



VET ASSESSMENT VALIDATION POLICY & PROCEDURE

Introduction

The Australian Academy of Commerce (AAC) is committed to ensuring that assessment tools, processes and outcomes meet the requirements of training packages and accredited courses. This policy provides a structures approach to the validation of assessment to ensure assessments are valid, reliable, fair and flexible while meeting the Standards for Registered Training Organisations (RTOs) 2015 and Australian Qualifications Framework (AQF).

Purpose

This purpose of this policy is to establish a systematic process for conducting validation at AAC. This policy ensures assessment tools and practices accurately measure student competency, are consistent across different cohorts, remain aligned with industry requirements and training package standards. It also provides a framework for continuous improvement by identifying areas for continuous improvement by identifying areas for assessment enhancement.

Scope

This policy applies to all assessments conducted across all qualifications and units of competency on AAC's scope of registration. It includes both formative and summative assessments, Recognition of Prior Learning (RPL) and credit transfer assessments.

Policy Statement

AAC conducts systematic assessment validation to:

- Confirm the assessment tools meet Principles of Assessment and Rules of Evidence.
- Ensure that assessments allow learners to demonstrate required skills and knowledge.
- Identify and implement improvements to assessment tools and strategies.
- Comply with regulatory and industry standards, ensuring assessment reflects current industry practices.
- Ensure that RPL assessment is conducted using the same rigorous principles as competency-based assessments.

Definitions

Assessment Moderation	A process to ensure consistency in assessment judgements.
Assessment Validation	A quality review process that ensures the assessment system produces valid and reliable outcomes aligned with training package requirements.
External Validator	A qualified individual who is independent of the delivery and assessment of the unit being validated.
Principles of Assessment	Fairness, validity, reliability and flexibility applied during RPL and credit assessments.
Rules of Evidence	Guidelines ensuring evidence is valid, sufficient, current and authentic when determining competency.
Validation Schedule	A structured plan for the systematic validation of assessment tools and practices.



References

- AQF Framework
- [ASQA Fact sheet – Conducting Validation](#)
- Standards for RTOs 2015

Related AAC Policies and Procedures

- Continuous Improvement Policy and Procedure
- Course Completion and Qualification Issuance Policy and Procedure
- Industry Engagement Policy and Procedure
- Training and Assessment (TAS) Policy and Procedure
- Trainers and Assessors Policy and Procedure
- VET Assessment Policy and Procedure
- VET Training and Assessment Policy and Procedure
- VET Validation Exercise Workflow

Assessment Validation Procedure

Validation meetings are conducted in accordance with AAC's Validation Schedule or as needed when new or revised assessment tools require validation, or when concerns are identified through feedback, audits, or industry updates. These meetings include all trainers, the Director of Studies (VET), the External Consultant, and any additional individuals invited by AAC Management, such as industry stakeholders.

1. Planning & Scheduling

AAC maintains an Assessment Validation Schedule ensuring:

- Each training product is validated at least once every five (5) years, with at least 50% of products validated within the first three (3) years.
- High-risk qualification or those identified through feedback, audits or non-compliance are prioritised.
- Validation occurs prior to implementing new or revised assessment tools.

2. Validation Participants

Validation is conducted by qualified individuals who collectively hold:

- Vocational competencies relevant to the assessment being validated.
- Current industry skills and knowledge.
- Training and assessment credentials (Certificate IV in Training and Assessment or equivalent)
- Individuals not directly involved in the delivery/assessment of the unit being validated.

3. Validation Activities

Validation sessions include:

- Reviewing assessment instruments against unit of competency requirements.
- Ensuring that assessment tasks cover all performance criteria, knowledge evidence and performance evidence.
- Check mapping documents to confirm alignment.
- Reviewing a sample of completed assessments to verify consistency of judgements.
- Identifying improvement actions and recording them in the AAC Continuous Improvement Register.

4. Documentation and Reporting

Validation outcomes are recorded in the Assessment Validation Report including:

- Units of competency validated
- Names and qualifications of validators
- Key findings and improvement actions
- Recommendations for assessment adjustments

AAC's Director of Studies (DoS) VET is responsible for ensuring that corrective actions are implemented, and all validation records are retained for at least five (5) years.

5. Continuous Improvement

The results of each validation session are documented, and any additional recommendations are noted in the Continuous Improvement register for appropriate action.

AAC ensures that:

- Assessment validation findings inform ongoing improvements to assessment tools and practices.
- Trainers and assessors receive feedback and professional development to improve assessment consistency.
- Industry input is sought to ensure assessments reflect current workplace practices.

Roles and Responsibilities

Role	Responsibility
CEO	Ensures overall compliance with the Standards for RTOs 2015
Compliance Officer	Maintains validation records and ensures implementation.
Director of Studies (DoS) VET	Oversees validation processes and ensures corrective actions are implemented.
Trainers and Assessors VET	Participate in validation activities and apply outcomes to improve assessment practice.
External Validators	Provide independent input into the validation process as required.



Monitoring and Review

AAC's VET Assessment Validation policy is reviewed annually or as required due to changes in legislation, training packages or industry requirements. Compliance with this policy is monitored through internal audits, feedback mechanisms and external validation processes.

Version Control

Version	Date	Description	Approved by	Approval date	Author	Review date
V1.0	Jan 2024	Original Policy	Operations Manager	Jan 2024	Director of Studies VET	Jan 2025
V2.1	Nov 2024	Revised policy	N/A	N/A	Director of Studies VET	Nov 2025
V3.0	Jan 2025	Policy re-developed for AAC	CEO	20 Feb 2025	Compliance Team	Jan 2026

Policy and Document Information

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