

### What you need to know – key take outs

Validation is a quality procedure implemented ITeC Academy to:

- Identify ongoing opportunities to improve assessment practices across training products on its scope of registration
- Ensure consistency and integrity, meeting the needs of industry
- Verify and maintain industry relevance of assessment strategies, practices, and resources.
- Verify compliance with requirements of nationally accredited training products
- Monitor compliance with SRTOs 2025, Credential Policy and Compliance Requirements.
- Evaluate efficiency and effectiveness of assessment strategies and practices.
- Monitor services provided by approved third-party providers.

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

<b>Policy principles</b>	ITeC Academy is committed to providing quality training and assessment in accordance with the Outcome Standards for Registered Training Organisations (SRTOs 2025). As such, ITeC Academy is required to implement a plan for ongoing systematic validation of assessment practices and judgements for each training product on its scope of registration.
<b>Purpose</b>	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.
<b>Risk statement</b>	IRT and ITeC Academy have a low appetite for failing to meet our legislative obligations.
<b>Scope</b>	The scope of this policy covers all ITeC Academy training products, employees and/or third parties acting on behalf of ITeC Academy.
<b>Related procedure</b>	Full procedures are outlined in the ITeC Academy Procedure Manual Section/s. <ul style="list-style-type: none"><li>• Assessment validation – all sections</li></ul>
<b>Related documents</b>	<ul style="list-style-type: none"><li>• Policy 1.03.24 Training and Assessment</li><li>• Policy 1.03.842 Training Package Transition</li><li>• Policy 1.03.839 Industry Engagement</li><li>• Policy 1.03.845 Credit Transfer &amp; Recognition</li><li>• Policy 1.03.810 Continuous Improvement</li></ul>

	<ul style="list-style-type: none"> <li>• Policy 1.03.813 Record Retention &amp; Reporting Policy</li> <li>• Procedure Manual</li> </ul>
<b>Compliance requirements</b>	<ul style="list-style-type: none"> <li>• National Vocational Education and Training Regulator Act 2011</li> <li>• Standards for RTOs 2025; <ul style="list-style-type: none"> <li>○ 1.3 The assessment system is fit-for-purpose and consistent with the training product.</li> <li>○ 1.4 The assessment system ensures assessment is conducted in a fair and appropriate way and enables accurate judgements of VET student competency.</li> <li>○ 1.5 The assessment system is quality assured by appropriately skilled &amp; credentialed people through a regular process of validating assessment practices and judgements.</li> </ul> </li> </ul>
<b>Diversity Statement</b>	IRT and ITeC Academy are committed to respecting, valuing and celebrating diversity in all its forms in our customer, older people and workforce population and catering for diverse needs through respectful, inclusive and equitable practices.
<b>Policy owner</b>	General Manager ITeC Academy
<b>Publish date</b>	August 2025
<b>Content Manager reference number</b>	EDOC2025/0043084

## 1 Strengthened Aged Care Quality Standards and Relevant Legislation

This policy has been written to align with the Outcome Standards for RTOs 2025 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	<p>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.</p> <p>ASQA is tasked with ensuring the quality and consistency of VET services across Australia.</p> <p>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.</p>
Standards for RTOs 2025	<p>Training and Assessment</p> <p>Outcome: quality training and assessment engages VET student and enables them to attain nationally recognised, industry-relevant competencies.</p> <p>1.5 the assessment system is quality assured by appropriately skilled and credentialed people through a regular process of validating assessment practices and judgements.</p>

## 2 Pre Validation

ITeC Academy implements a procedure to review all assessment tools prior to their use including a team of appropriately qualified and experienced employees. During this activity, the Compliance Manager convenes the meeting and using the Assessment Tool Pre-Validation Report, collects feedback and documents how fit-for-purpose the tool/s is against the Principles of Assessment and Rules of Evidence. The outcome of the review is documented on the Assessment Tool Pre-Validation Report inclusive of adjustments/updates required prior to use.

### 3 Validation

ITeC Academy ensures that:

- A risk analysed approach is undertaken to develop the 5-year validation plan to ensure that every training product is validated with those units of competency assessed as high risk being prioritised.
- A five-year validation plan is created and maintained by the Compliance Manager
- A validation team is established for each planned activity inclusive of person/s that collectively meet the requirements outlined in the Credential Policy as published by the Department of Employment and Workplace Relations
- Other key stakeholders may also be invited to participate in validation activities.
- All completed validations are recorded on the validation form and validation register.
- Any improvements/corrective actions identified through the validation process are recorded and implemented on the relevant RTO documentation/online platform.

#### 3.1 Documentation

Assessment documentation to be validated includes:

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

#### 3.2 Persons Involved

For validation activity, at least one of the people undertaking the validation must have one of the following training and assessment validation credentials:

- TAE40122 Certificate IV in Training and Assessment or its successor,
- TAE40116 Certificate IV in Training and Assessment,
- TAE40110 Certificate IV in Training and Assessment,
- A secondary teaching qualification and TAESS00024 VET Delivered to School Students Teacher Enhancement Skill Set or its successor,
- TAESS00019 Assessor Skill Set or its successor,
- TAESS00011 Assessor Skill Set,
- TAESS00001 Assessor Skill Set, or
- A diploma or higher-level qualification in adult education or vocational education and Training.

### 3.3 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.
  - Risk rating
  - The designated chair of the validation meeting.
  - The suggested/nominated participants.
  - Documentation of validation outcomes.
  - Actions taken based on validation outcomes.
- d. 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.

### 3.4 Industry Engagement

ITeC Academy engages industry to validate 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.

## 4 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.

## 5 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 strategies/s, tools/instruments and other assessment related documentation. The requirement for improvement and associated actions will be approved and implementation monitored.

### In practice example:

Trainer A is scheduled to complete a validation in two weeks' time according to the validation schedule. Compliance Admin notifies the validation team and contacts the Administration Team to provide a valid sample of completed assessments for the assessment judgement validation component of the procedure. Trainer A and the validation team complete the validation and associated documents according to ITeC Academy procedure.

## 6 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	<ul style="list-style-type: none"> <li>Review operational compliance with policy.</li> <li>Lead validation activities and maintain validation register.</li> <li>Develop 5 year validation plan.</li> <li>Prepare draft policy improvements.</li> </ul>
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	<p>Responsible for:</p> <ul style="list-style-type: none"> <li>Implementing professional and effective assessment and validation practices.</li> <li>Implementing the assessment instruments and instructions provided.</li> <li>Ensuring that assessment complies with Principles of Assessment and Rules of Evidence.</li> </ul>

## 7 Definitions

In this Policy, words have the following meaning:

Term	Definition
<b>Assessment</b>	The process of collecting evidence and making judgments on whether competency has been achieved.
<b>Assessment system</b>	A coordinated set of documented policies and procedures ensuring assessments are consistent.
<b>Independent validation</b>	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.
<b>Industry</b>	Bodies that have a stake in the services provided by RTOs.
<b>Statistically valid</b>	A random sample of appropriate size selected to enable confidence in the results.