

RTO Industry Engagement Policy and Procedure

PURPOSE

The purpose of this policy and procedure is to outline Music SA's obligations and processes in respect to engagement with industry.

SCOPE

This policy and procedure applies to all AQF qualifications on Music SA's Scope of Registration.

POLICY STATEMENT

Music SA is committed to implementing high quality engagement processes with stakeholders in the Music and allied industries. Engaging with industry stakeholders is critical to ensuring that training and assessment offered by the RTO is aligned to current workplace methods, technologies, products, resources and performance expectations.

The *Standards for Registered Training Organisations (RTOs) 2015* require Music SA as a RTO to implement a range of strategies for Industry Engagement, and to systematically use the outcomes of this Industry Engagement to ensure the relevance of:

- its training and assessment strategies, practices and resources; and
- the current industry skills of its trainers and assessors.

Ultimately these strategies will ensure that employers, industry and learners will have confidence in the integrity, currency and value of AQF certification issued by Music SA.

DEFINITIONS

Industry means the bodies that have a stake in the services provided by a RTO. These can include, but are not limited to:

- enterprise/industry clients e.g. employers
- industry organisations/peak bodies
- industry regulators
- industry skills councils or similar bodies; and
- unions.

Industry Engagement includes strategies such as:

- partnering with local employers, regional/national businesses, relevant industry bodies and/or enterprise RTOs
- involving employer nominees in industry advisory committees and/or reference groups
- embedding staff within enterprises
- networking in an ongoing way with industry associations, peak bodies and/or employers
- developing networks of relevant employers and industry representatives to participate in assessment validation and Internships; and
- exchanging knowledge, staff, and/or resources with employers, networks and industry bodies.

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REFERENCES

- MSA-RTO-D-TAS:5-V1.0 RTO Five Year Validation Plan
- Standards for Registered Training Organisations (RTOs) 2015
- Users' Guide to the Standards for Registered Training Organisations 2015

DOCUMENTS

- MSA-RTO-D-TAS:4-V1.0 RTO Training and Assessment Continuous Improvement Register
- MSA-RTO-D-TAS:6-V1.0 RTO Annual Professional Development Plan and Budget Template

RESPONSIBILITIES

The **Music SA Board** is responsible for:

- approving this policy and procedure and all subsequent revisions
- bringing ideas and issues raised by industry stakeholders to the attention of the Music SA GM; and
- hosting and/or participating in industry networking events.

The **Music SA Chief Executive Officer (CEO)** is responsible for:

- presenting any subsequent revisions of this policy and procedure to the Music SA Board for approval
- ensuring that all RTO staff understand their roles and responsibilities in relation to this policy and procedure
- ensuring that all Music SA Trainers/Assessors are allocated sufficient time and resources to organise and/or participate in Industry Engagement activities; and
- ensuring that sufficient evidence has been collected and retained to demonstrate that the RTO has:
 - consulted relevant industry stakeholders; and
 - stakeholder feedback has been addressed in the development and ongoing review of training and assessment strategies, practices and resources.

The **Music SA Head of Training (HT)** is responsible for:

- conducting a formal consultation event with industry stakeholders at least once per year
- ensuring that at least one industry representative is invited to participate in all validation activities as scheduled in the Music SA Five Year Validation Plan, and that feedback is acted upon
- scheduling and recording a series of class presentations by guests speakers who professionals working in the music industry
- keeping documentary evidence of all other formal and informal industry training seminars and Industry Engagement/networking activities they have participated in
- ensuring that all Music SA Trainers and Assessors keep documentary evidence of all formal and informal Industry Engagement/networking activities they have participated in; and
- take action where required to address industry ideas and issues reported by Music SA Trainers and Assessors.

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RESPONSIBILITIES CONT.

All **Music SA Trainers and Assessors** are responsible for:

- scheduling and recording a series of class presentations by guests speakers who are professionals working in the music industry
- keeping documentary evidence of all formal and informal industry training seminars and Industry Engagement/networking activities they have participated in; and
- reporting ideas and issues raised by industry stakeholders, or gained through participation in Industry Engagement/networking activities to the Music SA HT for discussion and action (where required).

PROCEDURES

Music SA Head of Training to:

- 1 Organise a formal consultation process with industry stakeholders in Term 3 (or earlier) each calendar year. The purpose of this consultation is to seek industry feedback on the proposed Training and Assessment Strategy for each qualification on Music SA's Scope of Registration including the:
 - relevancy of chosen electives to current industry needs
 - appropriateness of study modes
 - suitability and relevance of training and assessment methods
 - adequacy of identified facilities and resources
 - industry trends that need to be considered in the design of training e.g. new technologies; and
 - qualifications and competencies required by Music SA staff to deliver and assess training to the required industry standard.
- In addition:
 - formally document all outcomes of the consultation process as evidence that the activity was conducted
 - record all identified continuous improvement activities in the RTO Training and Assessment Continuous Improvement Register
 - develop revised Training and Assessment Strategies to reflect industry feedback (if required).
 - organise for the redesign of training and assessment methods and associated resources (if required)
 - negotiate with the Music SA BM for the hire/purchase of additional facilities and/or equipment (if required); and
 - ensure that the RTO Professional Development Plan and Budget addresses any additional trainer qualifications and competencies identified during the consultation process.
2. Invite at least one industry representative to participate in validation activities scheduled in the RTO Five Year Validation Plan and ensure that their feedback is captured in Validation Reports.
3. Attend industry training seminars and networking events and store documentary evidence of this attendance in their personal HR file e.g. tickets, programs, agendas, promotional materials, certificates of attendance.
4. Seek feedback from industry representatives when visiting learners on an Internship, and record the details of these Industry Engagement activities in a diary/online calendar, or some other accessible document.
5. Schedule and record a series of class presentations by guests speakers who professionals working in the music industry

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PROCEDURES CONT.

Music SA Trainers/Assessors to:

- 1 Attend industry training seminars and networking events and store documentary evidence of this attendance in their personal HR file e.g. tickets, programs, agendas, promotional materials, certificates of attendance.
- 2 Seek feedback from industry representatives when visiting learners on an Internship, and record the details of these Industry Engagement activities in a diary/online calendar, or some other accessible document.
- 3 Report any ideas and issues raised by industry stakeholders, or gained through participation in seminars/networking events to the Music SA HT for discussion and action (where required).

STATUS AND DETAILS

Category:	Training and Assessment
Reference Code:	MSA-RTO-POLP-TAS:4-V1.1
Version No:	V1.1
Status:	Current
Commencement Date:	27/05/2019
Review Date:	27/05/2022
Authorising Authority:	Music SA Board
Authorisation Date:	27/05/2019
Accountable Officer:	Music SA Head of Training