

RTO002 Policy Industry Relevance

1. Purpose

To provide Health Information Management Association of Australia Limited (HIMAA) with a guide on how and when to conduct industry consultation. To ensure that HIMAA's training and assessment practices are relevant to the industry needs and informed by engaging industry in the development of our training and assessment practices.

2. Scope

This policy applies to the Chief Executive Officer, Training Manager, Education Officers, Student Support and Administration Officer and Quality and Compliance Officer.

3. Standard 1 Clause 1.5 and 1.6

1.5 The RTO's training and assessment practices are relevant to the needs of 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

4. References

This policy has been developed within the guideline for:

- Standards for Registered Training Organisations (RTOs) 2015
- User Guides Standards for Registered Training Organisations (RTOs) 2015
- RTO002 SOP Industry Relevance
- RTO001 Policy Training and Assessment Strategies and Practices
- RTO001 SOP Training and Assessment Strategies and Practices
- RTO008 Policy Quality Assurance of RTO Operations
- RTO008 SOP Quality Assurance of RTO Operations
- RTO001 Form Industry Consultation
- Training and Assessment Strategies for each unit of competency

5. Policy

5.1 Industry Consultation

5.1.1 HIMAA consults with industry to ensure that the training and assessment strategies, assessment tools, units of competency, qualifications and delivery of training meet the industry needs.

5.1.2 HIMAA conducts industry consultation when:

- Changing the scope of registration
- The training package changes
- Learner's or employers are dissatisfied with the training
- There are changes within the industry

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- Routinely reviewing the Training and Assessment Strategy (TAS)
- Feedback is required on current training methods
- Meeting the needs and requirements of industry

5.1.3 HIMAA will conduct industry consultation on at least an annual basis in line with reviewing the training and assessment strategy.

5.2 Industry Engagement

5.2.1 HIMAA Education Services staff encourages employers to participate in training activities and to monitor the learners' progress in the course.

5.2.2 HIMAA provides employers with training materials and guidance where and when requested.

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