



**GREENWICH**  
English College



**GREENWICH**  
Management College

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## **Assessment Validation Policy**

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### **Purpose**

The purpose of this policy is to ensure that a quality framework has been applied to the assessment process at Greenwich English College Pty Ltd and that systematic validation of all assessments is carried out in the interests of academic excellence. Greenwich English College Pty Ltd will also ensure that assessment is systematically validated in line with the requirements of Clauses 1.9 – 1.11 and Clauses 1.25 of the Standards for RTO's 2015.

### **Scope**

This policy applies to all staff involved in the delivery of courses and training and/or in the assessment of students at Greenwich English College Pty Ltd.

### **Policy**

Greenwich English College Pty Ltd supports the establishment and maintenance of a system of national recognition of qualifications and Statements of Attainment that will ensure consistency and comparability across the courses offered at RTOs around Australia.

Qualification and attainments must be meaningful and easily interpreted regardless of the location where the qualification was received, provided that the RTO is registered to offer the qualification within Australia.

Greenwich English College Pty Ltd conducts ongoing review (including document review) to ensure that its courses and processes remain in line with national standards and conventions and conform to relevant nationally-recognised certifications. Validation of assessment will allow the college to maintain its reputation as one of the country's foremost English and VET providers.

Each accredited course or training package offered by Greenwich English College Pty Ltd is assessed according to standards that conform to industry and Australian best practice.

Greenwich English College Pty Ltd will include engagement with industry as part of the validation process to confirm the assessment system:

- produces valid assessment judgements
- ensures graduates have the skills and knowledge required by industry, as expressed in the training package or accredited course.

Greenwich English College Pty Ltd will develop a validation plan that ensures:

- Each training product on the scope of registration will undergo validation at least once every five years.
- The validation plan allows for validation of at least 50 per cent of the training products in the first three years of that cycle.
- Validation will occur more frequently where specific risks have been identified.
- Staff involved in validation activities are clearly identified (as per Clause 1.11).

Choose validators who are independent of delivery and assessment of the training product being validated and, particularly, the assessment judgements being considered to maintain professional distance and integrity.

People involved in validation must have:

- appropriate vocational competencies
- current industry skills and knowledge
- an appropriate training and assessment qualification or assessor skill set
- current knowledge and skills in vocational teaching and learning.

Validation will be undertaken through a 'team' approach where, collectively, team members hold the required qualifications, skills and knowledge. Trainers and assessors can be involved in validation activities, as long as they were not directly involved in the particular instance of delivery and assessment of the training product being validated.

For each validation session, a leader will be assigned to lead the process. All assessors engaged by the RTO to conduct assessment are required to regularly participate in validation. In conducting validation, Greenwich English College Pty Ltd will validate a suitable sample size of assessments and will randomly select the students' assessments to be validated – in line with the guidance provided by ASQA's Fact Sheet on Conducting Validation. Validation is conducted using a Validation Tool which guides the validation team through the process and records outcomes.

The requirement in the Standards to undertake validation of assessment judgements does not prohibit your RTO from undertaking similar activities, such as moderation, or any other process aimed at increasing the quality of assessment. Information in this guide refers only to the validation activity required by the Standards. This activity is a quality review and is not intended to be used to make adjustments or changes to assessment outcomes.

Validation outcomes are documented and results of validation acted upon to bring about improvements to the RTO's training and assessment systems and practices.

## Definitions

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### Validation of Assessment

Validation is a review of assessment judgements made by an RTO. Validation is generally conducted after assessment is complete. The process must be undertaken in a systematic way.

## References

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Standards for RTO's 2015

Authorising Officer: \_\_\_\_\_ Date: \_\_\_\_\_ Review Date: \_\_\_\_\_ This policy is to be reviewed twelve (12) months from this date.