

ASSESSMENT POLICY

WEG-POL-ASS-001

Wyatt Education Group Pty Ltd

Policy Reference	WEG-POL-ASS-001	Version	Version 1.1
Standards	OS 1.1, 1.6, 2.1, 2.2, 2.4 NC Std 9, 11	Effective Date	17 March 2026
Review Date	17 March 2027	Document Owner	RTO Manager
Approved By	Director of Operations	Status	✓ Active — Current
Applies To	All Students, Trainers, Assessors, Staff	Classification	Student & Staff-Facing Policy

Version History

Version	Date	Author	Summary of Changes	Approved By
1.0	July 2025	RTO Manager	Initial policy issued	Director of Operations
1.1	March 2026	RTO Manager	Updated to align with 2025 Standards for RTOs (F2025L00354); clarified RPL and reasonable adjustment provisions; USI requirement added	Director of Operations

1. Purpose

This policy establishes the principles, responsibilities, and procedures governing all assessment activities at Wyatt Education Group (RTO 46003). It ensures that assessment is valid, reliable, fair, and flexible, consistent with the requirements of the 2025 Standards for RTOs (F2025L00354), the Australian Qualifications Framework (AQF), and the ESOS Act 2000 and National Code 2018 for CRICOS-registered courses.

Assessment at Wyatt Education Group is conducted to make judgements about whether a student has demonstrated competency in the units they are enrolled in, based on evidence gathered through a range of assessment methods.

2. Scope

This policy applies to:

- All assessment activities conducted by Wyatt Education Group trainers and assessors
- All students enrolled in nationally recognised qualifications: BSB50120, BSB60420, CPC31320, CPC50320
- All third-party assessment arrangements
- Recognition of Prior Learning (RPL) and Credit Transfer (CT) processes
- All domestic and international (CRICOS) students

3. Legislative and Regulatory Framework

Instrument	Relevance to Assessment
------------	-------------------------

Standards for RTOs 2025 (F2025L00354)	OS 1.1 — training and assessment quality; OS 1.6 — RPL obligations; OS 2.2 — LLN assessment; OS 2.4 — disability and reasonable adjustment
ESOS Act 2000	Applies to all CRICOS-registered courses and international student enrolments
National Code 2018	Standard 9 — deferral/suspension/cancellation; Standard 11 — course progress monitoring
AQF	Qualification packaging rules and issuance of AQF-certified documentation
Australian Consumer Law	Accuracy of information provided to students prior to and during enrolment
USI Registrar Act 2014	All students must hold a valid USI prior to issuance of any AQF qualification or statement of attainment

4. Principles of Assessment

All assessment conducted by Wyatt Education Group must meet the four principles of assessment:

Principle	Definition	Application at Wyatt
Valid	Assessment assesses what it claims to assess and is directly related to the unit of competency	All assessment tools are mapped to unit performance criteria, knowledge evidence, and performance evidence
Reliable	Assessment produces consistent results across different assessors, locations, and times	Standardised marking guides and benchmarks; moderation conducted at least annually
Fair	Assessment does not disadvantage any student; reasonable adjustment is available	Reasonable adjustments offered where required; assessment conducted in accessible formats where applicable
Flexible	Assessment can be conducted in a variety of ways and at different times	Multiple assessment methods used including workplace observation, case studies, and written assessments

5. Rules of Evidence

All evidence gathered during assessment must satisfy the four rules of evidence:

Rule	Requirement
Valid	Evidence must directly demonstrate the performance criteria, skills, knowledge and performance evidence required by the unit
Sufficient	Sufficient evidence must be gathered to demonstrate competency across all elements, including in a range of contexts where required
Authentic	Evidence must be the student's own work; where third-party evidence is used, the assessor must verify its authenticity
Current	Evidence must reflect the student's current skills and knowledge, generally demonstrated within the last two to three years

6. Assessment Methods

Wyatt Education Group uses a range of assessment methods appropriate to the qualification and the unit of competency:

Method	Description	Qualifications
Written Knowledge Assessment	Questions assessing underpinning knowledge, legislation, and theoretical understanding	All qualifications
Case Studies	Scenario-based activities requiring application of knowledge to realistic business or trade situations	BSB50120, BSB60420, CPC50320
Project-Based Tasks	Extended projects demonstrating skills across multiple elements of a unit	BSB50120, BSB60420, CPC50320
Observation (Practical Skills)	Direct observation of the student performing tasks in a real or simulated workplace environment	CPC31320, CPC50320
Third-Party Evidence	Workplace supervisors or employers confirm student performance in the workplace	CPC31320 (where applicable)
Portfolio of Evidence	Collection of artefacts, work samples, and supporting documents	RPL assessments — all qualifications
Oral Questioning	Verbal questions to clarify written responses or confirm understanding	All qualifications (supplementary)

7. Assessment Conditions

Assessment activities are conducted under the conditions specified in the relevant unit of competency. Wyatt Education Group ensures:

- Assessment conditions replicate or reasonably simulate realistic workplace conditions as required by the training package
- For CPC31320: face-to-face practical assessment is conducted at our Bankstown and Lidcombe campus facilities, which include tiling workshops with industry-standard materials, tools, and surfaces
- For BSB50120, BSB60420, CPC50320: assessment is conducted in the classroom, online, and/or in simulated business environments
- Assessors verify the authenticity of all submitted evidence before making a competency decision
- Students are informed of assessment conditions, timing, and requirements prior to each assessment task

8. Competency Decisions

Assessment results in one of two outcomes:

Outcome	Code	Description
Competent	C	The student has demonstrated all required performance criteria, knowledge evidence, and performance evidence for the unit of competency

Not Yet Competent	NYC	The student has not yet demonstrated sufficient evidence of competency; re-assessment opportunities will be provided
-------------------	-----	--

Assessors must not award Competent unless they are satisfied that all requirements of the unit have been met. Competency is holistic — partial competency cannot be awarded.

9. Re-assessment

Students assessed as Not Yet Competent (NYC) are entitled to re-assessment opportunities:

- Students will receive written feedback identifying the gaps in their evidence
- A minimum of two (2) re-assessment attempts are provided at no additional cost for each assessment task
- Further re-assessment attempts beyond two may be subject to an administration fee as specified in the fee schedule
- Students must be given reasonable time to address gaps before re-assessment
- Re-assessment is conducted by the same or an equivalent assessor using equivalent assessment tools
- If a student continues to be NYC after all re-assessment opportunities, the RTO Manager must be notified to discuss appropriate support or alternative pathways

10. Reasonable Adjustment

Wyatt Education Group is committed to providing equitable assessment conditions for all students. Reasonable adjustments may be made to assessment activities, delivery, or timing where a student has a disability, learning difficulty, or other circumstance that would otherwise disadvantage them.

Reasonable adjustment may include:

- Additional time to complete assessment tasks
- Assessment conducted in a different format (e.g., oral instead of written)
- Use of assistive technology or equipment
- A quiet or separate assessment environment
- Assessment tasks presented in plain language or large print

Reasonable adjustments must not compromise the integrity or validity of the assessment or the requirements of the unit of competency. All reasonable adjustment decisions are documented and retained on the student's file.

Students requiring reasonable adjustment must notify the RTO Manager prior to enrolment or as soon as the need becomes apparent. Contact: **Kavitha Sai Reddy** — k.reddy@wyatt.nsw.edu.au | **+61 477 627 677**

11. Recognition of Prior Learning (RPL)

Wyatt Education Group must offer RPL to all students in accordance with Outcome Standard 1.6 of the 2025 Standards for RTOs. RPL assesses an individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes.

- RPL is available for all qualifications on scope
- Students are informed of their right to apply for RPL at the time of enrolment
- RPL is not automatic — students must provide evidence of their prior learning and experience
- RPL evidence must satisfy the rules of evidence: valid, sufficient, authentic, and current
- Where RPL results in partial credit only, the student may proceed with gap training for remaining units

- For international students (CRICOS): RPL may affect course duration and therefore the CoE — managed with the Student CRM Manager
- RPL is never marketed as guaranteed or automatic

12. Credit Transfer

Credit transfer is the recognition of prior formal learning. Wyatt Education Group recognises units of competency achieved at another RTO or equivalent institution in accordance with Outcome Standard 1.7.

- Credit transfer is available for any unit where the student holds a verified Statement of Attainment or AQF qualification containing the same unit code and title
- Students must provide original or certified copies of qualifications/transcripts as evidence
- Credit transfer is processed within 5 business days of receiving complete documentation
- Credit transfers are recorded in Axcelerate LMS and reported to AVETMISS

13. Language, Literacy and Numeracy (LLN) Assessment

All students are assessed for LLN skills prior to or at enrolment in accordance with Outcome Standard 2.2. This assessment assists the RTO to identify any support needs and ensure students can meaningfully engage with training and assessment activities.

- LLN assessment is conducted using an approved LLN tool prior to commencement
- Results inform the level of support and/or reasonable adjustment required
- Students with identified LLN needs are connected with appropriate support services
- LLN assessment does not determine whether a student can enrol — it determines what support is needed

14. Assessment Validation and Moderation

Wyatt Education Group conducts assessment validation and moderation to ensure consistency, quality, and continuous improvement of assessment tools and decisions.

Activity	Frequency	Participants	Documentation
Assessment Validation	Annually (minimum) per unit on a rolling cycle	RTO Manager, Trainer/Assessors, Industry Representative where available	Validation Report (WEG-PROC-VAL-001)
Assessment Moderation	Each assessment cohort (minimum twice per year)	All assessors delivering the unit	Moderation Record
Assessment Tool Review	Prior to each training delivery cycle	RTO Manager, Lead Trainer	Assessment Tool Update Log

15. Assessor Obligations

All assessors at Wyatt Education Group must:

- Hold the TAE40116 Certificate IV in Training and Assessment or its successor (TAE40122), or a higher-level qualification in adult education

- Hold current vocational competency and industry currency in the areas they assess
- Conduct assessment in accordance with this policy, the relevant unit requirements, and Wyatt's Assessment Tools
- Maintain objectivity and confidentiality in all assessment decisions
- Provide detailed written feedback to students assessed as NYC within 5 business days
- Retain all assessment evidence and records in line with the Records Management Policy
- Participate in moderation and validation activities as required

16. Student Rights and Responsibilities

Students have the right to:

- Be assessed in a fair, consistent, and transparent manner
- Receive clear information about assessment tasks, requirements, and marking criteria before assessment
- Request reasonable adjustment where applicable
- Apply for RPL or Credit Transfer
- Receive written feedback on assessment outcomes
- Appeal an assessment decision through the formal Complaints and Appeals process (WEG-POL-CAP-001)

Students are responsible for:

- Submitting their own authentic work
- Complying with academic integrity requirements — plagiarism or collusion may result in cancellation of the assessment
- Obtaining and maintaining a valid Unique Student Identifier (USI) prior to enrolment — no AQF qualification or Statement of Attainment can be issued without a verified USI
- Notifying the RTO of any circumstances affecting their ability to complete assessment in advance where possible

17. Academic Integrity and Plagiarism

Wyatt Education Group requires all students to submit original work that is their own. Academic misconduct includes but is not limited to:

- Plagiarism: submitting another person's work as your own without attribution
- Collusion: working with another student to produce individual assessment work without authorisation
- Contract cheating: having someone else complete assessment tasks on your behalf
- Fabrication: making up data, evidence, or references

Where academic misconduct is identified, the assessor must notify the RTO Manager. The student will be given an opportunity to respond before any decision is made. The assessment will be assessed as NYC and may require re-submission. Repeat or serious misconduct may result in course cancellation.

18. Assessment Records and Retention

All assessment records must be retained in accordance with Wyatt Education Group's Records Management Policy and ASQA data provision requirements:

- Completed assessment tasks and marking guides: minimum 5 years from course completion
- Competency decisions and results: minimum 30 years (for qualification issuance records)
- RPL assessments and evidence: minimum 5 years from assessment date

- Assessment validation and moderation records: minimum 5 years

All assessment records are stored securely in Axcelerate LMS. Physical records are stored in locked filing at Level 2, 47 Rickard Rd, Bankstown NSW 2200.

19. Assessment Complaints and Appeals

Students who are dissatisfied with an assessment decision or the conduct of an assessment have the right to lodge a formal complaint or appeal in accordance with the Complaints and Appeals Policy (WEG-POL-CAP-001).

- Assessment appeals must be lodged within 20 working days of receiving the assessment result
- The appeal will be reviewed by a qualified assessor who was not involved in the original assessment
- Students will receive a written outcome of their appeal within 20 working days of lodgement
- If the student remains dissatisfied, they may escalate to an external independent body at no cost to the student
- Students are not penalised for exercising their right to appeal

To lodge a complaint or appeal: complaints@wyatt.nsw.edu.au | +61 437 666 000

20. Policy Review

This policy is reviewed annually or earlier if there are changes to legislation, training packages, ASQA requirements, or following feedback from students, staff, or external validators.

Next scheduled review: **17 March 2027**

Policy owner: **RTO Manager, Wyatt Education Group**

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