



Australian Institute of  
Technology Transfer



## **AITT Training and Assessment Policy**

AITT RTO 50834

Delivering high quality, compliant training and assessment that meets regulatory requirements and supports learner safety, wellbeing, fairness, and confidence in accordance with the Revised Standards for RTOs 2025.

December 2025

V5.0

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**Policy Title: AITT Training and Assessment Policy****Policy Owner:** Chief Executive Officer**Policy Version:** 5**Approval Date:** December 2025**Review Date:** December 2027**1. Purpose**

The purpose of this policy is to ensure that all training and assessment provided by AITT is planned, delivered, and assessed in accordance with applicable legislation, regulatory requirements, and the Revised Standards for RTOs 2025.

AITT is committed to maintaining the integrity of nationally recognised training outcomes and ensuring that training and assessment practices are valid, reliable, fair, flexible, and supportive of learner safety, wellbeing, and confidence.

**2. Scope**

This policy applies to:

- All nationally recognised training and assessment delivered by AITT
- All training package qualifications and accredited courses within AITT's scope of registration
- All delivery modes, including classroom-based, workplace, online, blended, and distance delivery
- All AITT trainers, assessors, staff, contractors, and learners

| Qualification Code | Qualification Title                                                  |
|--------------------|----------------------------------------------------------------------|
| BSB30120           | Certificate III in Business                                          |
| BSB40120           | Certificate IV in Business                                           |
| BSB50120           | Diploma of Business                                                  |
| BSB50420           | Diploma of Leadership and Management                                 |
| BSB50820           | Diploma of Project Management                                        |
| CHC30121           | Certificate III in Early Childhood Education and Care                |
| CHC50121           | Diploma of Early Childhood Education and Care                        |
| TAE40122           | Certificate IV in Training and Assessment                            |
| 11263NAT           | Certificate III in Work Skills for Career Enhancement and Management |
| 11264NAT           | Certificate IV in Work Skills for Career Enhancement and Management  |

### **3. Policy Statement**

AITT is committed to high standards in the delivery of education, training, and assessment.

AITT ensures that it has access to appropriately qualified staff, suitable facilities, equipment, and learning and assessment resources necessary to deliver training and assessment services consistent with its scope of registration, scale of operations, learner cohorts, delivery methods, and assessment requirements.

Training and assessment practices are designed to ensure learners are supported, treated fairly, and assessed consistently against nationally endorsed standards.

### **4. Training Delivery**

AITT ensures that, in developing, adapting, or delivering training and assessment products and services:

- Learning needs are identified and documented
- Training and assessment strategies are developed and implemented in accordance with the requirements of the relevant Training Package or accredited course
- Core and elective units are correctly identified and contextualised where permitted
- Any customisation complies with Training Package or accredited course requirements
- Language, literacy, numeracy, and digital capability requirements are addressed through appropriate support and allowable adjustments
- Delivery modes and learning materials meet the needs of a diverse learner cohort
- Where training or assessment is conducted in the workplace, delivery and assessment arrangements are negotiated with employers and learners, including scheduling workplace visits to monitor and review progress
- Where training or assessment is delivered online or by distance, effective systems are in place for learner support, monitoring, and assessment
- Training and assessment strategies are reviewed in consultation with industry representatives on a regular basis, at least annually, to ensure ongoing relevance, currency, and alignment with workplace and industry expectations.

### **5. Assessment Principles**

Assessment is the process of collecting and evaluating evidence to determine whether a learner has achieved the required knowledge, skills, and competencies specified in a unit of competency or accredited course.

AITT ensures that all assessment:

- Is planned, transparent, and communicated to learners in advance

- Complies with the assessment requirements of Training Packages and accredited courses
- Adheres to the principles of validity, reliability, fairness, and flexibility
- Provides learners with clear information about assessment context, purpose, and process
- Focuses on the application of skills and knowledge to workplace-relevant standards where applicable
- Where relevant, assessment activities address all aspects of workplace performance, including task skills, task management skills, contingency management skills, and job role or work environment skills.
- Is based on the evaluation of sufficient, authentic, current, and valid evidence
- Provides learners with feedback on assessment outcomes and guidance on future options
- Allows for reassessment and appeals in accordance with AITT policies
- Is validated to ensure consistency and quality in assessment judgements

## **6. Evidence and Recognition**

Evidence used for assessment may include, but is not limited to:

- Direct observation of performance
- Recognition of prior learning (RPL)
- Recognition of current or previous experience
- Samples of work products
- Documents such as reports, third-party testimonials, or records

Recognition of Prior Learning (RPL) is offered to all learners at the time of enrolment.

## **7. Trainers and Assessors**

AITT ensures that training and assessment are conducted by suitably qualified trainers and assessors who:

- Hold vocational competencies at least to the level being delivered and assessed
- Maintain current industry skills directly relevant to the training and assessment being provided
- Maintain current knowledge and skills in vocational training and learning
- Hold the TAE40122 Certificate IV in Training and Assessment or its successor, or a diploma or higher-level qualification in adult education, or demonstrate equivalence of competencies

Where a person conducts assessment only, AITT ensures that the individual holds the required assessor qualification or skill set, or an approved equivalent.

Industry experts may contribute to assessment judgements where appropriate, working alongside AITT trainers and assessors.

AITT ensures trainers and assessors undertake ongoing professional development in vocational training, learning, assessment practices, and industry currency.

## 8. Monitoring and Review

AITT monitors training and assessment practices to ensure ongoing compliance with regulatory requirements and organisational standards.

This policy is reviewed:

- At least annually
- In response to changes in regulatory requirements
- Following audit outcomes, validation findings, or continuous improvement activities

Any required improvements are recorded and monitored through AITT's Continuous Improvement processes.

## 9. Approval

**Policy Title**      **AITT Training and Assessment Policy**

**Policy Owner**      CEO – Hanif Kuthubutheen

**Policy Version**      5

**Approval Date**      December 2025

**Review Date**      December 2027

**Approved By**      CEO – Australian Institute of Technology Transfer (AITT)

**Signature**      

Hanif Kuthubutheen

Chief Executive Officer

AITT