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## Industry Consultation Policy (V1)

Responsibility for Implementation: Head of Trainers

Authority: Approved by PEO

Date of Approval: 5 April 2016

Date of Review: June 2018, Oct 2019

Next Review: Oct 2021

### 1. Purpose

Elite Education Vocational Institute ('The Institute') will collect and gather industry specific information in relation to the program delivery for continuous improvements.

### 2. Procedure:

- 2.1. The Head of Trainers will use the industry survey questionnaire (found in this policy) to ask the prospective employer what they feel about our training and assessment strategies that the Institute uses.
  - 2.2. If existing trainer and assessors are not on full time and are self-employed, they can also be used as industry expert feedback
  - 2.3. Using the analysed surveys data, the Head of Trainers will raise continuous improvement actions to improve the quality of course delivery.
  - 2.4. This process will be taken at the end of each term and or where possible as part of the continuous improvement of the program.
  - 2.5. All this information gathered is to be placed in the compliance central folder with evidence related to the outcome proposed.
  - 2.6. A summary of the outcome should be discussed at the next Institute management meeting.
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Appendix 1 – Industry Survey Form

Industry Survey	
<b><i>THE INSTITUTE is committed to the Continuous Improvement of its assessment processes tools and outcomes. Please provide your feedback in our training and assessment delivery and how it meets the employability skills in the industry.</i></b>	
1. Are the attached assessment tool samples appropriate to the required Industry Standards and Units of Competency?	
2. Would you consider the assessment process suitable for your workplace and staff within your industry?	
3. Would you consider candidates demonstrating achievement through this assessment process competent in the workplace?	
4. Describe any changes that you may like to suggest in regard to the assessment process, method or tools?	
5. What do you recommend to the trainers and assessors about the current industry skills needed for their training and assessments?	

# Elite Education Group Pty Ltd trading as Elite Education Vocational Institute

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