Sample 8

Appendix 6: Evidence of consultation record template

Appendix 6 is a template to assist RTOs to effectively record the different types of evidence they may have from many different sources regarding consultations with enterprises/industries. It is a way of organising existing documentation of evidence by providing a key to its location. It may also act as a prompt about the range of activities that may constitute evidence of consultation. (Discard any components not applicable.)

Department			Qualification(s)		
Sources of industry information used: *(delete those not applicable)*					

Staff or contracted personnel currently employed in industry				**Yes**	**No**
Engaged in design of assessment approaches?	Yes	No	Experience of staff currently employed in the industry used in the following ways:		
Numbers of staff involved					
Engaged in design of learning programs?	Yes	No	For details see the following sources:		
Numbers of staff involved			(eg Address on server of minutes of a planning session held with casual staff)		

Allied industry experts available for particular purposes (projects)				**Yes**	**No**
Industry advice/ expertise sought	Yes	No	Experience of allied industry experts used in the following ways:		
Engaged in design of learning programs	Yes	No			
Engaged in design of assessment approaches	Yes	No	For details see the following sources:		
Numbers of staff involved			(eg Location of report that acknowledges the input of particular industry experts)		

Staff visits to industry sites				**Yes**	**No**
Industry advice/expertise sought	Yes	No	Input from enterprise personnel sought by visiting staff and used:		
Engaged in design of learning programs	Yes	No			
	Yes	No			
Engaged in design of assessment approaches	Yes	No	For details see the following sources:		
Numbers of staff involved			(eg Diaries of staff members conducting industry visits)		

Partnerships with enterprises/industry associations for particular purposes (eg projects)	Yes	No	
Industry advice/expertise sought	Yes	No	Names of projects involving partnerships with particular enterprises and/or industry associations:
Engaged in design of learning programs	Yes	No	
Engaged in design of assessment approaches	Yes	No	For details see the following sources:
Numbers of staff involved			(eg Project files server location)

Response(s) to enterprise requests for advice/service	Yes	No	
Request received	Yes	No	The following enterprises had requests for advice/service:
Need/problem identified	Yes	No	
Solution developed in consultation with enterprise(s)	Yes	No	For details see the following sources:
Number of staff involved	Yes	No	(eg Log of phone inquiries)

Industry representatives on governing bodies	Yes	No	
Approval of governing body sought	Yes	No	The following enterprises/industry associations represented:
Engaged in design of learning programs	Yes	No	
Engaged in design of assessment approaches	Yes	No	For details see the following sources:
Numbers of meetings where relevant issues discussed			(eg File location of minutes and board papers, including membership record)

Industry representatives on course consultative committees	Yes	No	
Approval of consultative committee sought	Yes	No	The following enterprises/industry associations represented:
Engaged in design of learning programs	Yes	No	
Engaged in design of assessment approaches	Yes	No	For details see the following sources:
Numbers of meetings where relevant issues discussed			(eg File location of minutes and papers including attendance records)

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Appendix 6 is a template to assist RTOs to effectively record the different types of evidence they may have from many different sources regarding consultations with enterprises/industries. It is a way of organising existing documentation of evidence by providing a key to its location. It may also act as a prompt about the range of activities that may constitute evidence of consultation. (Discard any components not applicable.)

Department	Qualification(s)
Sources of industry information used: *(delete those not applicable)*	

Staff or contracted personnel currently employed in industry		**Yes**	**No**	
Engaged in design of assessment approaches?	Yes	No	Experience of staff currently employed in the industry used in the following ways:	
Numbers of staff involved				
Engaged in design of learning programs?	Yes	No	For details see the following sources:	
Numbers of staff involved			(eg Address on server of minutes of a planning session held with casual staff)	

Allied industry experts available for particular purposes (projects)		**Yes**	**No**	
Industry advice/ expertise sought	Yes	No	Experience of allied industry experts used in the following ways:	
Engaged in design of learning programs	Yes	No		
Engaged in design of assessment approaches	Yes	No	For details see the following sources:	
Numbers of staff involved			(eg Location of report that acknowledges the input of particular industry experts)	

Staff visits to industry sites		**Yes**	**No**	
Industry advice/expertise sought	Yes	No	Input from enterprise personnel sought by visiting staff and used:	
Engaged in design of learning programs	Yes	No		
	Yes	No		
Engaged in design of assessment approaches	Yes	No	For details see the following sources:	
Numbers of staff involved			(eg Diaries of staff members conducting industry visits)	

Participation in other formal industry networks			Yes	No
Feedback sought relevant to assessment strategies	Yes	No	Participation in the following forums:	
Feedback received relevant to assessment strategies	Yes	No		
Adjustments to delivery/ assessment activities	Yes	No	For details see the following sources:	
Number of forums participating			(eg Email folder containing invitations to forums and their programs)	

Participation in informal industry networks			Yes	No
Feedback sought relevant to assessment strategies	Yes	No	Participation in the following informal network activities:	
Feedback received relevant to assessment strategies	Yes	No		
Adjustments to delivery/ assessment activities	Yes	No	For details see the following sources:	
Number of informal networks operating			(eg Folder of letters of thanks from industry people)	

Industry views canvassed in surveys			Yes	No
Questions on delivery/ assessment strategies included	Yes	No	The following surveys conducted:	
Useful information generated from this source	Yes	No		
Adjustments to delivery/ assessment activities	Yes	No	For details see the following sources:	
Numbers of enterprises responding			(eg Published survey results in Annual Report)	

Complaints/appeals recorded and acted upon			Yes	No
Issues in complaints/appeals identified	Yes	No	Complaints/appeals on the following issues:	
Useful feedback gained	Yes	No		
Incorporated into delivery/ assessment approaches	Yes	No	For details see the following sources:	
Numbers of incidents recorded			(eg Log of complaints kept by assigned person)	

Industry informed about delivery and/or assessment strategies	Yes	No	
Information distributed through various media	Yes	No	Types of media used to distribute information on delivery/assessment strategies to enterprises and/or industry:
Included opportunity for feedback	Yes	No	
Useful feedback received and used	Yes	No	For details see the following sources:
Numbers of responses from industry sources			(eg Available locations of current course directories)

Other sources of enterprises/industry input and advice	Yes	No	
Other sources of enterprise/ industry information	Yes	No	Outline of other sources used:
Feedback gained on delivery/ assessment strategies	Yes	No	
Information used to amend approaches	Yes	No	For details see the following sources:
Numbers of such sources utilised			