



# Assessment Policy

WEG-POL-ASS-001 | Version 1.2 | Effective 1 July 2025

Standards for RTOs 2025

<b>Policy Reference</b>	WEG-POL-ASS-001	<b>Version</b>	1.2
<b>Standards</b>	OS 1.3, OS 1.4 — Standards for RTOs 2025	<b>Effective Date</b>	1 July 2025
<b>Review Date</b>	1 July 2026	<b>Document Owner</b>	RTO Manager
<b>Approved By</b>	Director of Operations	<b>Status</b>	Active — Current

## 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.

## DOCUMENT CONTROL

<b>Policy Reference</b>	WEG-POL-ASS-001	<b>Version</b>	1.2
<b>Standards</b>	OS 1.3, OS 1.4 — Standards for RTOs 2025	<b>Effective Date</b>	1 July 2025
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## VERSION HISTORY

Version	Date	Author	Changes	Approved By
1.0	Jul 2025	RTO Manager	Initial issue	Director of Operations
1.1	Mar 2026	RTO Manager	Updated for 2025 Standards	Director of Operations
1.2	Apr 2026	RTO Manager	Standard refs corrected: OS 1.3, OS 1.4	Director of Operations

## 1. PURPOSE

This policy establishes WEG's principles and requirements for designing, conducting and reviewing assessments across all qualifications. It ensures compliance with **OS 1.3** (Assessment system fit-for-purpose) and **OS 1.4** (Principles of assessment and rules of evidence) of the Standards for RTOs 2025.

## 2. SCOPE

Applies to all WEG trainers, assessors and staff involved in designing, delivering or reviewing assessments for BSB50120, BSB60420, CPC31320, CPC50320 and CPCWHS1001.

## 3. LEGISLATIVE FRAMEWORK

Standard / Legislation	Relevance
OS 1.3 — Standards for RTOs 2025	Assessment system must be fit for purpose, valid and current
OS 1.4 — Standards for RTOs 2025	Assessment must be Valid, Reliable, Flexible and Fair (VRFE)
OS 1.5 — Standards for RTOs 2025	Validation of assessment practices and tools required annually
AQF — Australian Qualifications Framework	Correct issuance of qualifications and statements of attainment
Privacy Act 1988 (Cth)	Protection of student assessment records

## 4. PRINCIPLES OF ASSESSMENT (OS 1.4)

All WEG assessments must comply with the four principles under OS 1.4:

- Valid — assessment tasks directly address the requirements of the unit of competency
- Reliable — assessment produces consistent decisions regardless of assessor or timing
- Flexible — assessment accommodates individual needs and circumstances of the student
- Fair — assessment is free from bias and accessible to all, including those needing reasonable adjustment

## 5. RULES OF EVIDENCE

All evidence must be: Valid (relevant to the unit), Sufficient (enough to demonstrate competency), Authentic (verifiably the student's own work), and Current (reflects present skills and knowledge).

## 6. REASONABLE ADJUSTMENT

Reasonable adjustments to assessment conditions may be provided where required per WEG-POL-RAP-001. Adjustments must not compromise assessment integrity or the standards of the qualification.

## 7. APPEALS

Students may appeal assessment decisions under WEG-POL-CAP-001. Stage 1: informal review with a second assessor. Stage 2: formal review by RTO Manager. Stage 3: external review (Overseas Students Ombudsman for CRICOS students).

## 8. RELATED DOCUMENTS

WEG-POL-VAL-001 | WEG-POL-RPL-001 | WEG-POL-RAP-001 | WEG-POL-CAP-001 | WEG-POL-REC-001