

1.03.855 Validation

What You Need to Know – Key Take Outs

The purpose of this policy is to ensure consistent quality review of IRT Academy assessments to ensure compliance with the requirements of the relevant training product.

Always read this Policy in conjunction with the Related Procedures identified below.

Policy Statement	IRT Academy will establish a validation process to ensure learners holds all of the knowledge and skills of the training product.
Purpose	To meet the requirements of: <ul style="list-style-type: none"> • National Vocational Education and Training Regulator Act 2011; and • Standards for Registered Training Organisations 2015
Risk Statement	IRT has a low appetite for risk of failing to comply with legislation.
Scope	The scope of this policy covers all IRT Academy students, employees and/or third parties acting on behalf of IRT Academy.
Related Procedure	
Related Documents	<ul style="list-style-type: none"> • RTO Procedure Manual • Student Handbook • Course Brochures/Flyers • Language Literacy and Numeracy Screen • Enrolment Form • Assessment Validation Tool • Assessment Moderation Tool • Assessment Verification Tool • IRT Academy workflows
Compliance Requirements	<ul style="list-style-type: none"> • National Vocational Education and Training Regulator Act 2011 • Standards for RTOs 2015
Policy Owner	Group Head – IRT Academy
Effective Date	December 2021
Review Date	December 2022
Content Manager Reference Number	EDOC2021/0074109

1 Policy Details

IRT Academy will:

- establish a Quality Team
- create a five year validation schedule with nominated employees against each training package
- include key stakeholders in validation process
- ensure validation is undertaken by appropriately qualified and experienced employees
- validate 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
- follow IRT Academy procedure and ASQA guide for assessment validation
https://www.asqa.gov.au/sites/default/files/2020-01/FACT_SHEET_Conducting_validation.pdf
- record completed validation in iAuditor or on the validation form
- identify, record and implement any improvements.

In Practice Example: Trainer A is scheduled to complete a validation in two weeks' time according to the validation schedule. Trainer A notify the validation team, contact the Solutions Team to provide a valid sample of completed assessments for the moderation part and review the assessment and validation procedure. Trainer A and the validation team completes the validation and associated documents according to IRT Academy procedure.

2 Roles and Responsibilities

Role	Responsibility
Policy Owner – General Manager IRT Academy	<ul style="list-style-type: none"> Ensuring the currency and appropriateness of the policy to meet regulatory and legislative requirements.
Policy Monitor – RTO Delivery Manager	<ul style="list-style-type: none"> Ensure day to day implementation and compliance with policy.
Policy Implementation-Trainer/Assessor	<ul style="list-style-type: none"> Implement procedure as per IRT Academy Procedure Manual

3 Definitions

In this Policy, words have the following meaning:

Term	Definition
Validation	Validation is a quality review process that confirms your RTO's assessment system can consistently produce valid assessment judgements.
Assessment system	A coordinated set of documented policies and procedures (including assessment materials and tools) that ensure assessments are consistent and are based on the Principles of Assessment and the Rules of Evidence.
Moderation	Moderation is a quality control process aimed at bringing assessment judgements into alignment.
Verification	A process to evaluate whether the assessment product complies with standard.