

Key Elements of RTO 2025 Evidence Mapping

Greg Whateley and AnneMarie Moran

November 2025

Registered Training Organisations (RTOs) in Australia are required to provide robust evidence to demonstrate compliance with regulatory standards, especially in preparation for the RTO 2025 reforms. Evidence mapping is a systematic approach that links assessment activities, learning resources, and outcomes to the specific requirements outlined in relevant units of competency, qualifications, and regulatory frameworks.

Alignment with Training Package Requirements

A core element of evidence mapping is ensuring that all assessment tasks and supporting materials are directly aligned with the requirements specified in the training package or accredited course documentation. This includes mapping evidence to -

- Unit of competency elements and performance criteria
- Knowledge and skills requirements
- Foundation skills
- Assessment conditions

Mapping Assessment Instruments

Assessment instruments - such as observation checklists, written tests, and third-party reports - must be mapped to the relevant unit elements and criteria. Effective mapping demonstrates how each assessment activity provides valid, sufficient, authentic, and current evidence for competency decisions.

Linking Learning Resources

Learning resources, including learner guides, workplace documents, and practical activities, should be mapped to the relevant knowledge and skill requirements. This ensures learners have access to materials that support the development of required competencies.

Evidence Matrix or Mapping Table

An evidence matrix (or mapping table) is a tool that visually displays the connection between assessment tasks, learning resources, and unit requirements. This table should clearly indicate where and how each requirement is addressed, supporting transparency for auditors, trainers, and learners.

Validation and Continuous Improvement

Evidence mapping should be subject to ongoing validation and review. RTOs must regularly update mapping documents to reflect changes in training packages, regulatory requirements, and feedback from validation activities. This supports continuous improvement and ensures ongoing compliance.

Document Control and Versioning

Maintaining accurate records of evidence mapping documents, including version control and change logs, is essential. This ensures that all stakeholders are working with the most current information and supports audit processes.

Supporting Audit and Compliance

Well-developed evidence mapping provides clear pathways for auditors to verify that assessment practices and resources meet regulatory requirements. It also assists RTOs in identifying gaps and areas for improvement prior to external audits or regulatory reviews.

'RTO 2025 evidence mapping' is a critical practice that underpins quality assurance, compliance, and continuous improvement in vocational education and training. By systematically mapping assessments and resources to unit requirements, RTOs can ensure that they are well-prepared for regulatory audits and provide high-quality learning experiences for students.

Emeritus Professor Greg Whateley is currently Chair of the Campus Q (Invigilator Plus) Advisory Board –

AnneMarie Moran is currently Chief Information Officer at Campus Q