

VALIDATION ASSESSMENT

Date validation: ___/___/___ Panel members: Training Manager: Industry Group: Client Group: Trainers:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">REASON (S)</th> <th style="text-align: center;">TICK</th> </tr> </thead> <tbody> <tr> <td>Systematic Validation of Assessment Tools</td> <td></td> </tr> <tr> <td>Competencies validation</td> <td></td> </tr> <tr> <td>Training Methodology</td> <td></td> </tr> <tr> <td>Evidence Gathering</td> <td></td> </tr> <tr> <td>OHS covered sufficiently</td> <td></td> </tr> <tr> <td>Underpinned Knowledge</td> <td></td> </tr> <tr> <td>RPL validation</td> <td></td> </tr> <tr> <td>Version Control</td> <td></td> </tr> <tr> <td>Other (please specify)</td> <td></td> </tr> </tbody> </table>	REASON (S)	TICK	Systematic Validation of Assessment Tools		Competencies validation		Training Methodology		Evidence Gathering		OHS covered sufficiently		Underpinned Knowledge		RPL validation		Version Control		Other (please specify)	
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Training Manager must complete this document

- Has the cover sheet been completed and attached to assessment tool(s)
- Has the samples submitted for validation been coded and de-identified to preserve confidentiality
- Has the summary recorded actions arising from this validation

Section 1

Validity of Assessment Tool
 Select a sample assessment tool (the instrument(s) and procedure used to gather and interpret evidence of competence):

Provide the Unit(s) of competency

Detail the element and performance criteria

What is the component or task for this unit(s)?

What are the required skills and knowledge?

Specify the range statement

Provide the evidence guide

Are all assessors using the same tools?

Section 2

Discuss Assessment Tools and Strategies:

Principles of assessment:

Valid:

Reliable:

Fair:

Flexible:

Rules of evidence:

Sufficient:

Current:

Authentic evidence:

Valid:

Version control:

Meets industry requirements:

Underpinned knowledge addressed:

Has the requirements of the Training Package or accredited course been met

Section 3

Discuss Quality Moderation Outcomes

Performance criteria

Elements

Range statement

OHS requirements

Skills transferable

Skills aligned to needs of workplace

Section 4

Discuss Changes to Industry and Need of Learners

Section 5

RPL Assessment

Was the candidate provided the level of assistance required to enable candidate to make a prior judgment to apply for RPL?

Where the resources provided to candidate adequate?

Where the assessment tasks for RPL based on work based contexts

Do the RPL assessment tools represent the full range of skills and knowledge for the particular unit of competency?

Are the RPL tools within the specific level for which they are assessing?

Has the RPL tool provided enough information for the assessor to make judgment on the success or non success of the application for RPL

Section 6

Panel members decision:

Recommendations for improvements to tool:

Action required by: ____/____/____

Signed: _____
Training Manager

Follow up actions required by Training Manager on [insert date]

Section 7

Further comments by panel members:

Training Managers Signature: _____

Date: ____/____/____