Ausdance VIC RTO Artificial Intelligence (AI) Use Policy

1. Purpose

This policy outlines how Ausdance VIC RTO uses artificial intelligence (AI) tools to support training and assessment delivery, resource development, and continuous improvement. We are committed to ensuring that the use of AI aligns with ethical practice, regulatory compliance, and protection of student and stakeholder data.

This policy also outlines the responsibilities of students and appropriate use of AI in their training.

2. Our Commitment

We recognise the growing role of AI in education and are committed to:

- Transparency in how AI tools are used
- Accuracy and integrity in all training and assessment processes
- Compliance with the current Standards for RTOs, Privacy Act 1988 (Cth), and other applicable legislation
- Respecting student privacy and intellectual property

3. How AI is Used at Ausdance VIC RTO

AI tools (such as ChatGPT or other generative platforms) may be used by our staff to:

- Support the development of learner guides, assessments, and instructional materials
- Assist with summarising regulatory content or unit requirements
- Brainstorm or enhance lesson planning, learning activities, or industry examples
- Improve administrative workflows and documentation drafting

Note: AI is not used to make final decisions about student competency, course outcomes, or personalised academic advice.

4. How We Protect Student Data

- No personal, identifiable student information is entered into AI systems.

- All outputs from AI tools are reviewed by qualified staff before being used in training or assessment.
- AI-generated resources are treated as drafts only and undergo validation to meet compliance and quality requirements.

5. AI and Assessment Integrity

- Students' work must be their own. Use of AI tools by students is permitted only where:
  - o It is explicitly allowed for a task (e.g. research, idea generation)
  - o Referencing or declaration is provided where AI content is used
  - o The final submission is in the student's own words
- Undisclosed use of AI to complete assessments may be treated as academic misconduct

EXAMPLES:

UNACCEPTABLE USE EXAMPLE: *Sienna copies and pastes an answer directly from Chat GPT into her assessment.*

ACCEPTABLE USE EXAMPLE: *Bella uses Chat GPT as part of her research and to compile ideas. Her final answer is written in her own words.*

6. Student Rights and Responsibilities

- Students may request clarification on how AI has been used in the development of learning or assessment materials.
- If students wish to use AI tools for their own learning support, they must:
  - o Use tools ethically and honestly
  - o Understand that AI may not always provide accurate or industry-valid information

7. Review and Feedback

This policy will be reviewed periodically and updated in line with technological developments and regulatory guidance.

We welcome feedback from students, trainers, industry partners and stakeholders on our responsible use of AI in VET delivery.

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