

## Validation, Moderation and Industry Consultation

**Last Updated:**  
5 October 2021

**Director Approval:**  
*Lisa Materano* (original signed)

### Policy

This policy is designed to ensure that Blended Learning International can 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 RTO Administrator/CEO 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 RTO Administrator/CEO, 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 RTO Administrator/CEO 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.

The validation sessions are also required to include the reviewing of previously conducted assessments from sample student files to ensure Blended Learning International can review the assessment decisions and the effectiveness of the assessment process.

It is the responsibility of the RTO Administrator/CEO 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 RTO Administrator/CEO shall ensure that all evidence of validation activities is 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 RTO Administrator/CEO 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

## Appendix A - Validation Checklist

# Blended Learning International Evidence Validation Checklist

This checklist is to assist in documenting validation of **evidence gathered** and validation of making a **judgement** of competence.

### PART A: Folio details

Nominated assessors are to complete the form for **each student folio / unit of competency** using associated assessment items, marking guides, instructions to assessors, mapping guides, etc.

<b>Qualification Code:</b>	Click here to enter text.
<b>Qualification Title</b>	Click here to enter text.

<b>Competency Code/s:</b>	Click here to enter text.
<b>Competency Title/s:</b>	Click here to enter text.
<b>Describe assessment tools and other documentation reviewed:</b>	Click here to enter text.

<b>Student folio reviewed:</b>	Click here to enter text.
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### Declaration

I have participated actively in this validation process and agree with the findings and outcomes documented.

Name	Position	Signature	Date
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

<b>RTO Manager Name:</b>	Click here to enter text.	<b>Date:</b>	Click here to enter text.
<b>RTO Manager Signature:</b>			

## PART B: Validation of Evidence

Evidence presented in this folio complies with the **Rules of Evidence**; by addressing:

Rules of Evidence – to ensure the collection of evidence is valid, authentic, current and sufficient	Outcome		Comments
<b>Valid:</b>			
The evidence presented relates directly to the unit of competency, in particular: <ul style="list-style-type: none"> <li>↕ Element and performance criteria</li> <li>↕ Required knowledge</li> <li>↕ Required skill</li> <li>↕ Critical aspects of evidence</li> <li>↕ Context</li> <li>↕ Range statement</li> </ul>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	Click here to enter text.
The evidence presented is appropriate to the AQF level of the unit	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	
The evidence presented demonstrate appropriate language, literacy and numeracy skills for the unit	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	
The evidence was collected in a real or simulated work environment and is representative of realistic workplace activities	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	
The evidence presented demonstrates the dimensions of competency and employability skills of the unit	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	
<b>Authentic:</b>			
The evidence has been verified to be the work of the student	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	Click here to enter text.
<b>Current:</b>			
The evidence presented is consistent with current industry standards	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	Click here to enter text.
The evidence presented is representative of the skills and knowledge the learner currently possesses (e.g. in the case of RPL it should be ensured the learner can still perform the tasks listed, etc)	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	
<b>Sufficient:</b>			
Overall, the evidence presented sufficiently covers the unit of competency as outlined in 'Validity', is 'Authentic' and 'Current' and has consistently been demonstrated over a period of time	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	Click here to enter text.

## PART C: Validation of Judgement (as agreed during validation session)

			Comments
Decision of competence proposed	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	Click here to enter text.
Agreement reached on proposed decision	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	Click here to enter text.
If not, outline further evidence required Click here to enter text.			
If yes, final outcome:	<input type="checkbox"/> <b>Competent</b>	<input type="checkbox"/> <b>Not Yet Competent</b>	

## PART D: Continuous Improvement of Assessment Tools

*Please comment on areas where evidence presented was deficient due to aspects of the assessment tool that need to be improved (i.e. instructions were not clear evidence was not specifically requested in the task, etc).*

Description	Person Responsible for Rectification	Date Due
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

## Appendix B - Validation Schedule

# RTO Validation Schedule

## Five Year Cycle

### 20XX – 20YY

**Validation** is the quality review of the assessment process. Validation involves checking that the assessment tool/s produce/s valid, reliable, sufficient, current and authentic evidence 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.

Source: [Standards for Registered Training Organisations \(RTOs\) 2015](#)

This plan should ensure each training product (qualification or VET accredited course) is validated at least once every 5 years, with at least 50% of products on the scope of the RTO validated within the first three years of each five year cycle, taking into consideration risks (including those identified by the VET Regulator).

Total number of training  
products on scope:

Enter here

Required number of training products to be  
validated in first 3 years (50%):

Enter here

#### \*Persons involved in validation

It is a **requirement** that one or more persons conduct the validation who are not directly involved in the particular instance of delivery and assessment of the training product being validated. Although not part of the Standards, it is recommended that some staff involved in the delivery of the materials should be involved in the validation to ensure they understand the implications and recommendations made by the validators. Validators need to hold the below qualifications/experience and must complete the **'Validator Competence Verification' form** to be kept on file by the RTO Manager or a copy of the **'Staff Profile'** providing the same information if the person is a member of the training staff. If a person is involved in more than one validation session then only one form needs to be completed and kept on file for all instances.

#### Qualifications and experience required by persons participating in the validation process

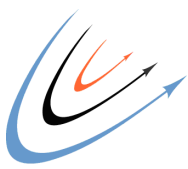
- Vocational competence for the particular training product being validated (evidenced through formal qualifications or demonstrated equivalence)
- Current industry skills (evidenced through work in industry, professional development, experience with latest techniques, high level of product knowledge, etc)
- Holding TAE40110 Certificate IV in Training and Assessment or TAESS00001 Assessor Skill Set
- Current knowledge and skills in vocational education and training (evidenced through professional development, current practice, etc)

Note that the above requirements may be met via a team approach through having one person who is able to demonstrate a) and b), and another person demonstrating c) and d).



Year	Date to occur	Training product	Risk Level^	Lead responsibility	*Persons involved	Resources required	Documentation to be produced	Staff responsible for follow up
Choose an item.	Click here to enter a date.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Choose an item.	Click here to enter a date.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Choose an item.	Click here to enter a date.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Choose an item.	Click here to enter a date.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Choose an item.	Click here to enter a date.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Choose an item.	Click here to enter a date.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Choose an item.	Click here to enter a date.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Choose an item.	Click here to enter a date.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Choose an item.	Click here to enter a date.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Choose an item.	Click here to enter a date.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.





^ The risk level is to be determined by taking into in consideration the factors listed below in conjunction with the indicators/factors contained within the [Risk Assessment Framework](#) developed by ASQA.

<p><i>NB: Validation activities may include (but are not limited to):</i></p> <ul style="list-style-type: none"> <li>• <i>Validation of Training and Assessment Strategies</i></li> <li>• <i>Validation of assessment tools &amp; assessment processes</i></li> <li>• <i>Validation of evidence collected and decisions made</i></li> <li>• <i>Industry consultation – Training and Assessment Strategies &amp; assessment tools/processes</i></li> <li>• <i>Review of modified documentation (including assessment tools/processes) in alignment with validation recommendations to ensure continuous improvement</i></li> <li>• <i>Consultation with other RTOs to benchmark performance and processes</i></li> <li>• <i>Internal review processes for each qualification</i></li> </ul>	<p><i>Possible risk factors include (but are not limited to):</i></p> <ul style="list-style-type: none"> <li>• <i>Overseas delivery</i></li> <li>• <i>International students</i></li> <li>• <i>RPL</i></li> <li>• <i>Industry specific risk factors (ie safety or licensing)</i></li> <li>• <i>Online delivery &amp; assessment</i></li> <li>• <i>Multiple sites and/or large number of trainers &amp; assessors</i></li> <li>• Click here to enter text.</li> <li>• Click here to enter text.</li> <li>• Click here to enter text.</li> </ul>
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<b>CEO Name</b>	Click here to enter text.		
<b>CEO Signature</b>		<b>Date</b>	Click here to enter text.
<b>Name</b>	Click here to enter text.		
<b>Signature</b>		<b>Date</b>	Click here to enter text.