VET Assessment Validation Panel Terms of Reference

Section 1 - Establishment

(1) The VET Assessment Validation Panel (VAVP) is established under the Academic Programs Committee Terms of Reference and operates in accordance with the VET Assessment System Policy and Procedure. The VAVP provides institutional oversight of the review and approval of VET assessment tools and practices before use.

Section 2 - Functions and Responsibilities

(2) The VAVP must review and approve the full suite of pre-validated assessment tools and practices for each unit of competency listed in the Training and Assessment Strategy (TAS). Assessment tools and practices must be approved before delivery and before submission to the TAFE Learning and Teaching Committee (TAFE LTC) and/or Academic Programs Committee (APC), where required.

(3) This will include Curriculum Management System (CMS) proposals for:

a. new addition to scope;
b. continuing addition where the replacement product is not equivalent;
c. transfer where the replacement training product is equivalent; and
d. major amendments to assessment tools or practices in accordance with the VET Assessment System Policy and Procedure.

Section 3 - Membership

(4) Membership of the VAVP will comprise:

a. Associate Director Training and Assessment Strategy and Practice (ADTASP), or an authorised delegate;
b. Lead Assessment Specialist VET or an authorised delegate;
c. Subject matter expert from the applicable VET team; and
d. A nominated assessor for the VET unit.

(5) Members who participate in the validation or approval of assessment tools and practices must hold an eligible training and assessment credential and experience. The members must collectively possess the vocational competence, current industry knowledge, and assessment expertise relevant to the unit being considered.

(6) When a Training and Education (TAE) training product is being considered, the Panel must also meet the additional credential requirements for validation of TAE training products specified in the RTO Credential Policy 2025.

(7) The Associate Director Training and Assessment Strategy and Practice may appoint additional members to the VAVP to ensure appropriate representation from:

a. CDU TAFE;
b. the Academy of the Arts;
c. the Faculty of Health; and
d. Teaching and Learning Connect (TLC).

(8) A person who does not hold an eligible training and assessment credential or experience may provide administrative, regulatory, curriculum, industry or quality assurance advice but must not undertake validation, vote on or approve assessment tools and practices, or count towards quorum.

Section 4 - Chair

(9) The Associate Director Training and Assessment Strategy and Practice, is the Chair of the VAVP.

(10) If the Chair is unavailable, they may nominate an alternative chair for that meeting.

(11) The nominated Chair must hold an eligible training and assessment credential and have demonstrated knowledge and experience in VET assessment design and validation.

Section 5 - Terms of office

(12) VAVP members will remain members while they continue to meet the applicable membership and credential requirements and participate in relevant professional development annually.

Section 6 - Quorum

(13) The quorum for a VAVP meeting is three voting members, including:

a. the Chair or an eligible delegate;
b. the nominated assessor for the VET unit; and
c. a subject matter expert with vocational competence and current industry knowledge relevant to the unit.

(14) Only members eligible to participate in validation and approval decisions may be counted towards quorum.

Section 7 - Meetings

(15) The VAVP will meet in accordance with the approved VAVP schedule. The Chair may consult with the relevant VET Team Leader regarding the readiness of materials for consideration.

(16) Matters requiring a resolution or recommendation by the VAVP must be determined by a simple majority of eligible voting members. Where votes are equally divided, the assessment tools and practices are not approved and must be returned for further consideration or amendment.

(17) The professional conduct of members is always expected. The Chair may call members to order as required.

Section 8 - Agenda

(18) The format for the VAVP is prescribed in the VET Assessment System Policy and Procedure.

Section 9 - Recording and review

(19) Outcomes of the VAVP are recorded in the VET Unit Validation Quality Assurance Tile in the CMS. The record must include:

a. the members and advisers in attendance;
b. the role, credentials and relevant expertise of each member;
c. confirmation that quorum was met;
d. any declared conflicts of interest;
e. the Panel's findings and required actions; and
f. the approval decision and date.

Section 10 - Reporting

(20) VAVP approval is reported through the workflows embedded in the VET Unit Validation Quality Assurance Tile in the CMS. Assessment tools and practices must not be released as controlled versions or used for assessment until approval has been recorded.

(21) The VAVP will report annually to APC, summarising:

a. the number and type of assessment submissions considered;
b. the number approved, returned for further work or not approved;
c. common findings, risks and improvement themes;
d. outstanding or overdue actions; and
e. any systemic matters requiring further institutional attention.

Section 11 - Conflicts of interest

(22) Where a member has an actual, potential or perceived conflict of interest regarding an agenda item, they must declare this to the Chair at the commencement of discussion of the item and be prepared to excuse themselves from the discussion, or the room, if required, as per the terms of the Conflicts of Interest Policy.

(23) The approval of an assessment tool or practice must not be determined solely by a person who developed the tool or who is responsible for its delivery.

Section 12 - Non-Compliance

(24) Non-compliance with governance documents is considered a breach of the Code of Conduct - Employees or the Code of Conduct - Students, as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the Charles Darwin University and Union Enterprise Agreement 2025 and the Code of Conduct - Students.

(25) Complaints may be raised in accordance with the Complaints and Grievance Policy and Procedure - Employees and Complaints Policy - Students.

(26) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the Fraud and Corruption Control Policy and Whistleblower Reporting (Improper

Conduct) Procedure.

Status and Details

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Glossary Terms and Definitions

"University" - Charles Darwin University, a body corporate established under section 4 of the Charles Darwin University Act 2003. The University is comprised of the various faculties, CDU TAFE, organisational units, and formal committees, including the governing University Council and Academic Board.

"Governance document" - means policy or procedure published in the Governance Document Library. Policies and procedures are collectively called ‘governance documents’ and are often referred to as ‘policy’ or ‘University policy’.