

Assessment Validation Policy

1. Purpose

The purpose of this policy is to ensure that Contempo College maintains the **integrity, consistency, and quality of assessment outcomes** through a structured and systematic assessment validation process.

Assessment validation confirms that assessment practices:

- Meet the **Standards for Registered Training Organisations (RTOs) 2025**
- Comply with Training Package and AQF requirements
- Are valid, reliable, fair, and flexible
- Produce consistent judgments of competence
- Support confidence in qualifications issued to domestic and overseas students

2. Legislative and Regulatory Framework

This policy is informed by and complies with:

- Standards for Registered Training Organisations (RTOs) 2025
- Education Services for Overseas Students (ESOS) Act 2000
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Australian Qualifications Framework (AQF)
- Relevant Training Package rules and Companion Volumes

3. Scope

This policy applies to:

- All nationally recognised training products on Contempo College's scope of registration
- All assessment tools and assessment judgments
- All trainers, assessors, validation panel members, and academic managers
- All learner cohorts, including overseas students

4. Assessment Validation Principles

Contempo College conducts assessment validation to ensure that:

- Assessment tools meet Training Package requirements
- Assessors make consistent and justifiable decisions
- Learners who are deemed competent genuinely meet workplace standards
- Risks to assessment integrity are identified and mitigated

Validation is:

- **Planned and systematic**
- **Risk-based**

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- Evidence-driven
- Independent where appropriate

5. Validation Framework

5.1 What Is Assessment Validation

Assessment validation is a quality review process that examines whether:

- Assessment tools are suitable to assess the required competency
- Assessment evidence is sufficient, current, authentic, and valid
- Assessment judgments are consistent across assessors

Validation includes review of **both tools and outcomes**.

5.2 Validation Frequency

Contempo College ensures that:

- Each training product is validated **at least once every five (5) years**
- Higher-risk qualifications are validated more frequently
- Validation occurs:
 - Post-assessment (after learners have been assessed)
 - Prior to re-issuing or significantly revising assessment tools where required

Risk factors include:

- New qualifications
- High-volume enrolments
- CRICOS delivery
- Identified issues or complaints
- Audit findings

6. Validation Planning and Schedule

6.1 Validation Plan

Contempo College maintains a **Validation Schedule** that documents:

- Qualifications to be validated
- Validation timeframe
- Risk rationale
- Validation personnel
- Records to be reviewed

The Validation Schedule is approved and monitored by the Campus Manager.

7. Validation Panels

7.1 Panel Composition

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Validation is conducted by a panel of individuals who collectively have:

- Vocational competence relevant to the qualification
- Current industry skills
- Training and assessment expertise
- Independence from the delivery being validated (where practicable)

At least one panel member must:

- Hold current assessment credentials, and
- Have no direct involvement in the delivery or assessment being reviewed.

8. Validation Process

Validation activities include review of:

- Training Package requirements
- Assessment tools and instructions
- Marking guides and benchmarks
- Completed learner assessments
- Assessor judgments and feedback
- Reasonable adjustments applied

The validation process evaluates whether:

- Assessment tools align with units of competency
- Evidence collected is sufficient
- Judgments are consistent and defensible

9. Outcomes and Actions

9.1 Validation Outcomes

Validation outcomes may identify:

- No issues (assessment system effective)
- Minor improvements required
- Significant non-compliance or risks

9.2 Corrective Actions

Where issues are identified:

- Actions are documented
- Responsibilities are assigned
- Timeframes are set
- Effectiveness is reviewed

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All actions are recorded in the **Continuous Improvement Register**.

10. Roles and Responsibilities

- **Principal Executive Officer (PEO)**
 - Holds overall accountability for assessment system integrity
 - Ensures appropriate oversight and resourcing

- **Campus Manager**
 - Manages the validation schedule and process
 - Ensures outcomes are actioned and monitored

- **Trainers and Assessors**
 - Participate in validation activities
 - Implement required improvements
 - Maintain assessment integrity in daily practice

11. Records and Evidence

Records maintained include:

- Validation schedules and plans
- Validation tools and checklists
- Panel member details
- Validation meeting records
- Improvement action logs

Records are retained in accordance with the Document and Records Management Policy.

12. Monitoring, Review and Continuous Improvement

Assessment validation outcomes are analysed to:

- Identify systemic issues
- Improve assessment design and delivery
- Strengthen staff capability

This policy is reviewed:

- Annually
- Following regulatory change
- After audit findings or assessment integrity concerns

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13. Related Policies

- Training & Assessment Framework Policy
- Academic Integrity Policy
- Continuous Improvement Policy
- Trainer & Assessor Capability Policy
- Complaints & Appeals Policy

14. Status

This policy addresses one of **ASQA's highest compliance risk areas** and satisfies assessment validation expectations under the Standards for RTOs 2025 and the National Code 2018.



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