



POLICY	
Title	Validation
Purpose Describe policy intent	The purpose of this policy describes the process of reviewing, comparing and evaluating the College's assessment procedures, tools and evidence to achieve standardisation, to reflect consistent training outcomes within the College and in conjunction with other organisations issuing the same qualification
Scope List who this policy and procedure applies to	VET Manager VET Tutors and assessors Accredited courses conducted at the College (either through a training and assessment pathway or by RPL)
References and legislation	National Vocational Education and Training Regulator Act 2011 Standards for RTO Organisations 2015
Definitions	<p>Validation – quality review of the assessment process. The process involving assessors working in collaboration to review, compare and evaluate the assessment process, the assessment tools, the assessment outcomes (using a statistically valid sample) against the specified competency standard. It is expected validators will make recommendations for future improvements for the process or tool, and/or outcomes and act upon such recommendations.</p> <p>Independent validation – means that validation is carried out by validator or validators who:</p> <ul style="list-style-type: none"> a) are not employed or subcontracted by the RTO to provide training and assessment, and b) have no other involvement or interest in the operations of the RTO <p>Principles of Assessment valid, reliable, fair and flexible Rules of evidence valid, sufficient, current and authentic Moderation is the process of Tutors and assessors engaging in professional conversation to discuss delivery and assessment of specific training specifications including best practice. VET - Vocational Education and Training ASQA - Australian Skills Quality Authority</p>
Policy	<p>The College endorses the quality practices of assessment validation to ensure its assessments meet both the Principles of Assessment and Rules of Evidence.</p> <p>All VET Tutors and Assessors working for the College must participate (and be able to demonstrate) at least two (2) validation sessions per calendar year in their Training specification. VE Tutors and Assessors will be encouraged to participate in moderation sessions to enhance their delivery and assessment skills.</p> <p>The College will implement practices to record and demonstrate this including an assessment validation schedule that meets the following requirements:</p> <ol style="list-style-type: none"> 1. The College will undertake validation for all training products listed on its scope of registration. 2. The College validation schedule will ensure all training



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	<p>products of the College will be validated at least once every 5-years, with at least 50% of products to be validated within the first 3-years of each 5-year cycle.</p> <p>3. The Vocational Education Training (VET) Manager will develop a planned 3-year schedule incorporating independent and internal validations and act as the convenor of such validation sessions (where appropriate).</p> <p>4. Validations must include participants who collectively have:</p> <p>a) vocational competencies and currency for the assessment being validated</p> <p>b) current teaching and assessment knowledge and skills</p> <p>c) TAE40110 or TAESS0001 (Assessor skill set)</p>				
Relevant documentation	<p>Assessment Policy Development and learning Policy Code of Conduct Validation Schedule Qualification schedule Tutor and Assessor Matrix VET Tutors and Assessors Schedule 2</p>				
Communication and support for staff	<p>Policies are available to all staff via electronic access upon commencement with the College. Updates will be communicated via email notification.</p> <p>Hard copies will be made available upon request</p>				
Procedure					
Review date	March 2016				
Mapping to Standards for RTOs	1.5, 1.6, 1.8, 1.9, 1.10, 1.11, 1.16, 1.25, 8.5,				
Version and Date issued	<table border="1"> <tr> <td>Version</td> <td>1</td> <td>Date issued</td> <td>01/4/15</td> </tr> </table>	Version	1	Date issued	01/4/15
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Developed By	VET Manager				
Approved by	Principal				

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