

TA3: Assessment Validation Policy & Procedures

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Purpose

The purpose of this policy and procedure is to outline Australian Employment & Training Services' approach to ensuring assessment is systematically validated in line with the requirements of Clauses 1.9 – 1.11 and Clause 1.25 of the Standards for RTOs.

Definitions

ASQA means Australian Skills Quality Authority which is the national VET regulator and the RTO's registering body

AQF Qualification¹ means an AQF qualification type endorsed in a training package or accredited in a VET accredited course

Explicit Unit/s of Competency means a unit of competency that is being delivered 'stand-alone' or not part of a qualification or course

Independent Validation means that the '*Validation is carried out by a validator or validators who are not employed or subcontracted by the RTO to provide training and assessment*

Regulator means either National VET Regulator, or a body of a non-referring State that is responsible for the kinds of matters dealt with under the VET legislation for that State (e.g. ASQA or WA TAC, whichever is listed as <Organisation>'s Registration Manager on training.gov.au)

SRTOs means the Standards for RTOs 2015 – refer definition of 'Standards'

Standards means the Standards for Registered Training Organisations (RTOs) 2015 of the VET Quality Framework which can be accessed from www.asqa.gov.au

Training Product² means AQF qualification, skill set, unit of competency, accredited short course and module

Validation is the quality review of the assessment process. Validation involves checking that the assessment tool/s produce/s valid, reliable, sufficient, current and authentic evidence to enable reasonable judgements to be made as to whether the requirements of the training package or VET accredited courses are met. It includes

¹Taken from: *User's Guide to the Standards for RTOs 2015*: Appendix 1. Accessed 7th February, 2017, <https://www.asqa.gov.au/standards/appendices/appendix-1>
User's Guide to the Standards for RTOs 2015: Appendix 1.

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reviewing a statistically valid sample of the assessments and making recommendations for future improvements to the assessment tool, process and/or outcomes and acting upon such recommendations.³

Policy

1. Planning Validation

- Australian Employment & Training Services maintains a plan for, and implements, systematic Validation of assessment practices and judgments.
- The *Validation Schedule* ensures that each Training Product on the RTO's scope of registration is validated at least once every five years, with at least 50% of those Training Products validated within the first three years of each five-year cycle. The schedule includes:
 - When assessment Validation will occur
 - Which training products will be the focus of the Validation
 - Who will lead and participate in the Validation activities.
- Where the Training Product being sampled is an AQF qualification, a minimum of two units of competency are included in each Validation session to ensure these units are representative of the qualification as a whole.
- Australian Employment & Training Services will determine the frequency and rate at which each Training Product will be validated in relation to various risk factors which may include:
 - The use of new assessment processes
 - Delivery of Training Products (or units of competency contained within a course) where safety is a concern
 - The level and experience of assessor/s
 - Changes in technology, workplace processes, legislation, and licensing requirements
 - Outcomes of previous Validation sessions
 - Other documented risks identified by Australian Employment & Training Services such as industry or regulatory bodies
- Similarly, units which have been identified as either 'high risk' or 'high volume' by either Australian Employment & Training Services (which may be via feedback from stakeholders) or by the regulator, will be validated before and/or more frequently than other units.
- The *Validation Schedule* will be kept up to date when changes are made to Australian Employment & Training Services' scope of registration.

³ Quoted from: Australian Skills Quality Authority. *User's Guide to the Standards for RTOs 2015*. Accessed on December 8, 2014, from http://www.asqa.gov.au/verve/resources/Users_Guide_to_the_Standards_for_Registered_Training_Organisations_RTOs_2015.pdf

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2. Conducting Validation

- Validation is conducted on a regular basis for each Training Product in line with the requirements of the Standards (Clause 1.10 & 1.11).
- For each Validation session, a leader will be assigned to lead the Validation process and finalise the outcomes and recommendations of the team. The Validation leader must not have been involved in making the assessment decisions that are being validated.
- Validation may be conducted by one person, or by a team of people, and may involve industry experts. All assessors engaged by the RTO to conduct assessment are required to regularly participate in Validation. Collectively, those involved in Validation must have:
 - vocational competencies and current industry skills
 - current knowledge and skills in vocational teaching and learning
 - the training and assessment qualification or assessor skill set.
- Validation is conducted using the *Validation Tool* which guides the Validation team through the process and records outcomes.
- Australian Employment & Training Services will validate a statistically valid sample size of assessment decisions and will randomly select the students' assessments to be validated – in line with the guidance provided by ASQA's Fact Sheet on *Conducting Validation*⁴.

3. Record keeping and improvements

- The lead validator will finalise the outcomes, decide if there are any critical issues undermining the validity of completed assessments, and suggest where additional Validation is needed to further investigate.
- Validation outcomes are documented on the *Validation Register* and acted upon to bring about improvements to Australian Employment & Training Services training and assessment systems and practices. Refer to *CG3 Quality Assurance Policy & Procedures*.

⁴ Australian Skills Quality Authority Fact Sheet: Conducting Validation. Accessed on 7th February, 2016 from https://www.asqa.gov.au/sites/g/files/net2166/f/publications/201701/fact_sheet_conducting_validation.pdf?v=1484890411