

Pre-Assessment Information Policy

Provider	The Bright College RTO 45752 CRICOS 03945D
Campus	Level 2, 440 William Street, Perth WA 6000
Policy version	3.1
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).

Compliance note: This draft separates and updates the Version 3.1 policy framework against the regulatory position reviewed on 15 September 2026. Applicable legislation, regulatory instruments, registration conditions and formally approved College documents take precedence if a conflict is identified. Final operational approval and implementation evidence remain the responsibility of The Bright College.

Policy and procedure

The Bright College's management provides its training and assessment staff with guidelines for providing pre-assessment advice to all enrolled Learners prior to undertaking any assessment, ensuring that all enrolled Learners are aware of the conditions under which assessment will take place.

Pre-Assessment Information Procedures

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

- Provide prior advice concerning assessment to be provided via the assessment plan or through a scheduled pre assessment briefing. Please refer to the **Pre-Assessment Briefing and Undertaking Form** and **Assessment Plan Form**
- Advise Learners of the purpose of assessment, the assessment criteria and the methods and assessment instruments to be used, and the context and timing of the assessment.
- Advise Learners of their individual responsibility within all assessment events and notified of the implications of any proven plagiarism or cheating.
- Ensure that workplace assessment requirements are negotiated between The Bright College, the employer, and the Learner. The Bright College must ensure that any assessments occurring in the workplace are conducted in an environment with the appropriate facilities, equipment, and resources. (Please refer to the [Resource Review Policy](#))
- Advise The Bright College's management of all negotiated reasonable adjustment.
- Ensure that all signed pre assessment briefing forms are collected and forwarded to The Bright College's Administration.

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