Policy/Purpose:

This policy and/or procedure describes how ACDC validates each training product at least once every five years, with at least 50% of products validated within the first three years of each five-year cycle, taking into account the relative risks of all of the training products on ACDC scope of registration, including those risks identified by the VET regulator.

Validation of assessment tool judgements must consider only the assessment evidence retained within the sample assessments reviewed.

While validators may discuss the assessment process with the assessor who conducted the assessment, only the evidence collected, retained and recorded will support a validation decision.

Scope:

All training products listed on scope of registration on training.gov.au.

Related document/form/procedure

- D09 Validation Schedule
- F21 Assessment Tool Validation

Procedure:

	Responsibility	Description
1.	Training Manager or their nominee	ACDC holds validation workshops as detailed in the validation schedule *D09 Validation Schedule*.
2.	Training Manager or their nominee	ACDC has developed and maintains a five-year validation schedule *D09 Validation Schedule*, detailing: • When each current ACDC training product (AQF qualification, skill set, unit of competency, accredited short course and module) must be reviewed at least once in a five-year period.

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| | | • That at least 50 per cent of the training products is validated in the first three years of the schedule.

ACDC may choose to validate training products more often, for example, if risk indicators demonstrate that more frequent validation is required.

Indicators of risk might include:

- the use of new assessment tools

- delivery of training products where safety is a concern

- the level and experience of the assessor, or

- changes in technology, workplace processes, legislation, and licensing requirements.

- Updated Training Package

- ASQA may also identify certain training products that need more attention.

Every six months in January and July of each year, ACDC scope of registration as listed at the time on training.gov.au is compared to qualifications listed in the validation schedule D09 Validation Schedule.

Any necessary adjustments are made to the schedule. |
|---|---|---|
| 3. | Training Manager or their nominee | Lead Validator is appointed and provided a copy of *F21 Assessment Tool Validation* for use in the following validation process.

Where validating a qualification, the assessment practices and judgements from at least two units of competency is sampled. |

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		ACDC may expand the number of units to validate at any time during the validation process, particularly when validation outcomes indicate that assessment judgments are not valid. • Assessment tools to be validated are noted in ***F21 Assessment Tool Validation***
4.	Lead Validator	In relation to each assessment tool that is to be validated, a random sample of assessments completed over the six-month period is selected. The sample size is one that is: • large enough that the validation outcomes of the sample can be applied to the entire set of judgements, and • taken randomly from the set of assessment judgements being considered. To determine appropriate sample sizes, ACDC uses ASQA's example validation sample size calculator locate at: http://www.asqa.gov.au/media-and-publications/conducting-validation1.html The calculator will require three input figures: • The number of assessment judgements made over the 6-month period (per unit). • Error level of 15%, however, if the assessment outcomes are varied—for example a mix of competent, competent after multiple attempts, and not competent assessment

		outcomes— there is a greater chance that the sampled assessments will not reflect the total assessments. To decrease this risk, decrease the error level. Note that when the error level is lower, the sample size will increase. Lowering the error level to any variant between 10 per cent and 15 per cent will allow for a good representation of the total assessment outcome results. • Confidence level of 95%. If there is a need to increase the confidence level, and obtain a larger sample size, any variation between 95% and 99% is appropriate. • This information is noted in *F21 Assessment Tool Validation.*
5.	Lead Validator	The initial validation of Assessment Tools to be conducted without the student work samples as there will be insufficient quantity. Subsequent validation will identify samples of work in the following manner: A random selection of judged candidate evidence is selected using an alphabetical (or numerical –Student ID) list by: • Create an alphabetical listing, sorted by surname, of all of the learners who submitted work within the training product being validated. • From this list, highlight the fifth surname and then every third name thereafter.

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		• Go back to the beginning of the list if necessary to identify a sufficient sample size. • Those highlighted then become the randomly selected learners whose work is submitted for validation. The random selection can also be supplemented by adding additional completed assessments (for example, in order to include both competent and not competent assessments, or to include multiple assessors' decisions, multiple delivery modes and locations) to ensure the validation process is representative of all assessment judgements. Lead validator is also to include an uncompleted assessment tool, in hardy copy form, for use by the Validation panel.
6.	Lead Validator	• Validation panel is formed and noted as required in *F21 Assessment Tool Validation.* The assessments are reviewed by one or more assessors who were not involved in the training or assessment for those courses who collectively hold: • Vocational competencies and current industry skills relevant to the assessment being validated. • Current knowledge and skills in vocational teaching and learning, and • The TAE40110 Certificate IV in Training and Assessment (or its successor) or the TAESS00001 Assessor Skills Set (or its successor).

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		Validators can be employees of ACDC or external validators. The trainer and assessor who delivered/assessed the training product being validated: • can participate in the validation process as part of a team • cannot conduct the validation on his/her own • cannot determine the validation outcome for any assessment judgements they made, and • cannot be the lead validator in the assessment team.
7.	Validation Panel	• Validators use the validation checklist, **F21 Assessment Tool Validation,** to record their findings. • Where judgements are not confirmed, reasons are recorded in the **Assessment Tool Report** section of the **F21 Assessment Tool Validation.**
8.	Training Manager or their nominee	Any assessment judgements 'not confirmed' are reviewed within 30 days to ensure any required improvements are made to assessment processes or materials.

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