Assessment validation record

Cover sheet	
Purpose of validation	Validate an assessment approach Validate an assessment tool
Relevant competency standard/s	7 core units contributing to TAE40110 plus 3 elective units: TAAASS301A, TAADEL301A, BSBCMM401A

Resources needed	● One-page pdf showing approach taken in TAE40110 recognition assessment kit for candidates <u>with</u> TAA40104.
	
	● TAE404110 Recognition Assessment Kit for candidates without TAA40104:
	
	   1. Instructions for use
	
	   2. Information and instructions
	
	   3. Application template.
	
	● This validation record
	
	● Computer and headset
	
	● Access to TAE4010 competency standards listed above.

Validation date/time	Thursday, 15 July 2010, 2:30 – 4:00pm (login required for 2:15pm)
Validation approach	Online validation
Validation moderator	Joint moderators: ● Ruth Walker ● Chemène Sinson
Other participants	● Ros Shapcott (Benchmark) ● Alison Webb (MacArthur CC) ● David Turner (Benchmark) ● Linda Mumford (Parramatta CC)
Preparation required	See information document that was emailed to all participants.

Validation #1:

Purpose

To validate the approach used to assess recognition candidates with TAA40104.

Validation Criteria Checklist			
Candidates who earned TAA40104 fewer than 12 months ago			
Does/is the evidence required:	**Yes**	**No**	**Comments**
1 **Reflect the Rules of Evidence:** ● Valid ● Sufficient ● Current ● Authentic?	✔ ✔ ✔ ✔		
2 **Free from unessential evidence requirements?**	✔		
Candidates who earned TAA40104 more than 12 months ago			
Does/is the evidence required:	**Yes**	**No**	**Comments**
3 **Reflect the Rules of Evidence:** ● Valid ● Sufficient ● Current ● Authentic?	✔ ✔ ✔ ✔		Some discussion around whether or not a third party questionnaire or checklist should be developed, since the third party reporter would be providing a fair proportion of evidence of current competence. In the consensus was the leave the tool as it is. Rationale: ● A questionnaire might limit the relevance for some candidates—format of third party report should be left more open so allow greater flexibility ● Some candidates would need to submit multiple third party references, others would submit one ● There already are instructions in the Information and Instructions document about information that should be included in the third party reference. So it is specific while still being flexible. This is okay. Question raised: Do we need a statutory declaration? Answer: it is already on cover sheet of Application Template.
4 **Free from unessential evidence requirements?**	✔		
OVERALL			
Does/is the evidence required:	**Yes**	**No**	**Comments**
5 **Reflect the Principles of Assessment?** ● Valid ● Reliable ● Flexible	✔ ✔ ✔		

	● Fair	✔		

GENERAL COMMENTS AND RECOMMENDATIONS

This approach (as summarised below) is clear and robust without over-assessing (Chemène's summary of verbal discussions). Approach:
● **All candidates:**
    o Certified copy of Cert IV TAA, CV plus statement describing PD
    o Proof of current relevant knowledge relating to: VET, Assessment and Principles of Adult Learning.
● **Plus additional proof of current competence**
(for candidates who earned TAA more than 12 months ago):
    o Detailed third party report and/or
    o Samples of work.

Validation #2:

Purpose

To validate the recognition assessment kit used to assess recognition candidates <u>without</u> TAA40104.

Validation Criteria Checklist				
INSTRUCTIONS FOR USE DOCUMENT (for recognition assessors and the RTO)				
Is/does this document:		**Yes**	**No**	**Comments**
1	**Contain clear and complete instructions** for TAE recognition assessors?	✔		Yes, clear.
2	**Encourage reliable (consistent) assessment?**	✔		
INFORMATION AND INSTRUCTIONS DOCUMENT (for candidates considering recognition assessment)				
Is/does this document:		**Yes**	**No**	**Comments**
3	**Contain clear and complete information about the recognition process,** including: ● What a recognition assessment is, and how they work? ● The recognition assessment process? ● Requirements for a successful outcome?	✔ ✔ ✔		
4	**Clearly explain how to proceed with recognition assessment,** or other options to consider?	✔		
5	**Clearly show how to complete the Application Template?**	✔		Yesyesyesyesyesyes (quote from one validator)
APPLICATION TEMPLATE:				
VALIDITY: Evidence required for individual units				
		Yes	**No**	**Comments**
6	**Are all requirements for each core unit addressed**, including elements and performance criteria; critical aspects; required knowledge and skills, AND is it free of unnecessary assessment tasks?			
	TAEDES401A Design and develop learning programs	✔		Okay.

Validation Criteria Checklist			

TAEDEL401A Plan, organise and deliver group-based learning	✔	✔	Two validators had analysed units in detail before the validation session. Others hadn't done this. Therefore decision was taken to base comments on the strategy for presentation of evidence requirements used for all units in general, rather than analysing each individual unit. **Chemène's notes:**
			• All validators liked approach used to establish evidence required for all units, as follows:
			• Evidence based on critical aspects of evidence—e.g. 'select two examples of learning programs you've recently designed...' and submit the following:
			   o Background information
			   o Documents
			   o Third party report
			   o Information (e.g.—answer questions about what you did).

TAEDEL402A Plan, organise and facilitate learning in the workplace	✔	✔	Yes (opinion of the two validators who had reviewed competency standards in detail). Other validators felt that evidence requirements were addressed but weren't prepared to commit to this response as they haven't yet looked at competency standards in detail.
TAEASS401A Plan assessment activities and processes	✔	✔	See above
TAEASS402A Assess competence	✔	✔	See above
TAEASS403A Participate in assessment validation	✔	✔	See above
TAEDES402A Use training packages and accredited courses to meet client needs	✔	✔	See above

7	**Any comments about the elective units?**			
	Any elective addressed in the kit?	✔	✔	See above

VALIDITY: In general			
Does/is the evidence required:	**Yes**	**No**	**Comments**

8	**Reflect the dimensions of competence** (i.e. reflect realistic working conditions):			Practical.
	● Task skills	✔		
	● Task management skills	✔		
	● Contingency management skills	✔		Discussion on whether or not specific questions relating to contingency should be asked. Final decision was, 'no', contingency management skills are addressed by evidence already asked for through 'real' workplace evidence.

	Validation Criteria Checklist			
	● Job / role environment skills.	✔		Workplace documents required from the 'real' world.
9	**Address employability skills:**			Validators noted that the kit addressed employability skills in the following ways:
	● Communication	✔	✔	● Delivery of training
				● Written plans and resources
	● Teamwork	✔	✔	● Listening to students questions
				● Working with others (questions asked about who candidate worked with)
	● Problem-solving	✔	✔	● Choosing assessment methods
				● Reasonable adjustments
				● Workplace issues
				● Working with client to chose delivery modes and assessments
				● Working with workplace policy.
	● Initiative and enterprise	✔	✔	● Selecting icebreakers
				● Designing processes
				● Workplace policies
				● Activities for delivery
	● Planning and organising	✔	✔	● Putting RPL pack [portfolio] together
				● Session plans, etc.
				● Feedback from learners, evaluations
	● Self-management	✔	✔	● Getting their PRL done in reasonable time. Emails from students, phone calls, feedback from employer
				● Managing delivery time constraints
	● Learning	✔	✔	● Writing course materials
				● Everything is learning
				● Professional Development (this RPL).
	● Technology.	✔	✔	● Observation records of presentations
				● Emails
				● Use of PowerPoint or online chat
				● Producing documents on computer
				● Learner management system.
				● Using data projector
				● Using templates
				● Using NTIS! ☺
10	**Reflect the Rules of Evidence:**			
	● Valid	✔		
	● Sufficient	✔		
	● Current	✔		
	● Authentic?	✔		

Validation Criteria Checklist			
FLEXIBILITY and FAIRNESS			
Criteria—Does/is the assessment tool:	Yes	No	Comments
11 **Offer candidates flexibility?** ● can the tool be used in various contexts? ● can the tool be adjusted to meet client needs?	✔		Yes, it gives them direction but gives them control.
12 '**Friendly'** in its structure and wording?	✔		
13 **Contain objective**, bias-free language?	✔		
RELIABILITY			
Criteria—Does/is the assessment tool:	Yes	No	Comments

14 **Address administrative requirements?**
● Have space to document:
  – Name of assessor/s & candidate/s
  – assessment date/s and location/s
  – candidate's written consent to be assessed
  – quality of evidence gathered
  – assessment results.
● Code & title of the unit/s clearly displayed?
● Enable easy administration?
	✔
	
	✔
	
	✔		

Summary of feedback/results

In general: The validators found that both recognition tools are valid, reliable, flexible and fair.

Structure and layout of the tools: Validators liked the layout. Specific comments included:

● "I really like the way this is set out. Very user friendly and very clear and holistic. I like that it reflects what we actually do."

● "I like the use of the symbols and it is very clear and easy to follow."

Compliance

While not all validators had had the time to review the specific evidence requirements of each TAE40110 unit in detail prior to this validation, those who had felt that the evidence requirements as noted on the Application Template were valid, sufficient, current and authentic. Specific comments included:

● "I have read the unit competency requirements and feel that the evidence required as listed in the Application Template is appropriate (from another validator)"

● "I will read the unit competency requirements in more detail and may get back to you in a week or so."

Validators discussed whether or not to note need to sight ID somewhere in this kit. Outcome of discussion: this is more of an enrolment process issue, and the RTO should already have these processes in place. No need to repeat it in this kit.

Recommended Actions		
Action required	By whom?	By when?
1 **Approach to assess candidates with TAA40104:** **No changes.** Version 1.0 of the recognition kit for candidates with TAA40104 to be released, reflecting this approach.	Chemène Sinson	COB Friday, 16 July 2010.

Validation Criteria Checklist				
2	**Recognition kit for candidates without TAA40104: No changes.** Version 1.0 of this tool to be released as per existing draft.	Chemène Sinson		● 7
Signatures of validators				
N/A. Online validation.				

end of validation record