

## Validation, Moderation and Industry Consultation

**Last updated :**

22 September 2014

**CEO Approval:**

**Lisa Materano (original signed)**

### **Policy**

This policy is designed to ensure that Blended Learning International is able to ensure assessment instruments effectively address the requirements of the relevant Training Package (or accredited course) and the associated unit(s) of competency. This allows the RTO to ensure assessments are conducted in accordance with the principles of assessment and rules of evidence and identify areas for improvement.

The following procedure will ensure that the validation process occurs in a systematic and consistent manner and appropriate evidence of the validation activities are maintained in accordance with the Standards for NVR Registered Training Organisations.

Validation is a quality review process. It involves checking that the assessment tool produces valid, reliable, sufficient, current and authentic evidence to enable reasonable judgements of competency to be made. The validation processes will review the assessment instruments and related documents to identify if any further changes are required to improve the quality and consistency of assessment outcomes.

Moderation is a quality control process designed to promote valid, reliable, fair and flexible assessments. It is the process where assessors compare and evaluate their assessment methods, assessment tools, assessment procedures and assessment decisions. The Blended Learning International process of validation of assessments will also serve to moderate assessment decisions made by assessors.



## **Procedure - Validation Activities**

Assessment instruments for all Units of Competency are to be validated at least once through the life of the associated Training Package or Accredited Course. Validation activities must be undertaken in a systematic manner. Validation activities may occur internally or externally. This will depend on participant enrolments and demand for specific courses.

All validation activities are to be documented on the 'Validation Checklist' (Appendix A).

While the Internal and External validation activities are identified as separate processes below it should be noted that the processes may be combined.

### **Internal Validation:**

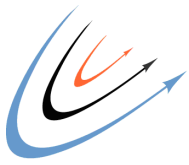
The Director shall schedule regular validation in accordance with the validation schedule.

These sessions are to be appropriately scheduled and documented on the 'Validation Schedule' (Appendix B). This schedule is to be completed annually and identify the units that are to be validated at each session.

The internal validation sessions will take the form of a meeting with the CEO / Director, relevant trainers and Assessors employed by the RTO, and outside consultants where appropriate. Assessment instruments are to be reviewed following the 'Validation Checklist'. The assessment instruments must be reviewed to ensure the assessment instruments:

- Meet the Standards for NVR Registered Training Organisations
- Meet the requirements of the relevant Training Package
- Address and incorporate the Critical Aspects of Assessment and Evidence of the Unit of Competency
- Address and incorporate the Required Skills and Knowledge of the Unit of Competency
- Follow the unit of competency suggested assessment methods
- Meets the Rules of Assessment
- Address Employability skills
- Sufficient evidence is collected from the student

The validation process of each unit of competency is to be documented by completing the 'Validation Checklist' which must be submitted to the CEO / Director at the conclusion of each



validation session. This checklist will ensure the Assessment instruments for an individual Unit of Competency are appropriate and address the Training Package requirements, and SNR 15.5.

The validation sessions are also required to include the reviewing of previously conducted assessments from sample student files (see Student Records Management Policy and Procedure) to ensure Blended Learning International is able to review the assessment decisions and the effectiveness of the assessment process.

It is the responsibility of the CEO / Director to ensure the update of the relevant Training and Assessment Strategy and relevant assessment instruments as identified through the internal validation process. This process will be supported by the continuous improvement processes and relevant management and / or staff meetings.

The CEO / Director shall ensure that all evidence of validation activities are maintained appropriately. This includes validation checklists and evidence of implementation of identified improvements.

### **External Validation:**

The RTO will undertake external validation activities with external parties on a regular basis. This may occur with external parties such as external consultants, employers, other RTO's, industry bodies, external moderation events, or through professional development activities.

In such cases the CEO / Director will ensure that appropriate evidence of the validation activities is maintained. This may include but is not limited to:

- Engaging an appropriate external consultant to validate assessment instruments and processes
- Designated sessions with external assessors to validate assessment instruments
- Meetings to provide up to date industry standards and expectations
- Professional development activities in delivery and assessment methods