Elite Education Group Pty Ltd trading as Elite Education Vocational Institute
ABN 52 160 222 837   CRICOS Provider Code: 03546G
Sydney CBD Campus: Level 5, 770 George St Sydney NSW 2000
North Sydney Campus: Level 2, 1 James Place, North Sydney, NSW 2060
Phone: 02 9957 5588 (North Sydney), 02 9211 4958 (Sydney City Campus)
Website: www.ee.edu.au   Email: vet@ee.edu.au

Assessment Validation Policy (V2)

Responsibility for Implementation: Head of Trainers
Authority: Approved by PEO
Date of Approval: 23 Oct 2015 (V1), 30 June 2017 (V2)
Date of Review: June 2017, Oct 2019
Next Review: Oct 2021

1.   Policy

Elite Education Vocational Institute's ('The Institute') management and staff are committed to the continuous improvement of its assessment process, tools and outcomes. The Institute management conduct regular validation activities that include review, comparison and evaluation of its assessment approaches.

The Institute is committed to ensuring that all assessment processes meet the following principles:

- Assessment must be fair & valid and measure the required skills as stated in the training package or accredited course.

- It must reflect the training methodology and content of the topic.

- Assessments must be reliable and should be consistent in evaluation.

- Assessments must be flexible and should be consistent in evaluation.

- Assessments must meet the desired outcomes and state clearly the evidence required to meet those outcomes.

2.   Assessment Validation Procedure

At least each year or as required by the PEO shall schedule an assessment validation for every unit of the Institute's Scope of Registration. During the validation processes any recommendations expressed by the Institute Trainers & Assessors is compiled for further "moderated training" and is stored in the Unit Folders for future use.

All documentation resulting from the process will be retained in separate 'Unit Folders' made available to all Trainers & Assessors including any newly appointed staff.

All training staff are aware validation is post-unit and validation forms must be completed prior to attending scheduled meetings.

The meetings are pre-scheduled and the validation is an agenda item to be discussed regularly.

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The Head of Trainers or designate, convenes the scheduled Trainer & Assessor's meeting where staff members review, compare, and evaluation and discuss the principles of assessment. Information and observations are recorded by the Head of Trainers or designate. The Head of Trainers will also ensure that the Validation audit includes any RPL approaches and documentation.

It is the responsibility of the Head of Trainers to attend external events where staff to compare and review their Institute assessment methods and judgements with other Head of Trainers or Trainer & Assessors from other Institutes. Collective feedback is used to identify common and priority validation issues and are collated for further validation processes.

The Head of Trainers will ensure that Industry is consulted through the completion of Industry Surveys and will incorporate all these findings and schedule a meeting with the PEO and or designate to address collective feedback to the Training assessment developers/writers. All recommendations for developer are documented in the minutes of the meetings and conveyed to all stakeholders including Institute Trainers & Assessors.

The Head of Trainers and PEO or designate will provide proposed content changes and timeframes for the Developers/Writers to complete and submit back to the Institute PEO. It is important to note that any such changes must not affect the learning outcomes and infringe upon the guidelines of the Training package.