

INDUSTRY ENGAGEMENT RECORD FORM

This record is to be used with the enterprise/ industry for consultation of the Training and Assessment Strategy (TAS).

Qualification			
Name of Industry Organisation		Industry Advisor	
Contact Details		Position Title	
Name of Industry Organisation		Industry Advisor	
Contact Details		Position Title	

Record of engagement:	
Company / Event	Who did you engage with and on what date? What were the major points of the discussion? What were the key outcomes of the discussion i.e. are there any improvements you will now act on based on the input from this engagement.
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	What were the key outcomes of the discussion i.e. are there any improvements you will now act on based on the input from this engagement. Add new lines as required.
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RTO visits to industry sites:	
Date	Organisation – Purpose of visit / meeting
Date	Organisation – Purpose of visit / meeting
Date	Organisation – Purpose of visit / meeting

Industry representatives on RTO governing bodies:
Outline any applicable industry representatives that participate in Rowe Training and Consulting governing bodies (such as the Continuous Improvement Committee): – Name, organisation – Name, organisation – Name, organisation

Industry participation in resource validation program
The last validation round occurred in <i>[insert month and year]</i>. The following is a sample of the resources validated (the list includes the unit title of the resource validated and the industry representative details): • Unit code and title, business name, business representative name • Unit code and title, business name, business representative name • Unit code and title, business name, business representative name • Unit code and title, business name, business representative name

	Industry Opinion	Comments
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Industry Advisor Comments on the TAS Arrangements	Yes	No	
The course structure and the elective units chosen are relevant to current industry requirements			
There is enough time to complete the course			
The proposed learning activities (identified in course structure) is consistent with current industry standards			
The assessment methods identified will allow students to demonstrate both knowledge and skills related to the qualification.			
The trainers/assessors have current industry knowledge and skills directly related to the course			
The RTO has sufficient physical resources to create a simulated workplace environment			
Overall, the proposed course is consistent with industry expectations for development of potential employees			

Industry Advisor Feedback on the TAS (Training & Assessment Strategy)

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Validation of the TAS by the Industry Advisor

Approved	
Approved with Recommendations	
Not Approved	

Date:

1. Industry Advisor Signature: _____

2. Industry Advisor Signature: _____