

18. Industry and Community Engagement Policy and Procedure

Document Name	18. Industry and Community Engagement P&P 2025_v1.3
Status	Approved
Approved By	Tim Koster
Approval Date	08/09/2025
Review Date	08/09/2027
Standard Reference	Standards for RTOs 2025 – Standards 1.2
Signature	

18. Industry and Community Engagement Policy and Procedure

Table of Contents

Policy	3
Definitions	3
Procedure.....	3
1. Identifying Industry, Employer and Community Representatives	3
2. Engagement and Feedback Collection	4
3. Using Advice and Feedback to Inform Training.....	4
4. Ensuring Training Reflects Current Industry Practice	4
Extracts from Standards	5

18. Industry and Community Engagement Policy and Procedure

Policy

Minda Inc t/a South Australian Learning Centre (SALC) actively engages with industry, employers and community representatives to ensure that all training products remain relevant, current and reflective of industry needs and practices. This engagement supports the development of industry-informed training and assessment strategies, ensures the appropriateness of facilities and resources, and contributes to improved student outcomes.

SALC is uniquely positioned as an industry-embedded RTO, delivering training within the same operational environments in which many of our students are employed or will seek employment. This close integration means we are in regular, direct contact with industry professionals across our training areas, allowing us to maintain a current and practical understanding of workforce expectations, emerging practices, and real-world challenges.

In addition, as the provider of essential workforce training for Minda Inc, we are continuously exposed to contemporary best practice through day-to-day service delivery. This ensures that our training and assessment practices remain highly relevant, responsive and aligned to industry standards.

Definitions

Term	Definition
Industry Engagement	Structured consultation with industry, employers and community representatives to gather advice and feedback on training relevance and industry practice.
Industry Representatives	Employers, professional associations, peak bodies, regulators and community organisations relevant to SALC's training products.
Community Representatives	Local organisations, service providers, advocacy groups or networks that represent community needs and perspectives.
Work-Integrated Learning (WIL)	Structured learning undertaken in real workplace environments, including placements and community-based learning.
Facilities, Resources and Equipment	The physical and digital assets required to deliver training and assessment, including those provided by third parties.
Risk Management	The process of identifying and mitigating risks associated with student use of facilities, resources and equipment.

Procedure

1. Identifying Industry, Employer and Community Representatives

1.1. SALC identifies relevant representatives through professional networks, industry associations, employer partnerships, government and community bodies.

1.2. A register of industry and community representatives is maintained.

1.3. Representatives are invited to participate in surveys, meetings and validation panels. In future, SALC may aim to create industry groups or forums.

18. Industry and Community Engagement Policy and Procedure

2. Engagement and Feedback Collection

- 2.1. SALC conducts structured engagement activities at least annually, including meetings and surveys.
- 2.2. Feedback is sought on industry trends, skills needs, regulatory changes and training relevance.
- 2.3. Engagement activities are documented and outcomes recorded in the Industry Engagement Register.

3. Using Advice and Feedback to Inform Training

- 3.1. Relevant feedback is analysed and incorporated into session plans, content and Training and Assessment Strategies (TAS).
- 3.3. Changes informed by industry advice are communicated to trainers and assessors through staff meetings and professional development sessions.

4. Ensuring Training Reflects Current Industry Practice

- 4.1. Industry engagement outcomes are cross-checked against qualification packaging rules and regulator requirements.
- 4.2. Trainers and assessors maintain industry currency through ongoing professional practice and engagement with industry networks.

18. Industry and Community Engagement Policy and Procedure

Extracts from Standards

Standard 1.2 Engagement with industry, employer and community representatives effectively informs the industry relevance of training offered by the NVR registered training organisation.

P.I.(a) how it identifies relevant industry, employer and community representatives and seeks meaningful advice and feedback from those representatives;

P.I.(b) it uses relevant advice and feedback to inform changes to training and assessment strategies and practices; and

P.I.(c) training reflects current industry practice.