



# Validation

## POLICY AND PROCEDURES

Document	Validation Policy and Procedures
Related Documents	<ul style="list-style-type: none"> <li>- Course Progress and Intervention Policy and Procedures</li> <li>- Course Completion Within Expected Duration Policy and Procedures</li> <li>- Assessment Review Guide</li> <li>- Assessor Review Form</li> </ul>
Date	April 2022
Date of Next Review	This Policy will be reviewed in accordance with the Policy Review Schedule of Hallmark Institute
Approved by	Principal
Version	1.0
References and Legislation	<ul style="list-style-type: none"> <li>- Education Services for Overseas Students Act 2000 (Cth);</li> <li>- Education Services for Overseas Students Regulations 2001;</li> <li>- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018;</li> <li>- Standards for Registered Training Organisations (RTOs) 2015.</li> </ul>

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## **I Purpose**

- 1.1 The purpose of the Validation Policy and Procedures ('The Policy') is to ensure Hallmark Institute ('The Institute') implements a plan for ongoing and systematic validation of assessment practices and assessment judgements for each training product on its scope of registration.

## **2 Policy Statement**

- 2.1 Institute recognises importance of validation of training products and assessment items; therefore, it will validate each training product at least once every two years.

## **3 Scope**

- 3.1 This Policy applies to all courses on Hallmark Institute scope of registration.

## **4 Policy Principles**

- 4.1 Validation will take into account the relative risks of all of the training products on the Institute's scope of registration including those risks identified by the Australian Skills Quality Authority (ASQA).
- 4.2 Assessment validation comprises of two processes - assessment mapping and assessment moderation.
- 4.3 Systematic validation of assessment practices will be undertaken by one or more persons who are not directly involved in the delivery and assessment of the training product being validated.
- 4.4 The selected validators will be independent of the delivery and assessment of the training product being validated in order to maintain professional distance and integrity.
- 4.5 A group involving a minimum of 2 people will conduct assessment validation.
- 4.6 At least one member of the Validation Group must not be a current Trainer & Assessor in that unit or be an external Trainer & Assessor to the Institute. It is known as Independence Requirement.
- 4.7 At least one member of the Validation Group must meet the Independence Requirement and meet the current Standards for Registered Training Organisations requirements for a Trainer & Assessor in relation to the assessments being validated.
- 4.8 The assessment validation schedule must be such that all courses on the Institute scope are validated over two-year period.

## **5. Validation of Assessment Tools – Mapping**

- 5.1 Process for new units
  - a. For all qualifications on the Institute's scope of registration prior to use, assessment tools for each unit will be "mapped" against the requirements of the unit of competency;
  - b. The assessment mapping will be reviewed by the Academic Coordinator to ensure it is complete;
  - c. The completed Assessment Tools Checklist will be attached to the master copy of the assessment tool and filed for future reference and audit purposes.
- 5.2 Process for existing units
  - a. The Academic Coordinator will review assessment tool mapping within one month of a version change reported on the training.gov.au website or following feedback from the Institute staff indicating a review is required;

- b. Any required amendments to the assessment tools will be made by the Academic Coordinator in consultation with a Trainer & Assessor for the unit being reviewed.

**5.3 Process for all units**

- a) The Academic Coordinator will review completed assessment mappings before they are approved;
- b) Any requirements of the unit of competency that are identified by the mapping as not being assessed will be rectified by the Academic Coordinator making appropriate adjustments to the assessment tool.

**5.4 Assessment mapping frequency**

- a. Prior to implementation for new units;
- b. Following version change or feedback from relevant Trainer & Assessor for existing units.

**5.5 Assessment mapping tools**

- a. Refer to the Institute Assessment Tools Checklist.

## **6 Validation Documentation**

- 6.1 A completed Assessment Tools Checklist will be filed in accordance with Hallmark Institute Records Management Policy;
- 6.2 The Academic Coordinator will record details of each validation outcome in the Continuous Improvement Log;
- 6.3 The Assessment Validation Outcomes details recorded in the Continuous Improvement Log will include the followings:
  - a. Date;
  - b. Names of participating staff;
  - c. List of units validated.
- 6.4 Where amendments are made to assessment tools as a result of validation process, the Academic Coordinator will archive the previous version of assessment tools.
- 6.5 The Academic Coordinator will send the Institute's Trainers & Assessors an email notification when the version control folder is updated with new or validated assessment tools.

## **7 Review of Graded Assessments (Moderation)**

- 7.1 Hallmark Institute conducts regular review of graded assessments as part of post-assessments moderation. The Institute undertakes the following 'Assessment Moderation Process':
  - a. Assessment moderation will occur at the end of each term for units that have been assessed in that study period;
  - b. An Assessment Moderation Committee will be formed by the Academic Coordinator. The assessment moderation group consists of the followings:
    - i. Academic Coordinator;
    - ii. Trainers & Assessors.
  - c. The task of the Assessment Moderation Committee is to moderate a sample of graded assessments undertaken by the students of the unit delivered and assessed in the ended term;
  - d. The moderation sample will be randomly selected and allocated to Assessment Moderation Committee by the Academic Manager.

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## 7.2 Assessment Moderation Frequency

- a. Assessment moderation will occur at the end of each term.

## 7.3 Assessment Moderation Tools

- a. Assessment Review Guide;
- b. Assessment Review Form;
- c. Relevant Assessment Tools.

## 8 Moderation Documentation

- 8.1 The Academic Manager will record details of each Assessment Review Form in the Continuous Improvement Log;
- 8.2 The Assessment Review details recorded in the Continuous Improvement Log will include the followings:
  - a. Date;
  - b. Names of participating staff;
  - c. List of units reviewed.
- 8.3 On the advice of the Academic Manager the Academic Coordinator will initiate performance review process of the Trainer & Assessor whose graded assessments continuously deemed below the Institute grading standard.