

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, fit for purpose reviews and quality 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 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.
Fit for Purpose Review	confirmation 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 Pre-validation and Quality Review activities.
Validation Leader	the person assigned to lead a Validation, Pre-validation, or a Moderation panel.
Moderation	a quality improvement process to align assessment judgements and application the same standards to all assessment results within the same UoC. 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 act as a valuable quality improvement process to ensure students receive the same assessment outcome regardless of the assessor.
National Register	The public register of all Training Packages, including the requirements of qualifications, skill sets and UoC.
Participant	a person invited to participate in a Validation or Moderation panel, also known as a validator.
Pre-validation	the process of reviewing a training product before it is released to confirm that it is fit for purpose, meets training package requirements, and is ready for delivery and enrolment.



Quality Review	a thorough evaluation to determine whether the Training Product: • is Fit for Purpose • meets established quality standards
Standards for RTOs 2025	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: • 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 (UoC), accredited short course or module.
Validation	a review of the assessment system to verify that assessment tools are consistent with the Training Product, the Standards for RTOs 2025, and that assessment judgements produce consistent outcomes.
VET	Vocational Education and Training

Policy principles

Kaplan Professional will undertake a systematic approach to the 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.
- before any application to ASQA seeking approval to add a Training Product to scope.

Validation and pre-validation

Purpose

Pre-validation involves checking that that assessment tools are valid, sufficient, authentic and current (Outcome Standards for RTOs 2025 Standard 1.4.2b). During pre-validation, feedback is obtained from industry representatives and trainers/assessors to determine whether the Training Product is of an appropriate quality, meets industry expectations, and is ready to be offered for enrolment.

Validation involves checking that assessment tools and assessment system are fair, flexible, valid and reliability (Outcome Standards for RTOs 2025 Standard 1.4.2a) and that assessment tools are valid, sufficient, authentic and current (Outcome Standards for RTOs 2025 Standard 1.4.2b). Validation involves checking allowing for reasonable judgements of students' assessment submissions and whether Training Product requirements have been met. During validation a statistically valid random sample of assessments, as specified in the Outcome Standards for RTOs 2025 Standard 1.5, is reviewed. Recommendations are made for future improvements to the assessment tools, process and/or outcomes if applicable.

Scheduling

A 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.
- pre-validation occurs prior to implementation of any new or updated assessment tools.
- 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.

A risk-based approach 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 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 (UoC)

A minimum of two UoC are required to be validated for a Training Product in the five-year validation cycle. One UoC may be across one or more of the subjects of the Training Product.

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

Timing

Pre-validation occurs prior to the implementation of any new or updated assessment tools. It focuses on reviewing the quality of the assessment tool, rather than the assessment judgements.

Validation activities are conducted after assessment/s have been completed by students, to allow Kaplan Professional to consider the validity of assessment practices, as well as assessor judgements. Validation will refer to the current version of the Training Product. The assessment sample from that product should be no more than six months old. The assessment sampling selection pool will include every student enrolled in the Training Product during that period.

Corporate versions of Training Products

Kaplan Professional may customise different versions of 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.

Panel Participation

Kaplan Professional will ensure that when a validation or pre-validation process is conducted, at least one person in the team holds one of the following credentials:

- 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 or pre-validation panel must collectively demonstrate:

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

Panel members can consist of employees or external contractors. The panel must include at least one independent participant. One participant must be appointed as the Validation Leader and is responsible for coordinating and facilitating the process.

Staff involved in the design, delivery and/or assessment of the Training Product are encouraged to participate in the validation process to support continuous improvement and promote understanding of the panel's findings and recommendations. However, to maintain independence:

- they must not conduct the validation on their own, and
- they must not determine the validation outcome for any assessment judgements in which they were directly involved.

Recommended actions

Recommendations and rationale will be documented in the validation report and the Training and Assessment Strategy (TAS).

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 and Development 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 TAS.

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. Moderation can be completed at the same time as a Validation or separately.

- The aim of moderation is to ensure that assessment outcomes for a UoC 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. The outcomes of Moderation will be recorded and implemented in accordance with the Continuous Improvement Policy.

Fit for Purpose Review

A fit for purpose review comprises a pre-validation and a quality review to ensure that the Training Product meets the requirements of the Standards for RTOs 2025 Standard 1.3. Quality reviews are conducted after the assessment tool has been developed and before it is made available to students. It is conducted independently by the Quality Regulation and Standards (QRS) team.

Fit for purpose reviews verify the following:

- The TAS is consistent with the requirements of the Training Product and compliant with the Standards for RTOs 2025.
- Assessment tools have undergone pre-validation prior to implementation.
- Assessment methods (including RPL) for two UoC are consistent with the requirements of the Training Product, the Principles of Assessment and the Rules of Evidence, as outlined in the Standards for RTOs 2025.
- Marketing collateral aligns with the TAS.
- The overall quality of the Training Product is considered before it is released.
- Outcomes from the Quality Review and the Pre-validation of the review result in any necessary changes to assessment tool before they are made available to students.

Continuous Improvement

Validation, Pre-validation and Moderation

Kaplan Professional follows guiding procedures for conducting 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:

- maintaining validation and moderation review schedules
- training for panel participants
- validation and moderation process and procedure templates
- evidence folders
- updates to the relevant TAS
- 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 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:

- a register of completed quality reviews
- templates for the review of:
 - Training and Assessment Strategies
 - fit for purpose and pre-validation reviews
 - Online assessment and mapping
 - RPL assessment and mapping
 - marketing collateral
 - trainer, tutor and assessor competency



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.

- Standards for Registered Training Organisations (RTOs) 2025

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	Head of Academic Content Development			
Implementation Officers	Head of Academic Content Development, Manager Academic Content, Head of Corporate Solutions, Senior Manager, Compliance and Governance, Quality Regulations and Standards team			
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
4.1	Quality Regulations and Standards team	Alignment with restructure. Minor formatting updates.	N/A	25.09.2026