
Assessment Validation Policy

The RTO's Management and staff are committed to the continuous improvement of its assessment system, tools and outcomes, conducting quality management activities and reviews that include regular moderation events and annual assessment validation reviews of its assessment approaches and judgements, including RPL.

The RTO's Management is committed to conducting Validation of each training product on the RTO's scope of registration in each 5 year cycle and will complete at least 50% of that Validation within the first 3 years of each 5 year cycle, maintaining detailed records of Assessment Validation activities.

Assessment Validation Activities will include:

- Validation Meetings (external or internal)
- Industry Engagement Surveys undertaken annually to review current Training and Assessment Strategies.(refer to Continuous Improvement Schedule)
- Previous Stakeholder Review summary findings (refer to Continuous Improvement Meeting Minutes)
- Learner Satisfaction Questionnaires summary findings
- Employer Satisfaction Surveys summary findings
- Assessment System Review

Assessment Validation Procedures:

Assessment Validation Audit:

- In each year the RTO's Management shall schedule the annual activities required for Assessment Validation and shall complete an 'Assessment Validation Audit Report' identifying completed activities and report their outcomes.
- The RTO's management will inform staff of the proposed schedule for each year's Assessment Validation activities with details of :

a) when assessment validation will occur;
b) which training products will be the focus of the validation;
c) who will lead and participate in validation activities; and
d) how the outcomes of these activities will be documented and acted upon (e.g. completed Assessment System Reports).

- The RTO's Management will ensure that Annual Assessment Validation is undertaken each year through the final review and completion of the '**Annual Assessment Validation Audit Report**'. The Assessment Validation Audit is conducted by a RTO Management nominated person, who is not directly involved in the particular instance of delivery and assessment of the training product/s being validated, and who collectively (along with training staff participating in the contributing Assessment Validation activities) have:

a) Vocational competencies and current industry skills relevant to the assessment being validated;
b) current knowledge and skills in vocational teaching and learning; and

c) the training and assessment qualification or assessor skill set referred to in Item 1 or 3 of Schedule 1.

Industry experts may be involved in validation to ensure there is the combination of expertise set out in (a) to (c) above.

- The 'Assessment Validation Audit Report Form' should be completed by the Independent Validator following their review of supporting documents of validation activities conducted within the chosen period.
- The Assessment Validation Audit/s may be convened according to the Review Meeting Schedule or more frequently as warranted by the size of the RTO's scope of registration refer to (standard 1.9) or as required by the CEO.
- The Assessment Validation Audit will typically follow the annual validation meeting/s and feature findings and actions taken in response to validation and all Assessment Validation activities undertaken over the previous 6 - 12 months.
- All documentation relating to the Assessment Validation Audit must be referenced and noted within the 'Assessment Validation Audit Report Form' and uploaded to the PCFs for RTO Management review.
- The RTO's Management shall ensure that the Assessment Validation Audit includes RPL approaches and documentation.
- The RTO's Management shall ensure that all 'Assessment Validation Audit Report' findings, that may contribute to the Annual review of the RTO's Training and Assessment Strategies, are identified in the 'Assessment Validation Audit Report Form' and recorded in the relevant 'Review Meeting Minutes' with clear action planning to support the update of relevant Training and Assessment Strategies.
- The RTO's Management shall ensure that the Annual Assessment Validation activities are followed and finalised by the completion of the 'Assessment Validation Audit Report' and staff action plan, established within the relevant 'Review Meeting Minutes' and all associated documentation must be identified in dated PCF's and referenced in the RTO's Review meeting minutes for future review reference and record storage.

Validation meetings

- The RTO's Management shall convene a Validation Meeting (frequency determined by the CEO and current 'Assessment Validation Schedule') where training staff will meet, compare, analyse and evaluate their assessment methods, tools, evidence and assessment judgements of a random sample of completed student assessments that is also representative of all assessment judgements. All Validation Meeting activities and findings must be documented for management review. Please refer to the 'Validation Meeting Schedule' and the 'Validation Meeting Report' form.
- The outcomes of each Validation meeting must be signed off by an Independent Lead validator who is not directly involved with the delivery and or assessment of the training product/s being validated identifying that they concur with the finding and outcomes of the meeting.
- The RTO Management will review and maintain signed records of the Lead Validators current qualifications and require the Lead Validators sign off on completed

'Validation Meeting Report' forms.

- The RTO's Management shall also source opportunities for and encourage training staff to attend External Validation events where staff may compare their assessment methods, tools, evidence and judgements with other assessors from other RTOs or staff from Industry Skills Councils.
- The Assessment Checklist Tools for the 'Principles of Assessment' 'Rules of Evidence and 'Assessor Survey' forms should be utilised within the Validation event and the details of findings and recommendations recorded in the 'Validation Report Form'.
- The RTO's Management shall ensure that the Assessment Validation Audit includes RPL approaches and documentation.
- The RTO's Management shall ensure that all 'Validation Meeting Report' findings that may contribute to the Annual review of The RTO's Training and Assessment Strategies are identified in the 'Assessment Validation Audit Report Form' and recorded in the relevant 'Review Meeting Minutes' with clear action planning to support the update of relevant Training and Assessment Strategies.
- The RTO's Management shall ensure that the annual Assessment Validation activities are followed and finalised by the completion of the 'Assessment Validation Audit Report' and staff action plan established within the relevant 'Review Meeting Minutes' and all associated documentation is identified in dated PCF's and referenced in the RTOs Review meeting minutes for future review reference and record storage.

Industry Engagement

- The RTO's Management will ensure that Industry is effectively engaged in the validation of its assessment approaches (refer to Industry Engagement Policy)

Stake Holder Feedback

- The RTO's Management will ensure that all stakeholder feedback relevant to the RTO's Training and Assessment Services and previously identified in 'Review Meeting Minutes' is considered in the Assessment Validation Audit.
- Relevant feedback gathered from the AQTF Learner Feedback and or Employer Feedback forms shall be reviewed for required corrective actions.
- Relevant feedback gathered from Complaints and Appeals or Assessment Appeals shall be reviewed for required corrective actions.
- Training Staff feedback must be considered in the 'Assessment Validation Audit Report'

Assessment System Review

- The RTO's Management will ensure that the Assessment Systems policies and procedures consistently contribute to the quality assurance of the RTO's assessment outcomes.