

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 drafted annually in line with REIWA Training's five year validation plan-

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.

PROCEDURE

1. The Compliance Coordinator schedules validation activities into the training calendar as per the validation plan
2. The Compliance Coordinator with reference to the Trainer Matrix invites participants to each validation session ensuring that clause 1.11 is met. As per a team approach to validation each validation team will collectively hold
 - vocational competencies and currency
 - current knowledge and skills in vocational teaching and learning
 - current competency in training and assessment
3. The Compliance Coordinator will distribute the draft assessment tools to the validation team for review in line with the applicable unit/s of competency. Alternatively the Compliance Coordinator will brief the validation team on which assessor guides to bring to the validation session.
4. The Compliance Coordinator will determine a stratified random sample of assessment evidence is available for the validation session.
5. The validation team will review the assessment tools or evidence and provide feedback during the validation session.
6. The Compliance Coordinator, or a nominated validation lead will takes notes reflecting the outcomes of the session and compile a validation report using the validation of assessment tools form or validation of assessment judgements form.
7. The validation report, containing an action plan to implement the outcomes of the validation session, will be completed and distributed to the validation team for review and signature.
8. The Compliance Coordinator will ensure all outcomes of the validation process are actioned.
9. The Validation sheet in Continuous Improvement Register will be updated
10. Each assessor will participate in at least one validation session annually and will be required to provide feedback on their validation outcomes of their assessment judgements as outlined in the validation report.

ASSOCIATED DOCUMENTS

- Validation Plan
- Validation Schedule Spreadsheet
- Validation of Assessment Tools Form
- Validation of Assessment Judgements Form
- Trainer Matrix
- Continuous Improvement Register

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: October 2018

DATE TO BE REVIEWED: October 2020

VERSION CONTROL

Version	Page	Revision Details	Changed by	Date
1.0	All	New policy	Liz McIlhone	April 2015
2.0	All	Review Addition of a procedure to the policy	Lesley Reagon	October 2018
