



## **Nepean Community College**

### **Engaging Industry Experts Policy and Procedures**



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## 1. Purpose

This policy outlines the framework for engaging industry experts to support the delivery of training and/or assessment within Nepean Community College (RTO ID: 1223) ensuring alignment with training product requirements and the specific needs of VET student cohorts.

## 2. Scope

This policy applies to all engagements of industry experts within Nepean Community College and ensures compliance with regulatory requirements, Outcome Standards 3.3.

## 3. Policy Statement

Nepean Community College engages industry experts for training delivery under the following conditions:

1. Experts are engaged based on the specific requirements of the training product or the needs of the VET student cohort.
2. Experts are engaged **only** in response to an identified need, ensuring relevance and effectiveness in training delivery.
3. Experts must possess **industry competencies, skills, knowledge, and specialised expertise** directly relevant to the training product they contribute to.

## 4. Procedure

### 1. Identifying the Need for an Industry Expert

A request to engage an industry expert must be submitted by a trainer or department head, clearly outlining:

- The training product(s) requiring expert input.
- The specific skill set and expertise required.
- The relevance to the VET student cohort.

### 2. Vetting and Authorisation of Experts

Industry experts must undergo a competency verification process to confirm:

- They hold **current** and **relevant** industry knowledge and skills.
- They possess **specialised expertise** directly linked to the training product.
- They demonstrate the ability to communicate knowledge effectively.

### 3. Supervision and Oversight

- Industry experts **must operate under the direction of a qualified trainer or assessor**, in accordance with the **Credential Policy**.
- Experts may **only** contribute to training under **explicit guidance** of a credentialed trainer.

### 4. Assessment Judgement Requirements

- If an industry expert is involved in **assessment**, they **must** conduct assessments **alongside a credentialed trainer or assessor**.



- The trainer or assessor retains **final responsibility** for assessment judgements and compliance with **Rules of Evidence** and **Principles of Assessment**.

#### **5. Organisational Oversight and Compliance**

- Training or assessment delivered **must be subject to oversight** by Nepean Community College.
- Regular reviews are conducted to ensure industry expert engagement aligns with regulatory expectations and student learning outcomes.
- Any identified non-compliance or concerns must be reported to the RTO Compliance Manager / CEO] for corrective action.

#### **5. Review and Continuous Improvement**

This policy will be reviewed annually/every 2 years to ensure continued compliance with legislative and regulatory requirements.

6. Industry Expert Engagement Checklist		
Industry Expert Name:		
Specific Industry Expert is required to train: <ul style="list-style-type: none"> <li><input type="checkbox"/> Business Services</li> <li><input type="checkbox"/> Information and Communication Technology</li> <li><input type="checkbox"/> Community Services</li> <li><input type="checkbox"/> Foundation Skills and Training</li> </ul>		
Trainer Profile Completed:	By Whom:	Date:
Credentialled Supervisor Name:		
Supervisor noted in Trainer Profile:	By Whom:	Date:
Identifying the Need	<input type="checkbox"/> Training product requires industry expertise. <input type="checkbox"/> Specific VET student cohort benefits from expert engagement. <input type="checkbox"/> The engagement is in response to a defined training/assessment need.	
Expert Qualification & Verification	<input type="checkbox"/> Expert possesses current industry competencies directly relevant to the training product. <input type="checkbox"/> Expert has specialised industry or subject matter expertise applicable to the training. <input type="checkbox"/> Expert demonstrates effective communication skills for knowledge transfer.	
Authorisation & Supervision	<input type="checkbox"/> Expert operates under the direction of a credentialed trainer or assessor as per the Credential Policy. <input type="checkbox"/> Expert does not conduct training or assessment independently.	
Assessment Involvement (If Applicable)	<input type="checkbox"/> Expert only participates in assessment alongside a qualified trainer or assessor. <input type="checkbox"/> Assessment complies with Rules of Evidence and Principles of Assessment.	
Organisational Oversight & Compliance	<input type="checkbox"/> Training and assessment involving the expert are subject to RTO oversight. <input type="checkbox"/> Expert engagement is reviewed regularly to ensure compliance and effectiveness. <input type="checkbox"/> Any non-compliance or concerns are reported and addressed.	
Continuous Improvement & Policy Review	<input type="checkbox"/> Expert engagement process is reviewed [annually/every 2 years] for compliance with legislative requirements. <input type="checkbox"/> Feedback from students and trainers is collected to improve industry expert utilisation.	
Industry Expert Signature:		Date:
Credentialled Supervisor Signature:		Date:

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