

# VALIDATION EXERCISE

## Learning and Assessment Strategies

Course: Certificate III Public Safety (SES Rescue)  
 Course Code:  
 RTO Manager: xxxxxxxxx  
 Signed:

Validation Completed By: \_\_\_\_\_  
 Qualifications: \_\_\_\_\_  
 Validation endorsement:  Yes  No

Signed by: \_\_\_\_\_

Date of Validation Exercise: \_\_\_\_\_

| Validation approach  | Description of activities  | Methods used in assessment   | Resources required   | Assessment Evidence   |
|--|--|--|--|---|
| 1. Checking Performance Criteria outcomes in Student Workbooks to ensure that the assessment methods used meet the minimum requirements of the relevant Training Package | This validation is completed by reading through each workbook and checking that the outcomes are covered in the resources  | The student is required to complete:<br><b>Written exercises</b> during the month after the introduction session, including analysing case studies, questionnaires, activities and final written assessment. | Student Workbooks<br>Pens<br>Training Manager and External Validation Professional<br>Criteria Checklist   | All evidence that student(s) have completed will be filed in the central students filing cabinet and archived after 3 years |
| 2. Other validation techniques used in the assessment evaluation   | This observation technique is used by trainers/assessors. The trainer/assessor will ask the student to complete an activity relating to unit and outcomes and will then observe the student completing such activity | Trainers/assessors will <b>observe</b> students <b>demonstrating</b> exercises relating to the performance criteria and ensure students gain full underpinned knowledge in the area of skills required       | Student Workbooks<br>Pens<br>Training Manager and External Validation Professional<br>Training Manager will demonstrate to validation professional the appropriate technique | All evidence that student(s) have completed will be filed in the central students filing cabinet and archived after 3 years |



modify the delivery modes to the specifics of students.

## Validation Process Checklist

| <b>CLIENT NEEDS</b>  |                          |  |
|--|--------------------------|--|
| Customised delivery and assessment strategies to meet client needs                                     | <input type="checkbox"/> | <b>Phone support, email support, face to face training at the workplace with on-the-job pathway.</b>   |
| <b>CLIENT INFORMATION</b>  |                          |  |
| Outline of program structure and delivery/assessment strategies  | <input type="checkbox"/> | Viewed scope FW plus unit description and delivery and assessment strategy plan TASCMI and strategy plan single unit XXX, and delivery and assessment trainer competencies XXX.  |
| Client information on delivery/assessment options  | <input type="checkbox"/> | Marketing material form EM3  |
| <b>ASSESSMENT AND DELIVERY PLANS</b>   |                          |  |
| Delivery plan and evidence of implementation   | <input type="checkbox"/> | Cited Training plan form CIVCM, Strategy plan Form SPMCMIU (single units), strategy plan all units Form TASCMI   |
| Assessment plan and evidence of implementation   | <input type="checkbox"/> | Viewed all resources and exercises, case studies, activities relevant to performance criteria  |
| <b>ASSESSMENT AND DELIVERY MATERIALS</b>   |                          |  |
| Delivery materials and Assessment materials  | <input type="checkbox"/> | Implement a competitive manufacturing system, Lead change in a manufacturing environment, Apply competitive manufacturing practices, Manage the impact of change on own work, Apply quick changeover procedures, Apply Just in Time (JIT) practices, Undertake root cause analysis, Improve cost factors in work practices, Lead 5S in a manufacturing environment, Manage people relationships, Manage workplace learning. All developed by Aspire. |
| <b>REVIEW PROCESSES</b>  |                          |  |
| Plans, agendas, minutes that indicate review of assessment and/or delivery materials                   | <input type="checkbox"/> | See form CU review Audit.  |
| <b>OTHER:</b><br><b>Future reviewing will take place with stakeholders once we have some students.</b> |                          |  |

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Outcome of review activities:

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Follow-up action for continuous improvement:

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The Training Package was used to check and validate that all outcomes were covered throughout the workbooks; the Criteria Check list was used to further substantiate the validity of the units, other materials were supplied as further validation. Listed below is a conformance checklist:

| Unit Code | Unit Name | Has met Performance Criteria |                             |
|-----------|-----------|------------------------------|-----------------------------|
|           |           | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|           |           | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|           |           | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|           |           | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|           |           | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|           |           | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|           |           | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|           |           | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|           |           | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Comments by person completing the validation:

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Validation completed by: .....

RTO Authorised Officer: .....

Signed by: .....

Signed by: .....

Date: .....

Date: .....

In consultation with Industry to complete this Validation the delivery and assessment strategies have covered all criteria and would be valid for proposed target groups such as:

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**(In accordance with the Privacy Act 1988, which incorporates the Privacy Amendment (Private Sector) Act 2000)**

**VALIDATOR**

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I ..... of .....  
give permission for ..... - the Registered Training Organisation (RTO), to discuss/show this validation or parts thereof to colleagues, clients, potential clients, staff of the RTO, VETAB, DET, State Training Authorities and/or as required by Law to view documents.

Signed: .....

Date: .....