

Assessment Validation Policy

1. Purpose

The purpose of this policy is to ensure that The Hub for Learning RTO's training and assessment strategies and practices are systematically validated to ensure that they are responsive to industry and learner needs and meet the requirements of all nationally registered accredited training products.

In particular, the purpose of the validation process is to ensure that all assessments conducted by The Hub for Learning RTO are valid and reliable and allow for sufficient and current evidence to be collected to determine students' competence.

2. Scope

This policy applies to all assessment activities of The Hub for Learning RTO.

3. Definitions

Validation(1)

This is a quality review process utilised to confirm The Hub for Learning RTO's assessment system produces consistent results for students.

Validation usually occurs at the conclusion of the assessment process and involves:

- Checking that assessment tools have produced valid, reliable, sufficient, current and authentic evidence—evidence that allows reasonable judgements about whether training product requirements have been met.
- Reviewing a statistically valid sample of the assessments and making recommendations for future improvements to the assessment tool, process and/or outcomes if applicable.
- Acting upon any recommendations for future improvement.

Pre-assessment validation

This is a process that The Hub for Learning RTO utilises to review the effectiveness of the assessment tools prior to publication.

Moderation(2)

Moderation is another type of quality control process aimed at bringing assessment judgements into alignment. Moderation is generally conducted before the finalisation of student results as it ensures the same decisions are applied to all assessment results within the same unit of competency.

1 ASQA 2020. Conducting Validation (Clauses 1.9 – 1.11.), as at 21.04.2022 from <https://www.asqa.gov.au/resources/factsheets/conducting-validation>

2 ASQA 2020. What is the difference between validation and moderation? (Clauses 1.9 - 1.11), as at 21.04.2022 from <https://www.asqa.gov.au/faqs/what-difference-between-validation-and-moderation-clauses-19-111>

4. Policy

- 4.1 The Hub for Learning RTO will ensure that at all times its training and assessment strategies and practices are systematically validated in accordance with the requirements of the Standards for Registered Training Organisation 2015.
- 4.2 The Hub for Learning RTO relies on information published by the Australian Skills and Quality Agency to guide the conduct of its assessment validations.
- 4.3 The Hub for Learning RTO develops an assessment validation schedule to ensure that all units of competency and qualifications delivered and assessed by The Hub for Learning RTO are validated according to regulatory requirements.
- 4.4 The Hub for Learning RTO's validation schedule is a three-year plan that arranges for:
 - 4.4.1 An assessment tool to be validated prior to publication
 - 4.4.2 A unit of competency to be validated at least once in three years
 - 4.4.3 Statistically valid sampling: calculating sample size The Hub for Learning RTO uses ASQA's validation sample size calculator to ensure the results of the validation process are accurate and representative.
 - 4.4.4 A qualification to be validated at least once in three years, and
 - 4.4.5 No less than 50 per cent of training products are validated in the first three years of the schedule.
- 4.5 The appointed lead auditor and ensure that assessment practice is reviewed as per The Hub for Learning RTO's Guidelines for Conducting Assessment Validation (see attached).
- 4.6 It is the responsibility of the RTO Governance Committee to monitor the Validation schedule, and provide guidance, direction and feedback to proposed actions.
- 4.7 If risk indicators demonstrate that more frequent validation is required, the RTO lead auditor will initiate a validation out of sequence of any of the training products on The Hub for Learning RTO's scope.

