



ASSESSMENT VALIDATION & MODERATION Policy

Purpose

This policy and procedure ensures that Xpert Solutions implements a systematic, risk-based and evidence-informed approach to validating assessment practices and assessment judgements.

This policy supports compliance with the 2025 Standards for RTOs, including Outcome Standard 1.5, the Credential Policy and relevant Compliance Requirements.

Xpert Solutions uses validation and moderation activities to ensure that assessment systems:

- produce valid, sufficient, authentic and current evidence
- support fair, flexible, valid and reliable assessment decisions
- meet the requirements of the relevant training product
- support consistent assessment judgements across assessors
- identify assessment risks and improvement opportunities
- support continuous improvement and self-assurance.

Definitions

National Code: National Code of Practice for Providers of Education and Training to Overseas Students 2018

RTO: Registered Training Organisation

RTO Standards: 2025 Standards for RTOs from the VET Quality Framework which can be accessed at www.asqa.gov.au

Validation: Validation means a quality assurance review of assessment tools, assessment practices and assessment judgements to confirm that the assessment system produces valid assessment outcomes consistent with the training product and regulatory requirements.

Moderation: Moderation means a quality assurance activity used to support consistency of assessment judgements between assessors. Moderation may include peer review, benchmarking, review of completed assessments and discussion of assessment decisions.

Self-assurance: Self-assurance means the systematic monitoring, review and improvement activities used by the RTO to ensure ongoing compliance, quality and effectiveness.

Independent Validator: A validator who was not directly involved in the assessment judgement being validated and who meets the required vocational, industry and credential requirements.



Policy

1. VET Validation

1.1 Xpert Solutions has an assessment system that ensures that assessment (including recognition of prior learning) which:

- complies with the assessment requirements of the relevant training package or VET accredited course; and
- the assessment system is qualified assured by appropriately skilled and credentialed persons through a regular process of validating assessment practices and judgements.

1.2 Xpert Solutions ensures that its assessment system, including assessment for Recognition of Prior Learning, is quality assured through regular validation of assessment practices and assessment judgements.

Validation confirms that assessment:

- complies with the requirements of the relevant training package or accredited course
- is conducted in accordance with the Principles of Assessment and Rules of Evidence
- enables valid, reliable and consistent assessment judgements
- produces evidence that is valid, sufficient, authentic and current
- supports nationally recognised, industry-relevant competency outcomes.

1.3 is conducted in accordance with the Principles of Assessment and the Rules of Evidence

1.4 ensure the above, Xpert Solutions has implemented a Validation Plan for ongoing systematic validation of assessment practices and judgements, that includes each training product on Xpert Solutions Scope of Registration, which includes:

- the training products to be validated
- timing and frequency of validation activities
- validation type, including tool validation, practice validation or judgement validation
- responsible persons and required credentials
- sample size and sampling rationale
- identified assessment risks
- delivery locations and modes
- student cohorts represented in the sample
- assessment methods being reviewed
- actions required and persons responsible
- due dates and evidence of completion.

1.5 Each training product is validated at least once every five (5) years, with at least 50% of products validated within the first three (3) years of each five (5) year cycle, taking into account the relative risks of all of the training products on Xpert Solutions scope of registration, including those risks identified by the VET Regulator.

In addition to scheduled validation, Xpert Solutions may conduct additional validation where risk indicators are identified, including:

- new training products
- new assessment tools
- new assessors
- changes to training package requirements
- changes to delivery mode or delivery location



- high numbers of Not Yet Competent outcomes
- high numbers of reassessments
- complaints or appeals relating to assessment
- academic integrity concerns
- employer or industry feedback
- inconsistent assessment outcomes between assessors
- regulatory or internal audit findings.

1.6 Systematic validation of Xpert Solutions assessment practices and judgements is undertaken by one or more persons who are not directly involved in the particular instance of delivery and assessment of the training product being validated, and who collectively have:

- vocational competencies and current industry skills relevant to the assessment being validated;
- current knowledge and skills in vocational teaching and learning; and
- the independent validator credentials

1.7 Industry experts may be involved in validation to ensure there is the combination of expertise set out above.

1.8 Xpert Solutions applies a risk-based approach to validation and moderation.

Risk factors considered may include:

- risks to student outcomes
- changes to training products
- changes to assessment tools
- assessor experience and currency
- delivery mode and location
- student cohort characteristics
- assessment outcome trends
- complaints and appeals
- industry feedback
- regulatory requirements
- previous validation findings.

Risk levels will inform the timing, scope and sample size of validation activities.

1.9 In addition to the requirement in 1.3, the assessment system for an AQF qualification or skill set from the Training and Education Training Package that enables individuals to make assessment judgements (as specified in the Credential Policy) has been or will be validated;

- I. Once the first cohort of VET students with the organisation have completed their training and assessment; and
- II. By a person who is independent, not employed or subcontracted by the organisation to provide training and assessment, and has no other involvement or interest in the organisation's operations.

1.10 Validation is undertaken by one or more people who collectively have:

- I. Industry competencies, skills and knowledge relevant to the training products
- II. A practical understanding of current industry practical relevant to the training products; and



III. One of credentials for validation specified in the credential policy.

1.11 The outcome of an assessment validation is not solely determined by a person who has designed or delivered the training or assessment; and

1.12 Validation outcomes must be documented and used to inform improvement of the assessment system.

Improvement actions may include:

- revising assessment tools
- updating assessor instructions
- improving benchmark answers or marking guides
- increasing sample sizes
- conducting further moderation
- providing assessor professional development
- revising TAS documents
- reviewing learning resources
- notifying management of systemic risks
- updating the continuous improvement register.

1.13 Xpert Solutions validates RPL assessment practices and judgements with the same level of rigour as other assessment pathways. Where any third party is involved in collecting supporting evidence, Xpert Solutions remains responsible for the final assessment judgement and quality assurance of the RPL process

RPL validation includes review of:

- RPL evidence requirements
- assessor interview records
- third-party evidence, where used as supporting evidence
- practical demonstration evidence, where required
- mapping against unit requirements
- assessment judgement records.