

<p>Goulburn Ovens Institute of TAFE</p> <p>Procedure no. E2-P1e</p>	<p>Title: Validation Procedure Quality of Education Committee approved: 23/07/2018</p> <p><i>Responsible Officer: Manager Education Assurance</i> <i>Authorising Officer: Exec Manager Business Transformation</i> <i>Review: Annual (23rd July 2019)</i></p>
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Validation Procedure

1. PURPOSE

To describe the process, responsible officers and relevant documentation required to undertake validation sessions at Goulburn Ovens Institute of TAFE (GOTAFE)

2. SCOPE

This procedure:

- applies to all courses listed on the GOTAFE Scope of Registration
- complies with all aspects of the *Australian Skills Quality Authority*
- is informed by the GOTAFE *Training and Assessment Policy [E2]*
- outlines the **collect and respond to feedback** phase of the entire Training and Assessment process
- has been developed in accordance with the continuous improvement cycle *Continuous Improvement Procedure [Q1-P70]*

3. DEFINITIONS

Please refer to *Glossary* in the GOTAFE *Training and Assessment Policy [E2]*.

4. PROCEDURE

Pre assessment Validation

Pre assessment validation is the quality review of the assessment process **PRIOR** to implementation and involves checking that assessment tasks meet the Principles of Assessment and Rules of Evidence.

Pre assessment validation meetings are conducted within all teaching sections across all campuses and sites.

It is a requirement that a minimum of two people undertake this process. It is highly recommend that areas seek guidance from Education Assurance in preparation for undertaking pre assessment validation.

Participants in pre assessment validation sessions include:

- one person who holds vocational competency and current industry skills relevant to the assessment selected for pre assessment validation
- trainers and assessors, who may or may not be industry experts but who have current skills and knowledge in vocational training, learning and assessment.

It may also include Education Assurance officers and industry representatives.

One of the participants is to act as the Pre-assessment validation Coordinator.

Selection of the Unit/s for Pre-assessment validation is based upon a risk factors such as:

- *Safety implications for student or public if not trained and assessed to a quality standard*

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- *New / changed assessment task*
- *High volume of enrolments*
- *Single trainer-assessor*

Step	Responsibility	Required documentation
1. Select unit/s for pre-assessment validation	Commercial manager TLO Trainer	
2. Prepare for pre assessment validation.	Pre assessment validation coordinator.	<ul style="list-style-type: none"> • Pre assessment validation checklist and action plan • Assessment Task Learner Version • Assessment Task Assessor Version • Assessment Map
3. Conduct pre assessment validation meeting and document responses and recommendations.	Pre assessment Validation coordinator	Pre assessment validation checklist and action plan
4. Record the actions, date when actions are to be completed and allocate a person responsible for completing the actions.	Pre assessment Validation coordinator	Pre assessment validation checklist and action plan
5. Sign and date the <i>Pre assessment Validation checklist and action plan</i> document.	All pre assessment validation participants	Pre assessment validation checklist and action plan
6. Store the completed <i>Pre assessment Validation checklist and action plan</i> in the relevant Course Docs 'Validation' folder.	Pre assessment Validation coordinator	Pre assessment validation checklist and action plan
7. Complete actions by due date and record completion of actions in <i>Pre assessment Validation checklist and action plan</i> .	Responsible person nominated	Pre assessment validation checklist and action plan

Post Assessment Validation

Step	Responsibility	Required documentation
1. Plan validation schedule and discuss with Education Assurance Manager	Commercial Manager Education Assurance Manager	<i>Institute Validation Plan</i>
Note: All "training products" (i.e. Qualifications and stand-alone units on scope) must be validated once every five (5) years with 50% validated within the first three (3) years, prioritising qualifications with specific identified risks. At least two units should be validated from each qualification.		
2. Prepare for validation meetings.	Validation Coordinator	Post-Assessment Validation Checklist and Action Plan (FVDN-

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		03)
Note: Validation meetings are conducted within all teaching sections across all campuses and sites.		
Validation is the quality review of the assessment process. It involves checking that assessment tasks and assessment judgements meet the Principles of Assessment and Rules of Evidence		
Participants in validation sessions:		
<ul style="list-style-type: none"> • Must include one or more persons who are not directly involved in the delivery and assessment of the training product being validated and • Must collectively have: <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; and Certificate IV TAE & Vocational Competency 		
The trainer/assessor of a unit that is being validated can observe the meeting so that they hear the discussion first-hand, but they should not contribute to the validation outcomes.		
3. Conduct validation meeting and record responses and recommendations.	Validation Coordinator Validators	Post-Assessment Validation Checklist and Action Plan (FVDN03)
Note: On the <i>Validation checklist and action plan</i> , record the meeting focus, participants, decisions made, actions to be taken, responsible individuals and timelines.		
Participants sign and date the <i>Validation checklist and action plan</i> [FVDN-03] at the end of the meeting.		
4. Record the actions and date when actions are to be completed	Commercial Manager/ Validation Coordinator	Post-Assessment Validation Checklist and Action Plan (FVDN03)
5. Sign and date the validation document	All validation participants	Post-Assessment Validation Checklist and Action Plan (FVDN03)
6. Scan and upload the final <i>Validation checklist and action plan</i> in the department U drive Course Docs folder under the appropriate course. Naming file as the unit code	Validation Coordinator	Post-Assessment Validation Checklist and Action Plan (FVDN03)
7. Inform via email Education Assurance Manager outcome of completion and if actions required.	Validation Coordinator	
8. Validation plan updated; including action dates	Manager Education Assurance	<i>Institute Validation Plan</i>
9. Complete actions by due date	Responsible person nominated	Post-Assessment Validation Checklist and Action Plan (FVDN03)
10. Send Education Assurance Manager completed action documents	Responsible person nominated	
11. Education Assurance to undertake quality and compliance check	Education Assurance team	
12. Send report to Commercial	Education Assurance	

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Manager and Responsible person nominated	team	
13. Upload Validation action report to U drive Course/Docs under the relevant qualification Validation folder	Education Assurance team	