**Activity 2: Drafting an Assessment System Policy**

The *Standards for RTOs 2015* states that every RTO is required to implement an assessment system that ensures quality assessment (Clause 1.8), and that an assessment system is a set of documented policies and procedures (Glossary).

**Drafting policy headings:**

Each participant is asked to draft a set of headings and sub-headings for an assessment system policy for your RTO.

Use the notes space below to note the headings / subheading you will need. Please copy your list into the chat box.

**Notes:**