

## COMPETENCY BASED TRAINING AND ASSESSMENT SYSTEM (CBAS) Workshop

### Session 10: Conduct Validation



---

---

---

---

---

---

---

### Conduct Validation: Objectives

- Establish the need for Validation
- Prepare for validation – Validation Management Plan (VMP)
- Contribute to validation process
- Contribute to validation outcomes
- Activity: Compile VMP



---

---

---

---

---

---

---

### What is Validation? (1)

- Validations are intended to ensure consistency, fairness and equity with regard to assessment and assessment processes.
- The reason for validation system is that it is necessary for quality assurance, for continuous improvement, and for confirming professional judgement whilst providing the opportunity for professional exchange.



---

---

---

---

---

---

---

## What is Validation? (2)

- The assessment validation process allows the assessor to compare and evaluate the use and effectiveness of their assessment methods, procedures and assessment decisions to ensure that:

- assessments are consistent,
- they have used appropriate tools and methods to make assessment equitable,
- sufficient, appropriate evidence has been collected to support the judgement, and
- judgements of competence are valid, reliable and fair.



## Terminology – see GLOSSARY

### VALIDATION

- Tests, checks ASSESSMENTS to ascertain whether a scheme, program or package has achieved specified objectives.

### VERIFICATION

- Most ASSESSMENT Systems are subject to VERIFICATION either for their own QUALITY ASSURANCE purposes or by the AWARDING BODY on whose behalf they assess and recommend COMPETENCY towards the appropriate credential or QUALIFICATIONS. As part of this monitoring exercise, organisations are provided with written reports as well as more informal advice. Supporting this process may be EXTERNAL VERIFIERS employed or seconded to the AWARDING BODY along with INTERNAL VERIFIERS or countersigning officers.



The validation allows assessors to review, compare, analyse and evaluate the use and effectiveness of the assessment process:

- In particular:
  - assessor management methodology matrix (AMMM),
  - procedures and work instructions,
  - techniques,
  - documentation,
  - evidence, and
  - decisions.



### Validation Strategies can take the following forms (1):

- meetings for assessor focus groups where assessors have the opportunity to compare and discuss assessment processes,
- the use of external assessment panels or teams of assessors,
- external and written assessment tasks where assessment results are subject to statistical comparison,
- benchmarking exercises with other organisations to compare assessment processes and practices,



---

---

---

---

---

---

---

### Validation Strategies can take the following forms (2):

- the use of and comparison of the results of common assessment tasks used for a number of assessors,
- the use of a lead assessor to direct, manage or oversee the assessment methodology and process,
- the use of an assessment panel to oversee or monitor the assessment methodology and process,
- mentoring system: less experienced assessors are supported by those who are more experienced.



---

---

---

---

---

---

---

### Validation Results

- As a result of validation, managers and assessors should be able to:
- reach a common understanding of the criteria they are using for assessment,
  - ensure their approach is consistently applied and reliable,
  - evaluate for validity of the technical quality of the assessment documentation being used,
  - access and develop benchmark performances against which their own processes and procedures can be measured,
  - discuss issues of concern about the assessment process, particularly in relation to fairness and flexibility, and
  - suggest improvements to the assessment system all processes.



---

---

---

---

---

---

---

## Result of Validation

Validation therefore will either confirm:

- the organisation's practices, and
- individual assessor practices,
- or
- point to the need for improvement and changes to assessment system.



---

---

---

---

---

---

---

## Compile Validation Management Plan

- The Validation Management Plan (VMP) is to be compiled according to the direction provided by Manager Certification.
- Its format is similar to a Project Management Plan, see Appendix F



---

---

---

---

---

---

---

## Conduct Validation Review (1)

- The validation review is conducted according to the approved schedule and includes:
  - Analysis of copies of recent ARBs
  - Analysis of copies of recent Assessment Reports
  - Interviews conducted with selected successful RPMs – Appendix O
  - Interviews conducted with selected part-qualified RPMs
  - Interviews with Assessors – Appendix P
  - Analysis of Results



---

---

---

---

---

---

---



## Conduct Validation Review (2)

- The validation review is conducted according to the approved schedule and includes:
  - Completion of Draft Report
  - Discussion and agreement with Manager Certification and the Senior Assessor on Recommendations
  - Completion of Final Report
  - Briefing for Manager Prokom concerning major findings and recommendations
  - Confirmation of required action by Manager Certification
  - Appointment of staff to undertake corrective action



---

---

---

---

---

---

---

## Activity

- Examine the Validation Management Plan – Appendix F
- Compile the documentation required for Validation – draft a VMP
- Examine Appendix N – Verification Report
- Examine Appendix O – Post Assessment Feedback
- Examine Appendix P – Assessor Post Assessment Feedback
- DISCUSS



---

---

---

---

---

---

---

## Contribute to Validation Outcomes

- Validation findings are collectively discussed, analysed and agreed to support improvements in the quality of assessment
- Recommendations to improve assessment practice are discussed, agreed and recorded
- Changes to own assessment practice, arising from validation and appropriate to assessment role and responsibilities, are implemented



---

---

---

---

---

---

---

## Validation Follow-up

### ■ Analyse and Review Data Collected

- Data is collected and analysed and discussed with the Validation Team.

### ■ Compile Initial Report and Review

- The initial report is compiled by the Validation Team.



## Compile Final Report and Recommendations

A final report is compiled with recommendations that may include:

- Changes to the AMMM methodology, procedures and work instructions
- Changes to the documentation
- Changes to the approach used by Assessors
- Changes of any significance that result in a better assessment outcome.



## SUMMARY

- Objectives
- Prepare for validation
- Contribute to validation process
- Contribute to validation outcomes
- Compile draft VMP

QUESTIONS???

Issues - Points of view???

