

Assessment validation process	<p>The processes used to validate assessment in this course are: Training and assessment strategies are developed in consultation with industry, and assessment items are reviewed annually by industry personnel as well as other trainers and assessors and comments for continual improvements are noted.</p>			
Consultation with industry	<p>Industry representatives consulted with regards to:</p> <ul style="list-style-type: none"> developing the training and assessment strategy monitoring of the training and assessment strategy developing and monitoring the assessment tasks. <p>(See back page for sample questions. Ensure that industry representatives are current in the industry and that the consultation provides a clear impact on the strategy for training and assessment.)</p>			
	Date of review	Business name	Contact person	Contact details
				Mob: Tel: Email: Web:
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	<p>Record of industry consultations and feedback can be found at: (Insert pathway location on RTO's intranet.)</p> <p>Training and Assessment Continuous Improvement log can be found at: (Insert pathway location on RTO's intranet.)</p>			

Moderation and validation of assessment	Assessors consulted as part of the moderation and validation process			
	Moderation and validation is conducted [Insert frequency] with other trainers and assessors. All assessment instruments are reviewed and moderated to ensure they are appropriate for the units of competency and reflect information contained in the elements, performance criteria, range of variables and evidence guide, as well as include detail regarding how evidence is collected and the basis on which assessment decisions are made. Assessment is also validated to ensure that assessment processes and tools are valid, reliable, flexible and fair and that evidence is sufficient, valid, authentic and current (including clear information to the assessor and the candidate about the conditions under which assessment is conducted and recorded).			
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Record of consultations and feedback with trainers and assessors can be found at: (Insert pathway location on RTO's intranet.)				
Training and Assessment Continuous improvement log can be found at: (Insert pathway location on RTO's intranet.)				
Internal moderation				
Where more than one teacher is involved in delivery and assessment, moderation of assessment judgments is conducted [Insert frequency] .				
Monitoring and Evaluation	Can include processes here regarding how , for example, completion rates will be monitored and how Assessment results will be monitored			
	Plus list other methods used to monitor and evaluate the delivery and assessment of the qualification eg <ul style="list-style-type: none"> • feedback from industry interviews • staff feedback • ongoing development and update of knowledge of legislation, national standards • internal audits 			

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Sample 7

Example of Learning and Assessment plan identifying mapping to units and employability skills

Source: Customising to Meet Client Needs V5 May 2012

Learning and Assessment Plan – (Note this is only a sample portion)							
Learning Plan Trainer				Assessment Plan Assessor to complete			
Session/ Week No.	Date	Project Activity	Resources	Related learning outcome	Possible portfolio/ evidence items to be collected	Related Employability skill	Unit/s , elements, PC of Competency addressed Required skills and knowledge
1		Establish rules and expectations, Induct participants. Meeting request with management, event expectations & budget Develop Workplan and budget. Quote venues & catering options. Distribute Save Date emails to guests Create Gmail address	Laptops, butchers paper, stationary, Reflections sheets, Skills sheet Internet connection	Teamwork, OH&S awareness, Work etiquette and workplace ethics, Listening & understanding, Networking with stakeholders, Learning new tasks, Using technology; laptops, software programs, phones, email, Gmail.	Formative assessment Reflections sheets, Skills sheet, Gmail info, printed copies of email correspondence and requests from management. Copy of induction sheet, weekly workplan	<input checked="" type="checkbox"/> Communication <input checked="" type="checkbox"/> Teamwork <input type="checkbox"/> Problem Solving <input type="checkbox"/> Initiative and enterprise <input type="checkbox"/> Planning and organizing <input type="checkbox"/> Self-management <input checked="" type="checkbox"/> Learning <input checked="" type="checkbox"/> Technology	BSBITU203A : 1.1 ✓ 2.1 ✓ 3.1 <input type="checkbox"/> 1.2 ✓ 2.2 ✓ 3.2 <input type="checkbox"/> 1.3 <input type="checkbox"/> 2.3 <input type="checkbox"/> 3.3 <input type="checkbox"/> 1.4 <input type="checkbox"/> 2.4 <input type="checkbox"/> 2.5 ✓ RS1 ✓ RK1 ✓ RS2 ✓ RK2 ✓ CA1 ✓ CA2 ✓ CA3 <input type="checkbox"/> CA4 <input type="checkbox"/>