

**Assessment Validation Tool**

# Validator Competence Verification

## PART A: Validator Competence Verification

It is a **requirement** that one or more persons conduct the validation who are not directly involved in the particular instance of delivery and assessment of the training product being validated. Although not part of the Standards, it is recommended that some staff involved in the delivery of the materials should be involved in the validation to ensure they understand the implications and recommendations made by the validators.

Validators need to hold the below qualifications/experience and must complete this form (or provide a staff profile with similar information) to be kept on file by the RTO Manager. If a person is involved in more than one validation session then only one form needs to be completed and kept on file for all instances. In this case please move onto PART B.

**Qualifications and experience required by persons participating in the validation process**

*Please tick those that apply in this instance*

|  |
| --- |
|[x]  1. Vocational competence for the particular training product being validated (evidenced through formal qualifications or demonstrated equivalence)
 |
|  | 1. Current industry skills (evidenced through work in industry, professional development, experience with latest techniques, high level of product knowledge, etc)
 |
|[x]  1. Holds TAE40110 Certificate IV in Training and Assessment or TAESS00001 Assessor Skill Set
 |
|  | 1. Current knowledge and skills in vocational education and training (evidenced through professional development, current practice, etc)
 |

Note: that the above requirements may be met via a team approach through having one person who is able to demonstrate a) and b), and another person demonstrating c) and d).

### PART 1: Validator - Personal details

|  |  |
| --- | --- |
| **Name** |  |
| **Organisation** | **Intelligent Training Solutions** |
| **Email** |  |
| **Mobile** |  | **Work telephone** |  |

### PART 2: Validator - Vocational competence and currency

| Training Product (eg unit of competency) | Verifiable evidence of competence | Verifiable evidence of current industry skills | Office use only |
| --- | --- | --- | --- |
| Confirmation of competence & currency |
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### PART 3: Validator - Training and assessment competence and currency

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| --- | --- |
| I hold the following acceptable training and assessment qualification and have provided a verified copy of this to the RTO Manager. | Office use only |
| **Verified copy held** |
| [ ]  TAE40110 Certificate IV in Training and Assessment |  |
| ☐ TAESS00001 Assessor Skill Set |  |

|  |  |
| --- | --- |
| I am able to demonstrate current knowledge and skills of vocational teaching and learning through the activities listed below. | Office use only |
| **Approval by Cameron Gutterson** |
| Date | **Activity description (include provider of activity)** |
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**Declaration**

I am willing to act as a qualified validator for the training products listed above and the information I have provided is true and correct.

|  |  |
| --- | --- |
| Validator Name |  |
| Validator Signature |  | **Date** |  |

|  |
| --- |
| ***The above person has been approved as a qualified validator for the training products listed and meet the requirements of:*** |
| [x]  vocational competence and currency | [x]  meets all requirements, OR |
| [x]  training and assessment competence and currency | [x]  team approach utilised |

|  |  |
| --- | --- |
| Name | **Cameron Gutterson** |
| Signature |  | **Date** |  |

## PART B: Validation Information

|  |
| --- |
| Training Product Details |
| Training Product Code & Title |  |
| Unit/s of CompetencyCode & Title |  |
| Date of Validation Session |  |

|  |
| --- |
| Assessment documents to be reviewed |
| Assessment Tool/s | Click here to enter text. |
| Marking Guide/s | Click here to enter text. |
| Unit Mapping Document | Click here to enter text. |
| Other | Click here to enter text. |

|  |  |
| --- | --- |
| Lead Validator Name |  |
| Lead Validator Signature |  | **Date** |  |

## PART C: Validation of Assessment

Assessment of this unit complies with the **Principles of Assessment** and **Training Package requirements** by addressing:

|  |  |
| --- | --- |
| Principles of Assessment - to ensure quality outcomes, assessment should be valid, reliable, fair and flexible  | Comments |
| **Valid assessment** |
| ☐ Elements and Performance Criteria are addressed☐ Assesses the Required Knowledge / Knowledge Evidence☐ Assesses the Required Skills / Performance Evidence☐ Addresses the Critical Aspects of assessment (where applicable)☐ Covers the Range Statement (where applicable)☐ Context and (where relevant) consistency of assessment☐ Assessment methods are appropriate for the AQF level☐ Practical application☐ Ensures transferability of skills☐ Dimensions of competency are incorporated☐ Evidence is gathered over time where required by the unit of competency☐ The assessment tasks are based on realistic workplace activities |  |
| **Reliable assessment** |
| ☐ Supported by consistent marking solutions for acceptable performance☐ Is supported by clear information for assessors about assessment requirements☐ Consistent instructions and guidelines are available for students including information about ensuring authenticity and currency of the evidence they provide |  |
| **Flexible assessment** |
| ☐ Allows for reasonable adjustment to meet student needs☐ Adjustments can be made to meet the needs of the workplace (where required)☐ Timing of the assessment can be negotiated (where required)☐ Allows for recognition of existing competencies☐ Draws from a range of assessment methods |  |
| **Fair assessment** |
| ☐ Students are provided with clear information about what is expected of them☐ Reasonable adjustments, including Language, Literacy and Numeracy, can be made while ensuring the integrity of the assessment☐ Ensures students are provided with objective assessment feedback☐ Allows for appeals against assessment decisions |  |

### Documented Assessment Processes

| **Assessment processes are documented to ensure quality and reliable outcomes** | **Outcome** | **Comments** |
| --- | --- | --- |
| The steps involved in the assessment process are clear | [ ]  Yes | [ ]  No |  |
| Instructions to the assessor include: |  |  |  |
| * how to prepare the students for assessment
 | [ ]  Yes | [ ]  No |
| * how to gather the evidence
 | [ ]  Yes | [ ]  No |
| * guidelines on making decisions
 | [ ]  Yes | [ ]  No |
| * guidance on reviewing the assessment process
 | [ ]  Yes | [ ]  No |
| * guidance on making reasonable adjustments to assessment
 | [ ]  Yes | [ ]  No |
| * guidance on providing feedback to students
 | [ ]  Yes | [ ]  No |
| * instructions for instances where there may be an appeal
 | [ ]  Yes | [ ]  No |
| * how to collect feedback from students
 | [ ]  Yes | [ ]  No |
| There is a clearly documented appeals and complaints process(NOTE: This may exist on other documents such as the Information Handbook or ITS website) | [ ]  Yes | [ ]  No |  |
| There is a clearly document RPL processes(NOTE: This may exist within the TAS) | [ ]  Yes | [ ]  No |  |
| Instructions are provided to all assessors on record keeping processes (NOTE: Check ITS Policy and Procedures Manual) | [ ]  Yes | [ ]  No |  |
| Instructions are provided to all assessors on processes for retention of student work(NOTE: Check ITS Policy and Procedures Manual) | [ ]  Yes | [ ]  No |  |

### Review of Assessment Tools – Rules of Evidence

While assessment judgements must be validated according to the selection of a statistically valid sample, as outlined in the Standards for RTOs 2015, prior to using the assessment tools they should be reviewed to ensure they will provide the opportunity for learners to provide evidence that will meet the Rules of Evidence. This template assists in this review process. This review is based on the **potential** of the assessment tools

|  |  |
| --- | --- |
| Rules of Evidence – to ensure the collection of evidence is valid, authentic, current and sufficient | Comments |
| **Valid evidence** |
| ☐ Instructions are provided that are clear and will enable students to provide evidence that directly relates to the unit of competency |  |
| ☐ Assessment evidence is appropriate to the AQF level |  |
| ☐ The assessment tool allows for assessment in a real or simulated work environment and consists of realistic workplace activities |  |
| ☐ Assessment evidence addresses the dimensions of competency |  |
| **Authentic evidence** |
| ☐ Systems are in place to ensure the evidence submitted by the learner will be their own work |  |
| **Current evidence** |
| ☐ Learners will be required to demonstrates current knowledge and skills (from the present or recent past) |  |
| ☐ Assessment allows for evidence that will be consistent with current industry standards |  |
| **Sufficient evidence** |
| ☐ The assessment tool requests sufficient assessment evidence to be provided before competency is determined (quantity)☐ The assessment tool requests sufficient assessment evidence to be provided regarding the consistency of performance (quality)  |  |

### Lead Validators Declaration

I have participated actively in this validation process and agree with the findings and outcomes documented.

|  |
| --- |
| Lead Validators (qualifications held on file) |
| Name | Position | Organisation | Signature | Independent\* |
|  |  |  |  |[ ]
|  |  |  |  |[ ]

\*Independent means the individual is not involved in the delivery or assessment in this instance of the Training Product

### Validation Participants Declaration

I have participated actively in this validation process and agree with the findings and outcomes documented.

|  |
| --- |
| Validation Participants |
| Name | Position | Organisation | Signature | Independent\* |
| **Alexander Mueller** | **CEO** | **Intelligent Training Solutions** |  |[x]
| Click here to enter text. | Click here to enter text. | Click here to enter text. |  |[ ]

\*Independent means the individual is not involved in the delivery or assessment in this instance of the Training Product

## PART D: Validation Action Plan

 **(as agreed during validation session)**

| **No** | **Recommendation** | **Responsibility** | **Due date** |
| --- | --- | --- | --- |
| **1** |  |  |  |
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**NOTE:** If you require additional space to document the action plan, use a blank sheet of paper to document the plan and attach it to this report

|  |
| --- |
| Overall comments and recommendations from reviewer on assessment tools |
| Comments |  |
| Lead Validator Signature |  |
| Date of Review | 16/02/2015 |