

ARTIFICIAL INTELLIGENCE USAGE POLICY

July 2025

PURPOSE

MiTraining recognises that Artificial Intelligence (AI) technologies are increasingly used in education and workplaces.

This policy outlines the responsible and ethical use of AI tools by learners undertaking training and assessment with MiTraining, while ensuring compliance with the Standards for Registered Training Organisations 2025 and maintaining the integrity and authenticity of assessment evidence.

SCOPE

This policy applies to:

- all learners enrolled in MiTraining programs
- all assessment submissions
- any coursework or materials prepared as part of training and assessment activities.

This policy applies to all AI tools including generative AI systems (e.g. ChatGPT or similar technologies).

POLICY PRINCIPLES

MiTraining supports the responsible use of AI tools where they assist learning while ensuring that:

- learners demonstrate their own knowledge and skills
- assessment evidence is authentic
- the integrity of training package or accredited course requirements is maintained.

Learners remain responsible for the accuracy, originality and integrity of any work they submit.

ACCEPTABLE USE OF AI

Learners may use AI tools to support their learning activities, including for purposes such as:

- research and idea generation
- clarifying concepts
- language support
- study preparation.

AI tools must be used as a support to learning, not as a substitute for demonstrating competency.

UNACCEPTABLE USE OF AI

The following uses of AI are not permitted:

- submitting AI-generated content as assessment evidence without disclosure
- presenting AI-generated responses as the learner's own work
- using AI to complete assessment tasks where the purpose is to demonstrate the learner's own skills or knowledge
- submitting work that the learner cannot explain or demonstrate understanding of.

Such actions may constitute assessment misconduct or academic dishonesty.

DISCLOSURE OF AI USE

Where AI tools have been used to assist in preparing an assessment submission, learners must:

- acknowledge the use of AI
- ensure the final submission reflects their own understanding and work.

Failure to disclose AI assistance may be treated as assessment misconduct.

AUTHENTICITY OF ASSESSMENT EVIDENCE

Submitting work that is not the learner's own, including undisclosed AI-generated content, may be considered assessment misconduct.

Where misconduct is identified, MiTraining may take action in accordance with the:

- Assessment Policy
- Student Handbook
- Complaints and Appeals Policy.

Possible outcomes may include:

- resubmission of assessment
- additional assessment
- a result of Not Yet Competent (NYC) where competency cannot be demonstrated.

RESPONSIBILITIES

Learner Responsibilities

Learners are responsible for:

- ensuring all assessment work submitted is their own
- using AI tools responsibly and ethically
- declaring AI use where applicable
- demonstrating understanding of submitted work.

Trainer and Assessor Responsibilities

Trainers and assessors are responsible for:

- designing assessments that support authentic evidence collection
- monitoring assessment submissions for potential misconduct
- applying MiTraining assessment policies consistently.

CONTINUOUS IMPROVEMENT

MiTraining will review emerging technologies and update its policies and assessment practices as required to ensure continued compliance with regulatory requirements and maintain the integrity of training and assessment.

LEGISLATIVE AND REGULATORY FRAMEWORK

This policy supports compliance with:

- Standards for Registered Training Organisations 2025
- National Vocational Education and Training Regulator Act 2011

RELATED POLICIES

- Assessment Policy
- Student Handbook
- Complaints and Appeals Policy
- Continuous Improvement Policy

NOTES

<i>Approved By:</i>	<i>Chief Executive Officer</i>
<i>Reviewed:</i>	<i>March 2026</i>