

Assessment Validation Record

MSMSUP102 — Communicate in the workplace

RTO	[RTO name]
Training package	Manufacturing Training Package
Unit release	2 (current)
Delivery mode	in person
Document	Validation Record · version 1.0 · review by [review date]

Validation session details

Unit	MSMSUP102 — Communicate in the workplace
RTO	[RTO name]
Validation date	
Panel members	
Chairperson	

Validation confirms that assessment tools and completed judgements are consistent with the principles of assessment and the rules of evidence.

Validation panel — credentials and independence

Under the Compliance Standards 2025 and the Credential Policy, validation must be undertaken by person(s) holding the required credentials, and the validation outcome must not be solely determined by a person who designed or delivered the training and assessment being validated.

Validator name	Credentials (per the Credential Policy)	Vocational competency / industry currency	Designed or delivered this product? (Y/N)

Independence declaration

The validation panel declares that the outcome of this validation was **not solely determined** by any person who designed or delivered the training and assessment under validation.

Declared by (chairperson) · Date

Sampling

Sample size	
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Risk-based rationale	[record the risk-based rationale for the sample size — e.g. cohort size, changes to delivery mode or tools since the last validation, previous validation/audit findings, assessor profile — to be completed by RTO]
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Tools reviewed

- E1 Knowledge Questions — Receiving and relaying messages (knowledge questions, E1)
- E1 Observation — Receive, record and relay a message (observation, E1)
- E2 Knowledge Questions — Interpreting messages (knowledge questions, E2)
- E2 Observation — Interpret a message and act (observation, E2)
- E3 Knowledge Questions — Responding to requests for information (knowledge questions, E3)
- E3 Observation — Respond to a request for information (observation, E3)
- E4 Knowledge Questions — Completing workplace forms (knowledge questions, E4)
- E4 Observation — Complete and submit a workplace form (observation, E4)

Validation checklist

Question	Yes / No / NA	Comment
Tools map to all performance criteria (PC), performance evidence (PE), knowledge evidence (KE) and foundation skills (FS) — cross-check against the mapping matrix.		
Assessment tools meet the principles of assessment (validity, reliability, flexibility, fairness).		
Evidence gathered meets the rules of evidence (valid, sufficient, authentic, current).		
Benchmark answers / decision rules are clear and consistently applied.		
The assessment conditions specified by the unit are addressed.		
Reasonable adjustment is provided for without compromising the competency standard.		
Instructions are clear and unambiguous for students.		

Findings and actions

Finding	Action	Responsible	Due

Sign-off

The validation panel confirms the outcomes recorded above.

Chairperson signature · Date

Panel member signature · Date

DRAFT validation record — to be completed during a scheduled validation session.