AWS Institute Pty Ltd
T/A Australian Workplace Skills Institute
RTO No: 45701   **CRICOS No.:** 03924J **ABN No:** 12 637 817 353
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Assessment Validation Policy and Procedure

Purpose

The purpose of this policy is to outline the strategy of Australian Workplace Skills Institute in conducting assessment validation as part of the quality review process to our assessment system. This is to ensure that valid assessment judgements are consistently produced, which confirms that our graduates hold the required knowledge and skills as outlined in a training product.

The practices followed will be in compliance with Clause 1.9-1.11 of RTO Standards 2015.

Scope

This policy applies to all training products within the college' scope of registration and staff involved in the validation process.

Definitions

College	Australian Workplace Skills Institute
Scope of Registration	Training package qualifications, accredited courses and units of competency that a college is approved to deliver.
Training Products	An Australian Qualifications Framework (AQF) qualification, skill set, unit of competency, accredited short course or module.
ASQA's Strategic Reviews	Examines serious systemic risks to Australia's VET sector.
Validation	A quality review that confirms a college's assessment system can consistently produce valid assessment judgements.
Q&C	Quality and Compliance

Policy

- **Validation Plan**

  The college will ensure that:

  A. It develops and implements a plan for ongoing systematic validation of assessment practices and judgements for all training products within the college's scope of registration, which includes:

    o   When assessment validation is to occur

    o   Which training products will be the focus of the validation

    o   Who will be a lead validator and validation team members

    o   How the validation outcomes are documented and acted upon.

  B. Its validation plan includes all training products and specific sets of timeframes, which ensures 50% of all training products are validated within 3 years and all training products within 5 years. In selecting which training products to validate, risk factors will be considered which

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includes the following:

- o   Site of delivery

- o   Mode of delivery

- o   The use of new assessment tools

- o   Safety

- o   Changes in technology, processes, legislation etc

- o   Level and experience of the assessor

- o   Financial

- o   New staffing needs

- o   Enrolment size

- o   Risks identified by the VET Regulator such as through ASQA Strategic Reviews

- **Validation Team**

  The college will ensure that:

  A. assessment validation of practices and judgements are undertaken by one or more persons who are not directly involved in the particular instance of delivery and assessment of the training product, and who collectively have:

  - o   Vocational competencies and current industry skills relevant to the assessment being validated

  - o   Current knowledge and skills in vocational teaching and learning

  - o   Either hold one of the following:

    - TAE40116 or

    - TAE40110 (plus TAELLN411 & TAEASS502) or

    - TAESS00011 Assessor Skill Set or its successor or

    - TAESS00001 Assessor Skill Set (plus TAEASS502)

  Industry experts may be invited in the assessment validation to ensure there is a combination of expertise.

Procedure

1. Conducting Validation	Responsible Person

1. Develop a Validation Plan which includes:
 	
  o   When assessment validation is to occur
 	
  o   Which training products will be the focus of the validation
 	
  o   Who will be a lead validator and validation team members
 	
  o   How the validation outcomes are documented and acted upon.
	Q&C and Validation Team

2. Review the college's scope and determine all training products to be included in the Validation Plan.	
3. Determine the sequence of training products to be validated based on the risk factors outlined above.	
4. Determine who will participate in the assessment validation and the lead validator that meet the requirements as outlined above.	
5. Establish the dates when the assessment validation is to occur, in agreement with the validation team. Ensure 50% of training products are validated within 3 years and all training products are validated in 5 years.	
6. Calculate appropriate sample sizes using ASQA's validation sample size calculator < https://www.asqa.gov.au/resources/tools/validation-sample-size-calculator>	

7. Randomly select samples of judged candidate evidence using one of the following mechanisms:
 	
  o   Alphabetical listing
 	
  o   Sorted by surname
 	
  o Selected the fifth surname and the every third thereafter	

8. Gather all documentation required to conduct assessment validation, which include:
 	
  o   Post Assessment Validation Report
 	
  o   Assessment resources including assessment tool and assessor guide
 	
  o   Assessment mapping of unit/s being validated
 	
  o Selected samples of judgement	

9. Outline the purpose of the validation meeting and validation rules (if applicable), training products to be validated and how outcomes of validation are documented.	
10. Undertake the following during the validation: o Compare assessment evidence to the requirements of unit/s of competency.	

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o Ensuring decisions were made after considering the evidence against all of the relevant requirements including the principles of assessment and rules of evidence. o Once all samples are reviewed, complete the Post Assessment Validation Report to document outcomes.	
11. Discuss the Assessment Validation outcomes in Q&C Meeting	
12. Record any opportunity for improvement	
13. Action any opportunity for improvement	
14. Secure all validation evidence including Post Assessment Validation Report, the sample sizes, all assessment samples considered, validation outcomes, and validation team including the lead validator (including their skills, knowledge and qualifications).	

Related Documentation

- Post Assessment Validation Report.
- Validation Plan

Document Control

Policy Owner:	Australian Workplace Skills Institute
Endorsed By:	CEO
Person Responsible for Implementation:	Q&C Team
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