

## TA11 – AI Usage P&P

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## TA11: AI Usage Policy & Procedure

### 1. Purpose

1.1 This policy and procedure guide staff and students to use artificial intelligence appropriately and ethically to support teaching and learning and without breaching academic standards or any legislative requirements. It recognises both the benefits and the risks associated with the use of artificial intelligence. This document establishes an ethical, practical balance where students develop artificial intelligence literacy by providing appropriate guidelines.

### 2. Principles

Our Institute is committed to the highest standards of academic integrity. OUR RTO expects that its academics and students will always act with honesty, trust, fairness, respect and responsibility.

Students will graduate prepared for technological and other innovations in their field. Where artificial intelligence is a daily practice in their employment, students will be trained to use it accordingly.

Our RTO ensures that its use of artificial intelligence, and the way it teaches students to use artificial intelligence, will be guided by community benefit, fairness, transparency, accountability, privacy and security.

Under this policy, the following statement incorporated in all unit, Unit Outlines “In accordance with Our RTO’s Academic Integrity Policy and Procedures; Assessment Policy and Procedures and AI Usages Policy and Procedures, students must ensure that all assessment submissions are entirely their own work. This includes producing their own ideas, analysis, writing, and creative outputs. Any use of material developed by others, including information generated through software tools or artificial intelligence, must be appropriately acknowledged. Artificial intelligence (AI) tools, including generative or predictive text applications, are not permitted in assessment tasks unless the specific assessment instructions clearly state otherwise. Where the use of AI is authorised, students must provide proper acknowledgement using the Harvard referencing style.

### 3. Context

This policy and procedure are aligned with standards 1 & 4 of the Standards for RTOs (2025).

### 4. Scope

This policy and procedure apply to all staff, contractors and students at Our RTO.

This policy also applies to any external parties who collaborate with Our RTO on projects where artificial intelligence is used (e.g. organisations where students conduct professional experience, independent contractors commissioned to participate in developing courses).

### 5. Definitions

*Generative Artificial Intelligence (GenAI):* a subset of artificial intelligence which focuses on creating new original content, such as text, images, audio, or video, often in response to a user's prompt.

*Artificial Intelligence (AI):* a system, encompassing hardware and software components, that can perform tasks typically requiring human intelligence, by processing vast amounts of data, recognising patterns, predicting outcomes, and adapting their behaviour to optimise performance effectively and efficiently toward a defined objective.

### 6. Roles and responsibilities

Our CEO & Training Manager are responsible for:

- ensuring that Our RTO's governance frameworks, policies and strategies guide the use of artificial intelligence to ensure the integrity of Our RTO's awards
- protecting Our RTO's intellectual property
- protecting staff and student privacy.

The Academic team is responsible for:

- assuring the quality of teaching and learning by overseeing academic integrity and monitoring potential risks.
- being agile and adaptive within a rapidly evolving artificial intelligence environment
- providing the necessary oversight and rigour to ensure a rewarding student experience and ongoing compliance with the Standards 1 & 4 of Standards for RTOs (2025).
- ensuring that any use of artificial intelligence in teaching and learning activities maintains the integrity of Our RTO's courses.
- monitoring and review of the impact of artificial intelligence on student learning outcomes
- monitoring technology-enhanced learning activities
- making recommendations for improvement to the management

Training Coordinators are responsible for:

- Ensuring consistency throughout the course of permission or restrictions on use of artificial intelligence
- keeping abreast of developments in AI technology and assessment design as they apply to both VET and their industry field(s).

Academic staff are responsible for:

- advising students when and where they may use artificial intelligence for study
- specifying clearly in assessment briefs where AI use is restricted, permitted, encouraged or required

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- where appropriate, including in assessment rubrics criteria for AI use, including engaging critically, using ethically, and attributing properly
- monitoring assessments and initiating proceedings as described in the Academic Integrity Policy and Procedure when there is reasonable suspicion of inappropriate use of artificial intelligence
- Keep developments in AI technology in assessment design as they apply to both VET and their industry field(s).

The Trainers are responsible for:

- advising students on the appropriate and inappropriate use of artificial intelligence
- training students to reference direct or indirect input from AI appropriately
- training students to critique text generated by GenAI before incorporating it into assessments
- promoting general academic integrity and discouraging academic misconduct.

## 7. Policy Details

### Use of AI by Staff

1. Staff may use AI to automate administrative processes, as management directs, to support Our RTO's teaching and learning, operational and strategic goals.
2. Staff must verify outputs to ensure that it does not perpetuate bias or include misinformation. Staff may be held accountable for any output they produce, including that produced wholly or partially with GenAI.
3. Staff must guard against data and security breaches if they use AI in decision making or produce reports. Where AI prompts include personal, sensitive or classified information, staff must take all reasonable precautions to avoid contraventions of privacy or security.
4. Prompts to a publicly accessible open AI program such as ChatGPT, must not include personal, sensitive or classified information, or intellectual property owned by Our RTO, staff or students.
5. Staff may use artificial intelligence to enhance teaching and learning, support development of course materials and improve operational efficiencies, subject to any relevant Our RTO policies and procedures.
6. When staff conduct scholarly activity, they must appropriately acknowledge any use of artificial intelligence and confirm that prospective funding bodies, publishers, etc support its use. Staff must:
  - a. develop a solid understanding of any artificial intelligence tools they use in research, including any strengths, limitations, and potential risks
  - b. clearly distinguish between AI-generated content and their own intellectual contributions
  - c. ensure that prompts do not contain data or information which is personal or sensitive, and complies with data protection and privacy legislation
  - d. continuously evaluate the relevance and reliability of the tools they use in research
  - e. document and disclose their use of AI tools in their research
  - f. critically evaluate AI-generated outputs and identify and mitigate any bias
  - g. comply with the broader ethical standards of academic research, including the maintenance of ethical, fair, accurate and transparent research.
7. Academic staff are expected to undertake regular professional development, which must include training on artificial intelligence literacy, assessment design to prevent susceptibility to any form of academic misconduct, and trends in how students will use artificial intelligence in their employment after they graduate.
8. AI tools must not be used as the sole basis for high-stakes decisions about students or staff (such as grades, progression, admission, exclusion, scholarships or findings of academic misconduct).

Human academic judgement must remain central, and any AI-generated information must be critically evaluated before being relied upon.

### Use of AI in Classes

1. Students must only use artificial intelligence in ways that support their learning and personal development.
2. Where use of AI is not forbidden in assessments, trainers & assessors will train students in:
  - a. Understanding acceptable vs unacceptable use of AI
  - b. Citation of AI content
  - c. Evaluation of AI output for bias, relevance and accuracy.
3. Collaborative teaching and learning will foster responsibility and integrity, including appropriate AI use.
4. Where training in artificial intelligence is part of the unit of competency, Our RTO will endeavour to ensure equality of access for all students.

### Use of GenAI in Assessments

1. It is expected that when students use artificial intelligence, they will:
  - a. Follow guidelines given by the Trainer/Assessor
  - b. Reference the sources of all information used, including information produced by generative artificial intelligence
  - c. Verify the validity, relevance and accuracy of any source material used, including that sourced from generative artificial intelligence
  - d. Pledge that every part of every assessment they submit is the result of their intellectual effort.
2. Assessment methods will prioritise genuine and inclusive learning that demonstrates the achievement of course learning outcomes, unit learning outcomes and graduate attributes. Assessment design will consider strategies to deter any kind of academic misconduct, including the improper use of artificial intelligence.
3. Generative artificial intelligence may only be used in assessments where permission to do so is specifically granted. Where there is no specific permission to use generative artificial intelligence, students must assume that any use of generative artificial intelligence is strictly forbidden in that assessment.
  - a. When students use generative artificial intelligence in assessments, they must indicate exactly where it is used and use an appropriate citation.
  - b. Appropriate use of artificial intelligence includes but is not limited to:
  - c. Language support for non-native speakers of English (e.g. the use of Grammarly to correct grammar)
  - d. Suggesting problems for students to solve
  - e. Suggesting areas for students to research
  - f. Producing ideas and texts which students critically evaluate and integrate with information from a range of sources.
4. Inappropriate use of artificial intelligence, which constitutes academic misconduct under the [TA7-I: Training and Assessment Policy & Procedure](#), includes but is not limited to:
  - a. Disregarding the restrictions or permissions on artificial intelligence stated in the assessment brief
  - b. Failing to acknowledge clearly which part(s) of the assessment is sourced from artificial intelligence
  - c. Misrepresenting authorship or conclusions
  - d. Citing books, articles, or other references as sources when those sources were merely cited or suggested by generative artificial intelligence and were not consulted by the student.

5. In all invigilated examinations, in-class tests, time-limited online quizzes and other secure assessments, the use of Artificial Intelligence (AI) tools is strictly prohibited, unless explicitly authorised in the assessment instructions. Any unauthorised use of AI in such contexts constitutes academic misconduct under the [TA7-I: Training and Assessment Policy & Procedure](#).

### **Recommended AI Tools**

1. Staff may recommend artificial intelligence software or hardware from time to time. When this occurs, Our RTO will give specific guidance for those tools.
2. Our RTO will endeavour to ensure that all students have equal access to recommended tools.
3. These recommendations will be evaluated regularly, as part of Our RTO's Continuous Development Framework, to ensure they align with the intended outcomes and promote the intended teaching and learning outcomes.
4. Before any AI tool is adopted for teaching, learning, assessment, research or operational use at Our RTO, it must be reviewed and approved through Our RTO's relevant governance processes, including consideration of privacy, data security, intellectual property, accessibility and regulatory compliance. Only approved AI tools may be recommended to students or used for institutional purposes.

## **8. Procedure Details**

### **AI in classes**

1. Where artificial intelligence is used by professionals in the areas being taught, teaching may include training in suitable prompts and the use of its output.
2. Any training in the use of artificial intelligence will stress
  - a. Critically evaluating its output – Our RTO encourages tutorial activities which involve comparing output from similar prompts, reflecting on output and comparing it to reputable sources, analysing biases in content derived from generative artificial intelligence etc.
  - b. Correct citations and references for content sourced from artificial intelligence.
  - c. Distinguishing appropriate from inappropriate use.
3. The Trainers/Assessors and academic staff will guide students in the appropriate use of artificial intelligence and appropriate methods for citing and referencing it.
4. Our RTO's professional development practices will include staff attending webinars and workshops on modern trends, technology and research to preserve the effectiveness and authenticity of assessments, and methods to prevent and detect misconduct related to artificial intelligence.
5. CEO, Training Manager and Coordinators will ensure that conditions for artificial intelligence in assessments are consistent throughout the course, through regular communication with academic staff.

### **Detection and Inappropriate Use of AI**

1. Any use of artificial intelligence within assignments or assessments must be contained and managed by the Trainer/Assessor by verbally asking student about their submitted work to confirm authenticity and inserting the comment in the feedback. Reports which indicate a high probability of use of generative artificial intelligence will be treated as reasonable suspicion but not definitive proof and will be followed up by consultation with the student.

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2. Investigations of accusations of academic misconduct which specifically refer to the inappropriate use of artificial intelligence will be conducted according to the practices in [TA7-I: Training and Assessment Policy & Procedure](#).
3. A student is entitled to appeal against them, as stated in the [SC14-I-Feedback, Complaints and Appeals P&P V1.4](#). A decision made solely on the basis of a report from AI detection may be appealed on the grounds of insufficient/unreliable evidence.
4. Sufficient and reliable evidence of academic misconduct through generative artificial intelligence may include but not be limited to:
  - a. Failure to declare artificial intelligence in the assessment cover sheet
  - b. Significant inconsistency in writing style in different parts of the assessment
  - c. Checking references cited for their pertinence and validity
  - d. Evidence of unaddressed bias
  - e. Inability to explain how the assessment was written
  - f. Inability to explain the content of the assessment or the points raised
5. The CEO, Training Manager/Coordinator will monitor the effectiveness of this policy and procedure.
6. Records of all cases of student academic misconduct involving artificial intelligence will be maintained on the student's file.

### Document Control

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