

Sample 8

Source: Learning and Assessment Strategies – resources guide, Australian National Training Authority (ANTA), 2002

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: (eg Address on server of minutes of a planning session held with casual staff)	
Numbers of staff involved				
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: (eg Location of report that acknowledges the input of particular industry experts)	
Numbers of staff involved				
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	For details see the following sources: (eg Diaries of staff members conducting industry visits)	
Engaged in design of assessment approaches	Yes	No		
Numbers of staff involved				

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

Response(s) to enterprise requests for advice/service			Yes	No
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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: (eg Log of phone inquiries)
Number of staff involved	Yes	No	

Industry representatives on governing bodies			Yes	No
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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: (eg File location of minutes and board papers, including membership record)
Numbers of meetings where relevant issues discussed			

Industry representatives on course consultative committees			Yes	No
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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: (eg File location of minutes and papers including attendance records)
Numbers of meetings where relevant issues discussed			

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Engaged in design of learning programs	Yes	No		
	Yes	No	For details see the following sources: (eg Diaries of staff members conducting industry visits)	
Engaged in design of assessment approaches	Yes	No		
Numbers of staff involved				

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: (eg Email folder containing invitations to forums and their programs)	
Number of forums participating				

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: (eg Folder of letters of thanks from industry people)	
Number of informal networks operating				

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: (eg Published survey results in Annual Report)	
Numbers of enterprises responding				

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: (eg Log of complaints kept by assigned person)	
Numbers of incidents recorded				

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: For details see the following sources: (eg Available locations of current course directories)	
Included opportunity for feedback	Yes	No		
Useful feedback received and used	Yes	No		
Numbers of responses from industry sources				

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