

Validation

VET policies and procedures

School RTO approval statement					
School RTO name	Redbank Plains State High School				
Policy start date	4/10/2024	QCAA school number	133	National provider number	46368
The Principal as Chief Executive Officer (CEO) approves: <ul style="list-style-type: none">• the policy, procedure and implementation requirements• all identified attachments to this policy and procedure• all modifications to the policy and procedure prior to implementation• the delegated Registered Training Organisation (RTO) officer/s to implement the policy and procedure• the allocation of time to undertake validation as per the approved five-year validation plan• the RTO Manager monitoring, evaluating and reviewing the application of this policy and procedure to ensure compliance at all times• QCAA analysing these documents when conducting audits• that email addresses provide the same acknowledgment as a signature.					
RTO Manager			Principal		
Name	Amy Luxton		Name	Aimee Argiro	
Email	Aluxt2@eq.edu.au		Email	Abrow468@eq.edu.au	
Date	4/10/2024		Date	4/10/2024	
All additional delegated officers (add additional places to this table as required)					
Delegated officer	Diana Furlan		Delegated officer	Jake Currie	
Email	Dfurl4@eq.edu.au		Email	Jcurr227@eq.edu.au	
Date	4/10/2024		Date	4/10/2024	
Delegated officer	Mary Zaszlos			vicki Cull	
Email	Mzasz4@eq.edu.au			vcull3@eq.edu.au	
Date	4/10/2024			01/05/2025	

Current approved validation plan		
Validation plan	Start date	
	End date	

Section 1 Policy and procedure

Section 1 sets out the policy and procedure for ensuring the RTO has: (a) a five-year validation plan of assessment practices and judgments for each training product on the RTO's scope of registration; (b) conducted validation as per the five-year plan; (c) recorded all outcomes and how they will be acted on; and (d) used outcomes to inform training and assessment strategies and practices.

Relevant Standards: 1.8, 1.9, 1.10, 1.11, 2.2(a), (b)

Validation

Validation policy and procedure				
Policy	Five-year validation plan	Qualified validation team	Records	Sample size
Assessment practices and judgments for each training product on the RTO's scope of registration are validated within a five-year period — 50% are validated within the first three years as per an approved five-year validation plan by a qualified validator or team not directly involved in the related delivery or assessment.	<p>The five-year validation plan will state:</p> <ul style="list-style-type: none"> • date planned for validation • qualification code and title • associated risk • how the outcomes of these activities will be documented and acted upon • the order programs are validated (determined through a risk-based approach). 	Appoint a validator or validation team of one or more persons not directly involved in the delivery of the qualification or accredited course and who collectively meet the requirements of a trainer/ assessor for the relevant qualification.	<ul style="list-style-type: none"> • The intended plan and validation process/ activities are recorded in the five-year plan. • Validation outcomes and actions are outlined and recorded in Section 9 of each individual TAS. 	A random sample of appropriate size is selected to enable confidence that the result is sufficiently accurate to be accepted as representative of the total population of all assessment tools being used to assess the training product being validated.
Requirements of validation				
Plan	Validation approach	Validator/team requirements	Statistically valid	
<ul style="list-style-type: none"> • A five-year cycle is recorded on the first page of this policy and procedure. • The current five-year validation plan is attached and updated when qualifications are removed or added to the RTO's scope of registration and when a validation activity is conducted. • All TAS documents reflect the current five-year plan and record how and when the outcomes will be acted on. 	<ul style="list-style-type: none"> • Validation is undertaken by either one person or by a validation team. • The trainer and assessor who delivered/assessed the training product being validated cannot: <ul style="list-style-type: none"> – be the lead validator in the assessment team – participate in the validation – determine the validation outcome for any assessment judgments they made. 	<p>The validator or validation team must collectively have:</p> <ul style="list-style-type: none"> • vocational competencies and current industry skills relevant to the assessment being validated • current knowledge and skills in vocational teaching and learning • the training and assessment credential specified in Item 2 or Item 5 of Schedule 1. 	A statistically valid sample size of assessment tools is randomly selected from Section 8 of the TAS for validation and is large enough to be a representative of all assessment tools. This may mean validating tools that contribute to making final outcome decisions for two or more units.	

Section 2 Validation system checklist

The RTO Manager or delegated officer must use this checklist to confirm the RTO has implemented a five-year validation plan, and document the validation process and how the outcomes are acted upon.

Validation system checklist	Actioned	
	Yes	No
The five-year validation plan must include:		
• start and end dates (in the approval box on the first page of this document)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• all qualifications on the RTO's scope of registration.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
When completing the five-year validation plan enter the following information for each qualification:		
• relative risks assessment to establish when validation should occur	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• date planned for validation — according to the risk	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• date of registration	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• qualification code and title	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• proposed validation participant/s and lead validator/s.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Notify relevant officers of the timeline for Section 8 to be completed for required qualifications prior to validation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Add new qualifications to five-year plan when additions are made to scope and follow the checklist.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Submit this policy and procedure, with attached completed five-year validation plan, for approval to the Principal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Once approved, for each TAS:		
• check the validation advice box in the TAS Section 1.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• ensure Section 8 is completed by trainer and assessor prior to validation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• check the 'TAS Section 8 Completed' box in the current five-year validation plan progressively as each TAS's Section 8 has been fully completed	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• follow TAS Section 9 to conduct scheduled validation activities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
For each validation activity, confirm that the following items have been recorded in Section 9 of the TAS:		
• validation participant/s collectively holding all qualifications required	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• tools that contributed to making final decisions for two or more units of competency have been validated (more may be chosen according to risk level and size of qualification)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• units of competency covered by these assessment tools have been recorded in Table 9.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• outcome from validation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• improvement recommendation/s and action/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• When complete, check 'Validation completed' box on validation plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Section 3 Systematic monitoring

Completing Section 3 satisfies the requirement of the Standard for systematic monitoring.

The RTO Manager will record the dates when monitoring activities occur, the outcomes of the monitoring process and any rectifications required to ensure ongoing compliance.

A 'No' indicates a non-compliance and must be reported to the RTO Manager. Appropriate rectification must be recorded and actioned.

Relevant Standards: 2.1, 2.2

Systematic compliance monitoring checklist	
Date of successive monitoring activities	Name of person/s conducting successive monitoring activities
8/12/2025	Jacob Currie
[Date]	
[Date]	
[Date]	

Monitoring the application of this policy and procedure by the RTO		Record of last monitoring	
		Yes	No
School RTO approval statement (Page 1 of this document)	The following details are current and complete:		
	• school RTO name	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• the policy and procedure document is dated (start date)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• QCAA school number	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• national provider number	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Principal's name and contact details	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• RTO Manager's name and contact details	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• all delegated officers' names and contact details.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Policy and procedure (Section 1 of this document)	Validation policy represents current practice.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Validation procedures represent current practice.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Validation requirements represent current practice.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Validation system checklist (Section 2 of this document)	The validation system checklist is used for developing and implementing the five-year plan for validation and documenting the outcomes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Five-year plan cycle	Records in each TAS are completed to an auditable standard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Confirm 50% of all training products validated after three years.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Confirm 100% of all training products validated after five years.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Monitoring the application of this policy and procedure by the RTO		Record of last monitoring	
		Yes	No
Qualifications	Plan includes all new and existing qualifications on scope from start date of five-year cycle.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Five-year validation plan	Current approved five-year validation plan is attached or linked to this document and previous plan has been archived for audit purposes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

RTO Manager notes	
Comment on the last monitoring activity	
List any non-compliances	
List any rectifications	

Section 4 Explanation of terms

This policy and procedure contains words and expressions which have specific meaning.

Term	Meaning
Assessment tools	Any document used in the assessment system including the administration, recording and reporting requirements. Essential assessment tools include: <ul style="list-style-type: none"> • TAS document • project/activity document • evidence gathering tools • mapping • student profile.
Decision-making rules	Decision-making rules are the lists of observations, acceptable answers, and product/artefact/folio specifications used by assessors to make judgments on evidence that is seen, heard or produced. The rules unambiguously describe the criteria used to judge the quality of performance. Evidence-gathering assessment tools contain decision-making rules.
Lead validator	The person assigned by the RTO to systematically manage from start to finish the validation processes and procedures for a qualification as documented by the RTO. This person may also be a sole validator.
Persons directly involved in delivery and assessment	Individuals, trainers or assessors who have been involved in delivery and/or assessment using any of the assessment tools being validated. Note: Persons involved in delivery and assessment may not be involved in the validation process, except in discussing and implementing the outcomes and recommendations decided on independently by the validator/s.
Relative risks assessment	Assists RTO's to validate according to the qualifications that pose the highest risk to students. Use the relative risks assessment checklist in the five-year validation plan template for all training products on your approved scope of registration to help determine the order and timing for each validation. The higher the risk, the sooner, and in some cases the more frequently, you will need to validate the qualification. Risk factors can include: <ul style="list-style-type: none"> • the use of new assessment tools • delivery of training products where safety is a concern • the level and experience of the assessor • changes in technology, workplace processes, legislation and licensing requirements • ASQA published risks • RTO determined risks.
Sample size	A random sample (of a qualification's assessment tools) of appropriate size to enable confidence that the validation result is sufficiently accurate to be accepted as representative of the total population of assessment tools used to make judgments for that qualification.

Term	Meaning
Schedule 1	<p>Item 2</p> <p>One of the following credentials:</p> <p>TAE40116 Certificate IV in Training and Assessment or its successor</p> <p>or</p> <p>TAE40110 and either TAELN411 or TAELN401A plus one of: TAEASS502, TAEASS502A or TAEASS502B.</p> <p>or</p> <p>Item 5</p> <p>One of the following credentials:</p> <p>TAESS00011 Assessor Skill Set or its successor</p> <p>or</p> <p>TAESS00001 Assessor Skill Set plus either: TAEASS502, TAEASS502A or TAEASS502B.</p>
Single validator	<p>An individual who meets all of the requirements for a validator and does the work of the lead validator. The single validator cannot be the trainer and assessor involved in delivery and assessment of the training product being validated.</p> <p>Single validators must meet all of the following criteria:</p> <ul style="list-style-type: none"> • holds credentials as specified in Item 2 or Item 5 of Schedule 1 • current skills and knowledge in vocational teaching and learning • vocational competency and industry currency relevant to the assessment tools being validated.
Systematic validation	<p>Systematic validation includes:</p> <ul style="list-style-type: none"> • five-year validation plan • validation policy and procedure • verifiable evidence supporting the RTO's use of approved and qualified validators as recorded in Section 9 of the TAS documents • records of assessment tools validated • resulting recommendations and outcomes.
Training and Assessment Strategy (TAS)	<p>A framework that guides the learning requirements and the teaching, training and assessment arrangements of a VET qualification. It is the document that outlines the macro-level requirements of the learning and assessment process.</p>
Training product	<p>The qualification as described in the Training and Assessment Strategy (TAS) document. The training product's assessment tools and the judgments they enable are the focus of validation.</p>
Validation	<p>The quality review of the assessment process. Validation involves checking that the assessment tools produce valid, reliable, sufficient, current and authentic evidence to enable reasonable judgments to be made as to whether the requirements of the training package qualification or VET accredited course are met.</p>
Validation plan	<p>The schedule of validation dates for every qualification on the RTO scope of registration during the five-year validation cycle.</p>
Validation team	<p>A group of individuals who collectively meet all the validator requirements. This is an alternative approach to using a single validator. One of the team is assigned as lead validator, and other team members work with the lead validator following from start to finish the validation processes and procedures for a qualification as approved and documented by the RTO.</p>