

Validation Policy



Policy

1. Introduction:

Validation is a comprehensive quality review process aimed at ensuring that assessment tools produce valid, reliable, sufficient, current, and authentic evidence. This evidence enables reasonable judgments to be made regarding whether the requirements of the relevant aspects of the Training Package or accredited course have been met. Validation encompasses reviewing and making recommendations for future improvements to the assessment tools, processes, and/or outcomes

2. Purpose

This policy delineates Iloura College's strategy for the continuous, systematic validation of assessment practices and decisions over a rolling five-year period. It encompasses every training product within the

college's scope of registration,

3. Scope:

This policy applies to

- All the training products on Iloura's Scope of registration
- All staff involved in the validation processes and activities

4. Responsibility:

Director of Studies

Definitions:

A. Assessments

The process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard expected in the workplace, as specified in a Training Package.

B. Standards for RTOs

The Standards for Registered Training Organisations (RTOs) 2015, which sets out the requirements a RTO must meet when providing Vocational Education Training (VET) courses

C. Training Product

The AQF qualification, skill set, or unit of competency.

Validation Policy



D. Training Package

The components of a training package endorsed by the Industry and Skills Council, or its delegate. The endorsed components of a Training Package are:

- units of competency;
- assessment requirements (associated with each unit of competency);
- qualifications; and credit arrangements.

E. Validation

The quality review of the assessment process. Validation involves checking that the assessment tool/s produce/s valid, reliable, sufficient, current and authentic evidence to enable reasonable judgement to be made as to whether the requirements of the training package or VET accredited courses are met. It includes reviewing a statistically valid sample of the assessment and making recommendations for future improvements so that the assessment tool, process and/or outcomes and acting upon such recommendations.

5. Procedure

- A. Illoura College will conduct the validation of each training product within its scope of registration at least once every five years, following Illoura College's validation schedule for a five-year cycle, as required by the Standards for Registered Training Organisations (RTOs) 2015.
 - B. Validation will be carried out utilizing Validation of Assessment Tools and Judgement Forms, considering the relative risks associated with all training products within its scope of registration, including those risks identified by the VET regulator.
 - C. Validation will be conducted by one or more individuals who are not directly engaged in the delivery and assessment of the specific training product undergoing validation.
 - D. Validation may be performed by either a single individual or a team of qualified personnel possessing the necessary qualifications, skills, and knowledge as specified below
 - I. Vocational competencies for the particular training product assessments being validated (evidenced through formal qualifications or demonstrated equivalence)
 - II. Current industry skills (evidenced through work in industry, professional development, experience with latest techniques, high level of product knowledge, etc.)
 - III. Must hold
 - a) TAE40116 Certificate IV in Training and Assessment OR
 - b) TAE40110 Certificate IV in Training and Assessment, and one of the following:
 - TAELLN411 Address adult language, literacy or numeracy skills or its successor OR
 - TAELLN401A Address adult language, literacy and numeracy skills
- PLUS one of the following:
- TAEASS502 Design and develop assessment tools or its successor OR
 - TAEASS502A Design and develop assessment tools OR
 - TAEASS502B Design and develop assessment tools.

Validation Policy



- c) TAESS00011 Assessor Skill Set OR
- d) TAESS00001 and one of the following:
 - TAEASS502 Design and develop assessment tools or its successor OR
 - TAEASS502A Design and develop assessment tools OR
 - TAEASS502B Design and develop assessment tools.

IV. Current knowledge and skills in vocational teaching and learning (evidenced through professional development, current practice, etc.)

- E. Validators are required to sign a Validators Competence Verification form prior to their involvement in the validation process.
- F. Validation entails reviewing a statistically valid sample of assessments, determined by the ASQA Sample Size Calculator, and subsequently providing recommendations for enhancing the assessment tool, process, and/or outcomes. These recommendations are acted upon to improve the overall quality of the assessment process, as outlined in the Standards for Registered Training Organisations (RTOs) 2015.
- G. Validation activities typically occur after assessments are completed to enable the validation team to assess the validity of both assessment practices and decisions comprehensively.
- H. Principles of validation
Validation serves as a thorough quality review of the assessment process, ensuring that the assessment tools used enable fair and reasonable judgments regarding the fulfilment of training package or VET accredited course requirements. It verifies whether learners' assessment evidence:
 - Complies with the assessment requirements of the relevant training product.
 - Demonstrates fairness, flexibility, validity, and reliability in the assessment process.
 - Is valid, sufficient, authentic, and current.
 - Reflects real-world contexts and meets industry requirements.
 - Is set at an appropriate level of difficulty.
 - Provides clear instructions for tasks and evidence gathering.
 - Outlines appropriate provisions for 'reasonable adjustment' in assessment evidence gathering.
 - Provides adequate instructions for assessors regarding evidence collection, judgment, and outcome recording.
 - Includes evidence criteria (assessment rubrics).
 - Adheres to Illoura College policies and procedures requirements.

I. Documentation

Illoura College will maintain records of Validation activities, which will include:

- The name of the lead validator and other members of the validation panel, along with their qualifications, skills, and knowledge

Validation Policy



- Details of the sample population selected for validation.
- Validation tools utilized during the validation process.
- Documentation of all assessment samples reviewed during validation.
- Validation outcomes, encompassing assessments of the assessment tool and, if applicable, any recommendations for implementation across other training products.

By meticulously recording these aspects of the validation process, Illoura College ensures transparency, accountability, and adherence to quality standards in its assessment practice

J. Governance

The above practices are reviewed annually through the annual internal audit conducted by the DOS/Compliance to ensure that the quality of industry engagement is systematic, improved and consistent.

6. Related Documents:

- Continuous Improvement Policy and Procedure
- Continuous Improvement Register
- Validation of assessments tools and judgement form
- Illoura Validation schedule 2023-2028
- Assessment Policy and Procedures
- Assessment Tools
- Assessment Evidence

7. Related Legislations and Codes of Practice

Standards for Registered Training Organisations (RTOs) 2015 (Clause 1.8, 1.9, 1.10, 1.11)

Document Version Control History			
Version	Date	Author	Change Description
1.0	2021	Illoura College	Document Created
2.0	2023	Academic/Compliance	Policy Review
2.1	February 2024	Academic/Compliance	Policy Review