

Vocational Education Validation Checklist - Part A Cover Sheet and Preparation Checklist



School/College:
National Unit/Cluster Code:
National Unit/Cluster Title:
RMIT Code:
National Code Qualification/Skill Set:
National Title Qualification/Skill Set:

Leader Validator Name:
Members of the Validation Team:

Total Number of Assessment Decisions for the Unit/Cluster (e.g. number of students x number of assessment tasks):

Actual Sample size of Student Assessment Decisions being validated:

☐

Confirmation of Appropriate Qualifications held by Validation team:

I confirm all members of the Validation Team collectively hold all required competencies to complete Validation and evidence of this is maintained with respective staff VE Teacher Qualification Forms.

☐

Confirmation of Confidentiality by the Validation Team:

I/We agree to observe the principles of confidentiality and mutual trust and respect with regard to the activity I/we are participating in. This includes the assessment plan, process documentation, assessment tools and evidence shared in this validation meeting. I/We will not use the information for any other purpose. I/We will respect others who participate in this meeting and use open and clear communication.

Signature of Lead Validator:

Date Signed:

For the validation process to be completed, all sections of this form (A, B, C & D) must be filled out.

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Validation Preparation Guide

Instructions to Validation Team: Ensure all of the following items have been provided and are fully completed. If in the event, any of the documents are not provided, are not fully completed or are incorrect, do not proceed with the validation process.

- Assessment Tool
- Competency Mapping
- Units and Competency
- Samples of Judged Candidate Evidence (completed assessment tasks)

Note: This checklist is to ensure the presence of all required information prior to the commencement of the validation process. This section does not review the quality of documents, only if they are present. This part does not need to be completed by a trainer or assessor.

INFORMATION REQUIRED

Assessment Mapping Documents

Provided?

YES	NO

EACH ASSESSMENT TASK ELEMENT MUST BE CLEARLY MAPPED TO THE UNIT

Competency Mapping

1. Element & Performance Criteria

Provided?

YES	NO

2. Performance Evidence

Provided?

YES	NO

3. Knowledge Evidence

Provided?

YES	NO

4. Assessment Conditions

Provided?

YES	NO

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ASSESSMENT INFORMATION PROVIDED TO STUDENTS

Does the information supplied to students and assessors include all of the following?:

1. RPL Information

Provided?

YES	NO

2. Conditions of Assessment

Provided?

YES	NO

3. Purpose

Provided?

YES	NO

4. Number of tasks

Provided?

YES	NO

5. What needs to be achieved in order to be deemed competent?

Provided?

YES	NO

6. Submission/resubmission requirements

Provided?

YES	NO

7. Reference to Appeals and Special Consideration Policy

Provided?

YES	NO

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8. Details of each Assessment Task (what they actually have to do)

Provided?

YES	NO

9. Due Dates for each Assessment

Provided?

YES	NO

10. Feedback Dates for each Assessment

Provided?

YES	NO

11. Marking Guide for each Assessment Task

Provided?

YES	NO

12. Graded Assessment Criteria provided

Provided?

YES	NO

13. Assessor Guide / Instructions

Provided?

YES	NO

Continue with Validation?

All components of the Assessment Tool are correct and meet the requirements of the Training Package / Accredited Course

NO	YES (Proceed to Report)

If No, the Lead Validator should contact the Head of School and arrange for the required documentation to be supplied as quickly as possible.

Vocational Education Validation Checklist - Part B Assessment Tool Validation Checklist

Instructions to Validation Team: Validate the unit/cluster assessment tools as a whole using the following checklist.
Note any recommendations for improvement.
This checklist must be completed for each assessment.

Name of Assessment Tool:

1. Does the Assessment Tool enable students to demonstrate all unit/cluster requirements including:	Is the information suitable?		
	Yes	No	If no, Actions Required
1.1 Elements and Performance Criteria			
1.2 Performance Evidence			
1.3 Skills and Knowledge Requirements			

2. Are the following elements of the Assessment Tool suitable?

2.1 Allow the practical application of skills and knowledge			
2.2 Utilise a number of different assessment methods			
2.3 Allow for reasonable adjustment if required			
2.4 Include assesment for using RPL?			
2.5 Include feedback mechanisms?			
2.6 Marking Guide			
2.7 Graded Assessment Criteria			

3. Is the information provided for students suitable?

3.1 The instructions and guidance on what to do in order to complete the assessment task			
3.2 Any required materials and/or equipment			
3.3 The level of assistance permitted by the assessor			
3.4 Evidence to be collected			
3.5 How students will be assessed Competent / Not Competent for the unit			
3.6 How the students will be graded (if applicable)			
3.7 Scoring rules to be used and or if marks will be reported			
3.8 Strategies for determining authenticity			
3.9 Location of Assessment			
3.10 Time of Assessment and time allowed			

4. Is the information provided for the assessor to ensure consistency of assessment decisions suitable?

4.1 Decision making rules for handling multiple sources of evidence			
4.2 Decision making rules for determining authenticity, currency and sufficiency of evidence			
4.3 Any specific assessor qualifications and/or training required to administer the assessment tool			
4.4 Resources required by the assessor to administer the tool			
4.5 Instructions on the type of information to be recorded, when and for how long			

Vocational Education Validation Checklist - Part C Assessment Judgement Validation Checklist

Instructions to Validation Team: Determine if the competency decision is valid for each student, using the criteria below.

	There are clear criteria for the successful completion of the task		Feedback to the student has been provided		The assessment decision has been recorded and provided to the student		The assessment decision is based on the criteria provided		Sufficient evidence is generated by this task in order to make a decision regarding competency		The evidence is consistent with industry benchmarks/ standards		I agree with the assessment decision	
	✓	✗	✓	✗	✓	✗	✓	✗	✓	✗	✓	✗	✓	✗
Student 1														
Student 2														
Student 3														
Student 4														
Student 5														
Student 6														
Student 7														
Student 8														

Vocational Education Validation Checklist - Part C Assessment Judgement Validation Checklist

	There are clear criteria for the successful completion of the task		Feedback to the student has been provided		The assessment decision has been recorded and provided to the student		The assessment decision is based on the criteria provided		Sufficient evidence is generated by this task in order to make a decision regarding competency		The evidence is consistent with industry benchmarks/ standards		I agree with the assessment decision	
	✓	✗	✓	✗	✓	✗	✓	✗	✓	✗	✓	✗	✓	✗
Student 9														
Student 10														
Student 11														
Student 12														
Student 13														
Student 14														
Student 15														
Student 16														

Vocational Education Validation Checklist - Part D Recommendations and Actions Report



Assessment Tool Validation and Actions Report

Summary of Comments and Recommendations from Validation of Assessment

1
2
3
4
5
6
7

Validation Group Decision

No Change

Minor Change

Significant Change

The Assessment Tool requires:

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Person Responsible Due Date:

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Validation Action Plan

1
2
3
4
5
6
7

Vocational Education Validation Checklist - Part D Recommendations and Actions Report



Assessment Judgement Validation and Actions Report

Summary of Comments and Recommendations from Validation of Assessment

1
2
3
4
5
6
7

Validation Group Decision

Reasonable Mostly Reasonable Require Review

Assessment Judgements are:

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Person Responsible Due Date:

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Validation Action Plan

1
2
3
4
5
6
7