

Validation Policy

Introduction

Djerriwarrh Community & Education Services (Djerriwarrh) is committed to the validity of its assessment and training delivery by ensuring all assessment and training is delivered in a fair, valid, reliable, flexible and sufficient manner.

Definition

Validation is the quality review of the assessment process. Validation involves checking that assessment tools produce valid, reliable, sufficient, current and authentic evidence that enable reasonable judgements to be made as to whether the requirements of the training package or accredited course are met.

Policy

The validation process involves the review of assessment strategies and assessment tools and making recommendations for future improvements to assessment tools, processes and outcomes.

A minimum of two units from each qualification on Djerriwarrh's Scope of Registration will be validated each year. Validation may involve industry and/or trainers/assessors.

The RTO Manager is responsible for:

- developing a validation schedule to ensure the systematic and consistent validation of training products on Djerriwarrh's Scope of Registration;
- organising and leading validation meetings; and,
- documenting validation outcomes and ensuring that recommendations are acted upon and improvements recorded.

The focus of the validation process will be an examination of any of the following:

- training and assessment strategy;
- assessment processes;
- assessment tools;
- instructions for assessors;
- instructions for students;
- methods of assessment (the techniques used to assess, such as observation, simulations, questions, portfolios);
- assessment or evidence-gathering tools (such as checklists, lists of questions, role-play scenarios, project briefs and the instructions for using these tools); and,
- the interpretation of the evidence collected that leads to assessment decisions.

These aspects will be examined against relevant training package or accredited curriculum requirements to ensure that they meet the principles of assessment

(validity, reliability, fairness and flexibility) and the rules of evidence (valid, sufficient, current and authentic).

Associated Policies	PO 013 Audit and Review PO 014 Continuous Improvement
Associated Procedures	PR 053a Validation Procedure
Other associated documents Internal	FO 199 Assessment Validation Checklist Validation Schedule
Relevant Legislation	
Other associated documents External	AQTF Conditions and Standards VRQA Guidelines