



Australian Alpine Training Institute

**Quality Assurance Meeting  
Moderation Exercise**

**Moderation Date:** .....

Moderation is a process for ensuring consistency of delivery, assessment and recording teaching and learning methods in alignment with national training package guidelines. As part of a quality assurance/control checks, a panel of staff and external parties will be convened as per the timelines in the Moderation Plan, to sample judged student’s evidence.

The panel will discuss and reach agreement about assessment processes and outcomes in the particular industry or industry sector. This enables assessors to develop a shared understanding of the requirements of specific Training Packages, including the relevant competency standards and assessment guidelines, the nature of evidence, how evidence is collected and the basis on which assessment decisions are made will be discussed to ensure that assessors are consistent in their approach when assessing student’s evidence.

**Moderation** process will be completed **every three months** by internal trainer / assessors and course coordinator and training manager.

**External moderation** will be completed by the industry advisory group on an **annual basis** and when changes to the training package have occurred or prior to a new qualification being placed on scope.

Any irregularities or suggested improvements will be discussed and highlighted in this document. Recommendations will then be quantified and if approved will then form part of the modifications to our standard training procedures.

Corrective action will be developed with responsibility for actioning and close date stipulated.

**Evidence assessed by:**

Course: ..... Unit checked .....

Student: ..... Trainer .....

Student: ..... Trainer .....

Student: ..... Trainer .....

**Check the Outcomes**

Do the competencies completed by student fully meet the outcomes outlined in the Elements and Performance Criteria of the Training Package?

Examination of student’s assessment materials and associated evidence indicates:

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Using other trainers completed assessments from same unit(s) of competency, now check to ensure that the same standards have been applied to assessment results. This will maintain our judgments and standards are aligned and consistency applied.

Recommendations for future improvements: Refer corrective action

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Is there a need to adjust assessor’s judgments? Refer corrective action

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Action required:

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**Panel Members:**

Trainers attending: ..... Signature: ..... Date: .... / .... / .....

Trainers attending: ..... Signature: ..... Date: .... / .... / .....

Trainers attending: ..... Signature: ..... Date: .... / .... / .....

Course Coordinator: ..... Signature: ..... Date: .... / .... / .....

Training Manager: ..... Signature: ..... Date: .... / .... / .....

**Industry:**

External moderators: ..... Signature: ..... Date: .... / .... / .....

External moderators: ..... Signature: ..... Date: .... / .... / .....

External moderators: ..... Signature: ..... Date: .... / .... / .....

**Course Coordinators comments:**

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**Training Managers comments:**

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*This completed document must be filed in the Moderation File located in the Training Manager's office.*