Validation Policy

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Revision: 1.7
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Contents

Document Name: Validation Policy   **Created by:** RTO Administrator
Revision: 1.7   **Approved by:** RTO Administrator
Revision Date: 30-01-2023   **Document Location:** NovaCore CMS\SRTO 2015\Policy\
Review Date: 30-01-2024

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Purpose

DTW Designs (Qld) Pty Ltd is committed to providing quality training and assessment following the Standards for Registered Training Organisations (SRTOs 2015). As such, DTW Designs (Qld) Pty Ltd is required to implement a plan for ongoing systematic validation of assessment practices and judgments for each training project on its scope of registration.

The purpose of this policy is to ensure ongoing systematic validation of assessment practices and judgments.

Policy Statement

DTW Designs (Qld) Pty Ltd is committed to conducting ongoing systematic validation of its assessment practices, tools, processes and judgements made by assessors, including by third-party providers.

DTW Designs (Qld) Pty Ltd ensures that:
- A plan for ongoing systematic validation of assessment is implemented;
- Each training product is validated at least every five (5) years;
- Key stakeholders are involved in validation processes;
- It documents its validation activities, outcomes and actions are taken to improve the quality and consistency of assessment; and
- Validation is undertaken by appropriately qualified and experienced persons.

Definitions

The following words and expressions have the following specific meaning, as in the Standards for Registered Training Organisations (RTOs) 2015.

Assessment

Means the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or VET accredited course.

Assessment System

Is a coordinated set of documented policies and procedures (including assessment materials and tools) that ensure assessments are consistent and are based on the Principles of Assessment contained in Table 1.8-1 and the Rules of Evidence contained in Table 1.8-2.

Independent Validation

Means, for Clause 1.25, that the validation is carried out by a validator or validators who:

a) are not employed or subcontracted by the RTO to provide training and assessment, and
b) have no other involvement or interest in the operations of the RTO.

Industry

Means the bodies that have a stake in the services provided by RTOs. These can include, but are not limited to:

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a) enterprise/industry clients, e.g. employers;
b) group training organisations;
c) industry organisations;
d) industry regulators;
e) industry skills councils or similar bodies;
f) industry training advisory bodies; and
g) unions.

Statistically Valid

Means for these Standards, 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 assessments being validated.

Validation

Is the quality review of the assessment process. Validation involves checking that the assessment tool/s produce/s valid, reliable, enough, 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.

Policy Principles
Underpinning Principles

a) Validation is used by DTW Designs (Qld) Pty Ltd to

    i. Verify and maintain industry relevance of training and assessment strategies, practices and resources;

    ii. Verify compliance with requirements of national Training Packages and VET Accredited Courses;

    iii. Monitor compliance with SRTOs 2015;

    iv. Evaluate the efficiency of training and assessment strategies and practices;

    v. Engage with industry;

    vi. As a method for continuous improvement of DTW Designs (Qld) Pty Ltd training and assessment products and services;

    vii. Monitor services provided on its behalf by third-party providers;

    viii. ensuring consistency and integrity, meeting the needs of the industry.

b) Assessment documentation to be validated will include:

    i. Training and assessment strategies;

    ii. Assessment tools;

    iii. Assessment policies and procedures; and

    iv. Assessment evidence and judgments.

c) Validation will be undertaken by one or more persons who are not directly involved in the instance of delivery and assessment of the training product being validated, and who collectively have:

Document Name: Validation Policy   **Created by:** RTO Administrator
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    i.   Vocational competencies and current industry skills relevant to the assessment being validated;

    ii.   Current knowledge and skills in vocational teaching and learning; and

    iii.   The training and assessment qualification or assessor skill set referred to in Schedule 1 of Standards for RTOs.

d) Industry experts may be involved in validation to ensure there is the combination of expertise set-out in c) above.

e) The validation process provides an opportunity for dissemination of information and professional development on the processes, practice and procedures to Assessors.

f) The validation process is to ensure individuals are respected and confidentiality is upheld.

g) Confidentiality includes:

    i.   No copying or use of materials made available for moderation without prior permission from the Intellectual property owner.

    ii.   Respect ethical practice.

    iii.   Respect the privacy of assessors.

h) DTW Designs (Qld) Pty Ltd ensures discussions during validation validate:

    i.   The effectiveness of assessment tools and practices;

    ii.   The standard of performance demonstrated and achieved;

    iii.   Evidence collected meets with Rules of Evidence; and

    iv.   The accuracy and consistency of the assessment judgments.

Validation Plan

a) The validation plan will cover a five (5) year cycle.

b) The validation plan will be reviewed and updated annually to accommodate changes in the business, industry/environment, scope and identified risk areas.

c) DTW Designs (Qld) Pty Ltd validation plan will include:

    i.   Proposed dates for validation meetings;

    ii.   Full code and title of each of the nominated units/modules from the training product;

    iii.   The designated chair of the validation meeting;

    iv.   The suggested/nominated participants;

    v.   How the outcomes of the validation will be documented; and

    vi.   How the outcomes of the validation will be acted upon.

d) At least 50% of products will be validated within the first three years of each five-year cycle; considering the scope of delivery, relative risks, and industry needs.

e) Risks will be assessed based on:

    i.   Unit of competency/ module

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    ii.   Delivery site

    iii.   Delivery mode

    iv.   Third-party arrangements in place

    v.   Equipment used

    vi.   Financial concerns

    vii.   Assessment methods implemented

    viii.   Licensing requirements

    ix.   Numbers of Enrolments

    x.   Assessment outcome rates/statistics

    xi.   A recent addition to the scope

    xii.   Complaints

    xiii.   Appeals

    xiv.   Staff turnover

    xv.   Risks identified by the VET Regulator

Validation of Training and Assessment qualifications

a) DTW Designs (Qld) Pty Ltd abides by the requirements for "Independent Validation of Training and Assessment qualifications" on its scope of registration, as specified in SRTOs 2015 (including Schedule 2).

Industry Engagement - Validation

a) DTW Designs (Qld) Pty Ltd engages industry to validate training and assessment strategies, practices, and resources (including assessment tools) during the development phase of all training and assessment products to ensure:

    i.   the relevance of materials and tools to the needs of industry;

    ii.   the relevance of trainer and assessor industry skills.

DTW Designs (Qld) Pty Ltd Responsibilities

The Managing Director DTW Designs (Qld) Pty Ltd is responsible for the validation process and ensuring that all Assessors, including those from third-party providers, are applying consistent standards and making consistent judgments when conducting assessments.

Assessors are responsible for:

a) implementing professional and effective assessment and validation practices. (See Assessment Policy);

b) implementing the assessment instruments and instructions provided for the process of conducting assessment; and

c) ensuring that assessment complies with Principles of Assessment and Rules of Evidence.

Records Management

All documentation from Validation processes is maintained following the Records Management Policy. (See Records Management Policy)

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Monitoring and Improvement

All Validation practices are monitored by the Managing Director DTW Designs (Qld) Pty Ltd and areas for improvement identified and acted upon. (See Continuous Improvement Policy)

Outcomes from validation feed into continuous improvement (See Continuous Improvement Policy)

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