



Australian Institute of
Technology Transfer



AITT Assessment Code of Practice

AITT RTO 50834

This practice outlines AITT's commitment to high-quality, fair, valid, and industry-relevant assessment practices that uphold learner confidence, assessment integrity, and regulatory compliance under the Standards for RTOs 2025.

December 2025

V4.0

Table of Contents

1. Purpose.....	3
2. Scope.....	3
3. Regulatory and Quality Framework.....	4
4. Principles of Assessment.....	4
4.1 Fairness.....	4
4.2 Flexibility.....	4
4.3 Validity.....	4
4.4 Reliability.....	4
5. Rules of Evidence.....	4
6. Roles and Responsibilities.....	4
6.1 Trainers and Assessors.....	4
6.2 Learners.....	5
6.3 AITT Management.....	5
7. Assessment Tools and Mapping.....	5
8. Validation and Moderation.....	5
9. Appeals and Complaints (Assessment Related).....	6
10. Continuous Improvement.....	6
11. Professional Conduct and Integrity.....	6
12. Monitoring and Review.....	7
13. Approval.....	7

Policy Title: AITT Assessment Code of Practice**Policy Owner:** Chief Executive Officer**Policy Version:** 4**Approval Date:** December 2025**Review Date:** December 2027**1. Purpose**

The purpose of this Assessment Code of Practice is to outline the principles, responsibilities, and professional standards that govern assessment practices at the Australian Institute of Technology Transfer (AITT).

This Code of Practice ensures that all assessment activities are conducted in a manner that is fair, valid, reliable, flexible, and consistent, and that assessment decisions are made in accordance with the Standards for RTOs 2025, relevant training packages, and AITT's Training and Assessment Strategies.

2. Scope

This Code of Practice applies to:

- All trainers and assessors employed or engaged by AITT
- All assessment activities conducted by AITT
- All nationally recognised training and assessment delivered by AITT

This Code applies in conjunction with AITT's assessment policies, procedures, Training and Assessment Strategies, and continuous improvement processes.

Qualificati on 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. Regulatory and Quality Framework

Assessment at AITT is conducted in accordance with:

- The Standards for RTOs 2025
- Relevant training package requirements and accredited course documentation
- The Principles of Assessment (fairness, flexibility, validity, reliability)
- The Rules of Evidence (validity, sufficiency, authenticity, currency)

AITT ensures that assessment practices support learner outcomes, industry relevance, and the integrity of nationally recognised training.

4. Principles of Assessment

4.1 Fairness

- Assessment processes are transparent and clearly explained before the assessment
- Learners are informed of assessment requirements, methods, and criteria
- Reasonable adjustment is applied where required, without compromising the integrity of the assessment

4.2 Flexibility

- Assessment methods accommodate learner needs and contexts
- Recognition of Prior Learning (RPL) is available where applicable
- Assessment reflects the learner's workplace or a realistic simulated environment

4.3 Validity

- Assessment addresses the requirements of the unit(s) of competency
- Assessment evidence aligns with training package requirements
- Assessment tools and methods are mapped to unit requirements

4.4 Reliability

- Assessment judgments are consistent across assessors and over time
- Moderation and validation activities are used to support consistency

5. Rules of Evidence

AITT ensures that the assessment evidence collected is:

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

6. Roles and Responsibilities

6.1 Trainers and Assessors

Trainers and assessors are responsible for:

- Holding required vocational competencies and training and assessment qualifications
- Maintaining industry currency
- Conducting assessment in accordance with approved assessment tools
- Making objective, evidence-based assessment decisions
- Maintaining confidentiality and professional conduct
- Participating in moderation, validation, and continuous improvement activities

6.2 Learners

Learners are responsible for:

- Submitting their own work
- Participating honestly in assessment activities
- Seeking clarification where assessment requirements are unclear

6.3 AITT Management

AITT management is responsible for:

- Ensuring assessment systems and tools are compliant and current
- Supporting assessors through professional development
- Monitoring assessment quality and compliance
- Ensuring validation and moderation activities occur as required

Third parties are only engaged to deliver assessment services on AITT's behalf where a written agreement is in place, and a risk assessment has been undertaken. Third-party arrangements are systematically reviewed and, where required, reported in accordance with regulatory obligations.

7. Assessment Tools and Mapping

- Assessment tools are developed or sourced to meet training package requirements
- All assessment tools are mapped against unit requirements
- Mapping documentation is maintained and reviewed
- Assessment tools are reviewed regularly and updated where required

8. Validation and Moderation

AITT undertakes systematic validation and moderation to ensure assessment quality.

Validation activities:

- Are planned and scheduled
- Involve suitably qualified assessors
- Review assessment tools, evidence, and judgments

- Identify improvements and record outcomes

Validation outcomes are documented and inform continuous improvement.

Each qualification and its associated assessment strategies undergo independent external validation as part of a documented validation schedule and five-year cycle. At least fifty percent (50%) of training products are validated within the first three years of the cycle. Validation may occur more frequently where required, including following the development of new assessment tools, release of updated training packages, development of client-specific programs, or changes in technology, legislation, or licensing requirements.

9. Appeals and Complaints (Assessment Related)

Learners have the right to appeal assessment decisions.

Assessment appeals are managed in accordance with AITT's Complaints and Appeals Policy and Procedure, ensuring:

- Fair and impartial consideration
- Timely resolution
- Clear communication of outcomes

10. Continuous Improvement

Assessment practices are continuously reviewed and improved through:

- Validation and moderation outcomes
- Learner feedback
- Industry consultation
- Internal audits and reviews

Identified improvements are recorded and implemented in line with AITT's Continuous Improvement processes.

An internal audit of assessment systems and practices is conducted annually prior to submission of the ASQA Annual CEO Declaration of Compliance.

11. Professional Conduct and Integrity

All trainers and assessors must ensure:

- Act ethically and professionally
- Avoid conflicts of interest
- Maintain confidentiality of assessment materials and learner information
- Uphold the integrity of nationally recognised training
- Assessment decisions are free from bias, harassment, or conflict of interest
- Learner rights, including appeal rights, are explained prior to assessment
- Assessment consequences and reporting processes are communicated in advance

- Confidentiality of assessment outcomes is maintained and results released only with learner consent
- Assessment evidence includes appropriate direct, indirect, and supplementary evidence to support valid judgements

Any breach of this Code of Practice may be addressed through AITT's performance management or misconduct processes.

12. Monitoring and Review

This Code of Practice is monitored through:

- Assessment validation and moderation activities
- Internal audits and compliance monitoring
- Review of assessment outcomes and appeals

The document is reviewed periodically to ensure continued compliance with:

- Training package requirements
- Industry expectations
- The Standards for RTOs 2025

13. Approval

Policy Title	AITT Assessment Code of Practice
Policy Owner	CEO – Hanif Kuthubutheen
Policy Version	4
Approval Date	December 2025
Review Date	December 2027
Approved By	CEO – Australian Institute of Technology Transfer (AITT)
Signature	 Hanif Kuthubutheen Chief Executive Officer AITT