

Procedure Name	INDUSTRY LIAISON PROCEDURE
Procedure Number	V008_PR_VET
Purpose	The purpose of this procedure is to describe the Whitehouse Institute of Design, Australia (Whitehouse) processes for industry liaison as it relates to vocational education and training (VET) delivery.
Scope	This procedure applies to all Whitehouse staff and students at all delivery sites and to relevant industry representatives.
Procedure	Roles of Whitehouse Staff, Whitehouse Students and Industry Representatives Whitehouse staff and students and industry representatives are expected to behave within accepted ethical practices and the standards and confidentiality arrangements relevant to current professional design practice. 1. Whitehouse staff will: a) be a point of contact for the external partner b) pass on industry liaison opportunities to relevant staff and students after an initial assessment of the suitability of the opportunity c) provide industry partners with clear advice with respect to students' knowledge and capabilities d) give students guidance and help with Industry Liaisons where needed e) maintain insurances to cover students in unpaid industry liaisons that relate to the curriculum/course of study the student is undertaking f) in the case of industry involvement in Assessment Validations, provide industry partners with clear information, advice and documentation associated with Whitehouse assessments and assessment practices. 2. Whitehouse students will: a) attend industry presentations b) participate in relevant industry collaborations. 3. External Partners will: a) liaise with the appointed Whitehouse staff member b) provide clear and accurate information to Whitehouse regarding the nature and details of their business and any proposed opportunity for students and/or staff c) familiarise themselves with information provided by Whitehouse, such as relevant Whitehouse Policies and Procedures and/or assessment documentation which may directly affect the liaison d) provide current and relevant industry advice and feedback to Whitehouse staff and students as agreed e) maintain a safe and healthy work environment free from harassment and discrimination and any conduct that is unacceptable in terms of child protection.

Initiation of Industry Liaisons

1. Whitehouse staff who are the first point of contact for an industry liaison proposal are to refer the proposal to the Industry Liaison Manager or delegate. The Industry Liaison Manager or delegate will either undertake further communication with the external party and provide information relevant to the proposal or assist the Whitehouse staff member to further the discussion with the external party.
2. The Industry Liaison Manager/delegate should first establish that the external party is a legitimate and *bona fide* entity that poses no obvious risk to Whitehouse or to the health and safety of students. This is done by sending a copy of the Whitehouse Industry Liaison Guide along with a request to complete and return the Whitehouse Industry Liaison email Template (or a modified version of the template, should the nature of the proposal require it).
3. Upon receipt of the completed Industry Liaison Template and confirming the bona fides of the external party, the Industry Liaison Manager /delegate will follow up with one of the following internal actions, depending on the nature of the industry agreement:
 - a) the opportunity with all information details is sent by email to the most appropriate cohort of students. This email will include an attachment of the Whitehouse Institute of Design, Australia Industry Liaison Guide
 - b) a similar procedure as outlined in point a) will be used in the case of part-time and full-time Job Placements, except that the Industry Liaison Guide should NOT be included
 - c) should the liaison involve an 'exclusive partnership' between Whitehouse and the external party (i.e.: Whitehouse internal resource allocation, and / or curriculum time allocation such as is the case with exclusive competitions or exclusive events), the Industry Liaison Manager/delegate will provide the external party with a copy of the Whitehouse Industry Liaison Policy and prepare a brief to outline the proposal for the Whitehouse Executive Management Committee (EMC) to consider. The brief must include the following information:
 - explanation of the type of partnership that has been agreed
 - benefits of the partnership to students, Whitehouse and the industry partner
 - explanation of how the partnership links to the course curriculum and student learning outcomes, if applicable
 - outline of the extent of Whitehouse internal resource allocation (i.e.: time, staff, students, financial) if any and the agreed timeframe, duration and if possible actual start and finish dates for the partnership.

Approval of Industry Liaisons that are deemed Exclusive Partnerships

1. If the Industry Liaison Manager/delegate considers a proposed industry partnership to become an exclusive partnership, they will liaise with the Whitehouse Executive Management Committee (EMC) to determine if the partnership proposal should be accepted or declined.
2. If accepted, Terms and Conditions of that acceptance including whether the partnership requires a Memorandum of Understanding (MOU) will be determined. If needed the MOU will be drawn-up by the Industry Liaison Manager/delegate for signing by the two parties.
3. If declined, the Industry Liaison Manager /delegate will communicate the decision to the external party. The decision will be minuted at the EMC and reported to the Learning, Teaching, Assessment and Curriculum Committee (LT&ACC). This same procedure, or a modified version which does not require an MOU, may be appropriate in some circumstances for collaborations and competitions.

	Reporting of Industry Liaisons The Industry Liaison Manager/delegate will be responsible for reporting outcomes of all industry liaisons to the Executive Management Committee. All Industry Liaisons are to be recorded and stored in the Whitehouse Network using a logical and sequential filing system.
Relevant Legislation	• Standards for Registered Training Organisations (RTOs), 2025 • Australia Qualifications Framework (AQF)
Key Related Documents	Industry Liaison policy (VET) Work Experience policy and procedure & related forms Code of Conduct (Students) Whitehouse Institute of Design, Australia - Industry Liaison Guide Industry Liaison Email Template.
Definitions	Industry liaison: as it relates to this policy may include, but is not limited to, mutually beneficial strategies such as: - partnering with local employers, regional/national businesses, relevant industry bodies and/or enterprise RTOs - involving employer nominees in industry advisory committees and/or reference groups - networking in an ongoing way with industry networks, peak bodies and/or employers - developing networks of relevant employers and industry representatives to participate in Vet delivery and assessment validation and - exchanging knowledge, staff, and/or resources with employers, networks and industry bodies.
Responsible Officer	Executive Director or delegated Senior Executive Management Committee member.
Approval Authority/ Authorities	Board of Governors
Date Approved	20/12/2023
Date of Commencement	21/12/2023
Date for Review	20/12/2026
Documents superseded by this Procedure	002-11P Industry Liaison Competitions Policy 002-11D Industry Liaison Competitions Procedure 011-Academic Industry Liaison policy and Procedure November 2012
Amendment History	05/2026 Minor update to text (scope and procedure statement) Checked and updated URLs, Relevant legislation and Key documents sections. 12/2023 Re-approval.

	Updated list of Key related documents; definitions and links/URLs. 10/2016 Policy and Procedures separated, and HE and VET documentations separated.		
Signed and dated for Whitehouse Pty Ltd		Leanne Whitehouse	20 12 2026
	Signature	Name	Date

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Category	Vocational Education and Training (VET)
Stakeholders	Board of Governors Whitehouse Executive Management VET Trainers Assessors Administration Support Staff Students