

ASSESSMENT VALIDATION POLICY

STANDARD 1 (CLAUSES 1.9 – 1.11)

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SCOPE

This policy refers to the assessment validation clauses 1.9 - 1.11 within the Standards for RTOs.

There are specific validation requirements in the Standards for RTOs 2015. Clauses 1.9 -1.11 refer to the need for RTOs to develop, document and implement a schedule for systematic validation of their assessment practices and judgements.

A validation schedule is a five-year plan and each training product must be reviewed at least once in that five-year period. The plan must outline the timeframes during which it is expected the plan is to be carried out, the method to identify the volume of documents to be validated, how the RTO will document and act on outcomes of validation activities, and the people permitted to participate in the validation process. In this instance, validation refers to specific activities generally conducted after assessment is complete and with the view to making future improvements. The type of validation required under the Standards is not intended to make adjustments or changes to assessment outcomes (see the 'Moderation' policy and procedure for more information)

PURPOSE

Validation involves checking that the assessment tools, instruments and methods are valid, reliable, sufficient, current and authentic 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 (Users' Guide Standards for Registered Training Organisations (RTOs) 2015, p 97). Validation also involves the quality review of the assessment process

Statistically valid means for the purposes of these Standards, a random 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.

LEGISLATIVE CONTEXT

- Standards for Registered Training Organisations (RTOs) 2015

DEFINITIONS

TERM	DEFINITION
Assessment tools	

SUPPORTING DOCUMENTS

The following documents are referenced within this policy and can be located at:

LINK: <https://www.its.vic.edu.au/staff-administration/>

- ITS Validation and Moderation Schedule 2014-2018 and 2019-2024
- Validator Competence Verification
- Assessment Validation Checklist
- Assessment Appeals Policy
- RPL and Direct Credit Policy

RESPONSIBILITY

- The Chief Executive Officer is responsible for the scheduled review and maintenance of this policy and its associated procedure.
- The training manager and program coordinators are responsible for the administration support and the operational implementation of this policy and procedure

PROMULGATION

The Assessment Validation Policy will be communicated throughout our RTO via:

- An announcement notice or email from the Chief Executive Officer and throughout the RTOs 'Policy, Procedure & Regulations' webpage
- Faculty executive and staff meetings

IMPLEMENTATION

The Assessment Validation Policy will be implemented throughout the RTO via:

- Information sessions; and/or
- Training sessions; and/or
- Professional development session

INDEPENDENT VALIDATION

Independent validation means that the validation is carried out by a validator or validators who are not employed or subcontracted by Intelligent Training Solutions PTY LTD to provide training and assessment and have no other involvement or interest in the operations of our RTO.

Independent validation of assessment is important for ensuring quality assessment outcomes that are consistent and meet industry expectations. Intelligent Training Solutions engages in independent validation of assessment.

Independent validation of assessment is a process that ensures that assessment practices are appropriate to the outcomes of training, are consistently applied, meet standards for assessment, and are aligned with industry and Training Package requirements for units of competency. It involves:

- Checking:
 - The validity, reliability, sufficiency and currency of the assessment tool;

- That assessment strategies meet the needs of industry;
 - Participants' assessment tasks to determine whether the requirements of the relevant aspects of the training have been met; and
 - That assessors are making consistent judgements; and
- Reviewing and making recommendations for future improvements to the assessment tool, process and outcomes.

The key aspects of assessment that are reviewed through Intelligent Training Solutions validation processes are:

- The assessment process which include:
 - Policy, enrolments and assessments, recording, reporting and appeals;
- Assessment tools which include:
 - Specific assessment tasks, instructions for participants, instructions for assessors, evidence guides, checklists, assessment criteria, rules of judgement, and examples of acceptable responses to, and descriptions of, typical competent performance;
- Evidence of assessment which may in
 - Third party reports, observation and simulation
- Application of assessment tool which includes:
 - Assessors use of the tool; and
- Recognition of prior learning process which includes:
 - Tools and evidence of assessment.

Independent validation of assessment is undertaken by individuals or agencies that are independent of Intelligent Training Solutions PTY LTD. It typically involves experts in education and assessment, but may also involve industry representatives, other registered training organisations and specialist assessors.

The benefits of an independent process for assessment validation include:

- Obtaining industry acceptance of VET outcomes;
- Ensuring assessment strategies meet industry needs;
- Gathering feedback to improve assessment processes;
- Building assessor confidence and capabilities;
- Fostering the development of informal networks;
- Facilitating assessor acquisition of up-to-date industry knowledge; and
- Assisting assessors to apply consistent standards and make consistent judgements.

VALIDATION PLAN

Intelligent Training Solutions has implemented a **Validation Plan** for ongoing systematic validation of assessment practices and judgements that is inclusive of each training product on our scope of registration. Our validation plan, known as our validation scheduled, includes the following:

- When assessment validation will occur;
- Which training products will be the focus of the validation;

- Who will lead in validation activities¹; and
- Where the outcomes of our validation session will be stored or recorded.

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, taking into account the relative risks of all of the training products on our scope of registration, including those risks identified by ASQA.

ASQA may from time to time determine specific training products that must have particular attention paid. This advice is published to www.asqa.gov.au.

Our validation schedule reflects its current scope of registration at all times, with the validation schedule adjusted each time a new training product is added².

VALIDATOR COMPETENCY REQUIREMENTS

Training and assessment credential refer to those qualifications, skill sets and units of competency, or relevant combination of those qualifications, skill sets and units of competency, specified in the Standards for RTOs 2015.

Systematic validation of our RTOs assessment practices and judgements is undertaken by one or more persons who are **NOT** directly involved in the particular instance of delivery and assessment of the training product being validated, **AND** who collectively have:

- Vocational competencies and current industry skills relevant to the assessment being validated;
- Current knowledge and skills in vocational teaching and learning; and
- The training and assessment credential as follows:

On or after 1 April 2019:

- TAE40116 Certificate IV in Training and Assessment or its successor; or
- TAE40110 Certificate IV in Training and Assessment; and one of the following:
 - TAELLN411 Address adult language, literacy and numeracy skills or its successor **or**
 - TAELLN401A Address adult language, literacy and numeracy skills

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; **or**
- TAESS00011 Assessor Skill Set or its successor; **or**
 - TAESS00001 Assessor Skill Set, 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.

Industry experts may be involved in validation to ensure there is the combination of expertise as outlined.

TAE TRAINING PRODUCTS

To deliver **any** AQF qualification or assessor skill set from the Training and Education (TAE) Training Package (or its successor), Our RTO must have undergone an **independent validation** of its assessment system, tools, processes and outcomes in accordance with the following requirements:

Where our RTO is applying to extend its scope of registration to include the delivery and assessment of an AQF qualification or Assessor Skill Set from the Training and Education (TAE) Training Package (or its successor), validation is of:

- Our assessment tools, processes and outcomes in relation to **other** AQF qualifications and/or units of competency on our scope of registration, as directed by ASQA; **and**
- The assessment system to be adopted in the delivery of the training and assessment qualification or assessor skill set.

Where our RTOs scope of registration includes the delivery and assessment of an AQF qualification or assessor skill set from the Training and Education (TAE) Training Package (or its successor), validation is of:

- The assessment system for delivery of the training and assessment qualification or assessor skill set; and
- Our RTO's assessment tools, processes and outcomes in relation to the training and assessment qualification or assessor skill set.

Independent validation of AQF qualifications or the assessor skill set from the Training and Education Training Package (or its successor) must be conducted by one or more persons who collectively have:

- 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.

INITIAL ASSESSMENT RESOURCES VALIDATION

Assessment resources are designed, developed and modified within Intelligent Training Solutions by staff trained and experienced in working closely with training packages, designing assessment instruments and evaluating their effectiveness. Feedback from assessment resources is also obtained from stakeholder, industry and participant feedback.

COMPETENCY MAPPING

All our assessment tools are developed through close analysis of Unit of Competency which is inclusive of all the assessment requirements and, as stated may also include the elements and performance criteria.

Requirements are confirmed through the completion of Assessment Mapping for each unit. Completed assessment mapping documents are located together with the Master Assessment Tool for each unit of competence.

LOCATION: Master Assessment Tools can be found on the PLECO server under the drive titled 'Intelligent Training Solutions'

INDEPENDENT ASSESSMENT RESOURCE VALIDATION

All our assessment tools undergo independent review and validation of the initial assessment tools prior to use.

This independent validation of assessment resources ensures that Intelligent Training Solutions is meeting all assessment requirements before initial assessments are conducted.

Our assessment validation tool is completed for each assessment tool during this process, and are located together with the Master Assessment Tool for each unit of competence

LOCATION: Master Assessment Tools can be found on the PLECO server under the drive titled 'Intelligent Training Solutions'

ASSESSMENT JUDGEMENTS

Intelligent Training Solutions systematically conducts validation activities to confirm assessment judgements are being made correctly. A valid sampling approach has been implemented to provide a quality review process and allow a reasonable inference to be made that assessment judgements have been valid overall.

SAMPLING

CALCULATING SAMPLE SIZE PROCEDURES

To determine appropriate sample sizes, Intelligent Training Solutions uses ASQA's validation sample size calculator.

CALCULATOR LINK: <https://www.asqa.gov.au/news-publications/publications/fact-sheets/conducting-validation>

The calculator requires the input of three figures:

1. The number of assessment judgements;
2. The estimated error level; and
3. The confidence level.

Both error level and confidence level have been set to default values.

1. Number of assessment judgements

This is the total number of assessment judgements made in the training product being validated within a period of time.

The period of time is determined based on our training and assessment strategies and timetabling, and is a minimum of six months in duration.

2. Error level

The error level relates to the assessment outcome results. In sampling terms, the error level can also be referred to as the 'margin of error'. Intelligent Training Solutions maintains its error level at the ASQA

recommended and default error level of 15%. However, if assessment outcomes for a specific training product are greatly varied—for example a mix of competent, competent after multiple attempts, and not competent assessment outcomes— there is a greater chance that the sampled assessments will not reflect the total assessments.

To decrease this risk, in these situations, we will decrease the error level (to 10 per cent) to ensure the validation process allows for a good representation of the total assessment outcome results.

3. Confidence level

The confidence level relates to assessment judgements. The confidence level is the surety that the sample assessment judgements produce accurate validation outcomes.

Intelligent Training Solutions maintains validation sampling to the generally accepted confidence level of 95%.

When there are risks that the validation outcome of a sample of assessments will not be reflective of the total assessments, we will increase the confidence level. If there is a perception that there is a higher risk that the validation outcome will not be reflective of all assessment judgements - for example when a newly-qualified assessor has made a majority of the assessment judgements, Intelligent Training Solutions will increase the confidence level to ensure that the sample will be statistically valid. In these situations, a confidence level of 99% is used.

RANDOM SELECTION PROCEDURE

For each validation approach, samples of judged candidate evidence are randomly selected using an alphabetical list. This process ensures the sample provides adequate coverage of varying levels of student performance.

Additional completed assessments may also be added (for example, in order to include both competent and not competent assessments, or to include multiple assessors' decisions, multiple delivery modes and locations) to ensure the validation process is representative of all assessment judgements.

Intelligent Training Solutions produces an alphabetical listing as follows:

1. Sort by surname all students who submitted work for the training product being validated.
2. From this list, the fifth surname is highlighted and then every third name thereafter.
3. Go back to the beginning of the list if necessary, to identify a sufficient sample size.

Those highlighted then become the randomly selected students whose work is submitted for validation.

QUALIFICATION TRAINING PRODUCTS

When validating a qualification training product, Intelligent Training Solutions validates the assessment practices and judgements from a sample of the units of competency within that qualification. At least two units of competency are sampled when validating a qualification. This selection may be expanded at any time during the validation process, particularly when validation outcomes indicate that assessment judgments are not valid.

The sample of assessment judgements selected for validation is random and that it is representative of all assessment judgements. This ensures that we can reliably predict the likelihood of any assessment judgement being valid.

Intelligent Training Solutions uses the ASQA validation sample size calculator to assist in determining the required sample size.

VALIDATION REPORTS AND RECORDS

Intelligent Training Solutions retains evidence of all validation processes, including:

- The person/people leading and participating in the validation activities (including their qualifications, skills and knowledge);
- The sample pool;
- The validation tools used;
- All assessment samples considered; and
- The validation outcomes.

All validation activities are recorded using the assessment validation tool with any recommendations or amendments being auctioned through the raising of an Improvement Notice on the Intelligent Training Solutions Continuous Improvement Register.

Assessment Validation Tools (Reports) and records completed during this process are located on the PLECO server in the drive titled 'Intelligent Training Solutions'

EXTERNAL VALIDATION

Intelligent Training Solutions also actively seeks to be involved in external validation processes, requiring validation from enterprises for training and assessment strategies being implemented, and external validation of assessments with industry training bodies.

PROFESSIONAL DEVELOPMENT HOURS

Participation in assessment moderation or validation activities is recognised as an approved professional development activity as stated in the Standards for Registered Training Organisations (RTOs) 2015.

Intelligent Training Solutions staff and contractors who participate in this activity will have this activity directly count towards their required professional development hours at a ratio of 1:1 (1 hour:1 hour)

POLICY NOTES AND EXPLANATIONS

1. Validation participants will not be recorded on the scheduled, instead, validation participants will be recorded on the assessment validation tools.
2. New items added to Intelligent Training Solutions scope of registration will enter the current validation cycle at the end of the validation schedule. All items will be validated within the five year requirement of being added to our scope of registration. New scope items are validated prior to addition to scope.