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Assessment Validation Policy

PURPOSE

Community Education Australia (CIT) is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs 2015). As such, is required to implement a plan for ongoing systematic validation of assessment practices and judgments for each training project on its scope of registration.

The purpose of this policy is to ensure ongoing systematic validation of assessment practices and judgments.

SCOPE

This policy applies to all:
- Training department.

REFERENCE

Standards for Registered Training Organisations (SRTOs) 2015: 1.1, 1.2, 1.4, 1.5, 1.6, 1.9, 1.10, 1.11, 1.25, 2.2, 2.4

RESPONSIBILITIES

The CEO is responsible for the validation process and ensuring that all Assessors, including those from third party providers are applying consistent standards and making comparable and consistent judgments when conducting assessments.

Assessors are responsible for:
- Implementing professional and effective assessment and validation practices. (See Assessment Policy);
- implementing the assessment instruments and instructions provided for the process of conducting assessment; and
- Ensuring that assessment complies with Principles of Assessment and Rules of Evidence.

DEFINITIONS

The following words and expressions have the following specific meaning, as in the Standards for Registered Training Organisations (RTOs) 2015.

Assessment means the process of collecting evidence and making judgments on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or VET accredited course.

Assessment system is a coordinated set of documented policies and procedures (including assessment materials and tools) that ensure assessments are consistent and are based on the Principles of Assessment and the Rules of Evidence contained in Tables given at the end.

Independent validation means, for the purposes of Clause 1.25, 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; and
- Have no other involvement or interest in the operations of the RTO.

Industry means the bodies that have a stake in the services provided by RTOs. These can include, but are not limited to:

- enterprise/industry clients, e.g. employers;
- group training organisations;
- industry organisations;
- industry regulators;
- industry skills councils or similar bodies;
- industry training advisory bodies; and
- Unions.

Statistically valid means for the purposes of these Standards, a random sample of appropriate size is selected to enable confidence that the result is sufficiently accurate to be accepted as representative of the total population of assessments being validated.

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 judgments to be made as to whether the requirements of the training package or VET accredited courses are met. It includes 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.

- The validation plan will cover a five (5) year cycle.
- The validation plan will be reviewed and updated annually to accommodate changes in the business, industry / environment, scope and identified risk areas.
- CIT validation plan will include:
  - Proposed dates for validation meetings;
  - Full code and title of each of the nominated units/modules from the training product;
  - The designated chair of the validation meeting;
  - The suggested/nominated participants;
  - How the outcomes of the validation will be documented; and
  - How the outcomes of the validation will be acted upon.
  - At least 50% of products will be validated within the first three years of each five year cycle; taking into account scope of delivery, relative risks, and industry needs.
  - Risks will be assessed based on:
  - Unit of competency/ module
  - Delivery site
  - Delivery mode
  - Third party arrangements in place
  - Equipment used
  - Financial concerns
  - Assessment methods implemented
  - Licensing requirements
  - Numbers of Enrolments
  - Assessment outcome rates / statistics
  - Recent addition to scope
  - Complaints
  - Appeals
  - Staff turnover
  - Risks identified by the VET Regulator

Validation of Training and Assessment qualifications

CIT abides by the requirements for "Independent Validation of Training and Assessment qualifications" on its scope of registration, as specified in SRTOs 2015 (including Schedule 2).

Industry Engagement - Validation

CIT engages industry to validate training and assessment strategies, practices, and resources (including assessment tools) during the development phase of all training and assessment products to ensure :

- relevance of materials and tools to the needs of industry;
- Relevance of trainer and assessor industry skills.

Records Management

All documentation from Validation processes are maintained in accordance with Records Management Policy. (See Records Management Policy)

Monitoring and Improvement

All Validation practices are monitored by the Compliance officer/Training manger and areas for improvement identified and acted upon. (See Continuous Improvement Policy)

Outcomes from validation feed into continuous improvement (See Continuous Improvement Policy)

Validation Procedures – Standard 1.1, 1.2, 1.4, 1.5, 1.6, 1.9, 1.10, 1.11, 1.25, 2.2, 2.4		
Recognition of Prior Learning / Current competency		
STEP 1 – Validation Planning		
No.	Who	Actions
1.1	Compliance officer/Training manager	Develop and maintain a validation plan to schedule covering a five (5) year period. Ensure Validation Plan ensures that : 50% of Training Products are validated within the first three (3) years; 100% of Training Products (including all units of competency/modules) are validated within the five (5) year period; Priority is given to high risk Training Products; Validation is undertaken by parties independent to Assessment decisions for a particular Training Product. Reviews the Validation Plan Annually.
STEP 2 – Organising the Validation meeting		
No.	Who	Actions
2.1	Training manager	Schedules the date and time for the meeting. Invites and confirms participants to the validation meeting.
2.2	Admin	Prepare the venue for the meeting. Gather relevant documentation for the meeting : Qualification document (from training.gov.au); Unit of competency document (from training.gov.au); Training and Assessment Strategy (TAS); Student assessment workbook

Validation Procedures – Standard 1.1, 1.2, 1.4, 1.5, 1.6, 1.9, 1.10, 1.11, 1.25, 2.2, 2.4		
Recognition of Prior Learning / Current competency		
		Trainer assessor guide
		Student Assessment Instruction Guide
		Learner Guide

STEP 3 – Conducting the Validation meeting		
No.	Who	Actions
3.1	Chair person	Open the meeting, providing information to the group regarding development and implementation of the training product and in particular the assessment processes and resources.
		Ensure all parties sign the 'Validation Form'.
		Chair /facilitate discussions in accordance with the 'Validation Form' and resources to be Validated.
		Complete the 'Validation Form', taking notes throughout the meeting.
		Agree on outcomes and recommendations with the group.
		Ensure all relevant paperwork is completed documenting the occurrence and outcomes of the meeting.
		Close the Meeting
		Provide all documentation to Training manager. For processing.

STEP 4 – Processing Validation meeting outcomes		
No.	Who	Actions
4.1	Training manager	Review 'Validation Form' for actions and continuous improvement recommendations.
		Implement the recommendations within 14 days after the meeting.
		Must keep in mind to update the version of the document and list the new version in the version control register.