

## Assessment Validation and Moderation

The Campus Manager is responsible for implementing a plan for ongoing systematic validation of assessment practices and judgements for each training product on the Institute's scope of registration. This includes:

- Maintaining the validation and moderation register
- Identifying and informing staff on when assessment validation will occur
- Identifying and informing staff on which training products will be the focus of the validation
- Determining the random sample size of completed assessments (for moderation)
- Organising who will lead and participate in the validation activities
- Acting on the outcome of these activities following approval from the Principal Executive Officer

Using information gathered through the Trainers Monthly Meetings, Student Outcomes, Feedback and information gathered from Industry (including potential risks identified by the Regulator), the Campus Manager applies a risk-based approach to the validation and moderation of assessments with the overall goal of ensuring the Institute conducts quality assessment and produces quality student outcomes for all its training products on scope.

Each month, the Campus Manager will publish which units of competency will be the focus of validation for the following month, will organise the validation team, decide on the appropriate sampling size and will finalise the date of each validation ensuring that each program (including all units of competency within the program) is validated at least once every three years.

Using the assessment validation template or assessment moderation template (as appropriate), each assessment tool (which includes its mapping document, assessment summary record form, trainer instructions, students instructions and marking guide) will be reviewed:

- Against the requirements of the current training package
- Against current industry standards and expectations
- Against any relevant legislative framework
- Against any additional relevant issues that would aid in the assessment tool being an appropriate assessment of an individual's job readiness
- To ensure that they meet the Principles of Assessment and Rules of Evidence

Samples of completed assessments will be reviewed to determine any:

- Consistent misinterpretations of questions by participants

- Consistent erroneous answers by participants
- Consistent misinterpretation of assessment questions or answers by trainers/assessors

In choosing the members of the validation team, the Campus Manager will ensure that the combination of the skills of the members of the particular validation have:

- Appropriate vocational competencies and current industry skills relevant to the assessment being validated
- Current knowledge and skills in vocational teaching and learning
- Appropriate training and assessment qualification or assessor skills set as required by the Standards for Registered Training Organisations (2015)

The validation team members must include the following individuals with the combined skill set identified above:

- Principal or Campus Manager
- At least 1 external and independent industry representative
- At least 1 Trainer not directly involved in the particular instance of delivery and assessment of the training product being validated

Where an assessment is updated as a result of validation, the Campus Manager will replace the existing tool and will advise all relevant staff when the assessment is to be effective from at the Trainers Monthly Meeting and via an Instructional Email, archiving the superseded assessment accordingly. New assessments must be implemented at the very latest, by the next term the unit is delivered.

### **Related Documents**

- Assessment Validation Template
- Assessment Moderation Template
- Trainers Monthly Meeting Minutes