

## ASSESSMENT VALIDATION PROCEDURE

STANDARD 1 (CLAUSES 1.9 – 1.11)

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## PURPOSE

This procedure details the documentation required to be recorded in the course folders together with the Master Assessment Tool for each unit of competency.

This procedure refers to the assessment validation policy found at the following location.

LINK: <https://www.its.vic.edu.au/policies-and-regulations/>

## SCOPE

This procedure applies to all VET assessment validations conducted for all the units of competency found within the Intelligent Training Solutions Scope of Registration.

## 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/>

- VET Assessment Validation Policy
- ITS Validation and Moderation Schedule for years:
  - 2014-2018 and;
  - 2019-2024
- Validator Competence Verification
- Assessment Validation Checklist

## RESPONSIBILITY

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

## ACTIONS

### 1. GATHER QUALITY DOCUMENTATION THAT SUPPORTS POLICY

The following documentation will be required to conduct an assessment validation session in accordance with the Assessment Validation Policy

DOCUMENTS	NOTES   LOCATIONS						
<b>Validation Schedules</b>	<p>This document can be downloaded from the following located:</p> <table border="1"> <tr> <td>SERVER</td> <td>Pleco</td> </tr> <tr> <td>DRIVE</td> <td>Intelligent Training Solutions</td> </tr> <tr> <td>FOLDER</td> <td>ITS Registers</td> </tr> </table>	SERVER	Pleco	DRIVE	Intelligent Training Solutions	FOLDER	ITS Registers
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DRIVE	Intelligent Training Solutions						
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<b>Validator Competency Verification</b>	<p>This document can be downloaded from the following located:</p> <table border="1"> <tr> <td>ONLINE</td> <td>Staff Portal</td> </tr> <tr> <td>WEB ADDRESS</td> <td><a href="https://www.its.vic.edu.au/staff-portal/">https://www.its.vic.edu.au/staff-portal/</a></td> </tr> <tr> <td>ACCESS POINT</td> <td>Staff Administration</td> </tr> </table>	ONLINE	Staff Portal	WEB ADDRESS	<a href="https://www.its.vic.edu.au/staff-portal/">https://www.its.vic.edu.au/staff-portal/</a>	ACCESS POINT	Staff Administration
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<b>Assessment Validation Tool (Report)</b>	<p>This document can be downloaded from the following located:</p> <table border="1"> <tr> <td>ONLINE</td> <td>Staff Portal</td> </tr> <tr> <td>WEB ADDRESS</td> <td><a href="https://www.its.vic.edu.au/staff-portal/">https://www.its.vic.edu.au/staff-portal/</a></td> </tr> <tr> <td>ACCESS POINT</td> <td>Staff Administration</td> </tr> </table>	ONLINE	Staff Portal	WEB ADDRESS	<a href="https://www.its.vic.edu.au/staff-portal/">https://www.its.vic.edu.au/staff-portal/</a>	ACCESS POINT	Staff Administration
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<b>Master Assessment Tools</b>	<p>Master Assessment Tools can be downloaded from the following located:</p> <table border="1"> <tr> <td>SERVER</td> <td>Pleco</td> </tr> <tr> <td>DRIVE</td> <td>Intelligent Training Solutions</td> </tr> <tr> <td>FOLDER</td> <td>Course Folder*</td> </tr> </table> <p>*Each course on Intelligent Training Solutions Scope of Registration has its own course folder. Unit Assessment Tools can be found within the course folders under the folder titled 'Assessments' or 'Learning and Assessment Materials'</p>	SERVER	Pleco	DRIVE	Intelligent Training Solutions	FOLDER	Course Folder*
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<b>Unit Mapping Documents</b>	<p>Unit Mapping Documents can be downloaded from the following located:</p> <table border="1"> <tr> <td>SERVER</td> <td>Pleco</td> </tr> <tr> <td>DRIVE</td> <td>Intelligent Training Solutions</td> </tr> <tr> <td>FOLDER</td> <td>Course Folder*</td> </tr> </table> <p>*Each course on Intelligent Training Solutions Scope of Registration has its own course folder. Unit Mapping Documents can be found within the course folders under the folder titled 'Assessments' or 'Learning and Assessment Materials'</p>	SERVER	Pleco	DRIVE	Intelligent Training Solutions	FOLDER	Course Folder*
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<p><b>Completed Assessment Tools</b></p> <p>Used for validating assessment judgements</p>	<p>Completed assessment tools (completed by students) can be downloaded from the following located:</p> <table border="1" data-bbox="432 353 1406 465"> <tr> <td>SERVER</td> <td>Mckenzie</td> </tr> <tr> <td>DRIVE</td> <td>Student Enrolments</td> </tr> <tr> <td>FOLDER</td> <td>Year, Code and Class Code*</td> </tr> </table> <p>*Completed assessment tools are stored with a student's profile. Student profiles stored according to the year a student enrolled, the qualification or course in which the student enrolled and the term or class code in which the enrolment commenced.</p>	SERVER	Mckenzie	DRIVE	Student Enrolments	FOLDER	Year, Code and Class Code*
SERVER	Mckenzie						
DRIVE	Student Enrolments						
FOLDER	Year, Code and Class Code*						
<p><b>Continuous Improvement Register</b></p>	<p>This document can be downloaded from the following located:</p> <table border="1" data-bbox="432 734 1406 846"> <tr> <td>SERVER</td> <td>Pleco</td> </tr> <tr> <td>DRIVE</td> <td>Intelligent Training Solutions</td> </tr> <tr> <td>FOLDER</td> <td>ITS Registers</td> </tr> </table>	SERVER	Pleco	DRIVE	Intelligent Training Solutions	FOLDER	ITS Registers
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<p><b>Assessment Appeals Policy</b></p>	<p>This document can be downloaded from the following located:</p> <table border="1" data-bbox="432 958 1406 1070"> <tr> <td>ONLINE</td> <td>ITS website</td> </tr> <tr> <td>WEB ADDRESS</td> <td><a href="https://www.its.vic.edu.au/policies-and-regulations/">https://www.its.vic.edu.au/policies-and-regulations/</a></td> </tr> <tr> <td>ACCESS POINT</td> <td>Our Policy and Procedures – Policy Central</td> </tr> </table>	ONLINE	ITS website	WEB ADDRESS	<a href="https://www.its.vic.edu.au/policies-and-regulations/">https://www.its.vic.edu.au/policies-and-regulations/</a>	ACCESS POINT	Our Policy and Procedures – Policy Central
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<p><b>RPL and Direct Credit Policy</b></p>	<p>This document can be downloaded from the following located:</p> <table border="1" data-bbox="432 1182 1406 1294"> <tr> <td>ONLINE</td> <td>ITS website</td> </tr> <tr> <td>WEB ADDRESS</td> <td><a href="https://www.its.vic.edu.au/policies-and-regulations/">https://www.its.vic.edu.au/policies-and-regulations/</a></td> </tr> <tr> <td>ACCESS POINT</td> <td>Our Policy and Procedures – Policy Central</td> </tr> </table>	ONLINE	ITS website	WEB ADDRESS	<a href="https://www.its.vic.edu.au/policies-and-regulations/">https://www.its.vic.edu.au/policies-and-regulations/</a>	ACCESS POINT	Our Policy and Procedures – Policy Central
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## 2. ASSESSMENT VALIDATION PROCEDURE

Prior to starting, make sure you have read the assessment validation policy and, if required, watch the assessment validation videos available on the ITS YouTube Channel<sup>1</sup>.

### TRAINING MANAGER RESPONSIBILITIES

1. At the start of each month, use the validation scheduled to determine which units of competence are due for validation.
2. Make contact with the lead validator to remind them of the upcoming validation sessions.
3. Once the validation session has been completed, follow up with the lead validator to determine the outcomes of the validation session
4. If the lead validator reported on any outcomes of improvement or concern, update the Continuous Improvement Register.

## LEAD VALIDATOR RESPONSIBILITIES

1. Use the validation scheduled to determine who the pre-arranged validation participants will be.
2. Make contact with each participant via phone AND email to lock in a date and time for the validation session. In the event a pre-arranged participant is no longer available, be sure to find a new participant for the required validation session. You will need to update the validation scheduled with the new participants details<sup>2</sup>.
3. Prepare all the documentation required for the validation session in accordance with the assessment validation policy.

**NOTE:** Prior to validating assessment judgements, you will need to work out your sampling size. To do this you will need to speak with the administration team, in particular the course coordinator or the student support team, who will have access the student names and profiles who completed the unit of competency you are intending to validate. Refer to the section titled 'Sampling' within the assessment validation policy for more information.

4. Conduct the assessment validation session by following the requirements of the Assessment Validation Tool. The validation tool will guide you through the entire process, including the assessment judgements component, of the assessment validation task.
5. During the validation session, be sure to use the validation tool to record the notes and observations made by the participants (validators)
6. Once the validation task has been completed, completed the remaining documentation and ask all participants to sign the validation report (validation tool)
7. Summarise your findings using the space provided on the validation report (tool).
8. Report validation outcomes to the training manager via phone call, face to face meeting first, then via an email to confirm your discussions.

## PARTICIPANT RESPONSIBILITIES

The participants responsibilities within a validation session is to provide their professional opinion, both as an industry expert and as a VET trainer and assessor, on Intelligent Training Solutions assessment tools, instruments and assessment procedures.

Validation sessions can take between 4 to 16 hours to complete depending on the unit of competency in question and the sampling size required to validate.

## PROCEDURE NOTES AND EXPLANATIONS

1. The links for the PD Webinars (Parts 1 to 4) on Assessment Validation can be located at: [https://www.youtube.com/channel/UCCR5aYnDa6OdpXM8v\\_Rfa1Q/videos?view\\_as=subscriber](https://www.youtube.com/channel/UCCR5aYnDa6OdpXM8v_Rfa1Q/videos?view_as=subscriber).
2. When arranging people to participate in assessment validation sessions, be sure to follow the 'Validator Competency Requirements' section of the assessment validation policy.

# INTELLIGENT TRAINING SOLUTIONS PROCEDURE

## RECORDS MANAGEMENT

Document Title	Location	Responsible Officer	Minimum Retention Period						
Completed Validation Report	<p>Completed validation reports (tools) must be uploaded to the following located:</p> <table border="1"> <tr> <td>SERVER</td> <td>Pleco</td> </tr> <tr> <td>DRIVE</td> <td>Intelligent Training Solutions</td> </tr> <tr> <td>FOLDER</td> <td>Course Folder'</td> </tr> </table> <p>*Completed validation reports must be stored with unit of competence validated. Each course on Intelligent Training Solutions Scope of Registration has its own course folder, each folder contains that qualifications (or courses) units of competency. Validation reports must be stored together with the Unit Assessment Tools which can be found within the course folders under the folder titled 'Assessments' or 'Learning and Assessment Materials.</p>	SERVER	Pleco	DRIVE	Intelligent Training Solutions	FOLDER	Course Folder'	Lead Validator	Continuous
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