

Owner:

- new courses including where courses are transitioning to new qualifications, and new units, while deemed equivalent, may have changes to assessment conditions
- existing assessment tools modified through a review process
- new assessment tools developed internally
- assessment resources acquired or purchased from a third party, including from other TAFE Institutes.

Refer:

- *Academic Quality Procedure*
- *Amendment to Scope of Registration Policy*
- *Assessment Procedure*
- *TAS Development Policy*
- *TAS Development Procedure*

3.1.1 Pre-delivery validation – new training products

Step	Action	Responsibility
1	Plan pre-delivery validation in consultation with the Head of Department.	Head of Department Program Services
2	Review assessments in conjunction with Education Advisors – Program Services.	Teaching Department Subject Matter Expert (independent of the writing of the assessment)
3	Record outcomes and complete pre-delivery validation report.	Education Advisors – Program Services
4	Update record tracking progress of pre-delivery validation.	Head of Department Program Services

3.1.2 Pre-delivery validation existing training products

Step	Action	Responsibility
1	Plan pre-delivery validation of existing training products in consultation with the teaching team.	Head of Department
2	Review assessments and make planned changes in conjunction with Education Advisors – Program Services.	Teaching Department Subject Matter Expert (independent of the

Step	Action	Responsibility
	Consider the time available for the Validation meeting <i>Note: approximately two to three hours.</i>	

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Step	Action	Responsibility
	<ul style="list-style-type: none"> • analyse and interpret the assessment task tool, instructions, and conditions for assessment, cross-referencing to the Educator/Teacher Guide • analyse and review the model answers for each task • respond to the questions listed in the Validation Report template • reach agreement and record comments against each criterion and whether improvements are required or why they are not required. Record final recommendations/actions for improvements to assessment tools/ future assessment judgements and identify any trends or issues that need to be addressed • sign hardcopy version of completed Validation Report after all student files have been validated and the outcomes of the validation are documented • save the Validation Report under the course name and date of validation meeting, using 'National Code Validation ddmmyy'. 	
10	<p>After the meeting</p> <ul style="list-style-type: none"> • document the outcomes of the post-assessment validation for the next Course Teams meeting and update the CIP • discuss recommendations with staff members not in attendance at the Post-Assessment Validation meeting. 	Head of Department
11	Email the completed Validation Report including the SMS report	

4. Supporting Documents

4.1 Legislation/Regulation

- [Standards for RTOs 2015 \(Clause 1.8, 1.9-1.12 and 2.2\)](#)
- *Standards for Registered Training Organisations Amendment (VET Workforce Support) Instrument 2024*

4.2 Policy and Procedures

- *Assessment Validation Policy*
- *Assessment Policy*
- [Assessment Procedure](#)
- *Amendment to Scope of Registration Policy*
- *Course Teams Procedure*
- [Privacy Policy](#)
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	<p>A confidence level refers to the percentage of all possible samples that can be expected to include the true population parameter. For example, suppose all possible samples were selected from the same population, and a confidence interval were computed for each sample. A 95% confidence level implies that 95% of the confidence (o)-9.6 (p)-0(e)-3.2hd9.6 (p)-0(e)57m3NTJETEMC 73EMC 73o5tj-0.00-9.662d (o)-9.6</p>
<p>Lead Validator The person charged with the responsibility to co</p>	

Margin of Error