Link to Database

The link will take you to the Lecturer Access version of the Central Regional TAFE database, which will allow you

- ➢ Use this link (ctrl and click) K:\CRTAFE ValidationDatabase\Validation Planner - Lecturer Access.accde

Alternatively, for faster access to the Validation Database, save a shortcut of the database to your desktop:

1. Go to K:\CRTAFE ValidationDatabase
2. Right click on the file "**Validation Planner – Lecturer Access**", select "send to – desktop" or copy to a preferred location
3. Open the file you copied

Warning Message

When you first open the database you will see the following message:
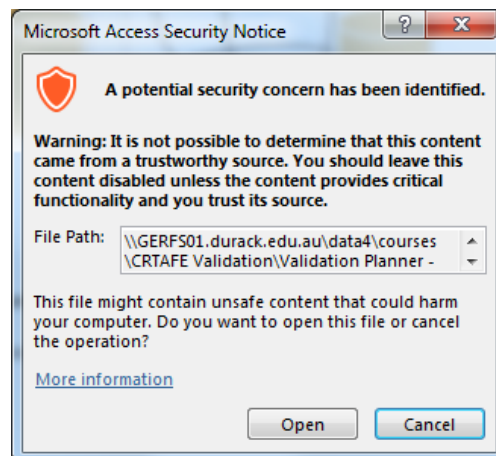
- ➢ Click "**Open**" to continue.

You may also get a yellow warning bar along the top when you start. If so, click "**Enable Content**" to continue.

Entering Data

As this is a database, information entered will be saved automatically. Clicking on any other validation event will save your current entry, so too will closing the current form and going back. To close any open tab click on the "Save and Close" button:
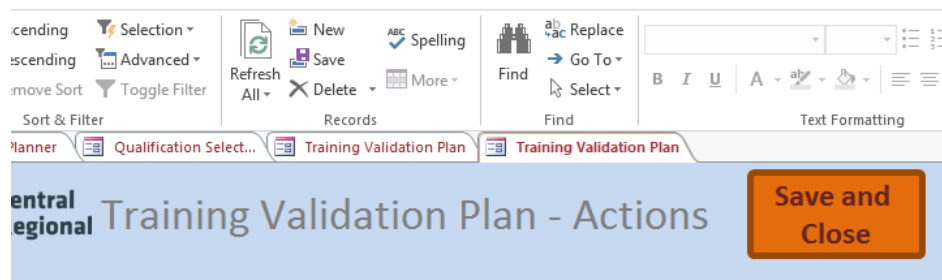
Home Screen

1. To view or add validation events and risk assessments, click the first button: "**Open the Qualification Selector form**"
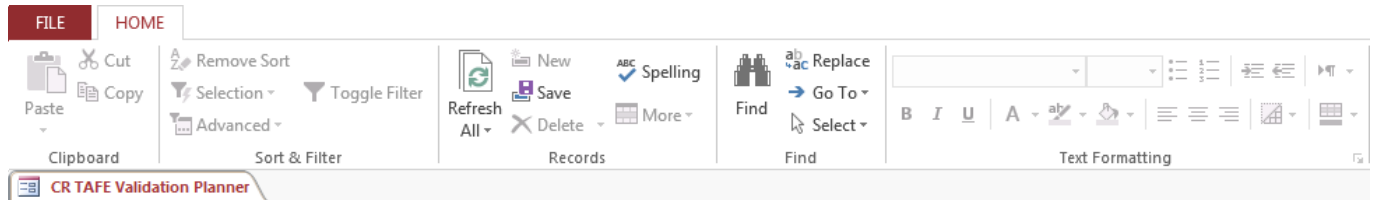
The other buttons will bring up the 5 year plan for **post-assessment** validations for the training products on CRT's scope. The first report is sorted by the planned year, the second is sorted by the training product National Code.

Qualification Selector Form

1. Click/scroll in the list for Qualifications.
   These are sorted alphabetically by National Code, and you can click inside the window and type the first letter of the desired code to navigate to it quicker
2. Click "**OK**" when you have found your qualification

Validation Plan Form

In this form you can view, edit or add new validation events and risk assessments.

Training Validation Plan

Save and Close

Refresh All

National ID   ICT30115

Course Title   Certificate III in Information, Digital Media and Technology

Year Due   2017

This plan is to be developed for a training product as it appears on Central Regional TAFE's Scope of Registration. Refer to Central Regional TAFE's Five Year Validation Plan to identify the year validations need to be completed for this training product.

This plan will include identification of both pre-use validation and during/post-use validation. Refer to Central Regional TAFE's Validation Policy for further details.

Use the Risk Criteria identified on the Risk Factors Form to determine which units to validate as per Central Regional TAFE's Validation policy.

Qualification Risk Factor   **Moderate**

Risk Factors

PLANNING PHASE				VALIDATION EVENT DETAILS								FINAL SIGN-OFF
Unit of Competency	Risk Level	Year Scheduled	Program Area and Campus	VQIR	Validation Date	Pre	OR Post	Lead Validator	Additional People Involved	Person Responsible for Follow Up	Summary of Actions Raised in Validation	Date Completed and Signed-Off
ICTICT301 Create user documentation	Moderate **Risk**	2017	Avon ▾ Northam ▾		29/11/2017	☐	☑	Lead V. Name	Additional Participants' Names	Assessor	Add/View Validation Issues	
ICTWEB301 Create a simple markup language document	Moderate **Risk**	2017	Avon ▾ Northam ▾		29/11/2017	☐	☑	Lead V. Name	Additional Participants' Names	Assessor	Add/View Validation Issues	

Adding a New Planned Validation

1. Click the "**Add event/unit to Validation Plan**" button
2. Enter the **National Code** for the unit
3. Enter the **Unit Title**
4. Enter the **Year Scheduled** (will default to the current year)

Unit Risk Assessment

1. To carry out a risk assessment on a particular unit, follow the steps as per "**Adding a new Planned Validation**" above if you haven't already entered an event placeholder
2. Click on the "**Risk**" button, this will open the Unit Risk Factor Selector

3. **Select** only relevant **risk factors** and adjust the **level of risk rating**

Note: Refer to the Risk Rating Guide for assistance with determining the level of risk for each risk factor.

4. Any incorrectly selected risk factors can be removed by clicking on the red "Del" button
5. Once all relevant risk factors have been selected and rated, click on the "Save and Close" button.
6. The database will automatically calculate the overall risk rating for the unit.

Training Product Risk Assessment

To carry out or modify a training product risk assessment follow these steps:

1. Select the training product from the Qualification Selector Form
2. Click on "Risk Factor"
3. Perform the same steps as outlined above in Unit Risk Assessment

Adding a New Validation Event

1. Follow the steps as per "**Adding a new Planned Validation**" above if you haven't already entered an event placeholder

2. **Contact** Quality to obtain a **VQIR number – only required for post-assessment validation**

3. Enter the **VQIR** number eg. 40/17

4. Enter the **Validation Date**

5. Tick whether the validation is **Pre-Use** or **Post-Use**

6. Enter the name of the **Lead Validator** (this is also the person to approve the final sign-off)

7. Enter the names of everyone involved with the validation

8. Enter the **person responsible for following up** with non-compliances and other issues (usually the Assessor)

9. To enter details of the validation findings, click on "**Add/View Validation Issues**"

PLANNING PHASE				VALIDATION EVENT DETAILS							FINAL SIGN-OFF
Unit of Competency	Risk Level	Year Scheduled	Program Area and Campus	VQIR	Validation Date	Pre OR Post	Lead Validator	Additional People Involved	Person Responsible for Follow Up	Summary of Actions Raised in Validation	Date Completed and Signed-Off
ICTICT201 — Use Computer Operating Systems	Risk	2017	MACE — Geraldton	40/17 — 20/06/2017		☐ ☑	Lead V. Name	Add. Participants' Names	Assessor Name	Add/View Validation Issues	28/07/2017

3 **4** **5** **6** **7** **8** **9**

10. Select the relevant Validation Code (refer to the validation record) and the type of Issue eg. non-compliance (NC) or opportunity for improvement (OFI). The comment under "Improvement Action" defaults to "Refer to Validation Record", this may be changed to provide further comments or can be left as such.

Validation Improvement Actions

Validation Code	Issue	Improvement Action	Resolved	Date Resolved
5.3	NC	Refer to Validation Record	☐	
3.7	NC	Refer to Validation Record	☐	
4.3	NC	Refer to Validation Record	☐	
*		Refer to Validation Record	☐	

Finalising a Validation

1. Confirm all validation actions have been completed to the satisfaction of the Lead Validator

2. **Tick** the "**Resolved**" box for each of the listed improvement actions and **select the date** this was resolved

3. Enter the date the **Final Sign-Off** was approved/given