

Assessment Reporting Policy

Provider	The Bright College RTO 45752 CRICOS 03945D
Campus	Level 2, 440 William Street, Perth WA 6000
Policy version	Draft 4.0
Regulatory review	15 September 2026
Applies to	All applicable domestic and international students
Policy owner	CEO / RTO Manager
Next review	15 September 2027

Regulatory framework

- National Vocational Education and Training Regulator Act 2011 (Cth).
- National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025 (effective for RTOs from 1 July 2025).
- Australian Qualifications Framework (AQF) and the AQF Qualifications Issuance Policy.

Policy and procedure

The Bright College's management provides its training and assessment staff with guidelines and effective systems for the accurate reporting of assessment results from all assessment events delivered by The Bright College's staff. All records of assessment will remain accessible to enrolled students on request.

Assessment Reporting Procedures

Staff delivering training and assessment services on behalf of The Bright College will be required to:

- Utilise assessment tools in each assessment event that have been provided by The Bright College's management (unauthorised assessments may not be introduced by staff).
- Collect assessment tools (written tests and assessments) for review and marking at the completion of each assessment.
- Provide feedback and gain a student signature on all assessment tools (e.g., Observation checklist tools) that require student acknowledgement of the assessment undertaken.
- Maintain a weekly record of current assessment progress for each student including re-work progress, on the **Competency Record Form**.
- Communicate required re-work of assessment to relevant students following the assessment review and marking of assessment.
- Formalise each student's assessment on their completion of each unit of competency by completing a **Competency Record Form**.
- Report students who have recorded a final 'Not Yet Competent' (NYC) result to The Bright College's management.

CEO's Duty Statement

Duty Statement - CEO

- The CEO is responsible for the efficient operation and delivery of all RTO Training and Assessment services.

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- The CEO, as the legally responsible person, must manage The Bright College's compliance with the current VET regulatory framework, including the 2025 Standards for RTOs, Compliance Requirements, Credential Policy, ESOS Act, National Code 2018 and any conditions of registration.

Terms of Employment

- The CEO is employed by The Bright College to undertake the listed duties during 8.30 am & 5.00pm Mon – Friday and will receive the negotiated salary package with benefits as arranged.

CEO Role Objectives

- The CEO shall implement and oversee the required quality assurance systems for The Bright College's delivery of all training and assessment services, ensuring that The Bright College complies with all the VET Regulator's requirements, especially:
 - a) by providing accurate and truthful responses to information requests from the VET Regulator relevant to The Bright College's registration
 - b) in the conduct of audits and the monitoring of its operations
 - c) by providing quality/performance indicator data
 - d) by providing information about significant changes to its operations within 90 calendar days of the change occurring
 - e) by providing information about significant changes to its ownership within 90 calendar days of the change occurring; and
 - f) in the retention, archiving, retrieval, and transfer of records consistent with the VET Regulator's requirements

RTO compliance delegation

- The CEO may delegate operational compliance responsibilities to appropriately authorised senior staff. The CEO remains accountable for ensuring The Bright College maintains systems, resources, governance and oversight to comply with the 2025 Standards for RTOs, Compliance Requirements, Credential Policy, ESOS Act, National Code 2018 and all registration conditions.
- The Bright College's key RTO compliance responsibilities will be managed by the Compliance Manager.

Prepaid tuition fees

- The CEO must establish and maintain a designated bank account for pre-paid tuition fees.
- The bank account should be maintained separately from the account that is utilised for The Bright College's day to day operational expenses.
- The account must be maintained in such a manner that funds deposited are readily available should a refund be payable to students who have not yet commenced their course.

Subcontractors

- The CEO shall ensure that that any subcontractor delivering services on its behalf cooperates with the VET Regulator:
 - a) by providing accurate and factual responses to information requests from the VET Regulator relevant to its training and assessment delivery; and
 - b) in the conduct of audits and the monitoring of its operations.
- The CEO shall notify the VET Regulator:
 - a) of any subcontract agreement it enters into under the current third-party/outsourcing requirements within 30 calendar days of entering into that agreement or prior to the obligations under the agreement taking effect, whichever occurs first: and
 - b) within 30 calendar days of the subcontract agreement coming to an end.

VET Regulator Notifications

- The CEO shall notify the VET regulator of:
 - a) any prospective changes to the ownership of the registered provider as soon as practicable prior to the change taking effect, and
 - b) any prospective or actual change to the high managerial agents (as defined in section 5 of the ESOS Act) of the registered provider as soon as practicable prior to the change taking effect or within 10 working days of the change taking effect where the change cannot be determined until it takes effect.
- The CEO shall notify the VET Regulator with information on the any new owner or high managerial agent for the purpose of making an assessment under section 9(6) of the ESOS Act.
- The CEO shall ensure annual self-assurance and regulatory declarations are completed as required by the VET Regulator and that The Bright College can demonstrate compliance with the 2025 Standards for RTOs, Compliance Requirements, Credential Policy and all applicable registration conditions. In particular, The Bright College must ensure that it has:
 - a) met the requirements of the Standards across all its scope of registration and for all AQF certification documentation has issued in the previous 12 months; and
 - b) training and assessment strategies and practices in place that ensure that all current and prospective learners will be trained and assessed in accordance with the requirements of the Standards.

Operations

- Annually appoint a certified accountant to audit the year's financial activities whilst also documenting and recording all financial activities of The Bright College in accordance with the Financial Viability Risk Assessment Requirements and in a manner that would expedite the annual auditing needs by the appointed accountant.
- Maintain the financial records of The Bright College in a report ready condition and voluntarily report to the VET Regulator any change to its business or financial circumstances that may negatively impact on its operations.
- Maintain adequate Insurance policies that covers the scope of its Operations and services of The Bright College throughout its Registration period, including insurance for public liability, professional indemnity, workers compensation (as required) and building and contents (where appropriate).
- Provide any information and documentation (being not limited to performance measures) required by the VET Regulator that registered The Bright College as an RTO, including financial audits, access to areas and staff associated with The Bright College's training and assessment services.
- Provide the VET Regulator that registered The Bright College as an RTO with all reasonable cooperation in the carriage of any enquiry or investigations relating to an associate, corporate body, or employee associated with The Bright College.
- Ensure that adequate database systems are in place to maintain data information in a report ready condition.
- Undertake self-assessment audits at least annually reviewing The Bright College's compliance with all relevant aspects of VET Quality Framework and current regulatory framework, including:

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- a) 2025 Standards for RTOs (Outcome Standards, Compliance Requirements and Credential Policy)
- b) ESOS & National Code 2018
- c) Australian Qualifications Framework
- d) Fit and Proper Person Requirements
- e) Financial Viability Risk Assessment Requirements
- f) Data Provision Requirements
- VET Quality Framework self-assessment audits must be followed by a detailed report outlining the scope of the self-assessment audit and any identified compliance needs and submitted to The Bright College's management meeting for review and any required actioning.
- The CEO shall market, promote and develop the profile of The Bright College and its operation in accordance with The Bright College [Marketing and Advertising Policy](#)

Key RTO Compliance Duties

- The CEO or their Delegate shall:
 - a) Guide the operations of The Bright College within the guidelines of sound business and financial practice maintaining a relevant an up to date Business Plan with at least 2 – 3 years of projected business outcomes for The Bright College's operations.
 - b) Select and recruit appropriate staff as required by the existent operational needs of The Bright College, ensuring staff possess vocational competencies that are at least equivalent to those that they will train and assess.
(See point 6)
 - c) Conduct an extensive review of all Commonwealth, State or Territory legislation and regulatory requirements relevant to its operations and its scope of registration at least annually and as scheduled by the Continuous Improvement Schedule. Review the outcomes of all audits and annual audits conducted by The Bright College staff or departmental heads, including people or organisations conducting training and assessment on its behalf.
 - d) Review The Bright College's 'annual assessment validation audit' and apply any required actions or improvements to the training and assessment services of The Bright College.
 - e) Provide staff induction and schedule professional development training to the staff of The Bright College.
 - f) Employ training and assessment staff as per Table 1 Training and Assessment Staff Qualifications, reproduced below

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The CEO shall ensure that training and assessment is only delivered by staff who have been verified as holding:

- vocational competencies at least to the level being delivered and assessed;
- current industry skills directly relevant to the training and assessment being provided;
- current knowledge and skills in vocational teaching, learning and assessment; and
- the required training and assessment credential, assessor credential or approved higher-level adult/VET education qualification under the current Credential Policy.

Verification must occur before appointment and must be retained in the Staff Qualifications Matrix and staff file.

Staff employed as Trainers and Assessors must hold a recognised training and assessment credential under the current Credential Policy. This may include, subject to verification against the current Credential Policy:

- TAE40122 Certificate IV in Training and Assessment or its successor;
- TAE40116 Certificate IV in Training and Assessment;
- TAE40110 Certificate IV in Training and Assessment where it meets the current Credential Policy requirements; or
- a diploma or higher-level qualification in adult education or vocational education and training recognised under the current Credential Policy.

The Bright College must verify the credential, vocational competency, industry currency and VET currency before the staff member delivers or assesses any unit.

Staff employed to conduct assessment only must hold a recognised assessor credential under the current Credential Policy. This may include, subject to verification against the current Credential Policy:

- TAESS00011 Assessor Skill Set;
- TAESS00019 Assessor Skill Set or its successor;
- a recognised Certificate IV in Training and Assessment; or
- another recognised adult/VET education qualification permitted by the current Credential Policy.

Assessment-only staff must also hold vocational competency and current industry skills relevant to the units being assessed.

Staff delivering training or assessment under direction or supervision must meet the minimum requirements of the current Credential Policy and must be supported by a documented supervision arrangement. The arrangement must identify:

- the supervising qualified trainer/assessor;
- the units and activities covered;
- the level and frequency of supervision;
- how assessment evidence and judgements are reviewed; and
- how the arrangement will be monitored and recorded.

Industry experts may contribute to training and assessment activities where their role, limits, supervision and evidence of current industry expertise are documented.

Staff qualification, credential verification, industry currency, VET currency, supervision and professional development records must be maintained in the staff file and Staff Qualifications Matrix. Records must be reviewed at least annually and whenever there is a change to delivery allocation, training product, credential requirement or staff role.

- Provide any information and documentation (being not limited to performance measures) required by the VET Regulator that registered The Bright College as an RTO, including financial audits, access to areas and staff associated with The Bright College's training and assessment services.
- Provide the VET Regulator that registered The Bright College as an RTO with all reasonable cooperation in the carriage of any enquiry or investigations relating to an associate, corporate body, or employee associated with The Bright College.
- Expedite all data reporting activities that may be requested of The Bright College by the VET Regulator.
- Ensure that The Bright College staff are conversant with the [Records Management Policy](#) and Procedures of The Bright College and that all staff are monitored in the performance of their responsibilities in records

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management ensuring that there are clear role descriptions for administrative staff charged with records management.

- Review pre enrolment information to be provided to all enrolling students so that students are aware of the services being provided by The Bright College, including the terms and conditions and fees, fees in advance and charges of that service to be delivered is understood and agreed to at enrolment. This information must be reviewed against Standard 4 & 5 and National Code STN 1-3 and undertaken utilising The Bright College's Marketing and Advertising Checklist. Where there are any changes to agreed services, The Bright College's management advises the learner as soon as practicable in writing, including in relation to any new third party arrangements or a change in ownership or changes to existing third party arrangements.
- Apply implementation procedures and teach out strategies for the transition from old to new qualifications, modules, or units in updated accredited courses, Training Package qualifications or Units of Competency within 12 months of their endorsed release on the National Register so that The Bright College delivers only currently endorsed Training Packages.
- Review the **Additional registration** requirements every three months (Standard 11 – National Code)

In applying to register a full-time course at a location, The Bright College must seek approval from the ESOS agency on the following:

- *the course duration, including holiday breaks*
- *modes of study, including online, distance or work-based training*
- *number of overseas students enrolled at the provider, within the limit or maximum number approved by the ESOS agency for each location*
- *arrangements with other education providers, including partners, in delivering a course or courses to overseas students.*

In seeking approval under 11.1, The Bright College must demonstrate any matters requested by the ESOS agency, which may include but are not limited to the following:

- *the expected duration of the course does not exceed the time required to complete the course on the basis of full-time study – for VET courses, this is a minimum of 20 scheduled course contact hours per week unless specified by an accrediting authority*
 - *the expected duration of the course includes any holiday periods or any work-based training*
 - *any work-based training to be undertaken as part of the course is necessary for the student to gain the qualification and there are appropriate arrangements for the supervision and assessment of students*
 - *the course is not to be delivered entirely by online or distance learning*
 - *The Bright College and any partner they engage to deliver a course or courses to overseas students has adequate staff and education resources, including facilities, equipment, learning and library resources and premises as are needed to deliver the course to the overseas students enrolled with the provider*
 - *the maximum number of overseas students proposed by the provider for the location reflects the appropriateness of the staff, resources, and facilities for the delivery of the course.*
- The CEO must provide the designated authority with information on the new owner or high managerial agent for the purpose of making an assessment under section 9(6) of the ESOS Act.
 - The Bright College must submit to its ESOS agency for approval, information on any proposed changes to the provider's registration for a course as outlined in standard 11.1 at least 30 days prior to the time at which those changes are proposed to take effect.
 - RTO's who are self-accrediting must undertake an independent external audit during their period of CRICOS registration, within 18 months prior to renewal of that registration to inform the re-registration of the provider.

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Fit and Proper Persons

- The CEO shall ensure that The Bright College's senior officers, directors or substantial shareholders and staff who may represent as an influence on the management or conduct of The Bright College's Training and Assessment Services are proven to be fit and proper persons. The engagement of such positions shall be guided by the collection of the following minimum requirements and maintaining this evidence in a current condition for review by the VET Regulator:
 - a) State or National Police Check
 - b) Fit and Proper Persons Statutory Declaration
 - c) Past Bankruptcy History
 - d) The CEO shall also refer to the 'Fit and Proper Person Requirements 2011 Act'