Remain engaged with relevant industry sectors, maintain current industry skills, provide feedback on industry relevance at the end of delivery, and participate in industry-informed validation and review activities.</p> <p>Quality / Administration support Maintains engagement records, feedback records and improvement records arising from industry engagement.</p>
<p>Policy Requirements</p>	<p>1. Industry engagement must be ongoing AACI will engage with relevant industry representatives on an ongoing basis and not rely solely on one annual consultation point.</p> <p>2. Industry engagement must inform decision-making Industry engagement must be used to inform, where relevant:</p> <ul style="list-style-type: none"> • qualification and skill-set relevance • elective selection • course design and delivery structure • mode of study • training and assessment methods • workplace and simulated-environment relevance • trainer and assessor current industry skills • practical placement expectations. <p>3. Industry representatives AACI may engage industry representatives under a formal agreement and may require:</p> <ul style="list-style-type: none"> • resume or work profile • qualifications • relevant experience and sector connection • documented comments or advice. <p>4. Minimum consultation expectations Where AACI is developing or substantially reviewing a training and assessment strategy, or where new units or changes to existing units are involved, AACI will seek input from at least two relevant industry representatives unless a documented reason justifies another approach.</p> <p>5. Trainer and assessor industry engagement All trainers and assessors must remain engaged with relevant industry sectors and maintain evidence of current industry currency as part of AACI's workforce capability system.</p> <p>6. Workplace and placement feedback</p>

	Where work placements are involved, AACI will seek feedback from relevant employers, clinics or host sites and use that information to review workplace relevance and learner preparedness
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PROCEDURE	Industry Engagement Procedure
<p>Procedure summary</p>	<p>Step 1 – Identify the engagement need AACI identifies when industry engagement is required, including for:</p> <ul style="list-style-type: none"> • new training products • TAS development or review • course design or redevelopment • assessment review • practical placement review • trainer/assessor currency review • annual quality review. <p>Step 2 – Identify relevant representatives AACI identifies suitable representatives from the relevant animal-care, veterinary or VET sector.</p> <p>Step 3 – Gather feedback AACI gathers feedback using one or more methods such as:</p> <ul style="list-style-type: none"> • structured questions • meetings or interviews • written comments • sample document review • workplace feedback forms • end-of-unit trainer/assessor feedback. <p>Step 4 – Document the engagement All engagement outcomes, including verbal feedback, must be documented in sufficient detail to show:</p> <ul style="list-style-type: none"> • who was consulted • on what topic • what feedback was provided • what action is proposed or taken. <p>Step 5 – Implement action Where industry feedback indicates change is needed, AACI will update relevant:</p> <ul style="list-style-type: none"> • TAS or equivalent strategy documents • learner resources • assessment tools • practical placement arrangements • trainer/assessor development priorities. <p>Step 6 – Record improvement All actions arising from industry engagement will be recorded in AACI’s quality and continuous improvement system.</p> <p>Records AACI will retain records of:</p> <ul style="list-style-type: none"> • industry representatives engaged • agreements or engagement basis • resumes/work profiles where collected • consultation questions

	<ul style="list-style-type: none"> • meeting notes or written feedback • workplace feedback • trainer/assessor relevance feedback • actions taken as a result • continuous improvement entries linked to the engagement.
Industry Representatives	AACI will engage with Animal Care Industry Representatives under an Agreement to provide a range of services relevant to the qualifications on AACI's scope of registration. As part of this agreement the industry representatives will be required to provide a copy of their resume, qualifications and work profile.
Industry Representative Engagement	<p>The terms of engagement of an Industry Representative may be advice on any of the following industry relevance issues:</p> <ul style="list-style-type: none"> • the qualification, course or skill set that best meets the skill and knowledge needs of industry • the most relevant electives units relevant to the job outcome being sought which are identified and listed in Training and Assessment Strategies for all courses on AACI's scope of registration; • the mode of study and the training and assessment methods to be used. • the current industry skills of AACI's trainers and assessors to ensure they possess current industry skills relevant to the qualification that they are delivering and assessing; • if any simulated workplace environments are or remain relevant for courses on AACI's scope of registration
Engagement Agreement	<p>Industry Representative shall formally execute the Engagement Agreement related to the above criteria, including providing relevant comments and feedback where they believe that the above does not meet or represent Industry requirements or expectations.</p> <p>Payment for these services will be made by AACI on receipt of a Invoice from the Industry representative and a Tax Invoice shall then be requested from Industry Representative by the RTO Manager .</p>
Monitoring and review	<p>AACI will review this Policy and Procedure at least annually and earlier where required by:</p> <ul style="list-style-type: none"> • changes to standards or ASQA guidance • new training products • industry change • placement/workplace feedback • validation findings <p>continuous improvement actions</p>
Defintions	<p>Animal Care Industry or Industry means private and public organisations that deliver products and services to animals including Animal Care Facilities and/or Vocational Education and training experts.</p> <p>Animal Care Facility or Clinic means organisations such as day care operator, animal shelter, VET Clinic and VET Hospital</p> <p>Industry engagement means AACI's planned and documented interaction with relevant industry representatives, employers, clinics, professional associations and other sector stakeholders to gather feedback and advice relevant to training, assessment and workforce capability.</p>

	<p>Industry Representatives means suitably qualified individuals that work in the Animal Care Industry and/or VET sector.</p>
<p>Related Documentation</p>	<p>ASQA Standards released in 2025 Outcome Standards for Registered Training Organisations) Instrument 2025 Relevant areas include:</p> <ul style="list-style-type: none"> • Quality Area 1 – Training and Assessment • Quality Area 3 – VET Workforce <p>Relevant ASQA Practice Guides</p> <ul style="list-style-type: none"> • Practice Guide – Training • Practice Guide – Assessment • supported where relevant by Practice Guide – VET Workforce Management and Practice Guide – Trainer and Assessor Competencies <p><u>Policies/Procedures related to:</u></p> <ul style="list-style-type: none"> • Course Design and Development Policy and Procedure • Training and Assessment Strategy Development and Review Policy and Procedure • Assessment Policy and Procedure • Assessment Validation Policy and Procedure • Practical Placement Policy and Procedure • Quality Assurance Policy and Procedure • Continuous Improvement Policy and Procedure • Staff Development / Workforce Capability Policy and Procedure • Student Information Guide • Mentor Guide • Clinic Guide. <p><u>Other:</u> Student Information Guide Mentor Guide Clinic Guide</p>

VERSION CONTROL

Review / amendment history

Policy Approved by: Chief Executive Officer / RTO Manager

Responsible Officer: Chief Executive Officer / RTO Manager

Next Policy Review Date: 1 September 2026

Version	Date	Details
1.0	4 August 2021	Policy approved and issued
2.0	1 March 2022	Minor Changes
3.0	1 September 2022	RTO Registration TOID and contact details
4.0	1 September 2023	Minor formatting changes
5.0	1 September 2024	Updates – minor
6.0	1 September 2025	Formatting – Major Changes ASQA 2025 Standards Outcome Standards for Registered Training Organisations) Instrument 2025 Relevant areas include: <ul style="list-style-type: none"> • Quality Area 1 – Training and Assessment • Quality Area 3 – VET Workforce Relevant ASQA Practice Guides <ul style="list-style-type: none"> • Practice Guide – Training • Practice Guide – Assessment • supported where relevant by Practice Guide – VET Workforce Management and Practice Guide – Trainer and Assessor Competencies

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