



Coast Wide

Training Solutions

**Validation Services
Guide**

V1.0

Disclaimer

This guide contains information that is correct at the time of printing. Changes to legislation and/or products and services may impact on the currency of information included.

Coast Wide Training Solutions reserves the right to vary and update information without notice. Readers are advised to seek any changed information and/or updates.

This guide has been prepared as a resource to assist clients to understand the products and services offered by Coast Wide Training Solutions.

In taking up any of these products or services, your privacy and intellectual property is taken seriously. You will be asked to sign a confidentiality agreement that will ensure your internal documentation stay that way.

Any queries can be directed to:

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Version Control

Version	Date	Details of Changes
1	10/11/2023	Initial Publication

About Us

Welcome to [Coast Wide Training Solutions](#), where our team of seasoned VET compliance and RTO administration experts bring over 70 years of collective experience to the forefront of educational excellence.

Our mission is to elevate the standards and outcomes of Registered Training Organisations through comprehensive compliance support, quality management, and innovative business solutions.

Our diverse team consists of dedicated professionals, each bringing a wealth of knowledge from various sectors within the learning and development landscape. From spearheading small community initiatives to steering large governmental projects, our roles have spanned facilitators, resource developers, compliance managers, auditors, and RTO managers.

We are not only defined by our experience but also by our dedication to lifelong learning and our unwavering commitment to the core values that drive our service:

- **Excellence:** We strive for superior outcomes, ensuring our clients receive nothing but the highest quality support.
- **Integrity:** Our actions are guided by the principle of doing what's right, maintaining ethical standards at all times.
- **Teamwork:** Collaboration is at our core, fostering strong partnerships with our clients to achieve common goals.
- **Communication:** We believe in open and clear communication, building trust and understanding to form lasting relationships.

At [CWTS](#), we are not just consultants; we are partners in your journey towards regulatory excellence and educational success.



Coast Wide Training Solutions

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Pre and Post Assessment Validation Services

Validation is the quality review process that determines whether the assessment decisions made are consistent and meet the specified outcomes of the qualification and/or units of competency.

Engaging [CWTS](#) to work through this process for or with you ensures transparency and eliminates any biases ensuring the outcomes are fair to all students.

These services can support your RTO to ensure the quality and accuracy of assessment processes and outcomes. Services include the validation of assessments before they are conducted (pre-assessment) and also to verify the fairness and reliability of assessment results afterward (post-assessment).

Validation Package

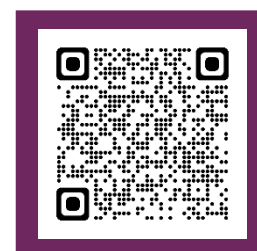
10 hours per month for as long as you need. This will allow us to get through a number of units each month with a selected sample of student assessment evidence.

- i. Validation Package - Monthly retainer of 10 hours per month for ongoing validation activities. \$2,000 (*plus GST*)

We will:

- ★ Review the RTOs Validation and Risk Register, update accordingly and select units for review.
- ★ Review approximately 5 units* of competency and a selection of 5-10 student samples per unit.
- ★ Record our review findings and provide the validation outcome report for you to retain and support your Validation and Risk schedule actions.

**Number of units will vary depending on the complexity of the unit requirements.*



Pre-Assessment Validation Services

- ★ **Assessment Tool Review:** Review assessment tools (e.g., quizzes, exams, practical assessments) to align them with relevant training packages or units of competency.
- ★ **Validation Panel Formation:** Assemble a validation panel of VET and subject matter experts to evaluate assessment tools for validity, reliability, and fairness.
- ★ **Validation Workshops:** Organise workshops with the validation panel to review and validate assessment tools. These sessions ensure that assessment tasks accurately measure the required skills and knowledge.
- ★ **Validation Reporting:** Document the outcomes of the validation process, including any recommended changes to assessment tools, and maintain records for compliance purposes.

Post-Assessment Validation Services

- ★ **Validation Panel Formation:** Assemble a validation panel of VET and subject matter experts to evaluate assessment evidence for sufficiency, validity, authenticity, and reliability.
- ★ **Moderation:** Facilitate moderation sessions to compare and discuss assessment evidence to ensure consistency and fairness in marking and that assessment evidence collected accurately captures the skills and knowledge demonstrated by the student.
- ★ **Assessment Outcome Review:** Examine the results of assessments conducted to identify any trends or anomalies that may indicate the need for further validation.
- ★ **Continuous Improvement:** Identify areas for improvement in the assessment process. This may involve referencing assessment processes and policies.
- ★ **Data Reporting:** Generate reports summarising the findings from post-assessment validation activities, including recommendations for improving assessment quality.

Coast Wide can help you!

These products and services provide you with the support you need to achieve and maintain RTO registration and compliance with the Standards, as well as to improve the overall services of your organisation.

Let's grow your RTO together!

To discuss one or more of these products and services, or to obtain a quote, please contact:

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