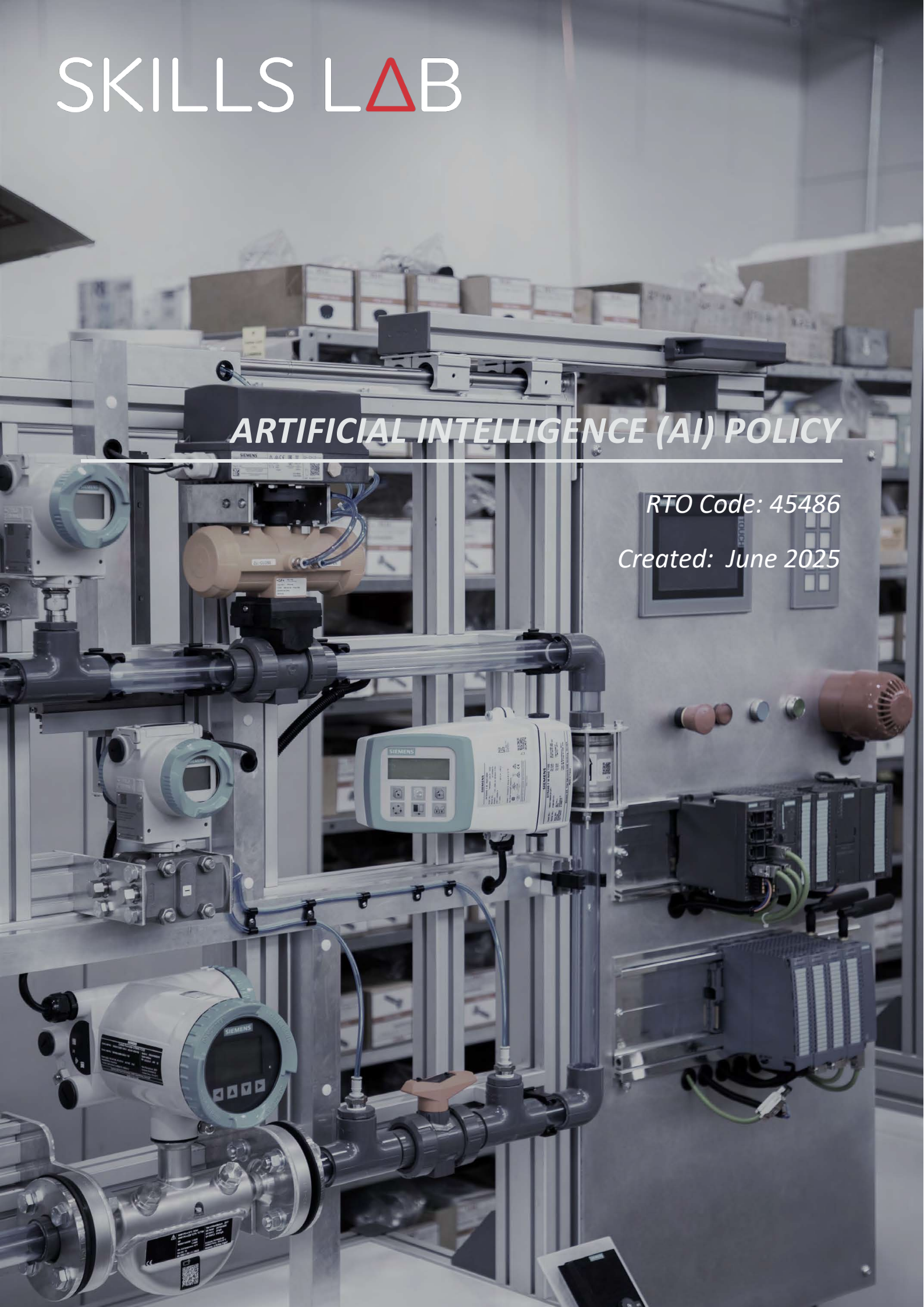
SKILLS LAB



ARTIFICIAL INTELLIGENCE (AI) POLICY

RTO Code: 45486

Created: June 2025

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Purpose

This policy aims to:

- Provide clear guidance on the acceptable use of AI tools in learning and assessment activities.
- Ensure compliance with the Revised Standards for RTOs and uphold the integrity of Skills Lab's training and assessment processes.
- Promote ethical practices and academic honesty among students.

Scope

This policy applies to all students enrolled in courses offered by Skills Lab, including those participating in online, blended, or face-to-face learning environments.

Definitions

Artificial Intelligence (AI)	Technologies that enable machines to perform tasks that typically require human intelligence, such as learning, reasoning, problem-solving, and language understanding.
Generative AI (Gen AI)	A subset of AI that can generate new content, including text, images, or code, based on input data. Examples include ChatGPT, Gemini, Claude, and similar tools.
Academic Integrity	The commitment to honesty, trust, fairness, respect, and responsibility in academic work.

Policy

It is the policy of Skills Lab to:

- support the ethical and responsible use of Artificial Intelligence (AI) technologies by students throughout their learning journey;
- ensure that the use of AI tools aligns with academic integrity principles, learning outcomes, and assessment requirements;
- require students to acknowledge and appropriately reference the use of AI-generated content in all forms of assessment or coursework;
- educate and guide students on acceptable and unacceptable uses of AI in accordance with the Revised Standards for RTOs and Skills Lab's AI Use Guidelines.

Misuse of AI, including submitting AI-generated content as one's own work without disclosure, will be considered a breach of academic integrity.

Guidelines for AI Use

Permissible Use

Students may use AI tools to support their learning in the following ways:

- Brainstorming ideas or exploring concepts.
- Practicing problem-solving techniques.
- Receiving feedback on writing or understanding language nuances.
- Enhancing understanding of course material.

Note: The use of AI tools must not replace the student's own work or critical thinking processes.

Prohibited Use

Students must not use AI tools in ways that compromise academic integrity, including:

- Submitting AI-generated content as their own original work.
- Using AI to complete assessments or assignments without proper authorisation.
- Employing AI tools to bypass learning objectives or assessment requirements.
- Engaging in any form of cheating or plagiarism facilitated by AI technologies.

Disclosure and Referencing

When Gen AI tools are used to support learning or assessment tasks, students must:

- Clearly acknowledge the use of AI tools in their submissions.
- Provide appropriate references detailing the AI tool used, the nature of its assistance, and the extent of its contribution to the work.

Failure to disclose the use of AI tools may be considered a breach of academic integrity.

Assessment and Academic Integrity

Skills Lab emphasises the importance of authentic assessments that reflect a student's own understanding and capabilities. The use of Gen AI tools must not undermine the validity and reliability of assessment outcomes. Students are expected to demonstrate their knowledge and skills without undue reliance on AI technologies.

Consequences of Misuse

Breaches of this policy may result in disciplinary actions, including:

- Warnings or reprimands.
- Resubmission of assessments.
- Failure of the assessment task.
- Request to retake the course again.

All incidents will be handled in accordance with Skills Lab's policies and relevant procedures.

Duration

This policy will be reviewed annually to ensure alignment with emerging technologies and vocation and education standards.

Additional Information

Skills Lab is dedicated to supporting students in understanding and navigating the ethical use of AI tools. Students are encouraged to seek guidance from instructors or Trainers when in doubt about the appropriate use of Gen AI.

If you have any queries about the use of AI, please contact the General Manager.

Responsibilities

General Manager

It is the overall responsibility of the General Manager to ensure:

- the AI Use Policy is accessible to all students and stakeholders and that all staff understand its implications for training and assessment;
- appropriate guidance and professional development on responsible AI use is provided to trainers, assessors, and support staff;
- Skills Lab remains compliant with the Revised Standards for RTOs and updates the policy in line with technological and regulatory changes;
- academic integrity and quality assurance processes include monitoring the use of AI tools in student work.

Students and Non-Employee Stakeholders

It is the responsibility of students and other stakeholders to:

- use AI tools ethically and transparently;
- acknowledge any AI-generated content used in learning or assessment;
- seek clarification when unsure about acceptable use of AI in their course work.

Staff & Stakeholders

It is the responsibility of all staff to:

- model appropriate use of AI in training and assessment;
- ensure students are educated on ethical AI use and understand the implications for academic integrity;
- report any misuse of AI or breaches of the AI Use Policy to the General Manager promptl.

Applicable Standards

National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025

Made under the National Vocational Education and Training Regulator Act 2011

Schedule 1 – Outcome Standards

Standard 1.4 The assessment system ensures assessment is conducted in a way that is fair and appropriate and enables accurate assessment judgement of VET student competency**.**