

Policy Purpose

The purpose of this policy is to ensure that Q Academy's assessment tasks and outcomes are valid and reliable. The validation process is conducted annually and improvement actions recorded and implemented across all training sites.

Policy Scope

This policy applies to all Q Academy courses in all campuses and teaching sites. All courses and programs.

Policy content

Q Academy will use a systematic validation process is used to ensure the relevance and consistency of assessments and assessment judgements. This will help to ensure the assessment processes meet the course accreditation and training package requirements.

Q Academy will validate its assessment strategies and outcomes by reviewing, comparing and evaluating the assessment processes, tools and evidence contributing to judgements made by assessors. These should compare the outcomes from a range of assessors against the same competency standards, at least annually. Documentation will be made of any action taken to improve the quality and consistency of assessment

Assessment validation will be conducted on units of study delivered and assessed in that year. All qualifications on the RTO scope of registration will undergo assessment validation at least once a year. Validation methods may include:

- Feedback gathered during meetings of the Q Academy teachers.
- Formal feedback from assessors conducting training and assessment.
- Annual formal review of the standardised assessment tools.

Assessment tools and outcomes will be benchmarked against evidence guides such as the training package assessment guidelines and industry or workplace requirements.

Procedure for implementation

On an annual basis, the Q Academy management will determine the type of validation methods and frequency of the assessment validation meetings required for qualifications and units delivered.

Prior to the assessment validation meeting(s) they will collect examples of assessment processes used, assessment tools used and evidence gathered to conduct assessment in a study period. This should include;

- feedback on assessments gained through individual debriefs of assessors and students
- suggested changes to assessments materials to meet industry needs
- samples of a range of completed assessments to ensure consistency of judgement
- Recorded assessment samples for review and discussion

Specific items of discussion to validate the assessment may include:

- Assessment method and task covers all areas of the competency or learning outcomes
- Assessment method and task are consistent and gather sufficient evidence
- Assessment task have clear instruction for assessors and students
- Assessment method and task meets the requirement of assessment principles
- Marking criteria meet the competency or learning outcome requirement

A summary of the assessment validation actions is to be recorded in the Assessment Validation register. Agreed improvement activities are to be documented in the “Proposed Material Changes” record which assigns activities to specific people or groups of people and indicates completion dates.

Q Academy will maintain a record of assessment validation activities and record the improvements. These will be stored in the online hosting sites. This record will be made available for review by all team, there will be a report to the teaching staff of any published changes.

Non-compliance

Any areas found to have a Minor or Major nonconformity be will be addressed in accordance with Q Academy’s “non-compliance and benchmarking policy and procedure”

Record keeping and confidentiality

Records of all Assessment Validation Records and Assessment Validation Action Plans handled under this procedure shall be maintained for a period of at least five years for auditing purposes by the State or Territory Registering Body.

Publication

These procedures are to be published for staffs in the Staff Handbook to ensure new staffs have up to date and accurate information publicly available to them.

Responsibility

Head of Syllabus & Course Development