1.03.855 Validation Policy

What you need to know – key take outs

Validation is used by ITeC Academy to:

- Verify and maintain industry relevance of training and assessment strategies, practices, and resources.
- Verify compliance with requirements of national Training Packages and VET Accredited Courses.
- Monitor compliance with SRTOs 2015.
- Evaluate efficiency of training and assessment strategies and practices.
- Engage with industry.
- Continuously improve ITeC Academy training and assessment products and services.
- Monitor services provided by third-party providers.
- Ensure consistency and integrity, meeting the needs of industry

Always read this policy in conjunction with the related procedures identified below.

Policy principles	ITeC Academy is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs 2015). As such, ITeC Academy is required to implement a plan for ongoing systematic validation of assessment practices and judgments for each training project on its scope of registration.
Purpose	The purpose of this policy is to ensure ongoing systematic validation of assessment practices and judgments to maintain the integrity and quality of training and assessment.
Risk statement	IRT and ITeC Academy have a low risk appetite for failing to meet our legislative obligations.
Scope	The scope of this policy covers all ITeC Academy students, employees and/or third parties acting on behalf of ITeC Academy.
Related procedure	Full procedures are outlined in the ITeC Academy Procedure Manual Section/s; - Quality Assurance Program – Product - Quality Assurance Program - Process - Assessment validation – all sections
Related documents	- Policy 1.03.24 Training and Assessment - Policy 1.03.842 Training Package Transition

	• Policy 1.03.839 Industry Engagement • 1.03.845 Credit Transfer & Recognition Policy • Policy 1.03.810 Continuous Improvement • Policy 1.03.813 Record Retention & Reporting Policy • Procedure Manual
Compliance requirements	• National Vocational Education and Training Regulator Act 2011 • Standards for RTOs 2015; o Standard 1. The RTO's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses
Policy owner	General Manager ITeC Academy
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1 Regulatory Standards and relevant legislation

This policy has been written to align with the Standards for RTOs 2015 and other relevant legislation and regulations. The following table explains the link between this policy and the relevant external requirements.

Standard / legislation	What this means
National Vocational Education and Training Regulator Act 2011	The National Vocational Education and Training Regulator Act 2011 is legislation that establishes the Australian Skills Quality Authority (ASQA) as the national regulator for the vocational education and training (VET) sector. ASQA is tasked with ensuring the quality and consistency of VET services across Australia. ASQA has powers to investigate complaints, conduct audits of providers, impose sanctions for non-compliance, and revoke registrations or accreditations where necessary to protect the integrity and quality of the VET sector.
Standards for RTOs 2015	o Standard 1. The RTO's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses

2 Validation

ITeC Academy ensures that:

- A Quality Team is established.

- A five-year validation schedule is created, with nominated employees against each training package.

- Key stakeholders are involved in validation processes.

- Validation is undertaken by appropriately qualified and experienced employees.

- Each training product is validated at least once every five years, with at least 50% of products validated within the first three years of each five-year cycle.

- ITeC Academy procedures and ASQA guides for assessment validation are followed. ASQA Guide.

- All completed validations are recorded on the validation form and validation register.

- Any improvements identified are recorded and implemented.

2.1 Documentation

Assessment documentation to be validated includes:

- Training and assessment strategies.
- Assessment tools.
- Assessment policies and procedures.
- Assessment evidence and judgements.

2.2 Persons involved

Validation will be undertaken by one or more persons not directly involved in the delivery and assessment of the training product being validated and who collectively have:

- Vocational competencies and current industry skills relevant to the assessment being validated.
- Current knowledge and skills in vocational teaching and learning.
- The training and assessment qualification or assessor skill set referred to in Schedule 1 of Standards for RTOs.

a) Industry experts may be involved in validation to ensure the required combination of expertise.

b) The validation process provides opportunities for dissemination of information and professional development for Assessors.

c) The validation process ensures respect for individuals and confidentiality.

d) Confidentiality includes:

- No copying or use of materials without permission.
- Respect for ethical practice.
- Respect for assessor privacy.

e) Discussions during validation validate:

- The effectiveness of assessment tools and practices.
- The standard of performance demonstrated and achieved.
- Evidence collected meets the Rules of Evidence.
- The accuracy and consistency of the assessment judgments.

2.3 Validation Plan

a. The validation plan will cover a five-year cycle.

b. The validation plan will be reviewed and updated annually to accommodate changes in the business, industry/environment, scope, and identified risk areas.

c. The validation plan will include:

- Proposed dates for validation meetings.
- Full code and title of each nominated unit/module from the training product.
- The designated chair of the validation meeting.
- The suggested/nominated participants.
- Documentation of validation outcomes.
- Actions taken based on validation outcomes.

d. At least 50% of training products will be validated within the first three years of each five-year cycle.

e. Risks will be assessed based on various criteria including unit of competency, delivery site, delivery mode, third-party arrangements, equipment used, financial concerns, assessment methods, licensing requirements, enrolment numbers, assessment outcome rates, recent additions to scope, complaints, appeals, staff turnover, and risks identified by the VET Regulator.

2.4 Industry Engagement

ITeC Academy engages industry to validate training and assessment strategies, practices, and resources (including assessment tools) during the development phase to ensure:

- Relevance of materials and tools to industry needs.
- Relevance of trainer and assessor industry skills.

3 Record Keeping and Retention

All employees are responsible for accurate record keeping and retention as per the relevant policies and procedures of the RTO and to uphold the requirements of the assessment system including validation.

4   Continuous improvement

As part of ITeC Academy's Continuous Improvement Activities, the findings from validation activities will be reviewed by the RTO Leadership team to determine overall effectiveness of the assessment strategy/s, tools/instruments and other assessment related documentation. The requirement for improvement and associated actions will be approved and implementation monitored.

> **In practice example:**
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> Trainer A is scheduled to complete a validation in two weeks' time according to the validation schedule. Trainer A notifies the validation team and contacts the Administration Team to provide a valid sample of completed assessments for the moderation component of the assessment validation procedure. Trainer A and the validation team completes the validation and associated documents according to ITeC Academy procedure.

5   Roles and responsibilities

Role	Responsibility
Policy Owner – General Manager ITeC Academy	Ensures that the RTO implements a validation procedure as part of the RTO's assessment system which provides for assessments to meet the requirements of the relevant Training Package, the Principles of Assessment, and the Rules of Evidence and be continuously improved.
Policy Monitor – Compliance Manager	Review operational compliance with policy. Lead validation activities and maintain validation register. Develop 5 year validation plan. Prepare draft policy improvements.
Policy Monitor – RTO Manager	Ensure day to day implementation and compliance with policy.
Implementation – Administration employees	Implement day to day operations associated with assessment validation.

Role	Responsibility
Implementation-Trainer/Assessors	Responsible for; • Implementing professional and effective assessment and validation practices. • Implementing the assessment instruments and instructions provided. • Ensuring that assessment complies with Principles of Assessment and Rules of Evidence.

6   Definitions

In this Policy, words have the following meaning:

Term	Definition
Assessment	The process of collecting evidence and making judgments on whether competency has been achieved.
Assessment system	A coordinated set of documented policies and procedures ensuring assessments are consistent.
Independent validation	Validation carried out by validators who are not employed or subcontracted by the RTO and have no other involvement or interest in the operations of the RTO.
Industry	Bodies that have a stake in the services provided by RTOs.
Statistically valid	A random sample of appropriate size selected to enable confidence in the results.