Clause 1.9 – Systematic Validation

The RTO implements a plan for ongoing systematic validation of assessment practices and judgements that includes for each training product on the RTO's scope of registration:

a) when assessment validation will occur;

b) which training products will be the focus of the validation;

c) who will lead and participate in validation activities; and

d) how the outcomes of these activities will be documented and acted upon.[1]

How our RTO meets requirements of Clause 1.9

Key Elements

The assessment system is subject to a validation plan and process (refer to validation policy - form VM); which is systematic and occurs at least once every five years, with at least 50% of products validated within the first three years of each five year cycle. We also take into account the relative risks of all of the training products on our scope of registration and identified risks by regulator and industry and changes to training packages and VET accredited courses on scope.

The validation plan (refer form Vpl) details each course/unit planned for validation within the current five year cycle. The plan also provides details of the validation panel members and the focus of the validation.

The validation plan provides for the determination of a risk rating from low, medium to high for each course/unit(s) scheduled for validation. The risk rating is considered in consultation with the respective industry. The risk rating then allocates the timeline for completion of the validation exercise.

The validation plan and associated risk ratings are reviewed by the training manager on a yearly basis and updated. Decisions are documented for actioning and outcomes are detailed within the Management Review report.

The validation assessment tool (refer form Vaf) includes outcomes of the validation exercises.

The outcomes are compiled by the chairperson, and provided to the training manager for further analysis and discussion. Corrective actions will be detailed in the corrective action record (refer form CG) and register (refer form CAReg).

The outcome of validation meetings will be documented within the management review reports and discussed in monthly staff and management meetings (must be included in minutes). The feedback summary is also used as record of feedback disseminated to stakeholders.

The training manager must ensure that the validation schedule meets the 50% threshold before end of each 3 years of the 5 year cycle (refer form VM) and (refer form Vpl).

Responsibility

The Training Manager

Associated hyperlinked documents:

Policy: Validation (form VM)
Corrective Action Record (form CG)
Corrective Action Register (form CAReg)

[1] Australian Government ComLaw, *Standards for Registered Training Organisations (RTOs) 2015* (7 May 2015) <http://www.comlaw.gov.au/Details/F2014L01377> 15.

Feedback Summary (form FBS)
Quality Assurance Moderation Meeting (form AAX)
Management Review Report (form MRRT)
Validation Plan (form Vpl)
Validation Assessment Evidence Cover Sheet (form VCS)
Validation Assessment Tool (form VAf)

Refer to:
Linked clauses 1.10 and 1.11

If you would like more details about how to purchase the Skynet Standards for RTOs 2015 Quality and Compliance Management System Resources CD click here.

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