Canberra Institute of Technology
of Technology
RTO Code 0101 | CRICOS No. 00001K

Assessment Validation Procedure

Contents

1. Associated policy

The *Assessment Validation Procedure* has been developed in conjunction with the *Assessment Validation Policy.*

2. Scope

Where this procedure refers to CIT, it includes CIT Solutions.

This procedure applies to:

- all nationally recognised training products on the scope of registration, both Qubcations (n)2.2 (d)2.3 (e)-3 xrpcns

- new assessment tools developed internally
- assessment resources acquired or purchased from a third party, including from other TAFE Institutes.

Refer:

- *Academic Quality Procedure*

- *Amendment to Scope of Registration Policy*

- *Assessment Procedure*

- *TAS Development Policy*

- *TAS Development Procedure*

3.1.1 Predelivery validation –new training products

Step	Action	Responsibility
1	Plan pre-delivery validation in consultation with the Head of Department.	Head of Department Program Services
2	Review assessments in conjunction with Education Advisors – Program Services.	Teaching Department Subject Matter Expert (independent of the writing of the assessment)
3	Record outcomes and complete pre-delivery validation report.	Education Advisors – Program Services
4	Update record tracking progress of pre-delivery validation.	Head of Department Program Services

3.1.2 Pre-delivery validation existing training products

Step	Action				Responsibility	
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Step	Action	Responsibility
4	Update record tracking progress of pre-delivery validation for existing training products.	Head of Department

3.2 Validation of the application of assessments (post-assessment validation)

The post-assessment validation is a quality process that evaluates if:

- assessors reached accurate and consistent decisions that resulted in nationally recognised training outcomes

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Step	Action	Responsibility
	• change to licencing requirements. Refer: *ASQA Risk Assessment Framework* and *ASQA Risk Priorities* Provide Heads of Department with a copy of the post-assessment validation schedule at the start of each year. Support Heads of Department through the validation process and scheduled meetings. Quality assure and store all final validation reports. Maintain up to date information and templates on SharePoint for validation of new training products and Post-Assessment Validation.	
2	Identify units to be validated based on a risk assessment. Sample a minimum of **2 units of competency** for validations of qualifications typical of the qualification or skill set. *Note: This number may be increased where validation outcomes indicate assessment judgements are not valid.*	Head of Department Education Quality
3	Appoint Lead Validator *Note: Validation must be led (Lead Validator) by individuals who were not part of the delivery and assessment being validated. The Lead Validator may be an educator from another teaching department, Head of Department, or a Quality Advisor.*	Head of Department
4	Identify people involved in Assessment Validation meeting. *It is a requirement that one or more persons participate in the validation who are not directly involved in the unit's delivery and assessment. This can be an educator from another department or preferably an Industry representative.* *At CIT it is considered good practice to have an industry representative involved in validation.* Ensure the review process is completed by people who collectively hold: a. vocational competence for the training product being validated (evidenced by formal qualifications or demonstrated equivalence) b. current industry skills (evidenced by work in industry, professional develne e pev3 (Td)13 atostr.8 (u)-0. (p)10.2 (e)-6 industrn 4nt	

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Step	Action	Responsibility
	d. current knowledge and skills in VET (evidenced by professional development, current practice).	

Note: Above requirements may be met via a team approach whereby one person can demonstrate (a) and (b) and another person is able to demonstrate (c) and (d).

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Step	7

Step	Action	Responsibility
	tools/ future assessment judgements and identify any trends or issues that need to be addressed • sign hardcopy version of completed Validation Report after all student files have been validated and the outcomes of the validation are documented • save the Validation Report under the course name and date of validation meeting, using 'National Code Validation ddmmyy'.	
10	**After the meeting** • document the outcomes of the post-assessment validation for the next Course Teams meeting and update the CIP • discuss recommendations with staff members not in attendance at the Post-Assessment Validation meeting.	Head of Department

11   Email the completed **Validation Report** including the SMS report highlighting the names of students whose assessments were validated, to t

- *Assessment Policy*

- *Assessment Procedure*

- *Amendment to Scope of Registration Policy*

- *Industry and Community Engagement (Training and Assessment) Procedure*

- *Privacy Policy*

- *Training and Assessment Strategy Development Policy*

4.3 Related Documents

- Pre-delivery Validation Report

- Quality Review Prior to Adding to Scope of Registration

- Assessment Quality