A close up of a logo

Description automatically generated Assessment Validation Report

Lead Validation Participant

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

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| 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 |

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

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| 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 |  |  |  |

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| 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 |  |  |  |

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| 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 |  |  |  |

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| 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 |  |  |  |

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