

# MILLION BROWN'S COLLEGE (MBC)

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## Validation Policy and Procedure

<b>Document Name</b>	Validation Policy and Procedure
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<b>Approved By</b>	Chand Khanna - CEO
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## Policy Context

<b>Registration Manager</b>	Australian Skills Quality Authority (ASQA)
<b>Conditions of Registration</b>	2025 Standards for RTOs and ESOS / CRICOS requirements, where applicable
<b>Codes and Standards</b>	2025 Standards for RTOs – Outcome Standard 1.5 and the current Credential Policy; National Code of Practice for Providers of Education and Training to Overseas Students 2018, where applicable
<b>Legislation or Other Requirements</b>	National Vocational Education and Training Regulator Act 2011; Education Services for Overseas Students Act 2000; Privacy Act 1988
<b>Related Documents</b>	Validation Schedule; Validation Form; Validation and Moderation Record; Validation Action Plan; Assessment Policy and Procedure; Training and Assessment Standards Policy and Procedure; Industry Engagement Policy and Procedure; Records Management Policy

## 1. Purpose

This policy and procedure explains how Million Brown's College (MBC) systematically validates assessment practices and judgements to ensure that assessment remains valid, reliable, fair, flexible, and aligned to the training product requirements.

It is intended to ensure that MBC conducts validation regularly, documents outcomes, and uses the results of validation to improve assessment tools, assessment practices, and assessment judgements.

## 2. Objective

MBC will maintain a documented validation system and validation schedule for the training products on its scope of registration.

MBC will ensure that validation is conducted in a systematic way, informed by risk, supported by appropriate participants, and acted on through continuous improvement.

## 3. Scope

This policy applies to MBC staff, trainers, assessors, independent participants, industry representatives and other persons involved in validation planning, participation, review, recordkeeping and improvement activities.

## 4. Policy Statement

MBC will conduct validation of assessment practices and judgements for its training products in accordance with the 2025 Standards for RTOs.

Validation will be planned, documented and completed using approved MBC templates and will result in clear findings, recommendations and follow-up actions.

Validation outcomes will be reviewed and implemented where appropriate to support compliant, industry-relevant and high-quality assessment.

## 5. General Processes

Validation activities include the review of assessment tools, assessment conditions, evidence requirements, competency mapping, student evidence samples, assessor judgements and related documentation after assessment has been conducted.

MBC will implement improvements to assessment tools, resources, instructions, benchmark materials and practices when systematic review and feedback identify the need for change.

## 6. Validation Documents

**Validation Schedule:** identifies what will be validated and when.

**Assessment Validation Template / Validation Form:** used to guide structured review of assessment tools and practices.

**Validation and Moderation Record:** used to record findings, ratings, recommendations and actions from a validation activity.

**Validation Review Report and / or Validation Action Plan:** used to summarise outcomes and track follow-up action for continuous improvement.

## 7. Systematic Validation

Systematic validation of MBC's assessment practices and judgements is undertaken by one or more persons who collectively have industry competencies, skills and knowledge relevant to the training product being validated, a practical understanding of current industry practices relevant to the training product, and at least one person who holds a credential for validation specified in the current Credential Policy.

Validation participants must not solely determine the outcome of validation where they were directly involved in the delivery or assessment being validated.

## 8. Independent Validation

Independent validation may be used where appropriate to strengthen objectivity, quality assurance and regulatory confidence, especially for higher-risk training products or products identified by management.

Independent validation means the validation is carried out by a validator or validators who are not employed or subcontracted by MBC to provide training and assessment and who have no other involvement or interest in MBC's operations.

## 9. Key Aspects Reviewed Through Validation

Validation activities may review whether assessment addresses all requirements of the training product, gathers sufficient valid evidence, reflects workplace conditions where required, uses appropriate simulated environments, uses required resources, includes appropriate practical assessment, and appropriately addresses issues of authenticity including in distance or online delivery.

## 10. Validation Plan

MBC will implement a validation schedule for ongoing systematic validation of assessment practices and judgements that identifies when validation will occur, which training products will be validated, who will lead and participate, and how outcomes will be documented and acted upon.

Each training product will be validated at least once every five years, with at least 50% of the training products validated within the first three years of each five-year cycle, taking into account relative risk and any specific training products identified by ASQA.

The validation schedule must reflect MBC's current scope of registration and be updated whenever a new training product is added.

## **11. Risk-Based Validation Scheduling**

The validation schedule should be developed using a risk assessment approach.

Risk factors may include high enrolment volume, delivery by third parties, complaints or appeals, validation history, poor completion or progression outcomes, significant industry or licensing requirements, new or recently transitioned training products, assessor capability risks, and online or distance assessment authenticity risks.

## **12. Planning the Validation Process**

MBC will establish a multi-year validation schedule, identify independent and internal participants appropriate to the training product, plan each validation activity, gather relevant information already on file, and ensure activities are undertaken and documented using approved templates.

## **13. Conducting Validation Activities**

Validation activities may involve face-to-face meetings, online meetings, hybrid participation, and review of training package requirements, AQF level, relevant legislation, all assessment documentation, mapping, student evidence samples and benchmark materials.

The lead person or chair is responsible for ensuring the activity remains on track, roles are clear, confidentiality expectations are understood, and all required documentation is completed, signed and dated.

## **14. Reviewing Validation Outcomes**

After each validation activity, participants will review results, gather feedback, discuss opportunities to improve future validation activities, and ensure recommendations are documented and implemented where appropriate.

Completed templates must include follow-up actions, responsible persons and due dates.

## **15. Procedure Steps**

The procedure steps explain how MBC plans, conducts, documents and follows up validation activities as part of its systematic validation process.

## **16. Continuous Improvement**

This procedure is designed to ensure that validation planning and validation activity are in place across MBC qualifications and courses and that management becomes aware of common threads relating to compliance and quality assurance, repeat issues, and any general adverse trends that need correcting.

## **17. Confidentiality and Privacy Statement**

For more information, please refer to MBC's Privacy and Confidentiality Policy. Validation records, student evidence samples and related materials will be handled confidentially and stored in accordance with MBC's approved privacy and records management procedures.

## **18. Publication**

This policy, once approved, will be available to staff through approved MBC document locations, the intranet, website where appropriate, or on request.

This policy and procedure will form part of the information distributed and communicated during staff orientation.

## 19. Review Processes

This policy will be reviewed annually by the RTO Manager or authorised delegate.

Step	Procedure	Responsibility	Reference
1	Establish a five-year validation schedule using a risk assessment approach.	RTO Manager with trainers and assessors	Validation Schedule
2	Identify internal and independent parties to be involved in the process based on the units / qualifications being validated.	Management; Assessors; RTO Manager	Validation Schedule
3	Plan the validation activities, including the random selection of evidence where required.	RTO Manager	Validation Plan
4	Inform relevant independent parties of validation requirements and explain their roles and responsibilities.	RTO Manager	Invitations / meeting advice
5	Review information already on file that has been gathered over time from relevant parties.	RTO Manager	Existing validation evidence
6	Ensure validation activities are undertaken and documented using approved templates signed and dated by all in attendance.	RTO Manager with trainers and assessors	Validation templates
7	Review the process and outcomes with the lead person / chair and participants.	RTO Manager with trainers and assessors	Validation review
8	Ensure recommendations are reviewed and implemented where appropriate and allocate a responsible person.	RTO Manager with trainers and assessors	Validation Action Plan
9	Review and update the validation schedule as scope or risk changes.	RTO Manager with trainers and assessors	Validation Schedule

## 20. Conducting / Participating in Validation Activities

Step	Procedure	Responsibility
1	Review the plan developed from the schedule and confirm the appropriateness of the planned activity before validation is conducted.	Internal and independent participants
2	Book venue and/or equipment, arrange resources and identify the lead chairperson.	RTO Manager with trainers and assessors
3	Review assessment documentation and student evidence samples. Sample size should be determined by the RTO Manager using an appropriate and defensible approach.	RTO Manager with trainers and assessors
4	Brief independent parties about their role and confirm confidentiality expectations.	Lead person / chair
5	Ensure all required documentation is available, including training package requirements, AQF levels, legislation, workplace documents, all assessment tasks and tools, and information gathered through systematic review.	Lead person / chair; RTO Manager
6	Participate in validation activities, confirm group working arrangements and clarify participant roles.	Internal and independent participants
7	Complete all documentation as required, signed and dated by all attendees.	Lead person / chair; RTO Manager
8	Undertake modifications and follow-up action as directed under MBC's continuous improvement process.	Nominated person

## 21. Reviewing Validation Activity

Step	Procedure	Responsibility
1	Collect feedback from participants regarding the activity, including what worked well and what was learned.	Lead person / chair; RTO Manager
2	Discuss how the next validation may be streamlined or improved.	Internal and independent participants
3	Review results and recommendations in open discussion.	Internal and independent participants
4	Provide feedback to MBC using approved documentation and processes.	Lead person / chair



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