Assessment Validation Procedure

1. Purpose

This procedure outlines how Hats Qld Pty Ltd T/A AA Academy validates its assessment practices to ensure they meet the Principles of Assessment and Rules of Evidence as required under Clauses 1.8–1.11 of the Standards for RTOs 2015.

2. Scope

This procedure applies to all qualifications and units of competency on the RTO's scope of registration and to all trainers and assessors delivering and assessing training at AA Academy.

3. Validation Principles

- Validation is a quality review process of assessment tools, methods, decisions, and evidence.
- It must be conducted by one or more qualified individuals not directly involved in the delivery or assessment of the unit being validated.
- All training products must undergo validation at least once every five years, with 50% of products validated within the first three years of each cycle.
- Validation must include a review of:
  - Assessment tools
  - A sample of completed assessments
  - Assessor judgements
  - Feedback from students and industry where relevant

4. Validation Schedule

- The Compliance Manager will develop and maintain an annual Assessment Validation Schedule.
- High-risk qualifications (e.g., those with high enrolment, industry scrutiny, or public funding) will be prioritised.
- TAS documents will be cross-referenced to ensure currency and alignment.

5. Validation Procedure

Step	Action	Responsible
1	Select units and gather assessment samples	Compliance Manager
2	Appoint a lead validator (not involved in assessment delivery)	RTO Manager
3	Conduct desktop review of tools, mapping, evidence	Validation Panel
4	Record findings in Validation Report Template	Lead Validator
5	Recommend improvements, if applicable	Validation Panel
6	Implement and document any changes	Compliance Manager + Trainers
7	File evidence in the assessment validation register	Admin Staff

6. Documentation

- Validation Schedule
- Validation Report Template
- Mapping documents
- Student assessment samples
- Assessor feedback records
- Corrective Action Log (if required)

7. Review and Continuous Improvement

- Validation findings will be fed into the Continuous Improvement Register.
- Assessment tools will be updated based on validator recommendations.
- Repeat validations may be scheduled where issues are not adequately addressed.

8. Responsibilities

Role	Responsibility
CEO / RTO Manager	Oversight of the validation system and resourcing
Compliance Manager	Schedule coordination, record keeping, follow-up
Trainers/Assessors	Participate in validation (not of their own assessments)
Validators	Conduct reviews and report findings objectively