

### **Policy Statement**

This policy enables MTC to meet the Standards for RTOs 2015 and ensure thorough and rigorous assessment practices and results are achieved. MTC implements a comprehensive plan of systematic validation. MTC uses a risk-based approach to developing the plan considering risk indicators such as the potential safety concerns to clients from an assessment outcome that is not valid, the mode of delivery, changes to training packages and/or licensing requirements.

Validation is a planned quality review process that confirms our assessment system consistently produces valid assessment judgements. The process involves reviewing a statistically valid sample being at least one complete assessment documentation for each trainer for each qualification and unit being validated to include all modes of assessment.

### **Policy Purpose**

This policy provides guidance relating to validation activities at MTC.

### **Application of Policy**

Validation will be conducted in accordance with Validation Schedule and documented processes at the schedule times.

### **Policy Review**

At least annually or from time to time the organisation may make changes to this policy to improve the effectiveness of its operation and customer service

### **Scope**

This policy applies to all nationally recognised qualifications on Meerilinga Scope of delivery and assessment