

## Assessment Policy

Policy Reference	WEG-POL-ASS-001	Version	2026.v01
Effective Date	1 July 2025	Review Date	1 July 2026
Document Owner	RTO Manager	Approved By	Director of Operations
Standards	OS 1.1-1.8, OS 2.2, OS 2.7, OS 2.8   AQF Qualifications Issuance Policy	Status	Active — Current
Applies To	All Students and Assessors / Trainers	Classification	Internal / Student-Facing Policy (I/S)

Version	Date	Author	Changes	Approved By
2026.v01	1 July 2025	S. Reddy	Initial issue — aligned with 2025 Standards for RTOs and ESOS Act 2000	A. Kumar

### 1. Purpose

This policy establishes WEG's requirements for design, conduct, and review of assessments across all qualifications, complying with the **principles of assessment** and **rules of evidence** per the 2025 Standards for RTOs (OS 1.1-1.8).

### 2. Principles of Assessment

Principle	Description
Fairness	Assessments do not disadvantage any student. Reasonable adjustment available — see <a href="#">WEG-POL-SSP-001 — Student Support Policy</a> .
Flexibility	Assessment methods adapted to student context while maintaining qualification standard integrity.
Validity	Tools directly measure unit of competency requirements.
Reliability	Consistent results from different assessors assessing same evidence in same context.

### 3. Rules of Evidence

Rule	Description
Validity	Evidence directly relates to the unit of competency being assessed.
Sufficiency	Enough evidence gathered to confirm competency across all elements and performance criteria.
Authenticity	Evidence is the student's own work — confirmed by declaration or direct observation.
Currency	Evidence reflects current skills and knowledge, generally within the last 3 years.

#### 4. Assessment Methods

- Written knowledge questions
- Practical demonstrations and direct observation
- Portfolio and work samples
- Projects and case studies
- Third-party observation reports
- Structured verbal assessment / interview
- RPL assessment — see [WEG-POL-RPL-001 — RPL Policy](#)

#### 5. Outcomes and Re-Assessment

Outcomes recorded as **Competent (C)** or **Not Yet Competent (NYC)**.

- One (1) re-assessment at no additional cost
- Third attempt requires Director of Operations approval and may incur a fee
- Students may appeal within 10 working days — see [WEG-POL-CAP-001 — Complaints and Appeals Policy](#)
- Appeals reviewed by a second qualified assessor not involved in the original assessment

#### 6. Reasonable Adjustment

Modifies the assessment process (not the standard) to accommodate students with disabilities, LLN needs, or other circumstances. All adjustments documented before assessment. Student support services in [WEG-POL-SSP-001 — Student Support Policy](#).

#### 7. Validation

Systematic validation per **OS 1.7** — minimum one (1) qualification validated per year. Panels include qualified assessors and industry representatives reviewing currency, validity, and consistency of tools and outcomes.

#### 8. Plagiarism and Academic Misconduct

All student work must be the student's own. Plagiarism or misconduct referred to the RTO Manager under the Student Disciplinary Procedure. Students retain the right to appeal under [WEG-POL-CAP-001 — Complaints and Appeals Policy](#).

#### 9. Record Keeping

- **Qualifications:** Minimum 30 years from date of issue
- **Statements of Attainment:** Minimum 7 years

Records stored securely in Axcelerate LMS, backed up quarterly, compliant with AVETMISS and Privacy Act 1988.

#### 10. Related Documents

[WEG-POL-RPL-001 — RPL Policy](#)

[WEG-POL-CAP-001 — Complaints and Appeals Policy](#)

[WEG-POL-SSP-001 — Student Support Policy](#)

Training and Assessment Strategy (TAS) — per qualification

***Acknowledgement of Country***

*Wyatt Education Group acknowledges the Traditional Owners and Custodians of Country throughout Australia and their continuing connection to land, waters and community. We pay our respects to the people, the cultures and the Elders past, present and emerging.*