

Assessment Validation Policy, Plan and Matrix

Document Code / ID:	VAL-DTECH-001
Target Qualification:	TLI41225 Certificate IV in Motor Vehicle Driver Training
Applicable Standards:	National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025 (Standard 1.5) & Compliance Standards Instrument 2025
Owner / Approver:	Chief Executive Officer / Director
Release Date:	September 2026
Review Cycle:	Annual (Next Scheduled Review: September 2027)

1. Purpose & Scope

This policy establishes a systematic, quality-assured assessment validation framework for D-Tech Instructor Training Pty Ltd. Assessment validation confirms that assessment tools produce valid, reliable, sufficient, authentic, and current evidence, and that assessor judgements are sound, consistent, and benchmarked to the training package and Transport for NSW standards.

2. Principles of Assessment & Rules of Evidence Verification

All validation activities systematically check assessment tools and student evidence portfolios against:

• Principles of Assessment:

- **Fairness:** Assessment accommodates candidate workplace needs, including reasonable adjustments without compromising assessment integrity, and provides clear reassessment pathways.

- **Flexibility:** Assessment approaches reflect practical on-road contexts and student learning profiles.

- **Validity:** Assessment evidence directly demonstrates the candidate has attained all Unit Elements, Performance Criteria, and Foundation Skills.

- **Reliability:** Marking criteria, observable rubrics, and model answers are clear, ensuring consistent judgments across different assessors.

• Rules of Evidence:

- **Validity:** Assessment tasks directly correlate with unit benchmark requirements.

- **Sufficiency:** The quality and quantity of evidence confirm sustained competence over time.

- **Authenticity:** The submitted work is confirmed to be the candidate's own work.

- **Currency:** Evidence reflects contemporary road safety legislation and current driver trainer industry practice.

3. Systematic Validation Cycle, Panel Composition & Sampling Rules

3.1 Cycle Benchmark (Outcome Standard 1.5(2)(b)):

- 100% of all 12 units of competency in the TL141225 (Car) qualification are systematically validated across a 3-year cycle, with at least 50% validated within the first 18 months of delivery.
- In-vehicle high-risk assessment instruments undergo pre-delivery tool review prior to initial student rollout.

3.2 Panel Composition & Objectivity Rules (Outcome Standard 1.5(2)(e)–(f)):

- Validation is conducted by a qualified panel comprising:
 - (a) At least one qualified assessor holding vocational competence and current industry skills in driver training,
 - (b) An independent industry expert or external VET compliance advisor, and
 - (c) Panel members collectively holding current TAE validation credentials specified in the Credential Policy.
- Evaluator Objectivity: The validation outcome must NOT be solely determined by any individual who designed the assessment tools or delivered the training/assessment being reviewed.
- Independent Review for TAE Units (Outcome Standard 1.5(2)(d)): Assessment systems for units originating from the Training and Education (TAE) training package (specifically TAEASS311) must be validated following the first completed cohort by an independent validator who is not employed or subcontracted by D-Tech and has no other operational interest in the RTO.

3.3 Risk-Based Sampling Methodology (Outcome Standard 1.5(2)(c)):

- A statistically valid sample is selected using a risk-based approach:
 - Baseline Sample: A minimum of 5 completed candidate portfolios or 10% of the cohort (whichever is greater).
 - Risk Weighting: 100% of all Not-Yet-Competent (NYC), reassessed, or disputed files are included in the sample.
 - The sample must represent all delivery sites, in-car instructional routes, and participating assessors.

Appendix A: 3-Year Systematic Validation Schedule (TLI41225 Car)

Stage / Timeline	Unit Codes	Validation Focus & Risk Assessment	Lead Validator / Reviewer
Year 1 (Months 1–6) Post-Registration	TLIM0008 TLIM0016 TLIC0031 TLIC1051	Pre-delivery validation of in-vehicle practical tools, passenger-side dual-control emergency rubrics, and route risk assessment checklists.	Lead Assessor & Independent Industry Expert
Year 1 (Months 7–18)	TAEASS311 TAEDEL311	Assessment evidence boundaries, observation rubrics, 4-step coaching plans, and adult learning alignment.	Independent External Assessor (Outcome Standard 1.5(2)(d))
Year 2 (Months 19–30)	TLIF0025 TLIG2007 TLII0005	Cabin hazard logs, pre-trip vehicle roadworthiness sheets, LLND equity considerations, and candidate conflict resolution.	Lead Assessor & Peer Review Assessor
Year 3 (Months 31–36)	BSBINS309 TLIL2060 TLIL4009	Business and logbook recordkeeping, diary management, SMS archival security, and full pre-renewal qualification review.	Compliance Officer & External Lead Auditor

Appendix B: Assessment Validation Outcome Report Form

Unit Code & Title Validated

☐ TLIM0008 Conduct car driver training

OR

Unit Code & Title: _____

Validators & Credentials

Role	Name	TAE / Industry Registration
Lead Validator		
Independent Reviewer		
Industry Expert / External Validator		

Sample Portfolio Reviewed

Sample Size: _____ files

☐ Competent

☐ Not Yet Competent (NYC)

☐ Re-assessed

Evaluation Against Principles & Rules

Validation Requirement	Status
Principles of Assessment Met	☐ Yes ☐ No
Rules of Evidence Met	☐ Yes ☐ No
Minor Improvements Identified	☐ Yes ☐ No

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Validation Requirement	Status
Critical Adjustments Required	☐ Yes ☐ No

Findings & Recommendations

- _____
- _____
- _____

Continuous Improvement Sign-off

Item	Details
Logged in CI Register	☐ YES ☐ NO
CI Reference Number	_____
Sign-off Date	____ / ____ / 20____
Approved By	_____
Signature	_____