

Industry Engagement Policy

Document Owner	Chief Executive Officer		
Responsible Officer	RTO Manager		
Last Update	26/07/2025		
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Related Documents	<i>Training and Assessment Strategy Development Policy</i> <i>Professional Development Policy</i> <i>Validations Policy</i> <i>Feedback and Evaluation Policy</i> <i>Continuous Improvement Policy</i> <i>Industry Consultation Feedback Form</i> <i>Industry Consultation Register</i> <i>Continuous Improvement Register</i>		
Version	Authorised by	Approved	Effective Date
1.0	Chief Executive Officer	26/05/2025	28/07/2025

1. Context

This policy outlines Barrington Training Services (BTS)'s commitment to engaging with industry stakeholders to ensure that training and assessment practices are current, relevant, and aligned with the needs of the workforce. It supports compliance with the Standards for RTOs 2025 and ensures that BTS delivers high-quality vocational education that meets the expectations of employers, learners, and the broader community.

2. Definitions

Refer to the *Explanation of Terms* document.

3. Scope

This Policy applies to all BTS staff, third parties, and contractors involved in:

- Designing, delivering, and assessing nationally recognised training
- Quality assurance and compliance activities
- Stakeholder engagement and partnership development

It covers all training products offered by BTS, including qualifications, skill sets, and units of competency.

4. Principles

BTS's approach to industry engagement is based on the following principles:

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- **Authenticity.** Engagement is genuine and centred on enhancing training outcomes.
- **Relevance.** Engagement activities are directly connected to the training products and industry sectors that BTS delivers.
- **Inclusivity.** A diverse range of stakeholders is consulted, including employers, industry associations, regulators, and graduates.
- **Transparency.** Engagement processes and outcomes are documented and shared.
- **Continuous Improvement.** Industry feedback guides updates to training and assessment strategies, resources, and delivery methods.

5. Policy details

- a) BTS is committed to maintaining strong, ongoing relationships with industry representatives to:
- Ensure training products reflect current industry practices, technologies, and regulatory requirements.
 - Validate assessment strategies and tools.
 - Support continuous improvement of training delivery.
 - Enhance learner employability and workforce readiness.
- b) BTS uses structured tools and processes to document and act on industry feedback, including the **Industry Consultation Feedback Form** and the **Industry Consultation Register**.

5.1. Engagement strategies and practices

BTS implements a range of strategies to ensure meaningful and ongoing engagement with industry:

a) Identification and review of stakeholders

- BTS maintains an up-to-date list of industry, employer, and community representatives in the *Industry Consultation Register*.
- Stakeholders are reviewed annually to ensure relevance and diversity across sectors.
- New stakeholders are identified through industry events, professional networks, and referrals.

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b) Engagement activities

- *Industry Advisory Panels.* Meetings with representatives from key industry sectors to provide strategic advice.
- *Employer Consultations.* Interviews, surveys, and site visits to gather feedback on training effectiveness and workforce needs.
- *Graduate Feedback.* Surveys and interviews to assess how well training prepared learners for employment.
- *Validation Sessions.* Involving industry experts in validating assessment tools and practices.
- *Professional Development.* Trainers and assessors maintain industry currency through work experience or volunteering, formal training in the industry area, industry networking events, and memberships.
- *Partnerships.* Collaborations with relevant industry bodies, organisations, and associations.

c) Documentation and evidence

- All BTS's engagement activities are recorded using the *Industry Consultation Feedback Form*.
- Outcomes and actions are logged in the *Industry Consultation Register*.
- Feedback is analysed and used to inform training and assessment practices.
- Recommendations for improvements and respective actions deriving from the engagement with industry are recorded in the ***Continuous Improvement Register***.
- Updates are communicated to staff and stakeholders and integrated into BTS's Quality Management System (QMS).

d) Training and assessment improvement

BTS's engagement with industry drives continuous improvement in:

- Course offerings aligned with industry and community needs.
- Selection of relevant electives per packaging rules.

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- Verification of foundational skills and entry requirements.
- Trainer and assessor competency and currency.
- Delivery modes, techniques, and activities.
- Volume of learning to meet industry standards.
- Assessment strategies aligned with workplace expectations.

6. Breaches

If a staff member, third-party, or contractor is found to be in breach of this Policy, she or he may be subject to disciplinary action in accordance with the relevant Code of Conduct and Misconduct Procedure.

7. Appeals

Appeals concerning any decision taken in relation to this Policy should be made under the relevant Complaints and Appeals Policy, which can be accessed from the BTS website.

Document History:

Version	Date	Author	Reason	Sections
0.1	26/07/2025	Ivan Negro	Document Creation	All
1.0	26/07/2025	Allen Barry	CEO Approval	All

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