

independent assessment review

Pre and Post Assessment Validation

An independent review of your assessment tools before use and your assessment judgements after use, with a validation outcome report your RTO can retain.

ABOUT THIS GUIDE

Independent validation your RTO can evidence

Validation gives your RTO confidence that its assessment tools are well designed and that its assessment judgements are consistent and accurate. Your RTO is responsible for its validation activities, and an independent reviewer adds a fresh perspective and a clear record of what was reviewed and what was found.

This guide explains the pre-assessment and post-assessment validation services CWTS provides, how they run, what you receive and what we need from your team. It is designed to be read alongside a conversation with us about your RTO's validation plan.

At a glance

Services	Pre-assessment validation of assessment tools, and post-assessment validation of student assessment samples
Reviewed against	Standards for RTOs 2025, the training product requirements and your RTO's Validation and Risk Register
Conducted by	A CWTS validation panel with credentialled assessors, led by a designated consultant
Delivery	Remote, with a key person from your RTO involved throughout
Pricing	Price quote provided, based on the units and samples in scope
You receive	A validation outcome report for your RTO to retain, and a debrief

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WHY VALIDATE

Evidence that your assessment system works

The Standards for RTOs 2025 expect an assessment system that is fit for purpose and produces accurate, consistent judgements. Validation is how your RTO tests that expectation and records the result.

Pre-assessment validation looks at assessment tools before students use them. It confirms that each tool covers the requirements of the unit of competency, gives students a fair opportunity to demonstrate competence, and gives assessors clear guidance for making judgements.

Post-assessment validation looks at completed student work after assessment. A panel reviews a sample of student evidence and the judgements made, and confirms whether decisions were consistent and supported by the evidence.

Outcome Standard 4.4 also expects systematic monitoring and evaluation to support quality and continuous improvement. Validation findings, and the actions taken in response, are strong evidence for that.

> **Validation reports on what the evidence shows. Decisions about assessment practice, and any rectification, remain with your RTO.**

When validation support is worth considering

- ✓ Your Validation and Risk Register shows units due for validation, and your team has limited capacity
- ✓ You want a panel that includes people independent of your own trainers and assessors
- ✓ New or substantially changed assessment tools are about to be used
- ✓ A transitioned training product has new assessment requirements
- ✓ A complaint, appeal or audit finding has raised a question about assessment decisions
- ✓ Your governing persons want stronger evidence that assessment is monitored



PRE-ASSESSMENT VALIDATION

Checking assessment tools before use

Before students are assessed, we review the tools your RTO intends to use and confirm they are ready. Issues found at this stage are far easier to correct than issues found after students have been assessed.

Assessment tool review

- Each tool addresses the elements, performance criteria, foundation skills and knowledge evidence of the unit of competency
- Assessment conditions and the requirements of the training product are reflected
- Instructions for students and assessors are clear and consistent
- Marking guides and benchmark answers support consistent judgements
- Reasonable adjustments and the principles of assessment are considered in the tool design

Outcome Standards 1.3 to 1.5

Validation panel

- A panel is formed with the vocational competency and assessment credentials the review requires
- Panel members are independent of the development of the tools being reviewed
- Roles and the review approach are agreed before the panel meets

Credential Policy

Validation workshops

- Panel workshops with your key person to discuss the tools and any gaps
- Agreed improvements recorded, with the person responsible for each
- Where the tool is revised, a short follow-up confirms the change addresses the finding

Validation reporting

- Findings recorded for each tool and unit reviewed
- Outcome report for your RTO to retain as validation evidence
- Your Validation and Risk Register is reviewed and updated to reflect the work completed

Outcome Standard 4.4

POST-ASSESSMENT VALIDATION

Testing judgements against the evidence

After assessment, we review a sample of completed student work and the judgements made. The review confirms whether decisions are consistent, valid and supported by sufficient, current and authentic evidence.

Validation panel

- A panel is formed with credentialled assessors with vocational competency in the units reviewed
- A key person from your RTO takes part, so the panel has access to context about delivery and assessment practice
- Panel members do not review their own assessment decisions

Credential Policy

Moderation and outcome review

- Student samples are reviewed against the unit requirements and the marking guide
- Assessor judgements are compared, and differences are discussed and recorded
- Each sample is reviewed for validity, sufficiency, authenticity and currency of evidence
- Patterns across assessors, cohorts or delivery modes are identified

Outcome Standards 1.4, 1.5

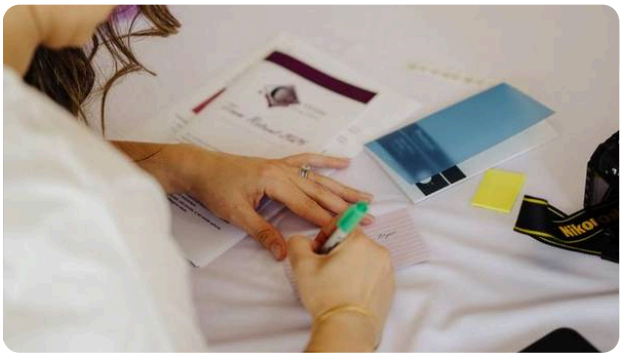
Continuous improvement

- Findings are turned into actions for assessment tools, assessor guidance or delivery
- Actions are recorded so they can be tracked through your continuous improvement register
- Where an assessment outcome is in question, we describe what your RTO should consider next

Outcome Standard 4.4

Data and reporting

- Results summarised by unit, so your team can see where practice is consistent
- Validation record kept in a form your RTO can retain and show to its regulator when asked
- Register updated to show completed validation and the next review date



The number of units, and the number of student samples reviewed for each, depend on your RTO's risk-based validation plan and are confirmed at scoping. Clause references follow the Standards for RTOs 2025 and are confirmed in your outcome report.

HOW VALIDATION WORKS

Five clear stages, one designated consultant

Your validation is led by a designated CWTS consultant. Because post-assessment validation depends on people who know how your RTO delivers and assesses, a key person from your RTO takes part throughout.

1

Scoping and agreement

We confirm whether pre-assessment, post-assessment or both are required, the units in scope and the number of student samples. You receive a price quote, our engagement agreement and a confidentiality agreement.

2

Register review and unit selection

We review your Validation and Risk Register, update it where needed and confirm which units are validated, based on risk.

3

Panel review

The panel reviews the assessment tools, or the sample of student evidence, with your key person available to answer questions about delivery and assessment.

4

Validation outcome report

Findings are recorded for each unit, with the evidence reviewed, the outcome and any recommended action.

5

Debrief and action planning

We talk through the findings with your key person and agree the actions to take, so your team can move straight into improvement.



Working with your team

CWTS works remotely across Australia. Tools and student samples are shared through secure folders, and panel discussions run online at times that suit your key person.

WHAT YOU RECEIVE

An outcome report you can act on

The report is written so that your RTO can keep it as validation evidence and use it to improve assessment practice.

- ✓ **Validation outcome report** for your RTO to retain, covering each unit reviewed
- ✓ **Findings by unit**, rated Compliant, Not Compliant or Improvement Required
- ✓ **Evidence reviewed** for each finding, so your team can see what the panel considered
- ✓ **Recommended actions** with suggested owners, ready to transfer into your continuous improvement register
- ✓ **Updated Validation and Risk Register** reflecting the validation completed
- ✓ **Debrief** with your designated consultant

Using your report

Keep the outcome report, your updated register and your records of action taken together. They show how your RTO monitors its assessment system and responds to what it finds.

SAMPLE RESULTS LAYOUT

Unit	Stage	Result	Recommended action
Unit A	Pre-assessment	Improvement	Add a marking guide for the practical task
Unit B	Post-assessment	Not Compliant	Collect additional evidence for the knowledge component
Unit C	Post-assessment	Compliant	No action required

Illustrative example only. Your report reflects the units and samples reviewed for your RTO.



WORKING WITH US

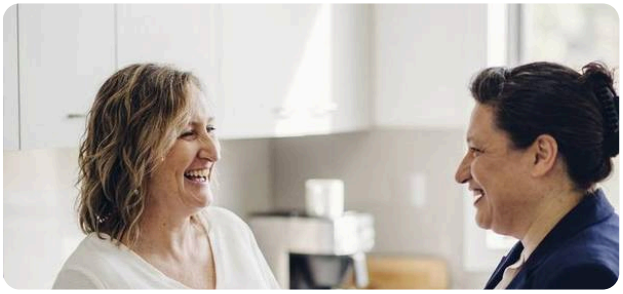
Quoted to the work involved

Validation costs depend on the units in scope and the number of student samples, so each engagement is quoted individually. Price quote provided after a short scoping conversation.

WHAT WE WILL NEED FROM YOU

- ✓ A key person from your RTO, available throughout the validation
- ✓ Your Validation and Risk Register and validation plan
- ✓ The assessment tools and marking guides for the units in scope
- ✓ For post-assessment, completed student assessment samples, with identifying details handled as agreed
- ✓ Information about trainers, assessors and delivery for the units in scope

We send a tailored request at scoping, so your team only gathers what is relevant.



ALONGSIDE YOUR COMPLIANCE SUPPORT

RTO Compliance Support Package

Validation sits well alongside ongoing compliance support, because a key person from your RTO works with our team throughout. Ask us about including validation in your support arrangements.

RELATED PRODUCT

Validation of Assessment and Risk Policy Pack

Policy, procedure, guide, register and forms for planning and recording validation, aligned to the Standards for RTOs 2025. Available in the CWTS shop.

RELATED SERVICES

Compliance and Quality Assurance Audit, Training and Assessment Strategy development and assessment tool development are available from CWTS. Ask us how they connect with your validation plan.

FREQUENTLY ASKED QUESTIONS

Common questions

Do we need pre-assessment and post-assessment validation?

Your RTO's risk-based validation plan decides this. Many RTOs use pre-assessment validation for new or changed tools and post-assessment validation for units already in delivery. We can help you confirm the right approach at scoping.

Why do you need someone from our RTO involved?

Post-assessment validation relies on understanding how the unit was delivered and assessed. A key person from your RTO gives the panel that context and receives the findings directly.

Who is on the validation panel?

Credentialled assessors with vocational competency in the units reviewed, and independent of the assessment decisions under review.

How many units and samples are reviewed?

This is agreed at scoping and reflects your validation plan, the complexity of the units and the cohort size.

How is the service priced?

Each engagement is quoted individually, because the work depends on the units and the number of samples. A price quote is provided before any work begins.

Do we keep the report?

Yes. The validation outcome report belongs to your RTO, and we recommend retaining it with your Validation and Risk Register.

Who sees our student work and tools?

Only the panel. We sign a confidentiality agreement before validation begins, and your documents and student work are handled in confidence.

Is validation delivered on site?

Validation is delivered remotely through secure document sharing and online panel sessions.



let's talk

Request a quote for your RTO

Tell us about your RTO's scope, the units you are considering and the number of student samples involved. We will confirm the approach, the timeframe, what we need from your key person and a price quote before any work begins.

E: admin@coastwidetraining.com.au

W: www.coastwidetraining.com.au

ABN: 71 674 767 447

Related services and products: Validation of Assessment and Risk Policy Pack, RTO Compliance Support Package, Compliance and Quality Assurance Audit.

Disclaimer. This guide is correct at the time of publication. Changes to legislation, the Standards for RTOs and CWTS products and services may affect the currency of this information, and Coast Wide Training Solutions may update it without notice. Price quote provided on request, based on the units and samples in scope. Clients are asked to sign a confidentiality agreement before validation begins, so your internal documentation and student work samples stay protected.

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