

VET Assessment and Validation Procedure

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Document History

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Distribution List

To: All RCDC VET staff
All RCDC VET students

Cc: Chair, Council
Chair, Senior Management Committee

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1 Purpose

This Procedure sets out the process of assessments and validation of the assessments at Raffles College of Design and Commerce (RCDC), in accordance with the RCDC VET Assessment Policy.

2 Scope

This procedure applies to all students enrolled in a vocational education and training (VET) course offered by RCDC and all staff who are engaged in any aspects of VET assessment process.

3 Definitions of Terms

Please see VET Assessment Policy.

4 Assessment Procedure

4.1 Training and Assessment Strategy

- a. The trainer / assessor develops:
 - a training and assessment strategy, which determines the units and assessment methodologies to be used, and
 - assessment instruments and tools in line with the Unit requirements for performance criteria, skills and knowledge requirements and the critical aspects of evidence.
- b. The trainer/ assessor maps the assessment tools against the requirements of the Unit of Competency. The mapping documents follow the mapping template and are stored with the course documents.
- c. The trainer/assessor provides students with written advice as to assessment requirements, performance expectations and due date timeframes at the outset of their course, which can be accessed at any stage via the online learning platform.
- d. Students who are not able to meet a deadline for any qualification are required to liaise with their trainer and request an extension.

4.2 Reasonable Adjustment

- e. Where students have an identified need, reasonable adjustment strategies are applied in conducting assessments in accordance with the *Learner Support Policy*. These will be applied where possible, in association with the *Individual Support Plan* previously agreed with the student. All *Individual Support Plans* and adjustments to assessments will be noted in the individual student file and retained.

4.3 Assessments and Feedback

- f. After student completes and submits the required assessment for marking, the Assessor will ensure evidence is checked against marking guides. A decision on satisfactory or not satisfactory is determined.
- g. Detailed, written feedback is given to the student on the *Competency Record sheet*, particularly where a student submission has been deemed not satisfactory. As a general rule, trainer/assessors should try to also speak to the student. A record should be kept of the written remarks and of the date of any phone calls or discussions (in student notes).

- h. In the first submission, where a student assessment is marked *not satisfactory*, the trainer will give feedback verbally and in writing as noted above. The student is to be advised of any options for re-assessment, or policy and procedure for lodging appeals, or options for re-enrolment in that unit.
- i. Where a student does not submit an assessment by the first due date and has not sought an extension, they will be contacted by email or in person. They will be given a further due date for submission at the permission of the Assessor. The student will be advised, in writing, that if they do not meet the next due date, their assessment will be marked not satisfactory and they will therefore be deemed not competent in that unit. The student is to be advised of RCDC policy and procedure for lodging appeals, and options for re-enrolment in that unit.

4.4 Results and Records

- j. *Competency Record Sheet* is used to track students' achievements towards competency.
- k. Competence will be determined when all assessment tasks, including any required work placements, for a unit of competency have been completed and marked.
- l. If work placement is required as a part of the assessment, the workplace supervisor shall be required to sign-off on the student's work placement activities.
- m. The *Competency Record Sheets* and Assessment Feedback are saved on the Shared Drive/Department VET folder for a minimum of six months.

4.5 Appeals

- n. Students may appeal against the assessment process if they believe that the process has been unfair, biased or flawed, and in accordance with the RCDC Student Grievance and Appeals policy and procedures.

5 Assessment Validation Procedure

5.1 Validation Schedule

- a. A five-year validation schedule shall be developed to validate each training product on RCDC's scope of registration. The plan shall be reviewed annually to ensure the requirements for timing of validation is met in accordance with Principles in Section 4.3 above. The validation schedule is adjusted when a new training product is added to scope.
- b. The plan will include clusters to be assessed and the person who shall chair the validation panel.

5.2 Validation Session

- c. In the four weeks prior to the validation meeting, the validation panel will be determined and booked. The student sample size will be determined according to the [ASQA calculator](#).
- d. The student records of assessment for the relevant cluster will be selected from 6 months worth of assessment judgments and RPL assessments, across all assessors.
- e. The Chair of the panel will be a Head of Department, or person not directly responsible for the conduct of the assessments. Assessors may participate but will not make judgments on their own assessments. Documents to be considered will be as follows:
 - Units of Competence
 - Assessment tools
 - Mapping documents
 - Samples of assessments
- f. The validation panel reviews both assessment practice and assessment judgments.

- g. In reviewing assessment practice, the panel considers if assessment tools have produced the intended results, and looks at the evidence in the sample to determine if it is valid, reliable, sufficient, current and authentic.
- h. In reviewing assessment judgments, the panel considers whether the learners' assessment evidence complies with the assessment requirements of the relevant training product and demonstrates that the assessment was conducted with fairness, flexibility, validity and reliability.

5.3 Validation Outcomes

- i. The *Validation Record form* will be completed as a record of validation and outcomes.
- j. Records of the validation are kept in the shared folder/VET Compliance/Validation, including the following:
 - the persons in the validation panel
 - the sample pool
 - the validation tools used
 - all assessment samples considered, and
 - the validation outcomes.
- k. Where validation outcomes recommend improvements to an assessment tool, they will be considered for implementation across all training products, not only those included in the sample.

6 Supporting or related documents

- Training and Assessment Strategies
- Competency Record Sheet
- Validation Plan
- Validation Record Form

7 References

- Standards for Registered Training Organisations (RTOs) 2015
<https://www.legislation.gov.au/Details/F2014L01377>
- ASQA Fact Sheet - Conducting Validation, updated 13.5.2015
<http://www.asqa.gov.au/media-and-publications/conducting-validation1.html>