

MITP30: Validation Policy – Student Information

Purpose of This Policy

This policy ensures our assessments are high-quality, consistent, and valid. Validation is a quality assurance process where qualified people review our assessment tools and marking to ensure they meet industry standards and produce fair, accurate results for all students.

What This Means for You

Your assessments are regularly reviewed by industry experts and qualified validators to ensure they are fair, appropriate, and correctly measure your competency. This means assessment tools are checked for quality, marking is consistent between different assessors, and your results accurately reflect your skills and knowledge. Validation protects the quality of your qualification.

How Validation Works

Every course is validated at least once every five years, with more frequent reviews for high-risk or changed courses. Validators examine assessment tools to ensure they meet qualification requirements, review marking to confirm consistency between assessors, check that assessments produce valid evidence of competency, and ensure assessment practices follow principles of fairness and reliability.

Validation Process Steps

- **Step 1: Planning:** Head of Course Area develops annual validation schedule using risk-based approach, prioritizing courses with identified risks, recent changes, or stakeholder feedback.
- **Step 2: Validator Selection:** Qualified validators with industry expertise and appropriate credentials are engaged. Validators are independent from those who designed or delivered the assessment.
- **Step 3: Document Review:** Validators review assessment tools, student work samples, assessor marking, and assessment judgements against qualification requirements and quality standards.
- **Step 4: Validation Report:** Validators provide evidence-based findings identifying strengths, issues, and recommendations for improvement within validation timeframes.
- **Step 5: Action Planning:** Any issues identified result in improvement action plans. Minor issues addressed within 6 months, major issues addressed immediately with re-validation within 3 months.

Step 6: Implementation: Improvements are implemented by trainers and assessors with monitoring to ensure effectiveness and ongoing quality improvement.

Key Information

Benefits to Students: Validation ensures your assessments are fair and consistent, your qualification is valued by industry, marking standards are maintained across all assessors, assessment tools are appropriate and accessible, and improvements are made based on feedback and review findings.

Who Validates: Validation is conducted by people with current industry competencies, practical understanding of industry practices, and appropriate validation credentials. Validators are independent and objective in their review.

Validation Frequency: Every training product validated at least once every five years. More frequent validation occurs for courses with identified risks, recent training package updates, changes to assessment tools, or concerning feedback from students, trainers, or industry.

What Happens After Validation: If validation identifies issues, action plans are developed and improvements implemented. Major issues result in immediate action including possible suspension of problematic assessment tools until issues resolved. All improvements are monitored for effectiveness.

Need More Information?

If you have questions about how your assessments are validated or want to provide feedback about assessment quality:

Contact: Head of Compliance, 1300 244 002, compliance@menzies.vic.edu.au

Your Head of Course Area: check with Student Services for contact details

Your feedback on assessments helps inform validation priorities and continuous improvement.

Related Policies

MITP13 Assessment, Reassessment and Reenrolment Policy, MITP27 Quality Management Policy, Training and Assessment Strategies, Credential Policy

Related Forms

MFT22 Assessment Validation Form, Assessment Validation Plan and Register, Risk Assessment Template

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This is a summary for students. For the complete policy, visit our website or contact Student Services.