

VALIDATION

POLICY STATEMENT

This document provides a consistent set of principles under which REIWA Training performs systematic validation to meet the requirements of Clauses 1.9, 1.10 and 1.11 of the Standards for Registered Training Organisations (RTO) 2015.

POLICY PRINCIPLES

In implementing a systematic validation of assessment practices and judgements, REIWA Training will ensure that its assessment judgements are consistently made on a sound basis. REIWA Training will also ensure through its validation process that each learner demonstrates their ability to perform relevant tasks in a variety of workplace situations, or accurately simulated workplace situations; that the learner understands what they are doing and why; and the learner has the ability to integrate performance with understanding to show they are able to adapt to different context and environments.

The validation process will ensure that the learner is assessed against all of the tasks identified in the elements of the unit and demonstrate that they are capable of performing these tasks to an acceptable level. The validation process will also ensure that assessment is based on the performance of the individual learner.

VALIDATION PROCESS

At the commencement of each calendar year, a program of validation activities will be designed including:

- Date and time of assessment validations
- Participants to conduct validations
- Training product(s) to be validated

In designing the program of activities, consideration will be given to the requirement that each training product must be validated at least once every five years, with at least 50% conducted within the first three years of the five year cycle.

In determining the participants to attend, consideration will be given to the requirement that validation is 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.

In determining the participants to conduct validation, REIWA Training will ensure that they collectively have the required vocational and training/assessment competency to effectively conduct the validation.

RECORDS

Validation of assessment tools and processes will be recorded on Validation of Assessment Tools forms. Validation of evidence will be recorded on Validation of Assessment Judgements forms. Validation plans will be recorded in the Validation Planning file.

These records will be stored in the Validation and Moderation folder in the AQTF_RTO Standards file on J drive for a period of no less than five years.

ASSOCIATED DOCUMENTS

- Validation of Assessment Tools Form
- Validation of Assessment Judgements Form
- Validation Planning file
- Validation Flowchart

REVIEW OF THE POLICY

This is a controlled document. It may only be changed on the authority of the Executive Manager Training.

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DATE REVIEWED: June 2017

DATE TO BE REVIEWED: June 2019

VERSION CONTROL

Version	Page	Revision Details	Changed by	Date
1.0	All	New policy	Liz McIlhone	April 2015
1	All	Reviewed – no changes	Liz McIlhone	June 2017