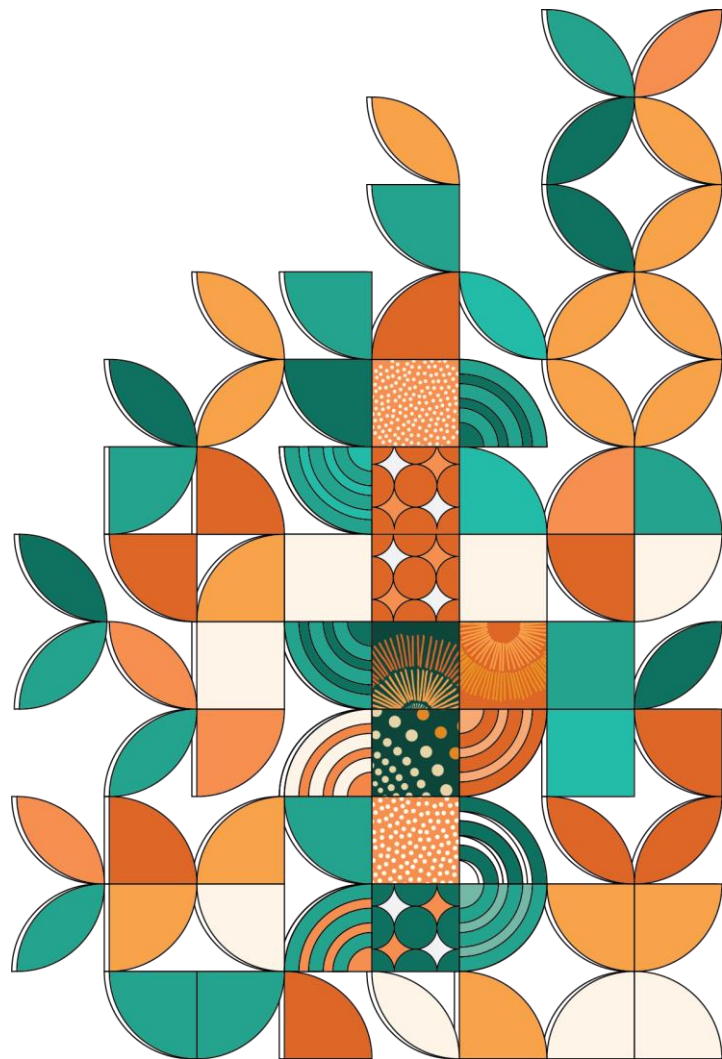


Assessment Validation Procedure



SECTION 1

1. Purpose

- 1.1 The purpose of this procedure is to support the implementation of the Assessment Validation Policy ensuring that assessments conducted by the Institute of Health and Nursing Australia (IHNA) are valid, reliable, fair and flexible and allow for sufficient, current, authentic and valid evidence to be collected to determine competence.

2. Scope

- 2.1 This procedure applies to all assessment activities of IHNA.

3. Definitions

- 3.1 Refer to the definitions provided in the Assessment Validation Policy.

SECTION 2

4. Validation Process

- 4.1 The following 6-step process is to be used to check the Assessment Instruments for compliance as part of the pre-assessment validation of assessment instruments:

Step 1. Read the assessment requirements;

Step 2. Review the assessment plan;

Step 3. Review the assessment matrix (mapping);

Step 4. Check the details about how the knowledge evidence will be gathered;

Step 5. Check the details about how the performance evidence will be gathered;

Step 6. Check the overall quality of the assessment tool.

5. Validation Plan

5.1 IHNA has a documented validation plan that describes:

- a. Who will lead and participate in the validation activities. This is always undertaken as a collective and the participants will hold:
 - i. Vocational competencies and current industry skills relevant to the assessment being validated
- b. People with current industry skills can provide input on:

- i. The industry relevance of the context and conditions of the assessment;
 - ii. The industry relevance of the resources used during assessment;
 - iii. The tasks completed by the student;
 - iv. The judgements made by the assessor.
- c. People who are vocationally competent will hold competency in the training product (or similar/related) that is being validated
 - i. Current knowledge and skills in vocational teaching and learning;
 - ii. The TAE40116/TAE40122 Certificate IV in Training and Assessment or the TAESS00011 Assessor Skills Set.
- d. IHNA may seek participation from:
 - i. Employers and employer associations;
 - ii. Other industry bodies;
 - iii. Trainers and assessors;
 - iv. Current students/alumni;
 - v. Consultants;
 - vi. For the purposes of benchmarking, representatives from other providers.
- e. Note that the trainer and assessor who delivered/assessed the training product being validated:
 - i. Can participate in the validation process as part of a team;
 - ii. Can not conduct the validation on his/her own;
 - iii. Can not determine the validation outcome for any assessment judgements they made;
 - iv. Can not be the lead validator in the assessment team;
 - v. This arrangement will ensure that current vocational training practices are reflected, and contemporary knowledge of the vocational education and training environment is used to inform critical review and outcomes.
- f. Which training products will be the focus of the validation, in accordance with the validation plan and schedule (see Section 12 Validation Plan in the Assessment Validation Policy)
 - i. When assessment validation will occur; and

- ii. How the outcomes of those activities will be documented, including proposals for actions and presentation at a meeting of the Course Advisory and Development Committee (CADC) for input, feedback and/or approval of implementation.
- g. It is the responsibility of the National Training Manager/Course Coordinators to ensure amendments are made as approved and that trainers and assessors are notified of the outcome.
- h. Statistically valid sampling:
 - i. According to ASQA, a statistically valid sample is one that is:
 - large enough that the validation outcomes of the sample can be applied to the entire set of judgements, and
 - taken randomly from the set of assessment judgements being considered.
 - i. ASQA validation sample size calculator could be used to determine the sample size (<https://www.asqa.gov.au/resources/tools/validation-sample-size-calculator>)

5.2 Reviewing the Assessment Practice

- a. All participants in the assessment validation process are responsible for carefully reviewing the documentation provided and for giving advice on whether or not the system is providing valid, reliable, current, and authentic assessment products with sufficient output to make a judgement of competency.
- b. Only those not originally involved in training with or assessment of the training product can be involved in determining the outcomes of the validation process.
- c. Participants are to follow IHNA's Assessment Validation Form when conducting a review of the assessment.

5.3 Reporting on validation outcomes

- a. The Curriculum Development Manager is responsible for collating all validation reports, synthesising data and providing a final report to the Academic Director for review and/or approval prior to presentation at the next scheduled meeting of the CADC.
- b. The report will include recommendations for modification of:
 - i. Assessment instruments;
 - ii. Context and conditions for the assessment;
 - iii. The actual assessment task;

- iv. Advice to students about the assessment;
 - v. Criteria used for judging the quality of performance (e.g. The decision- making rules, evidence requirements etc.);
 - vi. Resources needed for assessment;
 - vii. Meeting the principles of assessment and rules of evidence.
- c. In consultation with the Academic Team and the Academic Director, the Curriculum Development Manager will prepare an implementation plan to guide and monitor any resulting change process.
- d. Monitoring validation outcomes
- e. The Curriculum Development Manager is responsible for:
- i. Ensuring changes are made as planned;
 - ii. Reporting progress made on implementation of approved changes to anypart of an assessment system to the CADC.

6. Records Management

- 6.1 All documentation from the assessment validation processes is maintained in accordance with the Records Management Policy (See Records Management Policy for more details). All assessment validations will use the 'Pre-Validation Form' or 'Judgement Validation Tool' as a guide to the process and to record the validation outcomes.

7. Monitoring and Improvement

- 7.1 All Validation practices are monitored by the Curriculum Development Manager and areas for improvement are identified and acted upon. Outcomes from validation feed into continuous improvement (See IHNA Quality Assurance and Continuous Improvement Procedure).

8. Responsibility

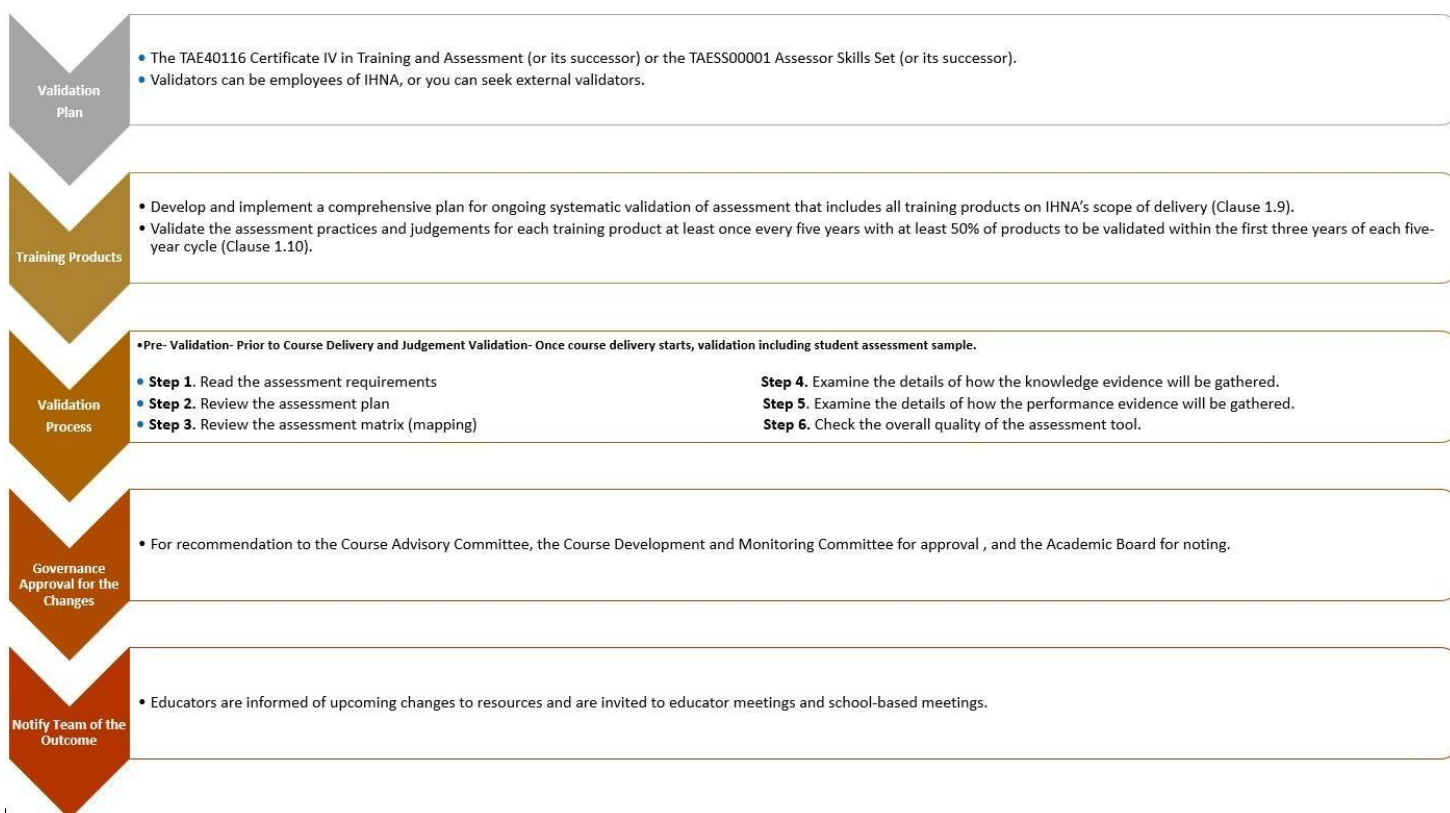
- 8.1 The overall responsibility of implementing this procedure lies with the Curriculum Development Manager who coordinates with the Academic Director, National Training Managers and Course Coordinators for systematic validation of assessment practices and judgments.
- 8.2 Assessors are responsible for:
- a. implementing professional and effective assessment and validation practices (See Assessment Policy);

- b. Implementing the assessment instruments and instructions provided for the process of conducting assessment;
 - c. Ensuring that assessment complies with Principles of Assessment and Rules of Evidence.
- 8.3 The Course Advisory and Development Committee (CADC) oversees the validation process.

9. Reference

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

10. Flowchart for Validation Process



SECTION 3

11. Associated Information

Related Internal Documents	<ul style="list-style-type: none"> • Assessment Validation Policy • Training and Assessment Strategy • Assessment Policy • Assessment Procedure • Pre-Assessment Validation Form • Post-Assessment Validation Form • Unit Guide • Marking Guide • Assessment instruments
Related Legislation, Standards, and Codes	<ul style="list-style-type: none"> • Australian Qualifications Framework (2013) • National Vocational Education and Training Regulator Act 2011 • Standards for Registered Training Organisations (SRTO) 2015: Clauses 1.8 to 1.12 and Schedule 2 • Education Services for Overseas Students Act 2000 (ESOS Act) • National Code of Practice for Providers of Education and Training to Overseas Students (2018) • ANMAC Enrolled Nurse Accreditation Standards 2017 • ASQA Fact Sheet: Conducting Validation
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Department	Academics
SRTO2015 Stds and sub section	Standards of RTOs 2015 - Clauses 1.8 to 1.12 and Schedule 2

12. Change History

Version Control	Version 4.0
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Version No.	Date	Brief description of the change, incl version number, changes, who considered, approved, etc.
V3.0	10/03/2021	Revised and updated the Assessment Validation Policy in anew template with addition of the procedure as a standalone document,approved by Academic Board on 10/03/2021
V3.1	26/10/2021	Minor updates regarding pre-validation process
V4.0	23/11/2023	Updated in new template and logo. Updated information of CADC instead of CDMC