



Link to Database

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

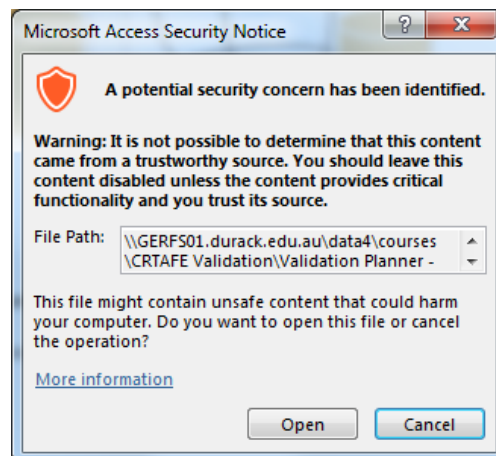
- Use this link (ctrl and click) <K:\CRTAFE ValidationDatabase\Validation Planner - Lecturer Access.accde>

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:

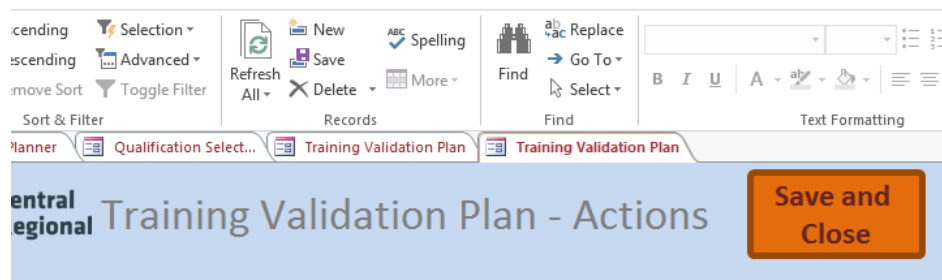


- Click “**Open**” to continue.

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

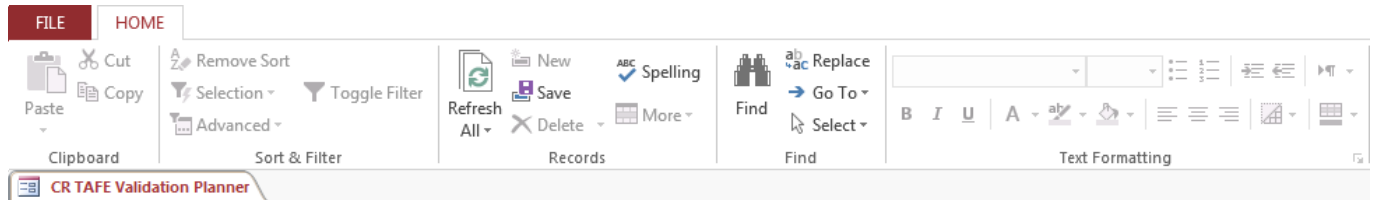
Entering Data

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**”



Validation Planner

Save and
Exit



Open the Qualification Selector form



Open the list of Qualifications sorted by planned Validation date



Open the list of Qualifications showing planned Validation date

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

CR TAFE (Northam) Validation Planner | Qualification Selector

Central Regional Select Qualification Save and Close

Step 1. Please select your Qualification from the list below


Qualifications Listed by National ID


CUAGRD302	Use typography techniques
CUAGRD401	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

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

National ID **ICT30115** Year Due **2017** [Refresh All](#)

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.

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	VQR	Validation Date	OR Pre Post	Lead Validator	Additional People Involved	Person Responsible for Follow Up	Summary of Actions Raised in Validation	Date Completed and Signed-Off
ICTICT301	Moderate Risk	2017	Avon			<input checked="" type="checkbox"/>	Lead V. Name	Additional Participants' Names	Assessor	Add/View Validation Issues	
Create user documentation			Northam		29/11/2017						
ICTWEB301	Moderate Risk	2017	Avon			<input checked="" type="checkbox"/>	Lead V. Name	Additional Participants' Names	Assessor	Add/View Validation Issues	
Create a simple markup language document			Northam		29/11/2017						

Adding a New Planned Validation

The screenshot shows a web form titled 'PLANNING PHASE' with the following fields and controls:

- Unit of Competency:** A text input field containing 'Enter Code'.
- Risk Level:** A dropdown menu with 'Risk' selected.
- Year Scheduled:** A text input field containing '2017'.
- Enter Title of Unit:** A text input field.
- Buttons:** A green button labeled 'Add event/unit to Validation Plan' (indicated by arrow 1) and a green button labeled 'Risk' (indicated by arrow 4).

Four numbered blue arrows indicate the sequence of steps: 1 points to the 'Add event/unit to Validation Plan' button, 2 points to the 'Enter Code' field, 3 points to the 'Enter Title of Unit' field, and 4 points to the 'Risk' button.

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

The screenshot shows a form with the following fields and controls:

- Unit Code:** A text input field containing 'ICTICT201'.
- Risk Level:** A dropdown menu with 'Risk' selected.
- Year Scheduled:** A text input field containing '2017'.
- Unit Title:** A text input field containing 'Use Computer Operating Systems'.
- Location:** A dropdown menu with 'Geraldton' selected.
- Buttons:** A green button labeled 'Risk' is highlighted with a blue arrow.

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.



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
< Add	CaLD
< Add	Disability
< Add	ESL
< Add	Incarcerated
< Add	Low LLN
< Add	Under 18
< Add	VETIS

→

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	Avon
INTEGRATE COMMERCIAL COMPUTING PACKAGES			Northam

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

The screenshot shows the 'Training Validation Plan' interface. At the top left is the Government of Western Australia logo. Next to it is the 'TAFE WA Central Regional Training Validation Plan' header. A 'Save and Close' button is visible in the top right. Below the header, the 'National ID' is 'ICT30115' and the 'Course Title' is 'Certificate III in Information, Digital Media and Technology'. A 'Refresh All' button is next to the 'Year Due' field, which is set to '2017'. The 'Qualification Risk Factor' is 'Moderate', and a red 'Risk Factors' button is highlighted with a blue arrow pointing to it. Below the course title, there is explanatory text: '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.'

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	VQJR	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	Risk	2017	MACE	40/17	20/06/2017	<input checked="" type="checkbox"/>	Lead V. Name	Add. Participants' Names	Assessor Name	Add/View Validation Issues	28/07/2017
Use Computer Operating Systems			Geraldton								

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	<input type="checkbox"/>	
3.7	NC	Refer to Validation Record	<input type="checkbox"/>	
4.3	NC	Refer to Validation Record	<input type="checkbox"/>	
*		Refer to Validation Record	<input type="checkbox"/>	

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

PLANNING PHASE					VALIDATION EVENT DETAILS				FINAL SIGN-OFF		
Unit 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
BSBSUS201	Risk		Geraldton	MACE	x/17	11/05/2017	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Lead V. Name	Add. Participants	Assessor Name	25/05/2017
Participate in environmentally sustainable work practices											



Validation Improvement Actions

Validation Code	Issue	Improvement Action	Resolved	Date Resolved
5.3	NC	Refer to Validation Record	<input checked="" type="checkbox"/>	25/05/2017
3.7	NC	Refer to Validation Record	<input checked="" type="checkbox"/>	25/05/2017
4.3	NC	Refer to Validation Record	<input checked="" type="checkbox"/>	25/05/2017
*		Refer to Validation Record	<input type="checkbox"/>	

