VALIDATION AND MODERATION POLICY AND PROCEDURE

PP.03

1.0   Objective

1.1   To clearly define the process and procedure concerned with moderation and validation. To ensure that courses have been validated in a systematic way and the assessments have been moderated before the validation and that improvements are documented and actioned.

1.2   The outcome will provide a consensus approach to moderation and/or validation.

2.0   Requirement

2.1   Assessment including Recognition of Prior Learning (RPL) is systematically validated.

3.0   Scope

3.1   This procedure applies to all persons employed by or contracted to AAPA.

4.0   Responsible parties

4.1   RTO Manager is responsible for scheduling the validation/moderation activities.

5.0   Definitions

5.1   Validation is the quality review of the assessment process. Validation involves checking that the assessment tools produce valid, reliable, sufficient, current and authentic evidence to enable reasonable judgements to be made as to whether the requirements of the training package or VET accredited courses are met. It includes reviewing a statistically valid sample of the assessments and making recommendations for future improvements to the assessment tool, process and/or outcomes and acting upon such recommendations.

5.2   Moderation is a quality control process aimed at bringing assessment judgements into alignment. Moderation is generally conducted **before** the finalization of student results as it ensures the same decisions are applied to all assessment results within the same unit of competency.

6.0   Schedule Plan

6.1   Validation exercises are completed on an annual basis.

6.2 Each training product[1] is validated at least once every five years, with at least 50% of products validated within the first three years of each five year cycle, taking in accounts the relative risk of all the training products on the RTO's scope of registration, including those risks identified by the VET regulator. A proposed 5-year plan is found in Validation/Moderation (F.15).

6.3 Moderation exercises are completed internally by training & assessing staff and RTO manager before the finalisation of the student results as required based on the client, course progression and staff feedback. .

7.0 Procedure

7.1 Validation

7.1.1 The validation panel members must be provided with the following documents (prior to validation exercise – a week is normally sufficient to allow members time to pre-read through documentation)

    a. Training and Assessment Strategy

    b. Mapping document

    c. Assessment tools for unit

    d. Course outlines

    e. Unit(s) of competency from training package

    f. Statistically valid samples

    i. RPL kit (or relevant section)

    j. Validation assessment form

7.1.2 The validation exercise is to be scheduled by RTO Manager in consultation with Executive Chairman. The process must be completed on an annual basis as part of systematic review or when a change to the training package has occurred or in development of a new qualification prior to being placed on scope. AAPA conducts a risk based systematic validation system which prioritises the training product scheduled to be validated with the highest score of the risk assessment using the validation risk template (F.72).

7.1.3 Panel members are informed of the purpose of the meeting, what will be required and how to prepare for the meeting. Experts from the industry

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[1] Training Products for AAPA are AVI30116 Certificate III in Aviation (Cabin Crew), AVI50215 Diploma of Aviation (CPL) and AVI50415 Diploma of Aviation (Instrument Rating).

involved in the validation can be engaged in contributing the improvement of current training and assessment practices.

7.1.4   RTO Manager will finalize the Validation Plan to detail the type of validation to take place.

7.1.5   RTO Manager will provide further details to training/assessing staff on the exact type of materials to be collected for the validation exercise e.g. judged candidate assessments for the unit competency, assessment tools.

7.1.6   The panel members must be provided with number of discussion items, length of discussion per item, principles to be adhered to.

7.1.7   The validation exercise will include discussing the:

a.   Associated documents (as already provided) and purpose of validation.

b.   Training and assessment strategies and practices including the amount of training provided are consistent with the requirements of training packages and enable each learner to meet the requirements for each unit of competency or module in which they are enrolled. The amount of training will be determined in accordance with the learner's existing skills, knowledge and experience, the mode of delivery and the number of units and/or modules being delivered as a proportion of the full qualification

c.   Educational and support services to meet the need of the learners listed in the course outlines and student handbook.

d.   Learning resources to enable learners to meet the requirements for each unit of competency listed in the course outlines and student handbook.

e.   Facilities and equipment to accommodate and support the number of learners listed in the student handbook.

f.   Training and assessment are relevant to the needs of industry.

g.   Assessment instruments meet principles of assessment and rules of evidence.

h.   Suggested changes to assessments to meet changes to industry and policy.

i.   Assessment methods are clear and meet workplace practice.

j.   The evidence of achievement is sufficient to meet training package requirements.

k.   Verification of consistency of judgement between trainer/assessors in respect same Unit Competency assessed.

l.   Suggestions for improving assessment tools and assessment judgments.

m.   Assessment methods and tasks are clear to assessors.

n.   Verifying that the marking criteria meet the learning outcomes as detailed in the training package, reviewing the exemplars for alignment with industry and training package.

o.   Assessment methods and tasks are mapped to performance criteria, skills and knowledge and learning outcomes in training package.

7.1.8   Agreed improvements are documented in the Corrective Action Record (F.01) and associated Register(F.02).

7.1.9   RTO Manager is to manage the improvements to ensure corrective actions are completed within defined timelines.

7.1.10   All actions are to be tabled at the management meetings.

7.1.11   This process must include validation of RPL process.

7.2   Moderation

7.2.1   RTO Manager will analysis the client, course progression and staff feedback and assess the necessity of the moderation during the course progress. If required, RTO Manager will inform training staff of the impending moderation meeting

7.2.2   The moderation exercise will include discussing:

a.   Training and assessment strategies and practices

b.   Educational and support services

c.   Learning resources

d.   Facilities and equipment

e.   Assessment methods and tasks used.

f.   Reviewing unit of competency against assessors marking guide and sample exemplars.

g.   Verification of consistency of judgement between trainer/assessors in respect same unit competency assessed.

       h.   Assessment methods and tasks are mapped to performance criteria, skills and knowledge and learning outcomes in training package

7.2.3   The panel members will then discuss findings and make recommendations for improvement.

7.2.4   A detailed assessment of the moderation is to be placed in the Quality Assurance Moderation form (F.12)

7.2.5   Agreed improvements are documented in the Corrective Action Record (F.01) and associated Register (F.02).

7.2.6   RTO Manager is to manage the improvements to ensure corrective actions are completed within defined timelines.

7.2.7   All actions are to be tabled at the management meetings and feedback provide to panel members.

8.0   Document management

8.1   Records of moderation and validation with associated actions must be retained for at least five years from activity.

9.0   Monitoring Actions

9.1   RTO Manager will complete ad-hoc as well as scheduled checks to ensure that the assessment process as detailed in the training and assessment strategies is what is actually occurring in reality.

10.0 Associated Forms

F.01 – Corrective action record

F.02 – Corrective action register

F.03 – Management Review Report

F.12 - Quality Assurance Moderation

F.13 - Validation Checklist for Assessment Judgements

F.14 - Validation Assessment Evidence Cover Sheet

F.15 - Validation Plan

F.72 – Validation Risk Template

F.73 - Pre-validation Checklist - Training Resources

F.74 - Pre-validation Checklist - Assessment Tool

F.75 - Validation Attendance and Confidentiality Form

11.0   Associated Standards

Refer to: [Clause 1.9, 1.10, 1.11] Approved

by: AAPA Executive Chairman