

RTO002 SOP 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 standard operating procedure 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. Definition

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

- Enterprise/ industry clients, e.g. employers
- Group training organisations
- Industry organisations
- Industry regulators
- Industry Skills Councils or similar bodies
- Industry training advisory bodies and
- Unions

Industry engagement – for the purposes of meeting clauses 1.5 and 1.6 of the standards, may include, but not limited to, strategies such as:

- Partnering with local employers, regional/national businesses, relevant industry bodies and/or enterprise RTO's
- Involving employer nominees in industry advisory committees and/or reference groups
- Embedding staff with enterprises
- Networking in an ongoing way with industry networks, peak bodies and/or employers
- Developing networks of relevant employers and industry representatives to participate in assessment validation; and
- Exchanging knowledge, staff and/or resources with employers, networks and industry bodies.

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5. References

- 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

6. Procedure

6.1 Industry Consultation

- 6.1.1 HIMAA conducts industry consultation when:
- 6.1.1.1 Changing the scope of registration
 - 6.1.1.2 The training package changes
 - 6.1.1.3 Student and employers are not satisfied with the training being delivered
 - 6.1.1.4 There are changes within the industry
 - 6.1.1.5 Routinely reviewing the training and assessment strategy (TAS)
 - 6.1.1.6 Feedback is required on current training methods
 - 6.1.1.7 Meeting the needs and requirements of industry
- 6.1.2 Industry consultation will take place on a yearly basis in line with the review of the training and assessment strategy or on a needs basis due to training package changes.
- 6.1.3 Industry consultation involves providing the employer with the training and assessment strategy to review or can consist of a discussion with employers or industry to ensure we are meeting the industry standards in our training and assessment.
- 6.1.4 Industry consultation can be conducted over the phone or face-to-face using the RTO001 Form Industry Consultation. Questions are asked to the industry based on what type of information HIMAA is looking for to help with the quality and continuous improvement of its training.

6.2 Industry Engagement

- 6.2.1 Where employers of HIMAA students are involved in training HIMAA will supply them with training materials to assist the student. These will consist of access to the modules and information on how to supervise their students during the examination.
- 6.2.2 HIMAA will provide support to the employer as well as the student at all times. If an employer has a question they can approach the Education Officer in charge of the student for assistance.
- 6.2.3 HIMAA continues to provide quality services to students and employers.

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