

P.V1 - Assessment Tools Validation Procedures Policy

1.0 Purpose

- 1.1 This policy specifies the Milestones International College's (MIC) Validation and Moderation plan and the general principles that guide the College's validation and moderation practices for Vocational Education and Training (VET).
- 1.2 This policy is designed to ensure that MIC, VET courses comply with the Australian Skills Quality Authority's (ASQA) Standards for Registered Training Organisations 2015 including Clauses 1.9, 1.10, and 1.11.
- 1.3 The purpose is to ensure thorough and rigorous assessment practices and results, via a comprehensive plan of systematic validation.

2.0 Responsibility

- 2.1 The Training Manager implements the Validation and Moderation policy and ensures that trainers and assessors are aware of its application and monitors its compliance.
- 2.2 Responsibility for managing the implementation of the Validation and moderation policy is delegated to the Course coordinator/ Head Trainer of each course.

3.0 Definitions

- 3.1 **Assessment:** The process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard expected in the workplace, as expressed by the relevant endorsed industry/enterprise competency standards of a Training Package or by the learning outcomes of an accredited course
- 3.2 **Assessment tool:** Assessment tools (including RPL kits) provide a means of collecting the evidence that assessors use to make judgments about whether students have achieved competency. An assessment tool includes the following components:
 - the context and conditions for the assessment;
 - the tasks to be completed by the student;
 - an outline of the evidence to be gathered from the student;
 - the assessment criteria used to judge the quality of performance; and
 - Administration, recording and reporting requirements.
- 3.3 **External Participants:** All people except those employed by the College to deliver and assess any units of competency from any of the qualifications in the Training Package or course being moderated/ validated are considered to be external participants.
- 3.4 **Schedule Plan:** Refers to a planned list of every unit of competency of MIC's scope of registration. This plan ensures that every training product (unit of competency) is validated at least once in a five year cycle. This plan ensures that at least 50% of training products are validated within in the first 3yrs of the 5yr cycle. Each qualification has its own schedule plan and MIC also has a master plan of all qualifications.

- 3.5 **Validation of assessment:** Validation is a quality review process. It involves checking that the assessment tool produced valid, reliable, sufficient, current and authentic evidence to enable reasonable judgements to be made as to whether the requirements of the relevant aspects of the Training Package or accredited course have been met. It includes reviewing and making recommendations for future improvements to the assessment tool (including RPL kit), process and/or outcomes. Validation practices measure compliance of assessment processes with the following principles of assessment and the rules of evidence.

4.0 Requirements

4.1 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 the assessment judgement must be made hand in hand with everything that is required for us to do in order to be compliant it

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.

4.2 Rules of Evidence

- Validation practices measure compliance of assessment processes with the following rules of evidence of the 2015 National Standards which provide guidance on the collection of evidence to ensure that it is valid, sufficient, authentic and current.

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.

4.3 The educational design of a program is validated by checking that the characteristics of assessment methods/tasks across the program are well-defined and are aligned with the requirements of the competencies and/or learning experiences. Assessment activities for new, amended or varied courses:

- Are consistent with the competencies/module learning outcomes, and assessment context and learning activities as appropriate;
- Are fair with respect to weighting and timing of assessment across the program;
- Use clearly specified marking criteria where graded assessment occurs
- Will include agreed judgements by assessors about how to interpret (a) evidence of competence and/or (b) marking criteria for grading, in order to maximise consistency, and ensure fairness and reliability.

5.0 Validation Procedure

5.1 The Training Manager will develop an annual assessment validation schedule.

5.2 Validation will be conducted using a consensus approach by an approved panel by the Training Manager and the CEO.

Parties involved in the Validation Process must have:

- Appropriate vocational competencies

- Current industry skills and knowledge
- An appropriate training and assessment qualification or assessor skill set
- Current knowledge and skills in vocational teaching and learning.

- 5.3 The Training Manager will assemble representative validation panels as required.
- 5.4 Trainers, assessors and panel members will be advised of the date and time of the validation event a minimum of four weeks prior to the scheduled date.
- 5.5 Prior to the validation or moderation event assessors will complete the Assessor Validation and Self-Assessment Tool Record form and collect samples of evidence that has been used to make assessment decisions.
- 5.6 The completed identified forms and evidence will be copied for distribution to the Validation panel by the Training Manager.
- 5.7 Validation Panel Record Form will be used to guide the process and the collection of the required supporting documents.
- 5.8 Validation results will be documented in the Validation and Moderation Summary Record Form
- 5.9 The Training Manager shall ensure that all validation findings are documented in the Validation Summary Reports and are actioned as part of the annual review of the Training and Assessment Strategies for each qualification.
- 5.10 All documentation resulting from the validation events will be retained in the Validation Audit Folder.
- 5.11 Validation events will review the following components of the assessment tools, processes and judgements.

The context	Competency mapping
▪ Information provided to candidate	▪ The collected evidence
▪ Decision making rules	▪ Range and conditions
▪ Level of assessor intervention allowed	▪ Level of assessor intervention allowed
▪ Reasonable adjustments allowed	▪ Reasonable adjustments allowed
▪ Reliability of evidence	▪ Recording requirements

- 5.12 The Training Manager shall attempt to source opportunities and encourage assessors to attend external validation events where they may compare their assessment methods, tools, evidence and judgements with assessors from other RTOs.
- 5.13 Where the integrity of a judgment has been challenged, a Validation event will be conducted immediately. This event will be placed into the Validation schedule under "Assessment at risk"

6.0 Example of Validation Agenda and Schedule on the following page.

Example: VALIDATION AGENDA - BSB40215 CERTIFICATE IV IN BUSINESS

DATE	AREA	OUTCOME/EXPECTATION	BY WHOM
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July 2015 –April 2016	Assessment Tool Review	<i>PART A</i> Each Assessment Tool is reviewed, this is an ongoing process which includes student feedback at the end of study periods – see qualification schedule	Management Team/Trainers/Student Feedback
December 2015	Program Review	<i>PART B</i> Validation panel to review program, give feedback, discuss changes	Management team
December 2015	Student Support (Continuous Improvement)	Trainer feedback Student evaluation	To be collected after 10 weeks of study
December 2015	End of program review	KPI <ul style="list-style-type: none"> ▪ Successful completion of program ▪ Secure employment ▪ Unsuccessful but completed program ▪ Student withdrawal with reason 	Gather data from (SMS) Student Management System
December 2015	Industry Engagement	Industry feedback and review of work placement (if applicable) Students gained employment Would offer employment if available General Industry review	Industry Contacts
December 2015	End of year Completion of formal Validation	Program review Assessment tool review Continuous improvement End of Program review Industry feedback	Management Team

Example: VALIDATION SCHEDULE PART A UNITS OF COMPETENCY– BSB40215 CERTIFICATE IV IN BUSINESS

Training Package	Unit/s within this training package to be reviewed	Activity Type	Resources Required	Parties required	Proposed Dates	Completed YES OR NO
BSB Business Services Training Package (Release 1.1)	BSBWHS401 Implement and monitor WHS policies, procedures to meet legislative requirements	Face to Face		Trainer & Assessor(s) Industry expert	1 st & 2nd July 2015	
	BSBCUS401 Coordinate implementation of customer service strategies	Face to Face	<ul style="list-style-type: none"> ▪ Learning and Assessment Strategy 	Trainer & Assessor(s) Industry expert	1 st & 2nd July 2015	
	BSBCUS402 Address customer needs	Face to Face	<ul style="list-style-type: none"> ▪ Assessment tool 	Trainer & Assessor(s) Industry expert	1 st & 2nd Oct 2015	
	BSBCUS403 Implement customer service standards	Face to Face	<ul style="list-style-type: none"> ○ X1 successfully completed 	Trainer & Assessor(s) Industry expert	1 st & 2nd Oct 2015	
	BSBCMM401 Make a presentation	Face to Face	<ul style="list-style-type: none"> ○ X1 not successfully completed 	Trainer & Assessor(s) Industry expert	11 th & 12 th Jan 2016	
	BSBMKG413 Promote products and services	Face to Face		Trainer & Assessor(s) Industry expert	11 th & 12 th Jan 2016	
	BSBMGT401 Show leadership in the workplace	Face to Face	<ul style="list-style-type: none"> ▪ Assessment Mapping 	Trainer & Assessor(s) Industry expert	17 th & 18 th April 2016	
	BSBMGT402 Implement operational plan	Face to Face		Trainer & Assessor(s) Industry expert	17 th & 18 th April 2016	
	BSBMGT403 Implement continuous improvement	Face to Face		Trainer & Assessor(s) Industry expert	4 th & 5 th July 2016	
	BSBHRM405 Support the recruitment, selection and induction of staff	Face to Face		Trainer & Assessor(s) Industry expert	4 th & 5 th July 2016	

Example: VALIDATION SCHEDULE PART B– BSB42015 CERTIFICATE IV IN BUSINESS

Training Package	Course areas to be reviewed	Activity Type	Resources Required	Parties required	Proposed Dates	Completed YES OR NO
BSB Business Services Training (Release 1.1)	Student Support <ul style="list-style-type: none"> ▪ (Continuous Improvement) 	Face to Face	Trainer feedback Student evaluation	Trainer & Assessor Training and Compliance Manager	18 th December 2015	
	End of Program (course review) KPI <ul style="list-style-type: none"> ▪ Successful completion of program ▪ Secure employment ▪ Unsuccessful but completed program ▪ Student withdrawal with reason 	Face to Face	Gather data from (SMS) Student Management System	Trainer & Assessor Training and Compliance Manager	18 th December 2015	
	Program Review <ul style="list-style-type: none"> ▪ Validation panel to review program, give feedback, discuss changes 	Face to Face		Trainer & Assessor(s) Training and Compliance Manager	18 th December 2015	
	Industry Feedback <ul style="list-style-type: none"> ▪ Industry feedback and review of work placement (if applicable) ▪ Students gained employment ▪ Would offer employment if available ▪ General Industry review 	Face to Face	Industry feedback and review of work placement (if applicable) <ul style="list-style-type: none"> ○ Students gained employment ○ Would offer employment if available ○ General Industry review 	Industry Contacts Trainer & Assessor Training and Compliance Manager	18 th December201 5	
	End of year Completion of formal Validation <ul style="list-style-type: none"> ● Program review ● Assessment tool review ● Continuous improvement ● End of Program review ● Industry feedback 	Face to Face		Trainer & Assessor Training and Compliance Manager	18 th December 2015	

Related Documents

Validation and Moderation Summary Record Form