Validation plan

Validation includes reviewing a statistically valid sample of the assessments; making recommendations for future improvements to the assessment tool, process and/or outcomes; and acting on such recommendations. Statistically valid means, for the purposes of the Standards for Registered Training Organisations (RTOs) 2015, that a random sample of appropriate size provides results that are accurate and representative of the total population of assessments being validated. Refer to [www.raosoft.com/samplesize.html](http://www.raosoft.com/samplesize.html).

Sampling strategy

There are a number of factors to be considered when selecting a representative sample, such as:

* safety (for example, potential danger to clients from an incorrect judgment)
* equity (for example, ensuring fairness for candidates undertaking assessments for highly competitive selection purposes)
* human capacity (for example, level of experience and expertise of assessors)
* contextual (for example, changes in technology, workplace processes, legislation and/or licensing requirements, training packages)
* geographic location of assessors
* diversity and size of the organisation.

Schedule

Each training product is validated at least once every five years, with at least 50 per cent of products validated within the first three years of each five-year cycle. This should take into account the relative risks of all of the training products on the RTO’s scope of registration, including those risks identified by ASQA. ASQA may, from time to time, determine specific training products that must be paid particular attention. This advice is published on the ASQA website: <www.asqa.gov.au>.

As part of scheduling, RTOs should implement a risk-based approach and consider:

* site of delivery
* mode of delivery
* assessment methods implemented
* the level of risk associated with an incorrect judgment on the candidate, training organisation and/or employer (in terms of safety, finance, reputation, etc.)
* co-provider arrangements
* financial issues
* new staffing needs
* enrolment size.

Personnel requirements

Systematic validation of the RTO’s assessment practices and judgments is undertaken by one or more persons who are not directly involved in the particular instance of delivery and assessment of the training product being validated, and who collectively have:

* vocational competencies and current industry skills relevant to the assessment being validated
* current knowledge and skills in vocational teaching and learning
* the training and assessment qualification or assessor skill set:
* TAESS00001 Assessor Skill Set (or equivalent acceptable until 31 December 2015); or
* TAE40110 Certificate IV in Training and Assessment (or equivalent acceptable until 31 December 2015); or
* a qualification in adult education at a diploma or higher level.

Industry experts may be involved in validation to ensure there is the combination of expertise as outlined.

TAE training products – requirement for independent external validation

Validation is critical in ensuring that assessment is appropriately rigorous and that participants are fully capable of carrying out the tasks that their qualification claims they can complete. To ensure this, from 1 January 2016, all RTOs delivering or applying to deliver qualifications from the Training and Education Training Package must have undergone an external, independent validation of their assessment system, tools, processes and outcomes.

Independent validation means that the validation is carried out by a validator or validators who are not employed or subcontracted by the RTO to provide training and assessment, and have no other involvement or interest in the operations of the RTO.

From 1 January 2016, where the RTO has any qualification or assessor skill set from the Training and Education Training Package on its scope of registration, an external and independent validation of the assessment system must have been carried out for those training product/s with evidence of this validation retained. All validation activities include confirmation that the assessment system and outcomes meet the requirements of Standard One of the Standards for Registered Training Organisations (RTOs) 2015 and the Training and Education Training Package.

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| Unit of competency  | Factors | Time line | Validation activity | Sample size | Validator(s) | Industry involvement | Date completed |
| <<Training product code, name and release number>> |
| Code, name and release # | Risk, modes, people, client groups, importance | Month and year | Assessment tool/assessment judgment | Must be statistically valid against participant numbers | Lead:Participants: | Representative? |  |
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