



SMART AND SKILLED VALIDATION AND CONTEXTUALISATION POLICY

CTET is committed to the systematic validation of its training resources and assessment practices to meet the requirements of the NVR Standards for RTOs 2015 and the Smart and Skilled Contractual requirements. To this effect we will implement a quality review process that confirms our assessment system consistently produces valid assessment judgements.

We also understand the need to contextualise our training and assessment resources by adding industry or enterprise/organisation specific information to reflect the operating context and ensure relevance.

Procedure

By validating training and assessment resources we will ensure that these resources meet Training Package and Industry requirements and that assessment tools produce valid, reliable, sufficient, current and authentic evidence that enable reasonable judgments of competency to be made. To this effect the following processes will be put in place.

Validation Plan

To ensure systematic review across all qualifications on our scope, a plan will be developed that guarantees each qualification is validated at least once every five years, with at least 50% of products validated within the first three years of each five year cycle (The Validation Plan).

The Plan will include the following information:

- The name of the person who will lead and participate in the validation activities
- which training products will be the focus of the validation
- when assessment validation will occur, and
- how the outcomes of those activities will be documented and acted upon.

The aim of the validation review is to make recommendations for improvements to assessment tools and assessment processes.

Sampling

CTET will ensure it reviews a statistically valid sample of the assessments..

A statistically valid sample is one that is:

- Large enough that the validation outcomes of the sample can be applied to the entire set of judgements
- Taken randomly from the set of assessment judgements being considered.

When validating a Qualification on our scope of registration at least two units of competency will be sampled. Identified improvements will then be applied across all other relevant units. If the results



College of Transformation Education and Training

of the review of the two initial units indicate that assessment judgments are not valid, the number of units reviewed will be increased.

[ASQA's validation sample size calculator](#) will be used to calculate the number of assessments that are required to be validated to produce valid results

Risk Assessment

When developing the plan the relative risks of all of the training products on our scope of registration will be evaluated, this will include any risks identified by the VET regulator. The Risk Assessment Process will take into account the frequency of use of the assessment tools, changes to training packages and the following risk factors:

- newly developed 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
- delivery overseas
- CRICOS delivery
- online delivery & assessment
- multiple sites and/or large number of trainers & assessors

Each training product will be assigned as high, medium or low risk and validation and will be scheduled accordingly,

Conducting Validation

We shall ensure all validation activities comply with the requirement of the NVR Standards with regard to the personnel who conduct the validation. This means that in accordance with Clause 1.11, systematic validation of assessment practices and judgements will be undertaken by one or more persons who are not directly involved in the particular instance of delivery and assessment of the training product being validated, and who collectively have:

- vocational competencies and current industry skills relevant to the assessment being validated;
- current knowledge and skills in vocational teaching and learning; and
- the training and assessment qualification (TAE40110 Certificate IV in Training and Assessment or its successor or assessor skill set (TAESS00001 Assessor Skill Set or its successor)

Independent Validation

We will ensure that for each validation activity we have involved least one external representative from the following groups:

- Industry representatives



College of Transformation Education and Training

- Representatives from other RTO's
- Specialist assessors
- Experts in education and assessment

This Independent Validation will ensure that assessment practices align with the training outcomes, are applied consistently and meet industry expectations and Training Package requirements. It will also facilitate the development of effective networks with Industry.

Documentation

All assessment tools, including RPL tools, will indicate how and when they were validated.

All validation activities will include evidence of:

- the person/people leading and participating in the validation activities (including their qualifications, skills and knowledge- their position title and name of employer)
- the sample pool
- the validation tools used
- all assessment samples considered, and
- the validation outcomes.

A standard Validation Checklist document will be used as the Validation Tool (The Validation Checklist).

Minute meetings and notes will be kept of external validation by panel.

Reports by external VET consultants/Industry Experts will be filed as evidence.

All forms and assessment tools will indicate version control in line with our Document Management Policy.

Professional Development

Implementation and ongoing management of this policy will be the subject of professional development for all staff. Staff is also encouraged to attend external PD opportunities.

This policy will be included in the Induction Process for all VET Trainers and Assessors, management and administration staff.

Delete below as appropriate:

For RTO's delivering an AQF qualification or assessor skill set from the Training and Education Training Package (or its successor):

We will ensure independent validation of our assessment system, tools, processes and outcomes for any AQF qualification or assessor skill set from the Training and Education Training Package (or its successor) we deliver is conducted for:



College of Transformation Education and Training

- the assessment system for delivery of the training and assessment qualification or assessor skill set, and
- our assessment tools, processes and outcomes in relation to the training and assessment qualification or assessor skill set.

Validation will be conducted by one or more persons who collectively have:

- current knowledge and skills in vocational teaching and learning, and
- the training and assessment qualification or assessor skill set at least to the level being validated.

For an RTO applying to extend its scope of registration to include the delivery and assessment of an AQF qualification or assessor skill set from the Training and Education Training Package (or its successor).

We will ensure independent validation of:

- a. our assessment tools, processes and outcomes in relation to other AQF qualifications and/or units of competency on its scope of registration, as directed by the VET Regulator, and
- b. the assessment system to be adopted in the delivery of the training and assessment qualification or assessor skill set.

Validation will be conducted by one or more persons who collectively have:

- current knowledge and skills in vocational teaching and learning, and
- the training and assessment qualification or assessor skill set at least to the level being validated.

Evidence

The following will be retained as evidence of compliance with Clause 1, Standards 1.5- 1.6:

- Completed Validation Checklists including the sampled assessments
- Completed Validation Plans
- Staff Matrix
- Completed reports by industry experts
- Version control of assessment material indicating changes to tools as a result of validation activities
- Minutes of Meetings

Related Records and Forms

- Validation Checklist



College of Transformation Education and Training

- Validation Plan

References

[Fact Sheet – Conducting Validation \(ASQA\)](#)

[ASQA Users Guides to Standard 1 Clauses 1.8 -1.12](#)

[Smart and Skilled Operating Guidelines 2017/ Section 15](#)