 Assessment Validation Report

 Lead Validation Participant

This person is to lead the validation meeting (and if required gather the student samples).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | Organisation |  | Contact No. |  |
| Evidence of vocational competency and currency on file? | **Yes**  No | Evidence of training and assessment competency and currency o file? | **Yes**  No |
| Involved in delivery of assessment of this/these units | Yes **No** |

 Validation Participants

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | Organisation |  | Contact No. |  |
| Evidence of vocational competency and currency on file? | **Yes** No | Evidence of training and assessment competency and currency o file? | Yes No |
| Involved in delivery of assessment of this/these units | Yes No |
| Name: |  | Organisation |  | Contact No. |  |
| Evidence of vocational competency and currency on file? | Yes No | Evidence of training and assessment competency and currency o file? | Yes No |
| Involved in delivery of assessment of this/these units | Yes No |
| Name: |  | Organisation |  | Contact No. |  |
| Evidence of vocational competency and currency on file? | Yes No | Evidence of training and assessment competency and currency o file? | Yes No |
| Involved in delivery of assessment of this/these units | Yes No |

|  |
| --- |
| Documentation for Review |
| Certificate  |  |
| Unit  |  |
| Competency Mapping | Yes No | Assessor Guide | Yes No |

|  |
| --- |
| General Requirements of the Tool |
| Requirement | Yes  | No | Evidence of compliance/non-compliance |
| Assessment materials are version controlled |  |  |  |
| All assessment documentation clearly displays relevant course and unit titles |  |  |  |
| The task uses appropriate language to assess the required skills |  |  |  |

|  |
| --- |
| Assessment Tools |
| The assessment tool appropriately covers the following areas: | Yes  | No | Evidence of compliance/non-compliance |
| Information to student includes:* + - * Standard instructions.
* Required materials and equipment
* Level of assistance permitted
 |  |  |  |
| Evidence from student – describes the response format e.g. oral/written response |  |  |  |
| Decision making rules – * Instructions for making Competent or Not Competent, Satisfactory or Not Satisfactory decisions (the evidence criteria)
* Determining authenticity, currency and sufficiency of evidence
 |  |  |  |
| Range and conditions – * Time / resources required
* Reasonable Adjustments can be applied
 |  |  |  |

|  |
| --- |
| Principles of Assessment |
| The assessment tool appropriately covers the following areas: | Yes  | No | Evidence of compliance/non-compliance |
| Assessment reflects required skills and knowledge and the task covers all required competencies  |  |  |  |
| Clear instructions provided for student and assessor |  |  |  |
| A range of appropriate assessment methods used |  |  |  |
| Student given the opportunity to provide additional evidence / appeal |  |  |  |

|  |
| --- |
| Competency Mapping |
| The assessment tool appropriately covers the following areas: | Yes  | No | Evidence of compliance/non-compliance |
| All elements and performance criteria addressed |  |  |  |
| Required skills appropriately covered |  |  |  |
| Critical aspects for assessment covered |  |  |  |

|  |
| --- |
| Review Recommendations |
| Recommendations for improvement | Rectification | Date completed |
|  |  |  |
|  |  |  |
|  |  |  |