

VET Validation of Assessment Procedure

Section 1 - Background and Purpose

(1) The purpose of these Procedures is:

- a. to ensure that assessment activities are aligned with the competencies outlined in the relevant Training Package or accredited course;
- b. to comply with the assessment principles of validity, reliability, fairness and flexibility;
- c. to ensure that tasks, criteria and judgements are validated through internal and external input and scrutiny and are monitored and reviewed in order to maintain quality and consistency.

Section 2 - Scope

(2) Applies to all assessment in vocational education and training (VET) programs.

Section 3 - Policy Statement

(3) Refer to the [VET Assessment Policy](#).

Section 4 - Procedures

Industry / Community Consultation

(4) The course team works with industry/community stakeholders to develop or amend a Training and Assessment Strategy for each VET course, including the overall course assessment strategy and the validation processes to be used.

Assessment Strategy

(5) The Training and Assessment Strategy is consistent with the competencies and assessment guidelines in the relevant Training Package or accredited curriculum, the needs of the learner group and the assessment context.

(6) Competency standards are clearly specified, including elements, performance criteria and range standards.

Assessment Methods and Tools

(7) Assessors select/design/adapt assessment methods and tools appropriate to the competencies, learner group, and the context of assessment. The assessment tools may include a profile of acceptable performance and the decision making rules agreed by assessors in consultation with industry.

Assessment Principles and Rules of Evidence

(8) The Training and Assessment Strategy is consistent with the Principles of Assessment (Table 1.8.1) and the Rules of Evidence (Table 1.8.2) of the Standards for Registered Training Organisations 2015.

Timing of Validation

(9) Validation of assessments: at least annually and prior to subsequent offerings of the Program by methods which may include but are not limited to:

- a. consensus meetings with industry representatives and RTOs delivering the same competency standards to compare and review assessment methods, tools, processes, evidence and judgments;
- b. analysis of student feedback, e.g. student satisfaction surveys, evaluations on completion of a unit.

Outcomes

(10) Assessment judgements are reviewed and adjusted if required. Resources are updated in line with the outcomes of the moderation activity. Version control is maintained.

(11) Aspects of the Training and Assessment Strategy are modified or adjusted in line with the outcomes of validation including assessment methods, tools and processes.

Document

(12) The Training and Assessment Strategy and Course Guide are updated as required.

(13) Improvements are documented in the relevant document under version control and in the Continuous Improvements file maintained by the Senior Educator for the course.

Section 5 - Definitions

(14) For the purpose of this Procedure:

- a. Validation: involves checking tools produce 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.

Status and Details

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