

I. FITTA Validation and Moderation

A. Validation and moderation

1. Policy

FITTA conducts regular validation of assessment tools and moderation of submitted assessments prior to releasing results to the students.

2. Purpose

The aim of this policy is to ensure assessment tools have produced valid, reliable, sufficient, current and authentic evidence—evidence that allows your RTO to make reasonable judgements about whether training product requirements have been met across the range of courses delivered by FITTA.

3. Scope

This policy informs the practice of validation and moderation for FITTA academic managers, trainer and assessors who actively participate in the delivery and assessment of course material. Outlining the process involved in reviewing statistically valid sample of the assessments and identifying future improvements based on recommendations made during validation. Moderation prior to the release of results of assessment is to ensure the same decisions are applied to all assessment results.

4. Procedure

Validation:

FITTA compliance officer in cooperation with the academic manager is to ensure all assessment items are entered into the 5 year Validation Schedule, where **at least 50% of all the training products are validated within the first three years of being added to scope.**

Validation schedule:

https://docs.google.com/spreadsheets/d/1eDGc5KXIT7c235orhxQZZ0_tcA_g3MA1fP5pbTIwGAo/edit?usp=drive_web&oid=108894018486134724233

The remaining training products will have all components validated in a systematic and scheduled fashion as determined by FITTA Compliance.

Documents to be completed:

Validation Template (Per Unit/Clustered booklet)

Validation Meeting Minutes Template (Per session)

Participants must collectively hold:

- vocational competencies and current industry skills relevant to the assessment being validated

- current knowledge and skills in vocational teaching and learning, and
- the *TAE40110 Certificate IV in Training and Assessment* (or its successor) or the *TAESS00001 Assessor Skills Set* (or its successor).

Mandatory attendance is required of FITTA compliance officer. Other positions may be filled by FITTA staff or external validators.

The following are limitations for participation of the FITTA trainer and assessor who delivered/assessed the training product being validated.

- **can** participate in the validation process as part of a team
- **cannot** conduct the validation on his/her own
- **cannot** determine the validation outcome for any assessment judgements they made, and
- **cannot** be the lead validator in the assessment team.

<https://www.asqa.gov.au/news-publications/publications/fact-sheets/conducting-validation>

Validation outcomes:

Where validation outcomes identify areas of concern. The compliance officer will document and clarify processes to rectify the concern.

Moderation:

Is a process put in place to align assessment judgments. Moderation is completed by the assessors prior to the finalisation of students results, using sample student work. This process is to ensure the same decisions are applied to all assessment results.

Methods to assist in moderation:

- use of benchmark answers
- pre marking meetings for assessors to align
- post marking meetings to ensure alignment

Record of meeting minutes are to be taken, outcomes are to be applied to current assessments being marked and will inform future assessment judgements.

5. Applicable Regulations

Standard 1.8-1.12

6. Created by

Luana Ross 25/01/2018

7. History

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8. To be reviewed

25/02/2019