



BACKGROUND

Validation is a systematic and ongoing quality review of assessment practices and assessment judgements. It involves checking that assessment tools, assessment processes and/or completed assessment evidence to determine whether assessment is consistent with the requirements of the relevant training product, the Principles of Assessment and the Rules of Evidence. Validation supports CHCC to confirm that assessment practices enable valid, reliable, fair and appropriate assessment decisions, and that evidence collected is valid, sufficient, authentic and current. Validation activities may include review of assessment tools, mapping, assessor instructions, student instructions, completed assessment evidence, assessment judgements, feedback from trainers and assessors, and relevant industry feedback. The outcomes of validation are used to identify strengths, gaps, and opportunities for improvement. Recommendations are documented, actioned, and monitored through CHCC's continuous improvement processes.

VALIDATION COMPLIANCE

Camden Haven Community College (CHCC) is committed to complying with the revised Standards for Registered Training Organisations 2025, specifically Quality Area 1, Standard 1.5 which outlines the requirements for validation of assessment practices. We will also adhere to any relevant Smart and Skilled Contract Operating Guidelines, ensuring alignment with both national standards and funding body requirements.

POLICY

- CHCC will implement a **systematic and ongoing approach** to validation for training products on its scope of registration, including qualifications, skill sets, accredited courses and individual units of competency where applicable. This approach will be embedded within CHCC's broader quality assurance framework and will include regular monitoring and review of assessment practices, assessment tools, assessment judgements and validation outcomes.
- CHCC will review assessment materials, tools and resources as part of its assessment system quality assurance processes. Assessment materials may be reviewed internally through TAS review, resource review, trainer feedback, industry consultation, moderation, validation outcomes and continuous improvement activities.
- Validation under Standard 1.5 will focus on assessment practices and assessment judgements and will be conducted by appropriately skilled and credentialed people. Where validation involves completed assessment judgements, the person conducting the validation must not have been solely responsible for making the original assessment judgement.
- CHCC will maintain a Validation Plan that outlines the schedule, scope and timing of validation activities for training products on its scope of registration. The Validation Plan will be based on a risk assessment process that considers factors such as the complexity of the training product, changes to training packages, assessor feedback, learner outcomes, complaints, validation findings, audit outcomes and industry feedback. The Validation Plan will be reviewed at least annually and updated where required in response to changes in scope, training package updates, risk ratings, delivery changes, assessment outcomes, complaints, feedback, validation findings, audit outcomes or industry feedback. While all training products will be validated at least once within a five-year cycle, training products identified as higher risk, newly implemented, recently updated or subject to concerns may be validated more frequently.
- All validation activities will be conducted by persons who have:
 - Vocational competencies at least to the level being validated.
 - Current industry skills directly relevant to the training and assessment being validated.
 - Current knowledge and skills in vocational teaching and learning and assessment.

PREPARED/ REVIEWED BY	J Troup	J Troup	J Troup	J Troup	J Troup	J Troup	G Paxton	G Paxton
DATE	May 2002	May 2006	Feb 2007	Oct 2007	July 2012	Aug 2015	Jan 2023	July 2025
VERSION	1	2	3	4	5	6	6	6.1
PREPARED/ REVIEWED BY	C'ttee	G Paxton N Harges	C'ttee					
DATE	July 2025	Aug 2026	Sept 2026					
VERSION	6.1	7	7					

CAMDEN HAVEN COMMUNITY COLLEGE INC

PO Box 301 Laurieton NSW 2443

Phone: (02) 6559 6699

Email: admin@chace.org.au



Validation Policy

- CHCC will use approved validation tools and record forms, including the Validation Plan, Assessment Validation Report, Validation Team Eligibility and Compliance Record, assessment mapping tools, validation action records and Continuous Improvement Register, or equivalent approved documents.
- **Validation must include consultation with relevant industry representatives.** This consultation will be an integral part of the validation process and will involve ongoing feedback, direct meetings, surveys and participation on validation panels. Evidence of this industry consultation, including the feedback received and how it was considered, will be documented in the validation records.
- The outcomes of all validation activities, including findings and recommendations for improvement, will be formally documented in validation reports.
- A clear process will be followed to ensure that validation findings are analysed, prioritized, and acted upon in a timely manner. This process will include the development and implementation of action plans to address identified areas for improvement, and the monitoring of the effectiveness of these implemented changes.
- Modified documentation, including assessment tools and processes, will be reviewed in alignment with validation recommendations to ensure continuous improvement.
- The outcomes of validation activities will be integrated into the RTO's broader **continuous improvement processes**, informing strategic planning and contributing to the ongoing enhancement of the quality of our training and assessment delivery.
- CHCC may consult with other RTOs, industry representatives and external validators to benchmark assessment practices, validation processes and continuous improvement actions.
- Internal review processes for each qualification may be conducted and will inform the broader validation schedule and activities.

By adhering to this policy, Camden Haven Community College ensures a systematic and ongoing approach to the validation of its assessment practices, incorporating mandatory industry consultation and driving continuous improvement in the quality of our VET delivery in alignment with the Standards for Registered Training Organisations 2025.

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