

Industry engagement planning guide for managers



A planning guide for managers in automotive and mining Vocational Education and Training contexts.

Part of the AUSMASA Trainer and Assessor VET Career Framework

About this tool

Industry engagement is not something trainers and assessors can sustain on their own. Feedback from consultation consistently identified workload, access and organisational structure as the primary barriers to meaningful industry engagement.

Use this tool to support industry engagement across your team by:

- mapping your team's industry connections
- planning structured engagement activities
- identifying gaps in currency across your delivery area
- using industry feedback to improve training and assessment.

It is a practical planning tool, not a compliance document.

The Standards for Registered Training Organisations 2025 (2025 Standards) require your organisation to ensure that trainers and assessors maintain an understanding of current industry practice relevant to the training they deliver and that industry engagement informs your training and assessment practices.

This guide helps you plan how that happens in practice.

Why organisational support matters

Feedback from the consultation identified that industry engagement is most effective when it is structured, resourced, and recognised by the organisation, rather than left to individual trainers and assessors to arrange in their own time.

Trainers and assessors working in small teams, regional locations, or high-volume delivery environments are particularly at risk of industry disengagement if organisational support is not deliberately provided.

Consultation also identified that the barriers to industry engagement are often practical rather than motivational. Trainers and assessors want to stay connected to industry. What gets in the way can be:

- workload
- the absence of backfill arrangements
- difficulty accessing industry sites
- a lack of formal structures such as return-to-industry programs or Training Advisory Groups (TAGs).

Industry engagement planning guide for managers



A planning guide for managers in automotive and mining Vocational Education and Training contexts.

Part of the AUSMASA Trainer and Assessor VET Career Framework

Organisational support for industry engagement includes:

- protected time in workload planning for site visits, industry events and return to industry activities
- backfill or scheduling arrangements that make industry placements practically achievable
- active management of TAGs and Industry Advisory Groups (IAGs)
- relationships with employers that trainers and assessors can draw on for guest speakers, site access and validation
- systems for capturing and acting on industry feedback about training and assessment relevance
- keeping the team informed of training package changes, regulatory updates and emerging industry developments.

Your team's industry connections

Manager's name:

Team/delivery area:

Date:

Review date:

Use this table to map the industry connections your team currently holds. Include each trainer and assessor's vocational area, their key industry contacts, your assessment of their currency, and when they last undertook a meaningful industry engagement activity.

This gives you a clear picture of where the team is well connected and where gaps exist. Be honest about currency status. Trainers who have been delivering without active industry contact for an extended period pose a compliance and quality risk, not just a professional development gap.

Industry engagement planning guide for managers



A planning guide for managers in automotive and mining Vocational Education and Training contexts.

Part of the AUSMASA Trainer and Assessor VET Career Framework

Team member	Vocational area(s)	Key industry contacts	Currency status	Last engagement activity

Planning industry engagement across your team

Use the prompts below to plan how you will support and structure industry engagement across your team over the next planning period. Be specific about what you will put in place and what barriers you need to address actively.

Industry engagement planning guide for managers



A planning guide for managers in automotive and mining Vocational Education and Training contexts.

Part of the AUSMASA Trainer and Assessor VET Career Framework

Structured opportunities

What structured industry engagement opportunities are you planning for your team this period? Site visits, return-to-industry placements, industry events, guest speaker programs, TAG participation? Which team members are prioritised and why? What kind of support would be most useful? For example, one-on-one guidance from a colleague, structured training and/or self-directed online learning?

Workload and scheduling

Have you allocated time in workload planning for industry engagement activities? What backfill or scheduling arrangements are in place to make this practically achievable? What changes to timetabling or delivery scheduling might be needed?

Industry engagement planning guide for managers



A planning guide for managers in automotive and mining Vocational Education and Training contexts.

Part of the AUSMASA Trainer and Assessor VET Career Framework

Currency gaps

Based on your team map, which trainers and assessors have the most significant gaps in industry currency? What is your plan to address those gaps? Are there compliance risks that need to be addressed urgently?

Building new relationships

Are there employers, industry bodies, or OEM partners your organisation should be building a relationship with that you currently have no connection to? What steps will you take to establish those relationships?

Industry engagement planning guide for managers



A planning guide for managers in automotive and mining Vocational Education and Training contexts.

Part of the AUSMASA Trainer and Assessor VET Career Framework

Keeping pace with change

What has changed recently in the training packages you deliver, industry practice, regulation, or technology that your team needs to be aware of or prepared for? Are there new units of competency, updated licensing requirements, or emerging technologies such as new equipment, diagnostic systems or safety requirements, where your team needs targeted support before delivery?

Using industry feedback

Industry engagement is most useful when what you learn from it feeds back into your training and assessment practice. This requires a deliberate process for capturing, recording and acting on what the industry tells you, not just a record of visits and meetings attended.

Feedback from consultation indicated that the most valued form of industry engagement for RTOs is industry consultation on resources, expertise and elective selection. This goes well beyond currency activities to involve industry directly in shaping how training is designed and delivered.

How do you currently capture what industry tells you about training relevance, skills gaps and workplace expectations?

Industry engagement planning guide for managers



A planning guide for managers in automotive and mining Vocational Education and Training contexts.

Part of the AUSMASA Trainer and Assessor VET Career Framework

How does that feedback reach the trainers and assessors who design and deliver training and assessment?

What has changed in your training and assessment practice as a direct result of industry feedback in the last twelve months?

Do your TAG meetings result in documented actions that are followed through?

Are there industry concerns about graduate readiness or training quality that you have not yet acted on?

Industry engagement planning guide for managers



A planning guide for managers in automotive and mining Vocational Education and Training contexts.

Part of the AUSMASA Trainer and Assessor VET Career Framework

Action plan

Use this table to record the specific actions you will take to strengthen industry engagement across your team and organisation. Include both immediate priorities and longer-term goals. Share this with your team so the plan is visible, and expectations are clear.

Gap or priority identified.	What we will do	Who is responsible	Support or resources needed	By when

Review

At the end of your planning period, use these prompts to reflect on progress and plan the next period

Industry engagement planning guide for managers



A planning guide for managers in automotive and mining Vocational Education and Training contexts.

Part of the AUSMASA Trainer and Assessor VET Career Framework

Which structured industry engagement activities were completed as planned? What made them work?

Where did plans not come together? What barriers were there, and how will you address them next time?

Has your team's currency profile improved? Are there still compliance risks that need attention?

What feedback from industry has been acted on? What is still outstanding?

What do you want to prioritise in the next planning period?

Learn more about the Trainer and Assessor VET Career Framework

Explore more practical tools, guides and resources supporting VET capability, wellbeing, industry engagement and career development