POL015 VALIDATION AND MODERATION POLICY

This policy applies to both Southern Training Organisation RTO#91378 and MBA Group Training Limited RTO#88163

This policy outlines the approach of, and method adopted by, the RTO to systematically validate and moderate assessment systems and judgements in accordance with Standard 1.9 – 1.11 and Standard 2.2. This policy applies to all nationally recognised training provided on the RTO's scope of registration.

VALIDATION SYSTEM

The RTO takes a systematic and consistent approach to validation and moderation. The validation process shall determine whether the assessment procedures and materials currently in use are: valid, reliable, fair and flexible in their application and whether they are suitable considering all possible circumstances including reasonable adjustment requirements.

Each training product is validated at least once every five years, with at least 50% of products validated within the first three years of each five year cycle, taking into account the relative risks of all of the training products on the RTO's scope of registration, including those risks identified by the VET Regulator. The systematic validation process and validation schedule will determine:

- the possible risks of all training products on the RTO's scope of registration;
- when assessment validation will occur;
- which training products will be the focus of the validation;
- who will lead and participate in validation activities; and
- how the outcomes of these activities will be documented and acted upon.

The validation process will include various staff and may include subject matter or industry experts. Validation sessions will be undertaken by one or more persons who are not directly involved in the particular instance of delivery and assessment of the training product being validated, and who collectively have:

- vocational competencies and current industry skills relevant to the assessment being validated;
- current knowledge and skills in vocational teaching and learning; and
- the appropriate training and assessment credential.

Improvements identified through the validation process will be recorded in the Continuous Improvements Register and will be actioned accordingly.

Where critical issues in assessment judgments are identified, the following processes may be undertaken:

- an increase in the validation sample size to assist in identifying patterns of issue
- completed assessments from other units of competency validated to see if the issue is spread across the whole of the qualification
- determine whether a trainer assessor needs further training in competency-based assessment

RISK RATING TOOL

The RTO inputs each training product on its scope of registration into a Risk Rating Tool built to reflect the risk factors of the organisation and relevant external environmental factors which could impact the training operations of the RTO.

This tool is used to prioritise the validation and moderation of training products, categorizing training products as high, medium, or low risk. Risk factors include, but are not limited to:
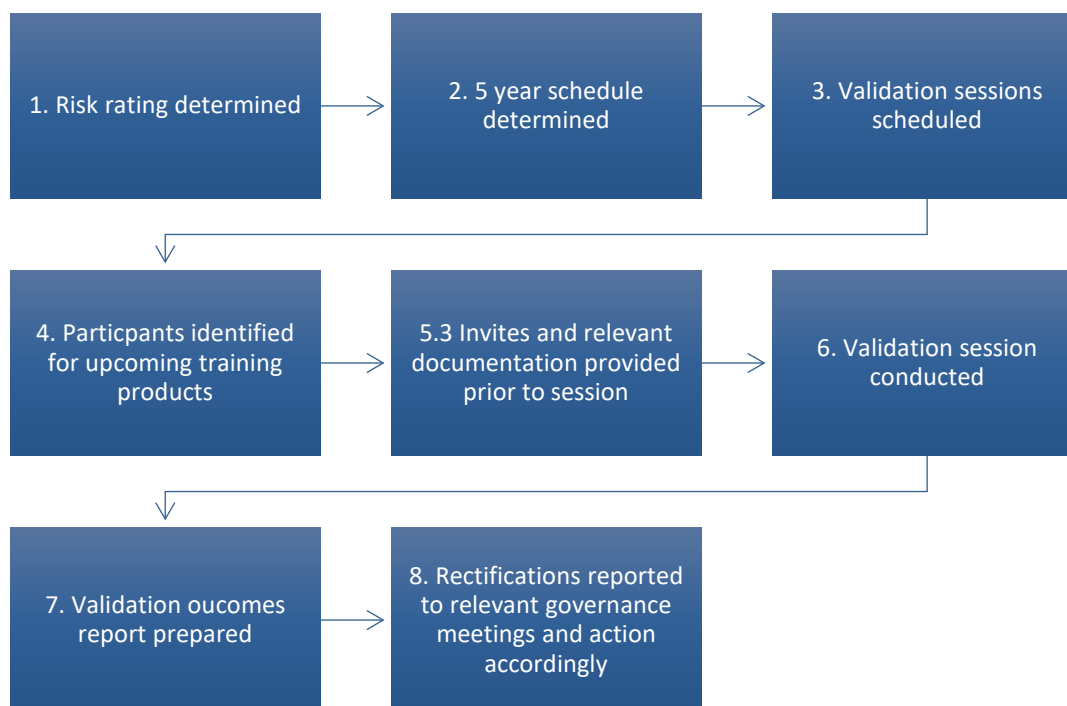
- number of students;
- recent validation development and audit activity;
- health and safety risks during training and assessment; and
- funding initiatives.

The risk rating tool will be updated annually or as the RTO becomes aware of changes to the risks associated with any training product on its scope of registration. Any changes will be reflected in the tool and if the risk rating changes, the validation schedule updated.

VALIDATION AND MODERATION PROCESS

VALIDATION
The following diagram outlines the steps taken to conduct validation. Validation sessions will be facilitated by an external VET compliance provider.
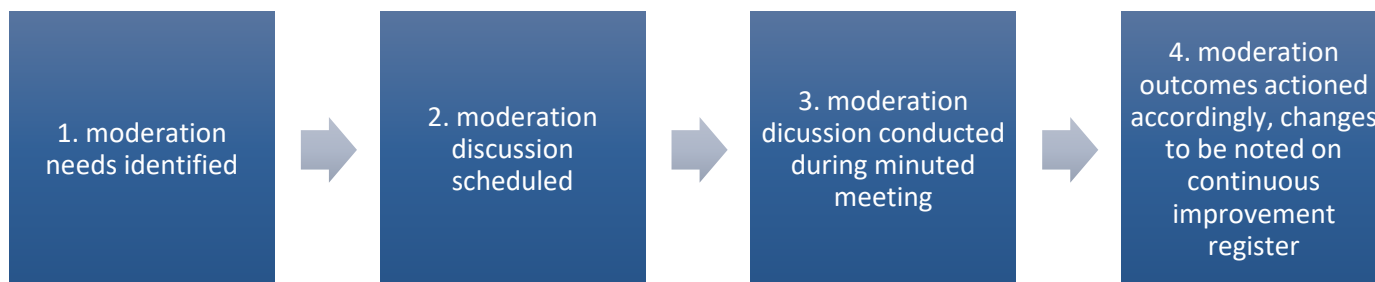
1. Risk rating determined	2. 5 year schedule determined	3. Validation sessions scheduled
4. Particpants identified for upcoming training products	5.3 Invites and relevant documentation provided prior to session	6. Validation session conducted
7. Validation oucomes report prepared	8. Rectifications reported to relevant governance meetings and action accordingly	

MODERATION
Moderation is a quality control process aimed at bringing assessment judgements into alignment. Moderation is generally conducted before the finalisation of student results as it ensures the same decisions are applied to all assessment results within the same unit of competency.

The RTO conducts moderation as needed. Moderation needs can be influenced by;

- student numbers,
- frequency of assessor judgements,
- validation activity,
- audit activity, and,
- continuous improvement and resource development activities.

| 1. moderation needs identified | → | 2. moderation discussion scheduled | → | 3. moderation dicussion conducted during minuted meeting | → | 4. moderation outcomes actioned accordingly, changes to be noted on continuous improvement register |

VALIDATION AND MODERATION ROLES AND RESPONSIBILITIES

The validation and moderation process involves various staff members and an external compliance consultant, . The below table shows the roles and responsibilities of those involved in validation and moderation activities.

Role	Responsibilities
Training Director	Ensure validation and moderation activity is prepared for and considered in annual training calendars.
Compliance Manager	Update and maintain Risk Matrix and Schedule, securing dates and attendees for upcoming sessions. Monitor validation and moderation progress and outcomes. Ensure validation and moderation documents are stored correctly.
External Compliance Consultant	Facilitate and participate in validation sessions, completing the necessary documentation. Provide completed documentation and recommended actions to the RTO.
Trainers and Assessors	Participate in validation and moderation activities as required.
Learning and Development Coordinator	Participate in validation and moderation activities as required.