



Validation Meeting and Report

Item 1 of 1

Follow the steps below to complete your Pre-Assessment Validation Report

Refer to the instructions section of this assessment for instructions on how to locate this document on [BrainStorm RTO](#).

Step 1: Complete Part A - Validation Overview in the Pre-Assessment Validation Report

To complete this step you are required to review all assessment tools, instruments, marking guides, mapping matrix, Training and Assessment Strategy (TAS) and unit of competency, as provided on BrainstormRTO.

Use the information from these documents to populate the **Pre-Assessment Validation Report**.

Ensure you have a Lead Validator and at least two (2) participants (you are one of the participants).

Step 2. You are required to complete the pre-assessment validation as part of a group validation meeting of a minimum of three (3) participants. During this meeting, you are required to review all assessment tools, instruments, marking guides, mapping matrix, Training and Assessment Strategy (TAS) and unit of competency, as provided on BrainstormRTO or from training.gov.au.

Before you start working through the documents, you must become familiar with the Unit of Competency. Go to [training.gov.au](#) and look at the requirements for the Unit. Ask yourself these questions.

- Where can the assessment take place? (look at the assessment conditions)
- What resources and equipment are requirement for the assessment?
- What skills and knowledge are the students gaining from completing this Unit of Competency?
- Look at the Performance Evidence - what tasks must be completed and how often? (sufficiency)
- Look at the Knowledge Evidence - what types of questions should be asked?
- Look at the Foundation Skills - Are they explicit or listed?
- Look at the Application of the Unit fo Competency - how are the skills and knowledge applied in the workplace?

Using the **Pre-Assessment Validation Report** template, review and discuss all documentation provided and determine if they meet the Principles of Assessment and the Rules of Evidence.

Step 3: Complete Part B of the **Pre-Assessment Validation Report**. Systematically work your way through the document and determine how the assessment process meets the requirements or complies with each statement.

NB: You are required to enter a comment for each statement.

Step 4: As part of BrainstormRTO's continuous improvement program, you are required to identify opportunities for improvement in the assessment process. This will require the completion of an Action Plan.

In your group, discuss and identify recommendations for improvements in the quality of the assessment process.

Step 5: Complete **Part C - Action Plan** to document a **minimum of two (2) suggestions for improvement**. Ensure your Action Plan includes sufficient detail about the recommendation, the person/s responsible, and the date for completion of improvement actions.

[< Overview](#)[Save >](#)

TAE40122 Assessment - Pre-Assessment Validation FSKNUM014

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