Validation Policy

Policy Statement

Certified Training Resources Australia is committed to providing quality training and assessment in accordance with the requirements of the Standards for Registered Training Organisations (RTOs) 2015. As such, Certified Training Resources Australia implements a plan for ongoing systematic validation of assessment practices and judgements for each training product on its scope of registration.

Scope

This policy is set in place to ensure that Certified Training Resources Australia undertakes and ongoing systematic validation of its training and assessment strategies, resources and assessment practices and judgments.
This policy covers:

1. when assessment validation will occur;
2. determination of which training products will be the focus of the validation;
3. who will lead and participate in validation activities;
4. how the outcomes of these activities will be documented and acted upon.

Validation Principles

Certified Training Resources Australia conducts validation for the quality review of its training and assessment processes. This involves checking of the assessment tools to ensure it produces valid, reliable, sufficient, current and authentic evidence to enable reasonable judgements 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 assessments and making recommendations for future improvements to the assessment tool, process and/or outcomes and acting upon such recommendations.

Post Assessment Validation

Post Assessment validation involves the quality review of Certified Training Resources Australia assessment processes, including checking that the application of assessment tools produce valid, sufficient, current and authentic evidence that enables reliable and consistent judgements to be made regardless of which assessor in making the judgement. It involves reviewing a statistically valid sample of the assessments and making recommendations for future improvements to the assessment tool, process and/or outcomes and acting upon such recommendations.

Certified Training Resources Australia uses a risk-based approach when developing the Post Assessment Validation Plan, considering risk indicators such as the potential safety concerns to clients from an assessment outcome that is not valid, the mode of delivery, changes to training packages and/or licensing requirements. Other considerations include taking into account the relative risks of all of the training products on the RTO's scope of registration, including those risks identified by the VET Regulator.

Certified Training Resources Australia will ensure that a statistically valid sample of appropriate size is selected, to enable confidence that the result is sufficiently accurate, to be accepted as representative of the total population of assessments being validated. The method for determining the sample will vary depending on the number of completed assessments for the unit or subject being validated.

Certified Training Resources Australia's Post Assessment Validation will be conducted in accordance to the **Validation Procedure** document.

Certified Training Resources Australia's Post Assessment Validation activities will be led by of the following:
1. Certified Training Resources Australia's Training Manager;

2. Senior trainer and assessor;
3. Appropriately skilled person/entity as determined by the Training Manager excluding any trainer and assessor who is directly involved in the delivery and assessment of the training product being validated.

Validation Schedule

The systematic validation of Certified Training Resources Australia's assessment practices and judgements is undertaken in accordance with Certified Training Resources Australia's Validation Calendar. The schedule ensures that each training product 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 prioritising identified high risk training products.

Validator Qualifications

Persons conducting or involved in Post Assessment Validation activities must individually or collectively hold:

1. vocational competencies and current industry skills relevant to the assessment being validated;
2. current knowledge and skills in vocational teaching and learning; and
3. has the current training and assessment qualification or assessor skill set referred to in Schedule 1 of the SRTO 2015.

Resources Rectification

To ensure that all of Certified Training Resources Australia's training products are complaint to the Standards for Registered Training Organisation (RTOs) 2015 and the training package requirements, all resources are updated according to the results of validation in the soonest time possible, taking in consideration the relative risks brought about by the identified rectifications required.

Monitoring and Improvement

Certified Training Resources Australia's Training Manager is responsible for the validation process and ensuring that all trainers and assessors, including those from third party providers are compliant to the Standards for Registered Training Organisation (RTOs) 2015 and are making consistent judgements when conducting assessments.

Certified Training Resources Australia trainers and assessors are responsible for:
1. Implementing professional and effective assessment and validation practices;
2. Implementing the assessment instruments and instructions provided for the process of conducting assessment; and
3. Ensuring that assessments comply with the Principles of Assessment and Rules of Evidence.

All validation activities are monitored by the Training Manager of Certified Training Resources Australia. They will ensure that areas for improvement identified during validation activities are acted upon following Certified Training Resources Australia's Continuous Improvement Policy principles.

Procedure

Risk Assessment and Validation Planning

No.	Person/s Responsible	Steps to take
1	Training Manager	(1) Review relative risks of all the training products In the RTO's scope of registration. Record all review outcomes in the **Risk Assessment Form.** (2) Develop the Validation Schedule covering a five (5) year period.

		a. Identify order of training products to be validated record in the **Validation Schedule.** b. Identify validation panellist for each training product. c. Review and update the validation calendar following the outcome of the conducted risk assessment. (3) Provide admin staff with the Validation Schedule and have them send calendar invites to relevant stakeholders and panellists.

Organising and Preparing for the Validation

No.	Person/s Responsible	Steps to take
1	Admin Staff	(1) Send calendar invites to relevant stakeholders and validation panellists according to the approved schedule.
2	Training Manager	(1) Using the guidance provided in the Risk Assessment Form, identify the units that will be used in the validation activity (at least 2 units per training product). (2) Calculate the validation sample size.

3	Admin Staff	(1) Following the recommended sample size, collect a random sample of assessment judgements for the selected units.
		(2) Prepare the Validation Participant Kit:
		    a. validation samples;
		    b. assessor guides;
		    c. assessment maps.
		(3) Send the validation participant kit to all scheduled participants of the validation.

Conducting the Validation

No.	Person/s Responsible	Steps to take

1	Validation Panellists	(1) Conduct the meeting providing information to the group regarding development and implementation of the training product and in particular the assessment process and resources.
		(2) Ensure all parties sign the **Validation Report**
		(3) Using the **Post Assessment Validation Tool,** go through each assessment item and discuss with the validation panel:
		    a. Does the assessment task sufficiently and effectively address the UoC requirement/s it is mapped to?
		    b. Consider the assessor judgment for each item. Following the POA and ROE, do the validation panellists agree with the assessor's judgement?
		    c. Take note of risks to compliance. For example, gaps in the assessment tools, incorrect assessment judgments, relevant areas for improvements, and other potential issues to compliance.
		    d. Where needed, discuss and agree on rectifications required to address identified risks for compliance.
		(4) Document the discussions and outcomes in the **Post Assessment Validation Tool.**
		(5) Summarise the details of the validation session in the **Validation Report.**

Processing the Validation Meeting Outcomes

No.	Person/s Responsible	Steps to take
1	Training Manager	(1) Review completed 'Validation Form' for actions and continuous improvement recommendations. (2) Complete 'Continuous Improvement Request (CI) Form'. (3) Lodge 'Continuous Improvement Request (CI) Form', as per Continuous Improvement procedures. (4) Inform training product developer of the findings of the validation and set schedule when required changes to the training product must be applied. (5) Document all rectifications completed relevant to the gaps identified in the validation activity.
2	Resource Developer	(6) Rectify the resources according to the results of the validation activity.
3	Training Manager	(7) Confirm that all required rectifications have been completed and update the Validation Form.
4	Training Manager / Admin Staff	(8) Store the validation documents in the Validation Compliance folder, filed according to date and training product.

ANNEX A

Principles of Assessment

Fairness	The individual learner's needs are considered in the assessment process. Where appropriate, reasonable adjustments are applied by the RTO to take into account the individual learner's needs. The RTO informs the learner about the assessment process and provides the learner with the opportunity to challenge the result of the assessment and be reassessed if necessary.
Flexibility	Assessment is flexible to the individual learner by: • reflecting the learner's needs; • assessing competencies held by the learner no matter how or where they have been acquired; and • drawing from a range of assessment methods and using those that are appropriate to the context, the unit of competency and associated assessment requirements, and the individual.
Validity	Any assessment decision of the RTO is justified, based on the evidence of performance of the individual learner. Validity requires: • assessment against the unit/s of competency and the associated assessment requirements covers the broad range of skills and knowledge that are essential to competent performance; • assessment of knowledge and skills is integrated with their practical application; • assessment to be based on evidence that demonstrates that a learner could demonstrate these skills and knowledge in other similar situations; and • judgement of competence is based on evidence of learner performance that is aligned to the unit/s of competency and associated assessment requirements.

Reliability	Evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of the assessor conducting the assessment.

Rules of Evidence

Validity	The assessor is assured that the learner has the skills, knowledge and attributes as described in the module or unit of competency and associated assessment requirements.
Sufficiency	The assessor is assured that the quality, quantity and relevance of the assessment evidence enables a judgement to be made of a learner's competency.
Authenticity	The assessor is assured that the evidence presented for assessment is the learner's own work.
Currency	The assessor is assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past.