



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.

Using the **Pre-Assessment Validation Report**, 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.



Upload your **Pre-Assessment Validation Report**.

If required, add a note or written response to accompany your submission

Each file uploaded can be no more than 1GB, uploaded files can be removed before submission



< Overview

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