

ASSESSMENT VALIDATION POLICY

Education Is Key (EIK)

PURPOSE

Education Is Key is committed to ensuring that all assessment practices and judgements are **systematically validated** to maintain quality, consistency, and compliance.

This policy supports compliance with:

- The Australian Skills Quality Authority Standards for Registered Training Organisations
 - Standard 1.5 – Validation
- Education Is Key Credential and Assessment Policies

SCOPE

This policy applies to all **Education Is Key personnel**, including:

- CEO / Director
- Compliance and Quality staff
- Trainers and Assessors
- Administrative staff

PROCEDURE

Education Is Key will implement an **ongoing, systematic approach to validation** of assessment practices and judgements across all training products on its Scope of Registration.

a) VALIDATION SCHEDULE

Education Is Key will ensure:

- A **5-year validation plan** is maintained
- Each training product is validated **at least once within a five-year period**
- Validation activities are scheduled and monitored through the **Validation Schedule**

b) PRIORITISATION OF TRAINING PRODUCTS

Training products selected for validation will be prioritised based on risk, including:


- Qualifications or units identified as **high risk**
- New training products or recently updated training packages
- Products with **high enrolments or delivery volume**
- Products with identified concerns (e.g. complaints, audit findings, validation outcomes)
- Any areas highlighted by Australian Skills Quality Authority or other regulatory advice

c) PARTICIPATION IN VALIDATION

Validation activities at Education Is Key will:

- Be **coordinated and led by the CEO/Director or Compliance representative**
- Include participation from **all trainers and assessors** engaged in delivery
- Include **industry representatives and stakeholders** to ensure industry relevance
- Be supported through participation in **industry forums, round tables, and network meetings**

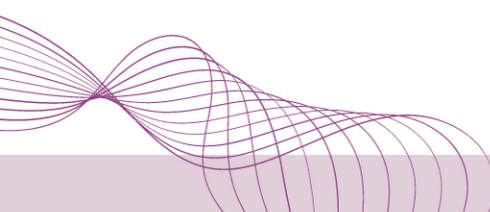
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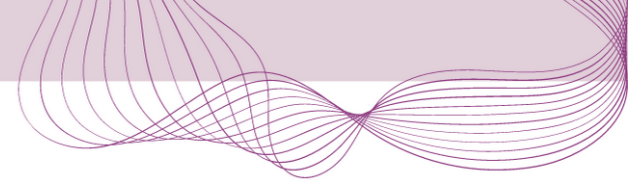
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EDUCATION IS KEY



Validation must also include:

- At least one person **independent of the assessment being validated**
- Participants who collectively demonstrate:
 - Current **vocational competency and industry skills** relevant to the training product
 - Current knowledge of **vocational education and training practices**
 - Qualifications consistent with Education Is Key's **Trainer and Assessor Credential Policy**

d) DOCUMENTATION AND CONTINUOUS IMPROVEMENT

Outcomes of validation activities will be:

- Recorded using **quality-controlled validation tools and templates**
- Documented within the **Validation Schedule**
- Captured in the **Continuous Improvement Register** where applicable

Education Is Key will ensure outcomes are actioned through:

- Updates to **Training and Assessment Strategies (TAS)**
- Improvements to **assessment tools and processes**
- Communication of changes to all relevant staff
- Provision of **professional development and support** for trainers and assessors

TAE TRAINING PACKAGE


At the time of this policy, Education Is Key **does not deliver any qualifications from the TAE Training and Education Training Package.**

Should this change, Education Is Key will ensure compliance with any **additional independent validation requirements** specific to TAE products.

RELATED POLICIES & DOCUMENTS

- Training and Assessment Strategy (TAS) Policy
- Continuous Improvement Register
- Validation Schedule and Register

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