

RTO 1.04 Assessment Validation

1. Policy Purpose

The purpose of this policy is to ensure high quality and compliant assessment practices within The Institute. The policy underpins rigorous, real-world assessment of competencies that ensures competent and confident graduates.

Validation is a quality review process. It involves checking that the assessment tool and process produce valid, reliable, sufficient, current, and authentic evidence to enable reasonable judgements to be made as to whether the requirements of the relevant aspects of the Training Package or accredited course have been met. It includes reviewing and making recommendations for future improvements to the assessment tool, process and/or outcomes.

Validation is critical in ensuring that assessment is appropriately rigorous and that graduates are fully capable of carrying out the tasks that their qualification claims they can complete. It is generally conducted after assessment is complete.

Assessment validation and assessment moderation are different things. Assessment validation is a quality review process. Assessment moderation is a quality control process.

2. Policy Statement

The Institute will maintain a high-quality assessment system that informs the way assessments are conducted by ensuring that:

- a. assessment judgements are consistently made on a sound basis, and
- b. validation of assessment judgements is carried out
- c. assessment validation outcomes contribute to the Institute's continuous improvement process.

3. Scope

The Assessment Validation policy applies to all staff, (Trainers/Assessors), contractors and consultants working on assessment related activities at The Institute, including those involved in third party arrangements.

4. Definitions

- 4.1. **The Institute** – Relationships Australia South Australia Limited trading as The Australian Institute of Social Relations
- 4.2. **AQF** - the Australian Qualifications Framework
- 4.3. **TAE** - Training and Education
- 4.4. **MET** – Manager, Education and Training
- 4.5. **The Standards** – Standards for Registered Training Organisations 2015

5. Procedures

The validation plan will include a schedule of validation workshops.

5.1 ASSESSMENT JUDGEMENT VALIDATIONS

5.1.1 The Institute will systematically conduct validation activities to confirm assessment judgements are being made correctly. The Institute will adopt a random sampling approach of a statistically valid sample of its assessment validation activities. The plan will be developed using a risk-based approach, and will consider risk indicators such as:

- a. the potential safety concerns to clients from an assessment outcome that is not valid;
- b. the mode of delivery;
- c. changes to training packages and/or licensing requirements.

5.2. VALIDATING TAE TRAINING PRODUCTS

5.2.1. Any AQF qualification or assessor skill set from the Training and Education (TAE) Training Package (or its successor) that is or will be delivered by The Institute must have undergone an independent validation of its assessment system, tools, processes and outcomes.

5.2.2. Each such validation will be carried out by a validator or validators who:

- a. collectively have current knowledge and skills in vocational teaching and learning, and the training and assessment qualification or assessor skill set at least to the level being validated;
- b. are not employed or subcontracted by The Institute to provide training and assessment, and
- c. have no other involvement or interest in the operations of The Institute.

5.3. Assessment validation' refers in this policy to the validation of both VET training products and assessment outcomes.

5.4. Each assessment validation will be undertaken by one or more persons who are not directly involved in the particular instance of delivery and assessment of the training product being validated, and who collectively have:

- 5.4.1. vocational competencies and current industry skills relevant to the assessment being validated
- 5.4.2. current knowledge and skills in vocational teaching and learning; and
- 5.4.3. the training and assessment credential specified in Item 2 or Item 5 of Schedule 1 (Refer RTO1.6 Trainers and Assessors Policy and Procedure for schedule 1)

5.5. Validation may include engagement with industry to confirm that the assessment system:

- 5.5.1. produces valid assessment judgements, and
- 5.5.2. ensures graduates have the skills and knowledge required by industry, as expressed in the training package, or accredited course.

5.6. Each validation activity may include consideration of:

- 5.6.1. the applicable training and assessment strategy
- 5.6.2. The Institute Training Needs identification forms

- 5.6.3. Records of industry consultations
- 5.6.4. Student feedback
- 5.6.5. Annual report based on AQTF Quality Indicator Employer Questionnaire data.
- 5.6.6. Annual report based on AQTF Quality Indicator Learner Questionnaire data.
- 5.6.7. Policies, procedures, and other supporting documents that inform the way assessment is conducted within the RTO.
- 5.6.8. The principles of assessment (see Policy 1.01)
- 5.6.9. The rules of evidence (see Policy 1.01)
- 5.7. A written report will be prepared in relation to each assessment validation activity.
 - 5.7.1. The report will detail the findings of each validation for the consideration of the Manager, Education and Training (MET).
 - 5.7.2. The report will include recommendations for changes where appropriate.
 - 5.7.3. The MET will decide which recommendations will be implemented and will assign a staff member to oversee the implementation of each change.
 - 5.7.4. In this way, assessment validations will form part of the organisational continuous improvement process.

6. Roles and Responsibilities

- 6.1. The Manager, Education and Training (MET) is responsible for developing and implementing a plan of systematic assessment and judgement validation to ensure that:
- a. all of The Institute's assessment practices and results are thorough and rigorous assessment judgements are consistently made on a sound basis, and
 - b. ongoing validation of assessment judgements is carried out.
 - c. each training product on The Institute's scope of registration, validation to be carried out at least once every five years (and more frequently if particular risks have been identified). This timetable will ensure that at least 50 per cent of the training products will be subjected to assessment validation within the first three years of that five-year cycle.
 - d. facilitating assessment validation activities, and also for auditing purposes, securely retaining all completed assessment items relating to each unit or module for six months from the date the decision on competence for the individual unit or module was made. When it is not possible to retain the actual item, the institute will retain evidence in the form of photographs. The original versions of completed assessment items, such as assignments will not be handed back to learners until this six-month period has expired. Copies may be provided.
- 6.2. Manager, Education and Training is responsible for:
- 6.2.1 establishing and managing the validation plan (referred to as the RTO Validation Schedule) which will include the following information for each of the training products within the institutes scope of registration:
 - when assessment validation will occur;
 - who will lead and participate in validation activities; and
 - how the outcomes of these activities will be documented and acted upon
 - 6.2.2 ensuring that each validation audit includes RPL approaches and documentation.
- 6.3 Trainers and assessors who are involved in training and assessment delivery, being considered as part of the validation process, may also participate in the validation process but must not influence the final validation decision.