

Assessment Policy

Version	Date	Description	Author	Approved By
1.0	12/2025	Full rewrite for sRTO 2025 compliance	Jamie Whittle	Director

1. Purpose

This policy outlines how we design, conduct, review, and record assessment to ensure it is fair, valid, reliable, flexible, and consistent with the **2025 Standards for Registered Training Organisations (RTOs)**.

Assessment is used to confirm that learners can demonstrate the skills and knowledge required by the relevant training package or accredited course.

2. Scope

This policy applies to:

- All learners enrolled with our RTO
- All trainers, assessors, and staff involved in assessment
- All delivery modes (online, face-to-face, and blended)
- All funded and fee-for-service programs

3. Principles of Assessment

All assessment conducted by our RTO is:

- **Fair** – learners are informed about assessment requirements and have access to reasonable adjustment where appropriate
- **Flexible** – assessment methods respond to learner needs and workplace contexts
- **Valid** – assessment measures the skills and knowledge required by the unit of competency
- **Reliable** – assessment outcomes are consistent, regardless of assessor or delivery mode

4. Rules of Evidence

Assessment evidence must be:

- **Valid** – directly related to the unit requirements
- **Sufficient** – enough evidence to make a judgement
- **Authentic** – the learner's own work
- **Current** – demonstrates current competence

5. Assessment Methods

Assessment methods may include:

- Written questions or tasks
- Practical demonstrations
- Observation in simulated or workplace environments
- Projects or case studies
- Oral questioning
- Workplace evidence or third-party reports

Assessment requirements and instructions are provided to learners before assessment begins.

6. Reasonable Adjustment

We support equitable access to assessment through reasonable adjustment, provided this does not compromise the integrity of the unit requirements.

Adjustments may include:

- Changes to assessment format
- Additional time
- Use of assistive technology
- Modified assessment conditions

All reasonable adjustments are documented.

7. Assessment Submission

Learners are required to:

- Follow assessment instructions
- Submit assessments by the due date
- Submit their own work

If a learner anticipates difficulty meeting a deadline, they are encouraged to contact their trainer or assessor as early as possible.

8. Assessment Outcomes

Assessment outcomes are recorded as:

- **Competent (C)**, or
- **Not Yet Competent (NYC)**

Learners receive clear feedback on assessment outcomes.

9. Reassessment and Resubmission

Where a learner is assessed as Not Yet Competent:

- Feedback will be provided outlining areas requiring improvement
- The learner will be given a reasonable opportunity for reassessment or resubmission
- Reassessment conditions will be explained clearly

Limits on the number of reassessment attempts (if any) are communicated before assessment.

10. Assessment Appeals

Learners may appeal assessment decisions in line with the **Complaints & Appeals Policy**.

Assessment appeals are:

- Managed fairly and without disadvantage
 - Reviewed by an assessor not involved in the original decision
 - Finalised within reasonable timeframes
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11. Validation and Moderation

Assessment practices are reviewed through:

- Ongoing moderation
- Scheduled validation activities

Validation confirms that assessment tools and judgements are consistent with training package requirements.

Validation outcomes are documented and inform continuous improvement.

12. Academic Integrity

Learners must submit their own work.

Academic misconduct may include:

- Plagiarism
- Collusion
- Cheating
- Falsification of evidence

Confirmed misconduct may result in reassessment requirements or disciplinary action, in line with our policies.

13. Records Management

We maintain secure records of:

- Assessment tools and instruments
- Completed assessments and evidence
- Assessment outcomes and feedback
- Validation and moderation activities

Assessment records are retained in line with regulatory and legislative requirements.

14. Continuous Improvement

Assessment outcomes, feedback, complaints, and validation results are reviewed regularly to improve assessment practices.

15. Related Policies

- Complaints & Appeals Policy
 - Student Support / Access & Equity Policy
 - RPL & Credit Transfer Policy
 - Records Management Policy
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16. Review and Approval

This policy is reviewed regularly to ensure ongoing compliance with the 2025 Standards for RTOs and organisational requirements.