

Kaplan Professional Assessment Validation and Fit for Purpose Policy

Vocational Education



Scope

This policy is applicable to Kaplan Education Pty Ltd trading as Kaplan Professional (referred to as 'Kaplan Professional'). The policy applies to all Kaplan Professional staff involved in Assessment Validations, Moderations and Fit for Purpose reviews.:

Purpose

The purpose of this policy is to indicate that:

- Kaplan professional conducts Assessment Validations and Moderations of assessment instruments and tools associated with vocational education qualifications and courses listed on Kaplan Professional's RTO scope of registration
- Fit For Purpose reviews check that vocational education qualifications and courses are appropriate and consistent with the Training Product before they are available for enrolment.
- Assessment decisions are consistent and reliable, and meet the principles of assessment and rules of evidence (Outcome Standards for RTOs 2025 1.4)

Policy statement

This policy defines how Assessment Validation, Moderation and Fit for Purpose reviews are managed at Kaplan Professional for VET products.

The focus is on ensuring that all Training Products are compliant with the relevant training package rules, the principles of assessment and the rules of evidence. Kaplan Professional certificates are then issued to students who have demonstrated their competence in these Training Products, contributing towards the quality of vocational education training and assessment in Australia.

Definitions

Amount of training	enables a student to meet the requirements of each Training Product, and gain the skills and knowledge specified in the relevant Training Product. The amount of training is the formal learning activities provided to a student which may include live trainer (tutor) sessions, online tutor forum, online "apply your knowledge" questions, online review questions, online practice tests, online or other self-paced study.
Assessment Validation	means the review of the assessment system to ensure that assessment tools are consistent with the Training Product and the Outcome standards for RTOs 2025, and that assessments and assessment judgements are producing consistent outcomes.
Fit for Purpose	means that a Training Product, service, process, or system meets the requirements and expectations for its intended use. For Kaplan, a Fit for Purpose review includes a Pre-Validation and a Quality Review. The Pre-validation requires inclusion of an external person.
Leader	means the person assigned to lead a Validation panel, a Moderation panel or a Pre-Validation.
Moderation	is the quality improvement process of bringing assessment judgements and standards into alignment. It ensures the same standards are applied to all assessment results within the same units of competency. It is an active process in the sense that adjustments to assessor judgements are made to overcome differences in the use of the tool and/or the severity of judgements. Moderations are not required in the Outcome Standards for RTOs 2025. However, its value as a quality improvement process helps to ensure students receive the same assessment result regardless of the assessor.



National Register	Public register of all training packages on training.gov.au which are approved for an industry sector for RTOs to use to develop Training Products. The public register includes the requirements of qualifications, skill sets and units of competency.
Participant	is a person invited to participate in a Validation panel or a Moderation panel. Also known as a validator.
Pre-Validation	A type of validation that is completed before a Training Product is implemented to check it is fit for purpose and requires inclusion of an external person. It is part of the Fit For Purpose review.
Quality Review	<p>is a thorough evaluation carried out to determine whether the Training Product:</p> <ul style="list-style-type: none">• is Fit for Purpose• meets established quality standards. <p>The Quality Review is part of a Fit for Purpose review.</p>
Standards for RTOs 2025	<p>means the standards made under subsection 185(1) of the National Vocational Education and Training Regulator Act 2011 (Cth). From 1 July 2025 the following three parts will be required by all VET providers:</p> <ul style="list-style-type: none">• Outcome Standards for RTOs 2025• Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements 2025• Credential Policy.
Training Product	an AQF qualification, a skill set, a unit of competency, accredited short course or module.
VET	Vocational Education and Training

Policy principles

Kaplan Professional will undertake a systematic approach to the Assessment Validation, Moderation and Quality Review of its assessments to ensure its assessment strategies and tools:

- are responsive to industry and learner needs
- meet the requirements of the relevant Training Product/s
- provide high quality training and assessment
- have regard for the Amount of training required for the learner to gain the competencies as specified in the relevant Training Product
- support assessments that comply with the principles of assessment and rules of evidence

The Fit for Purpose review is essential:

- To ensure that independent feedback raises any quality issues so they can be rectified before students use the Training Product.
- To improve quality student outcomes.
- Because the QR is required before an application to ASQA seeking approval to add a Training Product to scope.



Validation

Validation purpose

The Validation process will involve reviewing a statistically valid random sample of assessments, as specified in the Outcome Standards for RTOs 2025 Standard 1.5. It also includes making recommendations for future improvements to the assessment tools, process and/or outcomes if applicable.

Validation will involve checking that assessment tools and assessment system are fair, flexible, valid and reliability (Outcome Standards for RTOs 2025 Standard 1.4.2a).

Validation will involve checking that assessment tools are valid, sufficient, authentic and current (Outcome Standards for RTOs 2025 Standard 1.4.2b) allowing for reasonable judgements of students' assessment submissions and whether Training Product requirements have been met.

Validation scheduling

An Assessment Validation schedule will be implemented that meets the requirements of the Outcomes Standards for RTOs and ASQA guidelines, which state that:

- 100% of Training Products must be validated in the five-year audit cycle.
- New products developed will be added to the Validation schedule as they are released.
- Training Products must be validated more frequently, if required, to mitigate against risks to:
 - Training outcomes
 - Changes to Training Products
 - Feedback from students, trainers, tutors, assessors and industry.
- This five-year schedule undergoes review each year.

A risk-based approach to Validation will help to determine:

- The components of the assessment system to be validated
- The sample size of assessments to be validated for a particular Training Product.

Kaplan Professional defines its risk-based approach to Validation as follows:

- high enrolment volume
- licensing requirements
- use of multiple assessors
- involvement of new assessors
- units or qualifications newly added to the scope of registration (not updates of previous versions)
- other relevant contextual factors.

Coverage of units of competency

A minimum of two units of competency are required to be validated for a Training Product in the five-year audit cycle (including if the product contains multiple subjects). If there are multiple subjects, the units of competency may be in one or more of the subjects of the Training Product.

Some Kaplan Professional courses are part of a qualification and share the same units of competency. The courses do not need to be validated separately from the qualification, if the units and the assessment are the same.



Timing of samples

When Validation is conducted, the most recent version of the Training Product available to students will be used. The assessment sample from that product should be no more than six months old. The assessment sampling selection pool will include every student for the period that a version of a Training Product is available for enrolments.

Timing of validation

Validation activities will be conducted after the assessment/s have been completed by students, to allow Kaplan Professional to consider the validity of assessment practices, as well as assessor judgements.

Recommended actions

Recommendations and rationale will be documented in the Validation report and the Training and Assessment Strategy at the conclusion of the Validation.

Kaplan Professional will consider any suggestions for future improvement resulting from the Validation through its continuous improvement process. This process requires the designated Validation Leader to assign improvement recommendations to the appropriate staff for investigation, identifying and managing required actions and recording any implementation (where relevant).

Generally, the improvements will be applied to the next version of the Training Product by the Academic Content team.

Sometimes a recommendation made as part of a Validation may be non-compliant or not practical, or panel members may make contradictory recommendations. In such a case the final recommendation and rationale will be documented in the Validation report and the Training and Assessment Strategy.

Corporate versions of training products

Kaplan Professional may customise different versions of Kaplan qualifications, skill sets and courses for large clients. If this version is similar to the publicly offered Training Products, it does not need to be validated separately. A corporate program will only be validated separately if it is 50% or more customised differently to the standard retail offering.

Participation requirements for assessment validation

Kaplan Professional will ensure that when a Validation process is conducted, at least one person in the Validation team holds one of the following credentials in the Credential Policy 2025 Standards 3A:

- TAE40122 Certificate IV in Training and Assessment or its successor,
- TAE40116 Certificate IV in Training and Assessment,
- TAE40110 Certificate IV in Training and Assessment,
- A secondary teaching qualification and TAESS00024 VET Delivered to School Students Teacher Enhancement Skill Set or its successor,
- TAESS00019 Assessor Skill Set or its successor,
- TAESS00011 Assessor Skill Set,
- TAESS00001 Assessor Skill Set, or
- A diploma or higher-level qualification in adult education or vocational education and training.



The Validation team will also include Participants who collectively have:

- Industry competencies, skills and knowledge relevant to the Training Product
- A practical understanding of current industry practices relevant to the Training Product.

One Participant must be the designated Leader.

Validation team members can consist of employees and/or external contractors.

It is recommended that some staff involved in the design, delivery and/or assessment of the materials be involved in the Validation process, so they gain an understanding of the recommendations and implications of recommendations made by the Validation panel. If this is the case the person:

- can participate in the Validation process as part of the team
- cannot conduct the Validation on their own
- cannot determine the Validation outcome for any assessment judgements they made, and
- cannot be the lead Validator.

Moderation

Moderation is not a requirement of the Standards for RTOs 2025 however Moderation is considered part of the overall quality management process and may be utilised, for example, if there are multiple assessors for a Training Product.

The aim of Moderation is to ensure that assessment outcomes for a unit of competency are the same, regardless of the assessor or the assessment tool. Moderation can take place at any time, but particularly when a discrepancy between assessment results is identified.

- Moderation can be done at the same time as a Validation or separately.
- The outcomes of Moderation will be recorded and implemented in accordance with the Continuous Improvement Policy.

Fit for Purpose

A Fit for Purpose review will be conducted including a Pre-validation (Kaplan Professional) and a Quality Review (QRS team) to ensure that the Training Product is Fit for Purpose and meets the requirements of Outcome Standards for RTOs 2025 Standard 1.3.

A Pre-Validation is conducted by the Academic Content and Academic Operations and Engagement teams. The Pre-Validation is a Validation with no assessments because the Training Product has not been released and no assessment samples are available. In the Pre-Validation, industry and trainer/assessor feedback indicates whether the Training Product is ready for enrolments and whether the training product is a quality product. The Pre-Validation requires inclusion of an independent person.

The Quality Review (QR) is conducted after the assessment has been developed and before the Training Product is available to students. It is conducted independently by the Quality Regulation and Standards (QRS) team.

The QR includes the following checks that the:

- Training and Assessment Strategy is consistent with the requirements of the Training Product on the National Register and is compliant with the Outcome Standards for RTOs 2025.



- Assessment (including RPL) for two units of competency is consistent with the requirements of the Training Product and the Principles of Assessment and Rules of Evidence listed in the Outcome Standards for RTOs 2025 Standard 1.4.
- Marketing collateral aligns with the Training and Assessment Strategy
- Overall quality of the Training Product is considered before it is released
- Outcomes of the review result in any necessary changes to assessment tools *before the Training Product* is available for enrolments.

Outcomes of the Quality Review and the Pre-Validation must lead to any necessary changes to assessment tools before the Training Product is Fit for Purpose and available for enrolments.

Continuous Improvement

Assessment Validation, Pre-Validation and Moderation

Kaplan Professional follows guiding procedures for conducting Assessment Validation and Moderation that are transparent, representative, confidential and equitable. Kaplan Professional continually improves these procedures, which include but are not limited to the following:

- Validation and Moderation audit tracker and maintenance schedule
- training for Course Coordinators
- Validation and Moderation Template
- evidence folders
- updates to Training and Assessment Strategies
- Validation and Moderation process
- guidelines for practitioners.

The life cycle of the Training Product highlights the continuous improvement process for all course development. The Validation process is built into this cycle.

Quality Reviews

The Quality Regulation and Standards (QRS) team follows guiding procedures for conducting Quality Reviews. The QRS team is continually improving these procedures, which include but are not limited to the following:

- Quality Review templates for the review of:
 - Training and Assessment Strategies
 - Online assessment and mapping
 - RPL assessment and mapping
 - Marketing collateral
 - Trainer, tutor and assessor competency
- A register of completed quality reviews.

Complaints and Appeals

Any complaint or appeal in relation to the implementation of this policy will be managed in accordance with the Grievances, Complaints and Appeals Policy.



Relevant Legislation

As a registered training organisation (RTO), Kaplan operates under strict legislation and regulations. Policies and procedures are in place to ensure compliance with the legislative instruments referenced below.

- Outcome Standards for Registered Training Organisations 2025 1.3, 1.51.
- Credential Policy 2025 3A, 3B
- ASQA Fact Sheet – Conducting Validation.

Related Policies

This policy should be read in conjunction with the following Kaplan policies and documents:

- Assessment Policy
- Continuous Improvement Policy
- Grievances, Complaints and Appeals Policy
- Learning Facilities and Resources Policy
- Student Records Management Policy
- VET Workforce Policy
- Training and Assessment Strategy Policy.

Version control and accountable officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this Policy.

Policy Category	Academic			
Responsible Officers	General Manager, Academic Content Development			
Implementation Officers	Head of Academic Operations and Engagement, Manager Academic Content, Academic Governance and Compliance Manager			
Review Date	June 2028			
Approved by				
Policy Committee				
Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
2.0	Head of Learning & Delivery	Reviewed policy	27.6.2018	3.9.2018
3.0	Quality Regulations and Standards team	Updates procedures and changed to new template	22.11.2022	2.12.2022
4.0	Quality Regulations and Standards team	Update with Standards for RTOs 2025	3.07.2025	14.07.2025