

STATEMENT

RTO Management and staff are committed to the continuous improvement of its assessment system, tools and outcomes, conducting quality management activities and reviews that include regular moderation events and annual assessment validation reviews of its assessment approaches and judgements, including RPL.

The RTO is committed to conducting validation of each training product on the RTO scope of registration in each 5-year cycle and will complete at least 50% of that validation within the first 3 years of each 5-year cycle, maintaining detailed records of Assessment Validation activities.

Assessment and Validation Activities include:

- Validation meetings (external or internal).
- Industry Engagement Surveys undertaken annually to review current Training and Assessment Strategies.
- Learner Satisfaction Questionnaires summary findings.
- Employer Satisfaction Surveys summary findings (where applicable).

DEFINITIONS

CEO – Chief Executive Officer.

COO – Chief Operating Officer.

RPL – Recognition of Prior Learning.

RTO – Registered Training Organisation:

- ABV Training & Consulting Pty Ltd (ABV) (RTO 52592)

SCOPE

This policy applies to all training products on the scope of registration.

RESPONSIBILITY

It is the responsibility of the RTO Compliance Team to ensure that this policy is applied.

PROCEDURE

ASSESSMENT VALIDATION SCHEDULE

The regular assessment validation activities conducted on a quarterly cycle are planned as per The Assessment Validation Register.

Assessment Validation may be convened according to the validation schedule or more frequently as warranted by the size of the scope of registration or as required by the CEO / COO.

The Assessment validation register identifies:

- The training product (title and code)
- The date on which the assessment validation will occur;
- Lead validator;
- Committee requirements;
- Summary of completed validation outcomes.

ASSESSMENT VALIDATION POLICY

The Assessment Validation register is reviewed/updated:

- When the scope of registration changes (added or removed courses)
- Training and Assessment strategy updated
- training courses are scheduled for validation 12 months after the training delivery commences;
- Assessment validation activities are to occur each quarter.

VALIDATION RISK SCALE

Each qualification (or unit) will be allocated points for the following:

POINTS	CRITERIA
1	Online delivery
1	Includes units subject to changes in technology and workplace processes (e.g. equipment/ resources/ documentation)
2	Multiple delivery sites
2	New assessor at the RTOs
3	Funded qualification (DTWD)
3	Majority of students undergoing Recognition of Prior Learning (RPL) in the qualification
3	Licensing requirement associated with qualification
3	Newly Developed assessment tool
4	Third-party arrangements
4	New/ superseded qualification/ Unit of Competency
4	Enrolment numbers exceed 20% of RTO's total enrolments for accredited training
6	Qualification risks identified by the VET regulator -Training Products of Concern www.asqa.gov.au

The Qualifications assessment validation activities are ranged based on the total score as per the table above. Qualifications/units with higher risk ratings are given priority in the order of courses to be validated.

UNITS OF COMPETENCY

ASQA recommends validating a minimum of two units of competency within each qualification on RTO's scope of registration. The RTO will validate units:

- At least three units from each qualification on the scope of registration
- At least three units from each skillset on the scope of registration
- Each unit separately listed on the scope of registration
- Where there are common units for RTO's and Qualifications, the same unit should not be selected across multiple training courses

VALIDATION COMMITTEE REQUIREMENTS

Assessment validation is undertaken by one or more persons, who are not directly involved in the particular instance of delivery and assessment of the training course being validated. A trainer who delivers the same course, but in a different location teaching a different cohort, can be involved in participating in the assessment validation activity.

RTO will ensure the validation review process is completed by people who collectively hold:

- vocational competencies and current industry skills relevant to the assessment being validated
- current knowledge and skills in vocational teaching and learning, and

- The training and assessment qualification or assessor skill set referred to in Item 2 or 3 of Schedule 1 of Standards for Registered Training Organisations (RTOs) 2015.

Industry experts and consultants can be invited to be a part of the validation team collective.

VALID SAMPLE CALCULATION

Assessment sampling is choosing a statistically valid sample of completed student assessments.

A statistically valid sample is:

- large enough that the validation outcomes of the sample can be applied to the entire set of judgements;
- taken randomly from the set of assessment judgements being considered, and
- each validation activity will consider data gathered from the previous 6 months of training activity.

To determine appropriate sample sizes the ASQA's validation sample size calculator is to be used.

When using the calculator, the number of assessment judgements that have occurred for a particular unit over the last 6-month period are entered. The settings relating to the percentage of error (15%) and confidence level (95%) remain at their pre-set levels.

Once the number of sample student assessments are calculated, the assessment records and associated documentation for the nominated students are gathered for evaluation by the validation committee.

VALIDATION

PLANNING ASSESSMENT VALIDATION

The 5-years RTO Assessment validation register Schedule identifies the training courses and units to be validated, the date for the meeting and who is designated to lead and assist with the validation.

The lead validator is responsible for identifying and inviting people to the validation event listed on the schedule.

The following to be provided to the validation committee:

- the complete assessment tool for the unit;
- assessment mapping;
- Training and Assessment Strategy (TAS);
- the unit and its assessment requirements;
- available data on completion rates or re-assessment;
- selected statistically valid sample of completed student assessment items.

CONDUCTING VALIDATION

The assessment validation activities are conducted as a mix of face-to-face meetings, teleconference, and email correspondence.

The assessment validation team determines whether the assessment sample is valid, reliable, sufficient, current, and authentic. The Validation of Assessment Tools & Judgements form is used by the validators.

During the validation activities the lead validator facilitates discussion about each point on the Validation of Assessment Tools & Judgements. The lead validator aims to reach group consensus about any recommended outcomes for improvement, and these are documented on the Assessment Tools & Judgements form.

INDEPENDENT VALIDATION OF TRAINING AND ASSESSMENT QUALIFICATIONS

As per the requirements of Clause 1.25 of the Standards for RTO 2015 RTOs delivering or applying to deliver qualifications from the TAE Training and Education Training Package must have undergone an external, independent validation of the assessment system, tools, processes and outcomes.

The validation must be carried out by someone who has not been involved with the RTO other than conducting the validation activity.

Where applicable, the RTO will retain evidence that the validation was conducted by an independent person and evidence that demonstrates the improvements have been actioned.

DOCUMENTING THE ASSESSMENT VALIDATION

Assessment validation findings are recorded, and outcomes are raised as opportunities for improvement or Non-conformities in the QHSE system SkyTrust to monitor through to its completion.

This summary of findings will be presented to the RTO Trainers meeting for action.

The COO will be provided with a summary of all Annual Assessment Validations that are undertaken each year.

Management shall ensure that all findings that may contribute to the annual review of the RTO's Training and Assessment Strategies are identified in the validation report and recorded with clear action plan to support the update of relevant Training and Assessment Strategies.

ENDORSEMENT / REVISION NOTES

Approved by CEO, RTO

Approved Date: 15/11/2019

Reviewed On: 01/02/2024