TAEASS503 Lead assessment validation processes

Release: 3

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Modification History

Release	Comments
Release 3	This version was first released with *TAE Training and Education Training Package Release 3.1.* Minor update to Performance Criteria and Foundation Skills to fix typographical errors.
Release 2	This was first released with *TAE Training and Education Training Package Release 2.1.* Minor updates to Performance Criteria.
Release 1	This version first released with *TAE Training and Education Training Package Version 2.0.*

Application

This unit describes the skills and knowledge required to provide leadership in assessment validation processes.

It applies to experienced practitioners who work under limited supervision and who are responsible for the validation of assessment processes, both internally and externally.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Assessment

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Monitor assessment practice	1.1 Work with colleagues to systematically monitor assessment practice 1.2 Actively engage with, and support, other assessors as they work to improve assessment practice

PwC's Skills for Australia

ELEMENT	PERFORMANCE CRITERIA
	1.3 Analyse assessment records ensuring legal, organisational and ethical requirements are being met, and appropriate advice is provided to improve record keeping
2. Coordinate assessment validation activities	2.1 Initiate validation in line with Australian Skills Quality Authority (ASQA) guidelines and organisational, legal and ethical requirements
	2.2 Undertake risk assessment and analysis to determine the purpose, focus and context of validation activities
	2.3 Consider and determine approaches to validation
	2.4 Determine and confirm participants in validation, and organise any materials and resources needed for validation
	2.5 Provide guidance to support participants throughout the validation process
	2.6 Finalise and process validation documentation in accordance with assessment system, legal and organisational procedures, and present to relevant people, within an agreed timeframe
	2.7 Identify recommendations from validation processes, and forward to the appropriate authority

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.3, 2.1, 2.2, 2.3, 2.4, 2.7	• Accesses and interprets legal, organisational and ethical requirements, including ASQA guidelines • Accesses and interprets assessment validation documentation
Writing	2.1, 2.2, 2.3, 2.4, 2.6, 2.7	• Produces accurate documentation, relevant to the validation process and in line with requirements
Oral Communication	1.3, 2.5, 2.6	• Engage with individuals and groups in communication to monitor, guide and validate assessment, leading to improved assessment practice
Numeracy	2.6	• Structures timeframes in order to represent a sequence of events

Skill	Performance Criteria	Description
Navigate the world of work	1.3, 2.1, 2.6	• Identifies, confirms and takes responsibility for adherence to policies and procedures • Identifies, confirms and takes responsibility for adherence to organisational, legal and ethical requirements
Interact with others	1.1, 1.2, 2.4	• Cooperates with others as part of routine activities, and contributes to particular activities requiring joint responsibility and accountability, aimed at improved practice • Provides guidance and support by making adjustments to own personal communication style, in recognition of the values and experiences of others in order to build rapport
Get the work done	2.1, 2.2, 2.3, 2.4, 2.5, 2.7	• Considers alignment with values and principles in decision-making processes • Makes a range of critical and non-critical decisions in relatively complex situations, taking a range of constraints into consideration • Identifies opportunities, drawing on the diverse perspectives of others to gain insights into current practice and ideas for change

Unit Mapping Information

Supersedes and is equivalent to TAEASS503A Lead assessment validation processes.

Links

Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3