

# **CMM CGEA full day PD 2014**

## **Theme – Validation**

**Thursday 20<sup>th</sup> November**

### **KEY POINTS ARISING FROM THE VALIDATION REPORTS**

1. Validation documents must be completed (with all parts filled out) as they are a record of outcomes that need to be used as evidence in audits. They are also records that other teachers may refer to if they are doing validation. This includes dates, names, signatures, and details of the focus of validation meeting.
2. It is most important to use codes, correct titles and the assessment task description as this establishes clearly what is being validated.
3. When you are using the template do not tick yes or no without a comment. The comment records the discussion in the validation session and is important.
4. It is important to indicate who will be responsible for addressing the issues raised otherwise the assessment tool issues may never be resolved.
5. Often the due date is not filled in on the template.

### **FUTURE PLANNING**

6. It is important that you develop for validation:
  - A policy and procedure
  - A plan that nominates what, when and where you will validate
  - A template that covers all the requirements but suits your RTO and courses/qualifications you are running
  - Must link back to your Cont Improvement Process