



POLICY AND PROCEDURE NAME:	Validation
DATE ENDORSED:	19 th October 2016
REVIEW DATE:	19 th October 2018

Preamble / Context

This Policy and its Procedures outline the approach taken by Mansfield Adult Continuing Education (MACE) to systematically validate and moderate its assessment systems and confirm that these can consistently produce valid assessment judgements.

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

Policy Statement

Validation activities are generally conducted prior to adding a qualification to MACE's scope of registration, and then again on at least one occasion within a five (5) year period. This is typically undertaken after assessment has been conducted, so that the RTO can consider the validity of both assessment practices and judgments.

It is the policy of MACE to ensure that each training product will be reviewed at least once in a five-year period and at least 50% of the training products will be validated in the first three years – as outlined on the Validation Schedule.

Validation will occur on an ongoing basis. At least 2 units, or 20% of the units from each training product on MACE's scope of registration (whichever is greater) will be systematically validated each year over the 5-year period.

It is the policy of MACE to systematically validate a statistically valid sample of at least 10% of assessment decisions (marked student assessments) each year. Moderation of assessment decisions will occur at the end of each validation of assessment tools session for a unit/cluster.

Scope

This policy is relevant to all MACE trainers and staff members involved in the delivery, assessment, reporting and data entry of accredited training programs.

Purpose

This Policy and Procedure applies to the validation of all assessment tools and practices that are used by MACE for the assessment of units of competency, accredited courses, skill sets and qualifications, including those used for Recognition of Prior Learning (RPL).

Authorisation

Executive Officer
MACE Incorporated

Responsibility

The EO is responsible for ensuring that proper procedures are adhered to in development and consultation for this policy.

Procedure

Validation Procedure

The RTO will maintain a Validation Calendar, which outlines the 20% sample of units from each training product to be validated, when that validation will occur, and who will be involved in the validation process.

In Validating Assessment Tools, validators will ensure that assessment evidence complies:

- with guidelines and assessment requirements of the relevant training product
- with the Principles of Assessment (demonstrates that assessment is fair, flexible, valid and reliable)
- with the Rules of Evidence (demonstrates that assessment is sufficient, provides for the authentication of the student's work, and allows for the collection of current evidence).

Scheduled validation activities and outcomes of validation will be discussed in the RTOs monthly management meetings. Outcomes and identified improvements from validation will be used to improve the RTOs training and assessment strategies, learning and assessment material, and overall approach to training delivery.

Trainer Assessors participating in validation will be required to complete the Validator Profile document, to demonstrate their competence, currency and suitability to participate in the validation process.

All completed Validator Profiles completed by internal staff or employed contractors will be held within individual employee or trainer / assessor files. Declarations by external validators will be captured and stored with the *Validation of Assessment Record Tool* form.

Validation activity and outcomes will be recorded on a *Validation of Assessment Record Tool* Form.

Opportunities for improvement will be documented in the *Continuous Improvement Register* and actions for improvement will be followed-up and monitored for their effectiveness.

Validation of Assessment Judgements Procedure

To validate the assessment judgements made by MACE and external assessors, and ensure that these are correct and consistent between different assessors, a statistically valid sample of at least 10% of assessment decisions (marked student assessments) will be used in this process.

In validating assessment judgments, validators will not be validating their own work and will consider whether the assessment evidence demonstrates that assessment judgments:

- are consistently made on a sound basis
- are valid
- align with the requirements expressed in the unit of competency
- comply with the Standards

Validation of assessment judgement outcomes will be recorded on the *Validation of Assessment Record Tool* as an outcome in the *Recommendations* section of the tool.

Outcomes and identified improvements from validation will be used to improve the RTOs training and assessment strategies, learning and assessment material, development of the RTOs Trainer Assessors and the RTOs overall approach to training delivery.

Definitions

Item	Definition
Validation	Is the process of checking that the RTO assessment tools have produced valid, reliable, sufficient, current and authentic evidence that allows the RTO to make reasonable judgments 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. Validation is different from moderation.
Moderation	Is the quality control process aimed at bringing assessment judgments into alignment. Moderation is generally conducted <u>before</u> the finalisation of student results as it ensures the same decisions are applied to all assessment results within the same unit of competency.

Related Policies & procedures Documents or Other Material

Delivery and Assessment PP006.2

Quality Assurance PP004.3

- Document - *Validation Schedule (Spreadsheet Calendar)*
- Form - *Validation Checklist*
- Form - *Validation of Assessment Record Tool*, including Assessment Recommendations & Validator profiles

Process

1. Step One – Plan validation schedule

- 1.1 If first time unit has been validated, enter planned date / unit into schedule.
- 1.2 If unit has previously been validated, enter next planned date.

2. Step Two – Preparation & Contact / Coordinate available validators

- 2.1 Identify who will be on the panel (refer course *Training and Assessment Strategy*).
- 2.2 Contact panel participants, and arrange validation date/s.
- 2.3 Prepare all documents for review as per *Validation Checklist*, and store in validation folder.
- 2.4 Ensure facilities are prepared, as per *Validation Checklist*.

3. Step Three – Convene validation session/s

- 3.1 Ensure panel have access to all relevant documents (print or electronic).
- 3.2 Appoint Validation Session Chair.
- 3.3 Review documentation identified as the focus for validation.

4. Step Four – Record and Implement recommendations

- 4.1 Record Validator profiles, assessment validation outcomes and identified improvements on the *Validation of Assessment Record Tool* form.
- 4.2 Submit completed forms to MACE / enter on Continuous Improvement Register for action.