


	Title: Assessment Validation Policy (VET)	
	Version: V2.00	Date: 20/09/2017
	Policy Area: Academic	Next Review: 20/09/2019
	Approval: Academic Board	Signature: 

Background

Validation is a quality review process that confirms Vose Seminary's assessment system can consistently produce valid assessment judgements. All information below can be found at ASQA.net.

A valid assessment judgement is one that confirms a learner holds all of the knowledge and skills described in a training product.

*Validation activities are generally conducted after assessment is complete—so that Vose Seminary can consider the validity of both **assessment practices and judgements**.*

Validation involves checking that your assessment tools have produced valid, reliable, sufficient, current and authentic evidence—evidence that allows Vose Seminary to make reasonable judgements about whether training product requirements have been met.

The validation process involves reviewing a statistically valid sample of the assessments and making recommendations for future improvements to the assessment tool, process and/or outcomes if applicable.

The validation process also includes acting upon any recommendations for future improvement.

As part of validation, Vose Seminary must have a documented plan which describes:

- *who will lead and participate in the validation activities*
- *which training products will be the focus of the validation*
- *when assessment validation will occur, and*

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- *how the outcomes of those activities will be documented and acted upon.*

Assessment Validation Policy

Vose Seminary's Management and staff are committed to the continuous improvement of its assessment system, tools and outcomes, conducting quality management activities and reviews that include annual assessment validation reviews of its assessment approaches and judgements, including RPL.

Vose Seminary's Management is committed to conducting Validation of each training product on the Vose Seminary's 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.

Annual Assessment Validation:

Notice and participation

- In each year Vose Seminary's Management shall schedule the annual activities required for Assessment Validation and shall complete an 'Assessment Validation Audit Report' identifying completed activities and report their outcomes.
 - Vose Seminary's management will inform staff of the proposed schedule for each year's Assessment Validation activities with details of :
 - a) When assessment validation will occur
 - b) Which training products will be the focus of the validation
 - c) Who will lead and participate in validation activities
 - d) How the outcomes of these activities will be documented and acted upon (e.g. completed Assessment System Reports).

Who conducts validation?

- The Assessment Validation Audit is conducted by a Management nominated officer, who is not directly involved in the particular instance of delivery and assessment of the training product/s being validated, and who collectively (along with training staff participating in the contributing Assessment Validation activities) have:
 - a) Vocational competencies and current industry skills relevant to the assessment being validated
 - b) Current knowledge and skills in vocational teaching and learning
 - c) The training and assessment qualification or assessor skill set referred to in Item 1 or 3 of Schedule 1.
 - d) Vose Seminary's Management will ensure that Industry is effectively engaged in the validation of its assessment approaches (refer to **Industry Engagement Policy**)

Scheduling validation

Assessment validation will be conducted according to Appendix 1. Assessment Validation Schedule

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Statistically valid sampling

- Sampling of learner assessments will occur randomly and a sample size will be determined using the ASQA Sample Size Calculator.

Validation Meeting Process

- Vose Seminary's Management shall convene a Validation Meeting (frequency determined by the Principal or Director of Vocational Training and Education) where training staff will meet, exchange and compare, analyse and evaluate their assessment methods, tools, evidence and judgements. All Validation Meeting activities and findings must be documented for management review. Please refer to the '**5 Year Validation Schedule**' and the '**Validation Meeting Report form**'.
- The outcomes of each Validation meeting must be signed off by an Independent validator who is not directly involved with the delivery and or assessment of the training product/s being validated, identifying that they concur with the finding and outcomes of the meeting.
- Vose Seminary's Management shall also source opportunities for and encourage training staff to attend External Validation events where staff may compare their assessment methods, tools, evidence and judgements with other assessors from other RTO's or staff from Industry Skills Councils.
- Vose Seminary's Management shall ensure that the Assessment Validation Audit includes RPL approaches and documentation.

Validation Meeting Records

- The Assessment Checklist Tools for the '**Principles of Assessment**' '**Rules of Evidence** and '**Assessor Survey**' forms should be utilised within the Validation event and the details recorded in the '**Validation Report Form**'.
- Vose Seminary's Management shall ensure that the annual Assessment Validation activities are followed and finalised by the completion of the '**Assessment Validation Audit Report**' and staff action plan established within the relevant '**Review Meeting Minutes**' and all associated documentation is identified in Audit Ready and referenced in Vose Seminary's *Review Meeting Minutes* for future review reference and record storage.
- Vose Seminary's Management shall ensure that all '**Assessment Validation Audit Report**' findings that may contribute to the Annual review of the Vose Seminary's Training and Assessment Strategies are identified in the '**Assessment Validation Audit Report Form**' and recorded in the relevant '**Review Meeting Minutes**' with clear action planning to support the update of relevant Training and Assessment Strategies.

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Stake Holder Feedback

- Vose Seminary Management will ensure that all stakeholder feedback relevant to the Vose Seminary's Training and Assessment Services and previously identified in '**Review Meeting Minutes**' is considered in the Assessment Validation Audit.
- Relevant feedback gathered from the **AQTF Learner Feedback** and or **Employer Feedback forms** shall be reviewed for required corrective actions.
- Relevant feedback gathered from Complaints and Appeals or Assessment Appeals shall be reviewed for required corrective actions.

Training Staff feedback will be considered in the '**Assessment Validation Audit Report**'

The Assessment Validation Audit

- The '**Assessment Validation Audit Report Form**' should be completed by the Independent Validator following their review of supporting documents of validation activities.
- The Assessment Validation Audit may be convened according to the Review Meeting Schedule or more frequently as warranted by the size of the Vose Seminary's scope of registration (refer to [Standard 1.9](#)) or as required by the Principal or Director of Vocational Education and Training.
- The Assessment Validation Audit will typically follow the annual validation meeting/s and feature findings and actions taken in response to validation and all Assessment Validation activities undertaken over the previous 6 - 12 months.
- All documentation relating to the Assessment Validation Audit must be referenced and noted within the '**Assessment Validation Audit Report Form**' and uploaded to Audit Ready and the Vose Seminary drive for Vose Seminary Management review.
- Vose Seminary's Management shall ensure that the Assessment Validation Audit includes RPL approaches and documentation.
- Vose Seminary's Management shall ensure that all 'Assessment Validation Audit Report' findings, that may contribute to the Annual review of Vose Seminary's Training and Assessment Strategies, are identified in the '**Assessment Validation Audit Report Form**' and recorded in the relevant 'Review Meeting Minutes' with clear action planning to support the update of relevant Training and Assessment Strategies.
- Vose Seminary's Management shall ensure that the Annual Assessment Validation activities are followed and finalised by the completion of the '**Assessment Validation Audit Report**' and staff action plan, established within the relevant 'Review Meeting Minutes'. All associated documentation must be identified in Audit Ready and referenced in Vose Seminary's Review Meeting Minutes for future review reference and record storage.

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Appendix 1: Assessment Validation Schedule

Validation Schedule (Semester 2, 2017 - Semester 1, 2021)		
Subject Area	Group	Validation Schedule
All FWP units; All RAW;	Group 4	Semester 1 July 2017
All BSB07 units	Group 5	Semester 2, December 2017
All ATB units; All SPF units;	Group 1	Semester 1 July 2018
All PCM units All CHC08 units;	Group 2	Semester 2, December 2018
All CCM units; All DSM units;	Group 3	Semester 1 July 2019
All FWP units; All RAW;	Group 4	Semester 2, December 2019
All BSB07 units	Group 5	Semester 1 July 2020
All ATB units; All SPF units;	Group 1	Semester 2, December 2020
All PCM units All CHC08 units;	Group 2	Semester 1 July 2021

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Appendix 2: Document History and Version Control Record

Document Title: Assessment Validation Policy (VET)

Source Documents: Audit Ready Stock Policy

Associated Internal Documents: Industry Engagement Surveys
Previous Stakeholder Review Summaries
Student feedback surveys
Trainer and assessor feedback surveys
Employer Satisfaction Surveys
Assessment Validation Audit Report'
Principles of Assessment form
Rules of Evidence form
Assessor Survey form
5 Year Validation Schedule'
Validation Meeting Report' form
Review Meeting Minutes

Associated External Documents AQTF Learner Feedback Forms
[Standard 1.3](#)
[Standard 1.8](#)
[Standard 1.9](#)
[Standard 1.10](#)
[Standard 1.11](#)

Authorised Officer: Compliance and Administration Officer

Approved by: Academic Board

Date of Approval:

Assigned Review Period: As per the review schedule

Date of Next Review: 20/09/2019

Version Number	Version Date	Authorised Officer	Amendment Details
D0.01	13/01/2015	Compliance and Administration Officer	Amalgamation of stock policy from audit ready and materials from Vose Seminary Training and Assessing Strategies.
V1.00	30/03/2016	D Bonallack	Approved draft
V2.00	20/9/2017	C Vose	Minor language updates.

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