



These work instructions are accessible on Central Regional TAFE's Lecturers Guide (under Validation and Audit) and on CentraNET (under Planning and Quality – Audits and Validation).

Link to Database

The Lecturer Access version of the Validation Database will allow you to access and modify data and is stored on K:\ Drive.

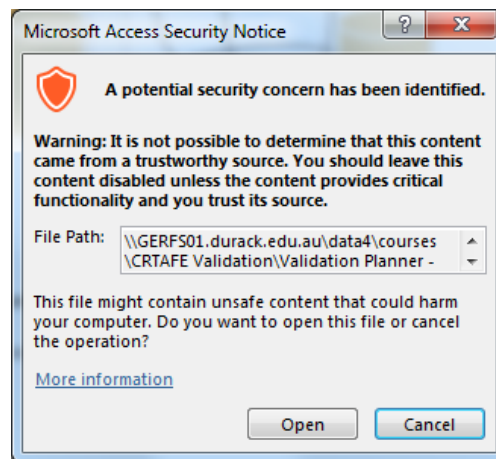
- Use this link (ctrl and click) <K:\CRTAFE ValidationDatabase\Validation Planner - Lecturer Access.accd>

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:

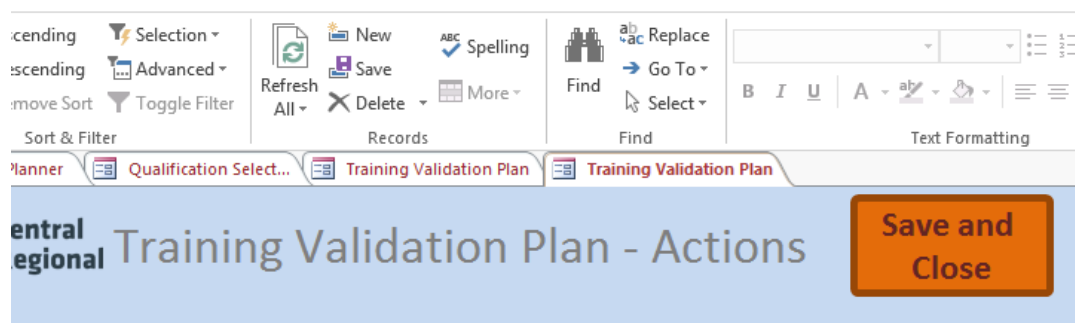


- Click “**Open**” to continue.

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

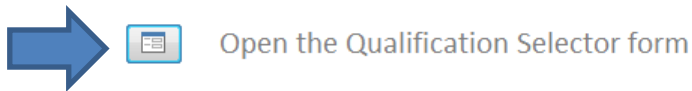
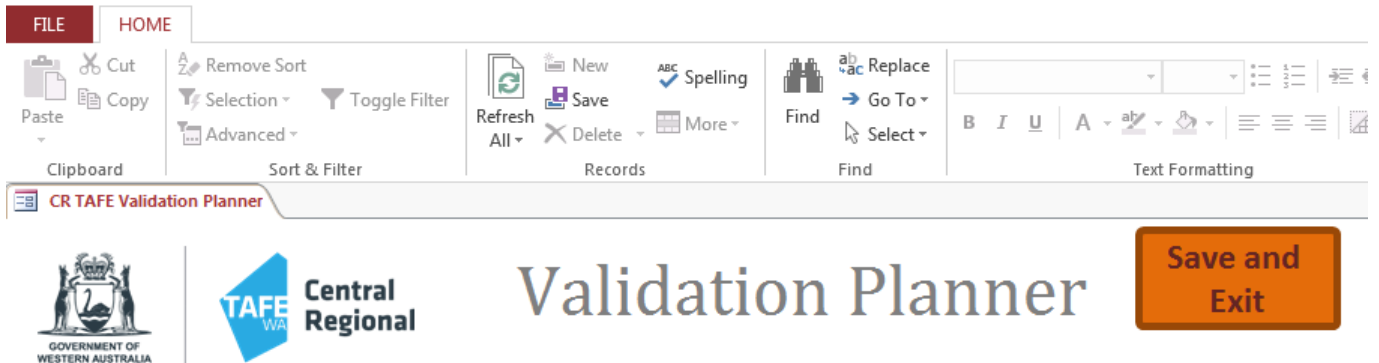
Entering Data



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, add or edit validation events and risk assessments, click the first button: “**Open the Qualification Selector form**”



-  Open the list of Qualifications sorted by planned Validation date
-  Open the list of Qualifications sorted by National ID

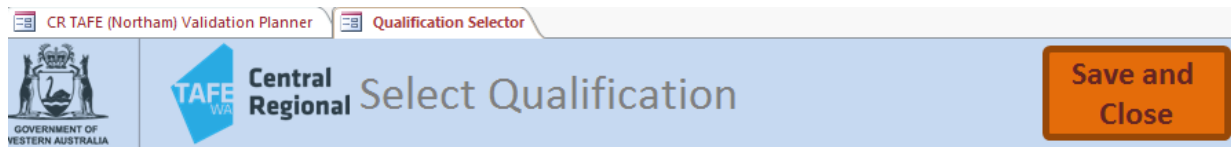
The other buttons will bring up the 5 year plan for **post-use** validations for the training products on CRT's scope. The first report is sorted by the planned year, the second is sorted by the training product National Code.

Qualification Selector Form

1. Click/scroll in the list for Qualifications.
 These are sorted alphabetically by National Code

TIP: 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



Step 1. Please select your Qualification from the list below

Qualifications Listed by National ID

| | |
|-----------------|--|
| CUAGR302 | Use typography techniques |
| CUAGR401 | Research and apply graphic design techniques |
| CUV20111 | Certificate II in Visual Arts |
| CUV30111 | Certificate III in Visual Arts |
| CUV40111 | Certificate IV in Visual Arts |
| CUV50111 | Diploma of Visual Arts |
| FNS30315 | Certificate III in Accounts Administration |
| FNS40215 | Certificate IV in Bookkeeping |
| FNS40615 | Certificate IV in Accounting |
| FNS50215 | Diploma of Accounting |
| FSK10113 | Certificate I in Access to Vocational Pathways |
| FSK10213 | Certificate I in Skills for Vocational Pathways |
| FSK20113 | Certificate II in Skills for Work and Vocational Pathways |
| HLT21212 | Certificate II in Health Support Services |
| HLT33015 | Certificate III in Allied Health Assistance |
| HLT33115 | Certificate III in Health Services Assistance |
| HLT51612 | Diploma of Nursing (Enrolled-Division 2 nursing) |
| HLT52015 | Diploma of Remedial Massage |
| HLT54115 | Diploma of Nursing |
| ICT10115 | Certificate I in Information, Digital Media and Technology |
| ICT20115 | Certificate II in Information, Digital Media and Technology |
| ICT30115 | Certificate III in Information, Digital Media and Technology |
| ICT30213 | Certificate III in Telecommunications |
| ICT30313 | Certificate III in Telecommunications Cabling |
| ICT30415 | Certificate III in Telecommunications Network Build and Operate |
| ICT40215 | Certificate IV in Information Technology Support |

OK



Step 2. Press ENTER or click the OK button

Validation Plan Form

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

Central Regional Training Validation Plan

Save and Close

Qualification Risk Factor: **Moderate**

Risk Factors

Validation Report

National ID: ICT30115

Course Title: Certificate III in Information, Digital Media and Technology

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.

PLANNING PHASE

VALIDATION EVENT DETAILS

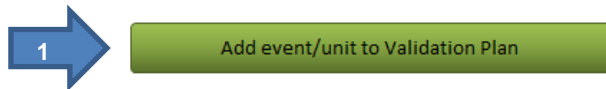
FINAL SIGN-OFF

| | Unit of Competency | Risk Level | Year Scheduled | Planned Validation Date | Program Area and Campus | Validation Date | VRN | Lead Validator | Additional People Involved | Lecturer/Assessor | Summary of Actions Raised in Validation | Date Completed and Signed-Off |
|------|---|------------|----------------|-------------------------|------------------------------|-----------------|--|----------------|--------------------------------|-------------------|---|-------------------------------|
| Edit | ICTICT301 Create user documentation | Moderate | Risk | 2017 | 29/11/2017 CHB Northam | | <input checked="" type="radio"/> Pre OR <input type="radio"/> Post | Lead V. Name | Additional Participants' Names | L/A Name | Add/View Validation Issues | |
| Edit | ICTWEB301 Create a simple markup language document | Moderate | Risk | 2017 | 29/11/2017 CHB Northam | | <input checked="" type="radio"/> Pre OR <input type="radio"/> Post | Lead V. Name | Additional Participants' Names | L/A Name | Add/View Validation Issues | |

Add event/unit to Validation Plan

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)
5. Enter the **Planned Date**
6. Enter the Program **Area and Campus** – *if these are left blank, the validations won't show up in the portfolio reports!*
7. Indicate whether this will be a **pre-use validation or post-use validation**
8. Enter lead validator, people involved and person responsible for follow-up (assessor)



| PLANNING PHASE | | | | | VALIDATION EVENT DETAILS | | | | | FINAL SIGN-OFF | | |
|-------------------------------|-----------------------------------|-----------------------------------|----------------------|-----------------------|--------------------------|----------------------|--|----------------------|----------------------------|----------------------------------|-----------------------------------|----------------------|
| Unit of Competency | Risk Level | Year Scheduled | Planned Date | Program Area / Campus | VRN | Validation Date | OR Pre <input type="checkbox"/> Post <input type="checkbox"/> | Lead Validator | Additional People Involved | Person Responsible for Follow Up | Date Completed and Signed-Off | |
| Enter Code | <input type="text" value="Risk"/> | <input type="text" value="2018"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Enter Title of Unit | | | | | | | | | | | | |
| Validation Improvement Action | | | | | | | | | | | | |
| Validation Code | Issue | Improvement Action | | | | | | | | | Resolved <input type="checkbox"/> | Date Resolved |
| <input type="text"/> | <input type="text"/> | Refer to Validation Record | | | | | | | | | <input type="checkbox"/> | <input type="text"/> |

Unit Risk Assessment

1. To carry out a risk assessment on a particular unit – **required for the units selected for post use validation** - follow the steps as per “**Adding a new Planned Validation**” above if you haven’t already entered a planned validation event.
2. Click on the “**Risk**” button, this will open the Unit Risk Factor Selector

PLANNING PHASE

| Unit of Competency | Risk Level | Year Scheduled | Planned Date | Program Area / Campus |
|--|-------------|----------------|--------------|-----------------------|
| ICTICT203, ICTICT308 | Risk | 2017 | 29/08/2016 | MET |
| Operate application software packages, Use advanced features of computer | | | | Geraldton |

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

Note: Refer to the Validation Risk Rating Framework ([TA006G1](#)) for assistance with determining the level of risk for each risk factor.

Central Regional Unit Risk Factor Selector
 Save and Close

Unit Code **Enter Code**
 Unit Title **Enter Title of Unit**

Unit Risks:

Unit Risk Factors

| Title | Type | RiskRating | Comment |
|-------|---------|------------|---------|
| ESL | Clients | Moderate | |

Risk Factors

| Title | Type |
|--------------------|---------|
| <Add> Aboriginal | Clients |
| <Add> CaLD | Clients |
| <Add> Disability | Clients |
| <Add> ESL | Clients |
| <Add> Incarcerated | Clients |
| <Add> Low IIN | Clients |

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.

| | | | |
|---|------------|------|------|
| ICTICT207 | Acceptable | Risk | 2017 |
| INTEGRATE COMMERCIAL COMPUTING PACKAGES | | | |

Training Product Risk Assessment

Training product risk assessments are considered against other campuses and other training products within a particular industry area and consequently inform the overall CRT Validation Five Year Plan. Training product risk assessments are completed using the Validation Training Product Risk Assessment ([TA006F3](#)) and Risk Rating Framework ([TA006G1](#)) as a guide.

Completed Training Product Risk Assessments may be forwarded to Planning & Quality via audit@crtafe.wa.edu.au who will allocate a year for post-use validation to the training product and enter the risk assessment into the database.

Adding a New Pre-Use Validation Event

1. To add a new pre-use validation event, open the relevant training product using the Qualification Selector Form (refer to p3).
2. Find the planned validation in the list of validation events or enter a new event. Check the Program Area and Campus to ensure the correct validation event is selected. **Tip:** click on Unit of Competency to sort A-Z.

| PLANNING PHASE | | | | | | VALIDATION EVENT DETAILS | | |
|--------------------|------------|----------------|-------------------------|-------------------------|-----------------|--------------------------|----|--------|
| Unit of Competency | Risk Level | Year Scheduled | Validation Planned Date | Program Area and Campus | Validation Date | VRN | OR | Pre Po |
| BSBSUS201 | Risk | 2018 | 27/08/2018 | Avon Wheatbelt | | | | |
| BSBWHS201 | Risk | 2018 | 27/08/2018 | Avon Wheatbelt | | | | |
| ICTICT204 | Risk | 2018 | 30/04/2018 | Avon | | | | |

3. Enter the **Validation Date**
4. Ensure the **Pre-Use** button is ticked
5. Enter the name of the **Lead Validator** (this may be the assessor) if this hasn't already been entered
6. Enter the names of everyone involved in the validation if applicable
7. Enter the **person responsible for following up** on non-compliances and other issues (usually the assessor) if this hasn't already been entered
8. 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 | Validation Planned Date | Program Area and Campus | Validation Date | VRN | OR Pre Post | Lead Validator | Additional People Involved | Lecturer/Assessor | Summary of Actions Raised in Validation | Date Completed and Signed-Off |
| ICTICT203 | Acceptable Risk | 2017 | 12/12/2016 | Avon | 12/12/2016 | | <input checked="" type="radio"/> | Lead V. Name | Add. Participants' Names | Assessor Name | Add/View Validation Issues | 15/12/2016 |
| OPERATE APPLICATION SOFTWARE PACKAGES | | | | | | | <input type="radio"/> | | | | | |

9. Select the relevant Validation Code and letter (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.

| | | | | | |
|-----|---|----|---|-------------------------------------|-----------|
| 3.1 | a | NC | 1.1 camera software compatibily, combine activity 1 & 2 | <input checked="" type="checkbox"/> | 12/04/201 |
| | | | Refer to Validation Record | <input type="checkbox"/> | |

Post-use validations should be recorded on the Post-use Validation Record ([TA006F2](#)) and may be sent to Planning & Quality via audit@crtafe.wa.edu.au for entering into the database and recording on HPE Records Manager.

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.

| PLANNING PHASE | | | | | VALIDATION EVENT DETAILS | | | | FINAL SIGN-OFF | | |
|------------------------------------|---|----------------|--------|--------------|--------------------------|-----------------|---|----------------|----------------------------|----------------------------------|-------------------------------|
| of Competency | Risk Level | Year Scheduled | Campus | Program Area | VQIR | Validation Date | Pre OR Post | Lead Validator | Additional People Involved | Person Responsible for Follow Up | Date Completed and Signed-Off |
| CT203 | Acceptable Risk | 2017 | Campus | Area | | 12/12/2016 | <input checked="" type="checkbox"/> Pre <input type="checkbox"/> Post | Lead V. Name | Add. Participants | Assessor Name | 15/12/2016 |
| RATE APPLICATION SOFTWARE PACKAGES | | | | | | | | | | | |



Validation Improvement Actions

| Validation Code | Issue | Improvement Action | Resolved | Date Resolved |
|-----------------|-------|---|-------------------------------------|---------------|
| ! | NC | Use Version Control on documents | <input checked="" type="checkbox"/> | 15/12/2016 |
| ! | NC | Use more explicit mapping of Elements, PC, Performance and Knowledge Evidence | <input checked="" type="checkbox"/> | 15/12/2016 |
| ! | NC | Some Knowledge Evidence not covered | <input checked="" type="checkbox"/> | 15/12/2016 |
| | OFI | Update to new CR TAFE document format | <input checked="" type="checkbox"/> | 15/12/2016 |



Finalised post-use validation records may be sent to Planning & Quality via audit@crtafe.wa.edu.au for entering into the database.

Running a Validation Report for a specific Training Product

To generate a report listing all pre- and post-use validations planned and completed for a particular training product, select the desired training product in the Qualifications Selector Form (refer to p.3) and click on the Validation Report button.

Save and Close

Qualification Risk Factor: **Moderate**

Risk Factors

Validation Report

National ID: ICT30115

Course Title: Certificate III in Information, Digital Media and Technology

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| PLANNING PHASE | | | | | VALIDATION EVENT DETAILS | | | | | |
|--------------------|------------|----------------|-------------------------|-------------------------|--------------------------|--------------------|----------------|----------------------------|-------------------|---|
| Unit of Competency | Risk Level | Year Scheduled | Planned Validation Date | Program Area and Campus | Validation Date | VRN Pre OR Post | Lead Validator | Additional People Involved | Lecturer/Assessor | Summary of Actions Raised in Validation |