

Assessment Validation

The CEO will initiate, as per the validation schedule an assessment validation session for each assessment tool, facilitators guide and mapping document used by **ATQ COLLEGE**.

The accompanying Validation Schedule allows for 100% of our scope of registration validated every second year, thus each training product is completely reviewed within a two year window.

The Validation team is intended to comprise of staff from:

- within our college,
- Industry experts external to our college, such as Service Skill Organisations, peak industry bodies or regulators, or other subject matter experts.
- ASQA the RTO Regulator
- Clients/employers of our students/graduates
- Peer organisations such as other RTOs that:
 - Operate within our community and our scope of registration
 - Other RTO's that operate within our community but not our scope
 - Other RTO's that offer our scope, but not in our community
 - RTO's that do not offer our scope or operate within our community

The validation team currently consists of:

- The CEO, (Rola Baghdadi)
- Trainers relevant to the qualifications being validated, but is expected to have at least two trainers per qualification participating, where only one of our Trainers is available, we will engage an external contractor to participate.
- Rod O'Donnell (RTO Compliance Consultancy)
- industry representatives (if possible) from the SSO, and Peak bodies
- Peer RTO's from our area offering similar qualifications, such as:
 - Virtu Institute RTO ID 40530
- Peer Scoped RTO's operating in different areas such as
 - Hana Group RTO ID 45083
- Non Peer RTO's operating outside our scope of registration but in our area
- Non Peer RTO's offering different qualifications in different areas.
- other interested parties (if applicable).

Assessment Validation must be led by a relevant team member, this team member must be:

- Not be directly involved in the particular instance of delivery and assessment of the training product being validated,
- Be vocationally competent in the qualification
- Be current industry skills relevant to the assessment being validated;
- Be current in their knowledge and skills in vocational teaching and learning

Alternatively, if an individual who does not meet all of the above requirements is not available, a group of people who between them meet the above requirements is acceptable.

Typically it is expected that the trainer who did not deliver the assessment material being validated will lead the validation process, they will be supported by the CEO and by others from the panel as appropriate.

Using the Assessment Validation template or similar document, each assessment tool, mapping document and its facilitator guide will be reviewed:

1. Against our internal processes for recording participation, assessment attempts, assessment outcomes
2. Against our processes for recording assessment appeals if any
3. Against the requirements of the current training package
4. Against the current industry Standards and expectations
5. Against any relevant legislative framework
6. Against any additional relevant issues that would aid in the assessment tool being an appropriate assessment of an individual's "job readiness".
7. All assessment reviews shall include RPL applications, both the RPL application process and the evidence gathered

Samples of completed assessments will be reviewed to determine any:

1. Consistent misinterpretations of questions by participants
2. Consistent erroneous answers by participants
3. Consistent misinterpretation of questions or answers by trainer/assessors

The sample size of completed assessments will be based upon the ASQA recommendation laid out in the link: <http://www.asqa.gov.au/media-and-publications/conducting-validation1.html>

The completed Validation records will indicate whether a change is required to the assessment tool, not.

The completed Validation records are presented at the next Monthly Management Meeting and if a change to the assessment is required, the CEO will allocate resources to implement the change and log the change requirements as a continuous improvement.

Where an updated assessment or answer guide is required, it will be developed and will replace the existing assessment or guide.

The mechanism for initiating the change and monitoring progress will be the Continuous Improvement process and the Monthly Management Meeting will be the forum of communicating the intended change and implementation process for the new assessment documentation.



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Records of all Validations will be stored in the **ATQ COLLEGE** computer system in the Validation Records Folder.

These are to be stored by year of validation and then by the title of the unit validated.

This is the responsibility of the CEO.