Validation Policy and Procedure

1. Introduction

This policy and procedure ensures the systematic validation of assessment tools and assessment judgements in line with continuous improvement objectives and processes and where necessary to redefine and modify existing assessment practices.

2. Compliance

This is a compliance requirement under the Standards 1.1, 1.2, 1.3, 1.4, 1.5, 1.8, and 2.5 of the Outcome Standards for RTOs, as well as Standard 11 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

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Procedure

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Validation is a quality review process undertaken to ensure that AICC's assessment system can consistently produce valid assessment judgements.

AICC ensures that assessment tools properly address the requirements of the applicable training package or VET accredited course, qualification or unit of competency. This allows AICC to ensure assessments are in line with 'rules of evidence' and the 'principles of assessment', whilst identifying opportunities for improvement.

Validation Schedule

AICC's plan for validation is outlined in the Validation Schedule. The Validation Schedule comprises the College's ongoing systematic validation of assessment practices and judgements for each training product on the scope of registration. The Validation Schedule includes:

- when assessment validation will occur;

- which training products will be the focus of the validation;
- who will lead and participate in validation activities; and
- how the outcomes of these activities will be documented and acted upon.

Each training product (qualification, skill set or UoC delivered as stand-alone) is validated at least once every five years, with at least 50% of products validated within the first three years of each five-year cycle, considering the relative risks of all the training products on the AICC scope of registration, including those risks identified by the VET Regulator. **As part of the performance assessment audit response on 23 July 2025, all unit of competency planned for each study term must be validated one more time prior to conduct of the unit of competency in the upcoming study term.**

Risk Indicators

Indicators of risk might include:

- the use of new assessment tools
- new training packages or changes to training packages
- delivery of training products where safety is a concern
- the level and experience of the assessor, or
- changes in technology, workplace processes, legislation, and licensing requirements.

Validator Requirements

Validation can be undertaken by one person or by a team of people. AICC ensures the process is completed by people who collectively hold:

- vocational competencies and current industry skills relevant to the assessment being validated
- current knowledge and skills in vocational teaching and learning, and
- the *TAE40110 Certificate IV in Training and Assessment* (or its successor) or the *TAESS00001 Assessor Skills Set* (or its successor).

Except for the TAE Training Package, validators can be AICC employees or external validators. The trainer and assessor who delivered/assessed the training product being validated:

- can participate in the validation process as part of a team
- cannot conduct the validation on his/her own
- cannot determine the validation outcome for any assessment judgements they made, and
- cannot be the lead validator in the assessment team.

Assessment Moderation

Moderation sessions will involve assessors who have been involved in the assessment of the relevant qualification and one or more assessors who have not been involved in the assessment process for the relevant qualification. The session may be internal or external. Wherever possible, moderation sessions will include a representative from the relevant industry.

Independent validation of training and assessment qualifications

Whenever possible, AICC will endeavour to seek an independent validator to attend validation

meetings. The purpose of validation meetings is to ensure that assessment practices are appropriate to the outcomes of training, are applied in a consistent manner, meet the standards of assessment, and are aligned with industry and Training Package requirements for Unit/s of Competency. AICC ensures independent validation of AQF qualification or assessor skill set from the Training and Education Training Package (or its successor) on the scope of registration.

AICC ensures its assessment system; tools, processes and outcomes are independently validated in accordance with the requirements contained in Schedule 2 of the Standards for RTOs 2015 (and the definitions of independent validation and validation).

The independent validator/s of AQF qualifications or assessor skill sets from the Training and Education Training Package (or its successor) will collectively hold:

- current knowledge and skills in vocational teaching and learning; and
- the training and assessment qualification or assessor skill set at least to the level being validated.

Statistically Valid Sampling

Assessment practices and judgements will be validated from a sample of the units of competency within that qualification. At least two units of competency will be sampled when validating a qualification. The number of units to validate may be extended during the validation process, particularly if the validation outcomes indicate that assessment judgments are not valid.

Enough assessments will be chosen to ensure that the results of the validation are accurate, and are representative of the total completed assessments for the training product.

To determine appropriate sample sizes, AICC uses ASQA's validation sample size calculator available at http://www.asqa.gov.au/media-and-publications/conducting-validation1.html

The total sample will be taken from assessments occurring within the last six months prior to the date of validation. If a sample size taken from the most recent six months is not sufficient, the sample can be drawn from assessment judgements made earlier, e.g. twelve months prior to the date of validation.

Validation Preparation

The meeting is scheduled per the Validation Schedule. Prior to the commencement of any validation/moderation meeting, participants are asked to complete the Validator Competence Verification, the Lead Validator is appointed at this stage.

Assessment judgements are validated per the selection of a statistically valid sample, as outlined above. Participants are provided with copies of the various assessment tools, assessment outcomes and the related UoC/s and Assessment Requirements, Marking Guides, unit mapping and a copy of the Validation Record form.

Reviewing Assessment Tools

Validation determines if assessment tools have produced the intended evidence. Validators look at the evidence in the sample, and determine if it is valid, reliable, sufficient, current and authentic. Validators complete the Validation Record including the Validation of Assessment Tools section.
During the quality review process, validators consider whether the assessment tools:

- comply with the assessment requirements of the relevant training product
- ensure the principles of fairness, flexibility, validity and reliability are followed
- have been designed to produce valid, sufficient, authentic and current evidence
- are appropriate to the contexts and conditions of assessment (this may include considering whether the assessment reflects real work-based contexts and meets industry requirements)
- are appropriate in terms of the level of difficulty of the tasks to be performed in relation to the skills and knowledge requirements of the unit
- provide sufficient instruction to clearly explain the tasks to be administered to the learner
- give sufficient guidance as to the evidence to be gathered from the learner
- outline appropriate reasonable adjustments that could be made to the gathering of assessment evidence
- provide sufficient instructions for the assessor on collecting evidence, making a judgement, and recording the outcomes of the assessment (assessment samples should validate recording and reporting processes)
- are supported with evidence criteria to judge the quality of performance (if the assessment samples demonstrate the judgements made about each learner are markedly different, this may indicate that decision-making rules do not ensure consistency of judgement), and
- adhere to the requirements of AICC's assessment system.

Reviewing Assessment Judgements

Validators complete the Validation Record including Validation of Evidence – Assessment Judgements. In reviewing the assessment judgements, validators consider whether the learners' assessment evidence:

- complies with the assessment requirements of the relevant training product
- demonstrates that the assessment was conducted with fairness, flexibility, validity and reliability
- is valid, sufficient, authentic and current.

Assessment Moderation

Moderators complete the Moderation Record. Moderators check if:

- evidence is sufficient to make a judgement against the relevant unit/s of competency
- evidence is current and up to date with industry standards
- evidence is the work of the student
- evidence covers both the knowledge and skills required in the workplace
- evidence reflects workplace standards
- judgements have been based on the guidelines provided to the assessor
- evidence reflects feedback provided to and gathered from the student
- a formal decision has been made.

Continuous Improvement

All documentation completed through the validation and moderation meetings are returned to AICC Management Group. Panel findings and recommendations are tabled for consideration at the meeting. The documents find out and ensures related changes are made to related programs and or assessment tools.

The CEO and/or Compliance Manager updates the relevant Training and Assessment Strategy, Program and /or Assessment tool documents. The CEO and/or Training Manager will notify all trainers / assessors and other relevant staff of any changes to the program, assessment tools or methodologies that come out of the validation process. All documentation from the validation session is retained with other compliance related documents (such as mapping tools) within the training program are kept in the relevant program folder.

Document control

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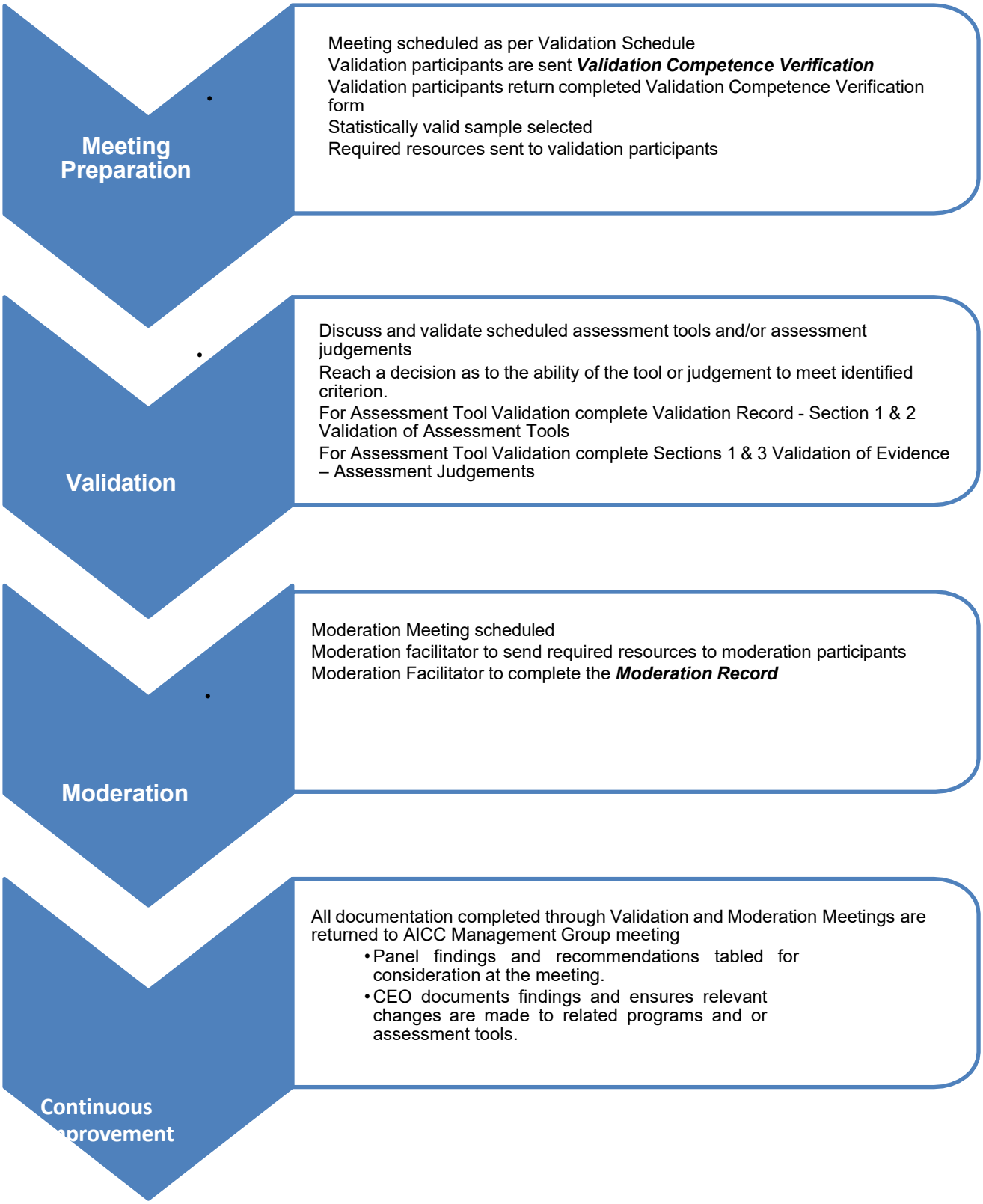
Validation/Moderation Flow Chart