# Validation of Assessment Policy and Procedure

<table>
<thead>
<tr>
<th>Name of Policy</th>
<th>Validation of Assessment Policy and Procedure</th>
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<tbody>
<tr>
<td>Version</td>
<td>3.1</td>
</tr>
<tr>
<td>Comply with</td>
<td>Clause 1.9-1.11 of RTO Standards 2015 and the Standard 9, 10 of the National Code 2007</td>
</tr>
<tr>
<td>Date created</td>
<td>October 2013</td>
</tr>
<tr>
<td>Date last revised</td>
<td>December 2014</td>
</tr>
<tr>
<td>Department responsible</td>
<td>VET and English Department</td>
</tr>
<tr>
<td>Responsible person to monitor and interpret</td>
<td>Head of Department</td>
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</tbody>
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Validation of Assessment Policy and Procedure

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1. Policy Objective

The objective of this policy is to ensure RGIT implements a plan for ongoing systematic validation of assessment practices and assessment judgements for each training product on its scope of registration.

2. Scope

This policy includes all training products on the scope of registration.

3. Responsibility

Head of the Department (English/VET) will be primarily responsible for validating assessment procedure in consultation with course coordinators.

4. Policy Statement

4.1 The Institute will validate each training product at least once every five years, processing at least 50% of training products within the first three years of each five-year cycle;

4.2 Validation will take into account the relative risks of all of the training products on the Institute’s scope of registration, including those risks identified by the VET regulator;

4.3 Systematic validation of assessment practices will be undertaken by one or more persons who are not directly involved in the delivery and assessment of the training product being validated; and

4.4 Validators selected will be independent of the delivery and assessment of the training product being validated in order to maintain professional distance and integrity.

5. Procedure for Validation

5.1 The validation exercise (both internal and external) is to be scheduled by the Head of Department. The process must be completed as described in policy 4.1 or when a change to the training package has occurred, or a new qualification is being placed on scope.

5.2 The Head of Department will inform staff of the impending validation meeting.

5.3 The Head of Department will contact the external panel members and inform them of the purpose of the meeting, what will be required and how to prepare for the meeting.

5.4 The Head of Department will finalise the Validation Plan and detail the type of validation that will take place.
5.5 The Head of Department will provide further details to trainer/assessor staff on the exact type of materials to be collected for the validation exercise: e.g. judged candidate assessments for XYZ Unit competency, assessment tools.

5.6 The panel members must be provided with the number of discussion items, length of discussion per item and principles to be adhered to.

5.7 The validation exercise will include discussion of:
   a. suggested changes to assessments to meet changes in industry and policy;
   b. assessment methods and tasks used;
   c. evidence of achievement and whether it is sufficient to meet training package and industry requirements;
   d. verification of consistency of judgement between trainer/assessors in respect to the same Unit Competency assessed;
   e. suggestions for improving assessment tools and assessment judgements;
   f. assessors’ understandings of assessment methods and tasks;
   g. verification that the marking criteria meet the learning outcomes as detailed in the Training Package;
   h. whether assessment methods and tasks are mapped to the performance criteria, skills and knowledge and learning outcomes in the Training Package.

5.8 A detailed assessment of the validation is to be placed in the Validation Assessment Form and then the outcome placed into Feedback Summary Form.

5.9 Agreed improvements are to be documented in the Continuous Improvement Register.

5.10 The Head of Department is to manage the improvements to ensure corrective actions are completed within defined timelines.

5.11 All actions are to be tabled at management meetings and feedback provided to panel members.

5.12 This must include validation of the RPL process.

6. Document management

Records of validation with associated actions must be retained for at least two years from activity.

7. Revision history

<table>
<thead>
<tr>
<th>Revision</th>
<th>Date</th>
<th>Description of modifications</th>
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<tbody>
<tr>
<td>1.0</td>
<td>October 2013</td>
<td>Date created</td>
</tr>
<tr>
<td>2.1</td>
<td>October 2013</td>
<td>Minor edits and typos</td>
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<tr>
<td>3.0</td>
<td>January 2015</td>
<td>Update as per Standards for RTOs 2015, Formatting and layout</td>
</tr>
<tr>
<td>3.1</td>
<td>April 2015</td>
<td>Minor edits and typos</td>
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