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NATIONAL TRAINING PTY. LTD.

USE OF AI IN STUDENT ASSESSMENTS

POLICY
AND
PROCEDURE



TRAINING



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**National
Training**

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Policy Statement

National Training is committed to maintaining the integrity, validity and authenticity of all student assessments while supporting the responsible use of artificial intelligence (AI) tools as learning aids. This policy establishes clear guidelines for the appropriate use of AI tools in assessment activities, ensuring compliance with the Standards for RTOs 2025 and protecting the value of qualifications issued by the RTO.

AI tools, including but not limited to ChatGPT, Microsoft Copilot, Google Gemini and Grammarly, offer valuable support for learning and skill development. However, their misuse in assessments can compromise the ability of assessors to verify that submitted work represents the student's own knowledge, skills and competencies. This policy provides a balanced framework that encourages AI-assisted learning while maintaining assessment integrity.

All students, Trainers and Assessors are required to understand and comply with this policy. Students who breach this policy may face academic misconduct proceedings, which could result in resubmission requirements, reassessment or disciplinary action as outlined in the Training and Assessment Policy and Procedure.

Purpose

The purpose of this policy and procedure is to establish clear guidelines for the acceptable and prohibited use of AI tools in student assessments. Specifically, this document aims to:

Specifically, this document aims to:

- Define what constitutes acceptable and prohibited AI use in assessment contexts.
- Ensure students can demonstrate competency through authentic assessment evidence.
- Provide Trainers and Assessors with verification methods to confirm the authenticity of student work.
- Establish clear consequences for breaches of this policy.

- Support compliance with the Standards for RTOs 2025, particularly requirements relating to valid, reliable, fair and authentic assessment.
- Enable continuous improvement of assessment practices in response to evolving AI technologies.

Scope

This policy applies to:

- All students enrolled in training and assessment with National Training.
- All types of assessment tasks, including written assignments, projects, practical demonstrations, portfolios, workplace evidence and online submissions.
- Any AI tool, whether text-generating, image-generating, code-generating or data-analysing.
- All Trainers and Assessors engaged by National Training, including contractors.
 - Trainer and assessor feedback
 - Student feedback
 - Industry consultation
 - Validation outcomes
 - Changes to training package or regulatory requirements

It excludes non-accredited training or courses delivered solely for internal staff development purposes.

Responsibilities

Chief Executive Officer (CEO)

- Endorses the AI use policy and oversees its implementation
- Monitors trends in AI misconduct and approves policy updates as required
- Provides final determination in serious misconduct cases referred for review

Senior Trainer (ST)

- Ensures all assessment materials include appropriate AI use guidance and declaration requirements
- Reviews and determines outcomes in cases of suspected AI misconduct
- Incorporates AI-related feedback into continuous improvement activities
- Monitors evolving AI technologies and recommends policy updates as needed
- Approves updates to assessment declarations and AI acknowledgment templates
- Ensures AI policy compliance is documented as part of continuous improvement evidence

Trainers and Assessors

- Review AI usage disclosures submitted with assessments
- Apply verification methods, including questioning and observation, to confirm assessment authenticity
- Incorporates AI-related feedback into continuous improvement activities
- Report suspected cases of AI misconduct to the Senior Trainer or National Training Delegate
- Conduct and record Assessment Review Meetings with students, where necessary, to confirm the authenticity of the submitted work and ensure the student demonstrates a clear understanding of the assessment task. These meetings support the determination of competency and must be appropriately documented and retained as evidence.

Operations Coordinator (OC)

- Updates assessment materials to include AI use guidance and declaration requirements
- Maintains records of AI misconduct cases and outcomes
- Supports the Senior Trainer with analysis of AI-related feedback and trends
- Ensures version control of AI policy documents and assessment declarations

Senior RTO Services Officer (SRSO)

- Uploads updated assessment materials with AI declarations to the LMS
- Ensures Trainers and Assessors and students have access to current AI policy documents
- Maintains records of AI policy communications and document versions

Procedure

1. Acceptable AI Use in Assessments

- Reviews are conducted at the unit or course level, depending on Trainers and Assessors delivery and feedback received.
- Language support: Improving grammar, spelling and readability of text the student has written themselves.
 - Practice and revision: Creating practice questions or scenarios for self-study
 - Concept clarification: Seeking explanations of topics, processes or industry standards
 - All work submitted must be based on the student's own understanding, analysis and expression
 - AI-generated content must be reviewed, adapted and personalised by the student

2. Prohibited AI Use in Assessments

- The following uses are strictly prohibited:
 - Generate full or partial responses to assessment tasks presented as their own original work
 - Create fabricated data, workplace records or evidence
 - Write reflective statements, case studies or practical explanations on behalf of the student
 - Produce content for skills that are being directly assessed
 - Circumvent learning activities or avoid demonstrating required competencies
 - The use of Artificial Intelligence (AI), automation tools, avatars, filters, voice synthesis, scripting tools or edited/generated content is not permitted in video roleplays

3. Student Declarations

- Trainers and Assessors may submit informal feedback at any time throughout the year to the Senior Trainer.
- The declaration must state that:

- The work submitted is the student's own
 - Any AI tools used have been disclosed and described
 - No prohibited AI use has occurred
 - The student understands this policy and its consequences
 - Completion of the **AI Student Disclosure Form**
- All informal feedback is documented and reviewed by the Senior Trainer for patterns, risks or opportunities.

4. AI Acknowledgment Requirements

- The Senior Trainer reviews all AI usage disclosures and collates informal feedback received.
- With support from the Operations Coordinator, key themes are summarised, and a consolidated AI Assessment Summary is prepared.
- Students should document:
 - A description of what output was generated
 - How the student adapted, modified or built upon the AI output
 - The number of iterations undertaken with the AI tool
 - Suggested format: I used [AI tool] to [purpose] and completed [X] iterations. I modified the outputs by [description] in the Reference section of the Student Assessment Workbook
 - Completion of the **AI Student Disclosure Form**

5. Trainer and Assessor Verification

- The Senior Trainer, with input from the CEO and OC, determines the appropriate actions based on feedback.
- Verification methods include:
 - Reviewing AI usage disclosures in the assessment declaration
 - Conducting questioning or oral verification to confirm student knowledge utilising the **AI Assessment Verification Meeting**
 - Comparing submitted work with previous submissions
- The OC implements approved changes and prepares updated documents.

- The SSO is notified to upload the updated versions to the LMS, replacing older versions and maintaining version control.

6. Misconduct Process

- The Senior Trainer notifies all relevant Trainers and Assessors of:
 - The Trainer and Assessor identifies concerns and documents the evidence
 - The matter is referred to the Senior Trainer for review
 - The student is notified and given an opportunity to respond
- The SSO ensures version control and records:
 - Resubmission of work with additional verification requirements
 - Reassessment under supervised conditions
 - Recording of the misconduct on the student's file
- The Senior Trainer files all:
 - Completed AI misconduct records
 - All misconduct cases will be documented
 - Outcomes will be communicated to the student in writing
 - Misconduct records form part of the RTO's continuous improvement evidence.

7. Video Evidence Requirements

When video evidence is requested as part of an assessment task, the following requirements apply:

- The video must show the student personally completing the task in real time.
- The use of Artificial Intelligence (AI), automation tools, avatars, filters, voice synthesis, scripting tools or edited/generated content is not permitted (in line with the National Regulator's requirements for assessment tasks to be authentic and valid).
- Other participants do not need to appear on camera but must be clearly heard.
- Video and audio quality must be clear, continuous and unedited.

Definitions

- **Artificial Intelligence (AI) Tools** - Software or systems that use machine learning or language models to generate content, analyse data or assist with problem-solving. Examples include ChatGPT, Microsoft Copilot, Google Gemini and Grammarly.
- **Permitted Use** - AI use that is allowed under this policy because it supports learning without replacing the student's own skills and knowledge.
- **Prohibited Use** - AI use that breaches this policy because it prevents the assessor from verifying that the work is authentically the student's.
- **Assessment Authenticity** - Evidence that the work submitted by a student is genuinely their own and demonstrates their personal knowledge and skills.
- **AI Acknowledgment** - A written disclosure by the student identifying which AI tools were used, for what purpose and how the output was adapted.
- **Academic Misconduct** - Any action that undermines the integrity of assessment, including dishonest use of AI tools in breach of this policy.
- **Continuous Improvement** - A systematic, ongoing process of evaluating and enhancing training and assessment practices to ensure alignment with compliance requirements and evolving AI technologies.

Document History

Revision	Date	Description of modifications
1.0	1 st September 2025	Original Implemented to align to 2025 RTO Outcome Standards New policy for AI use in assessments. Replaces: <i>N/A (new policy)</i>

Document Details

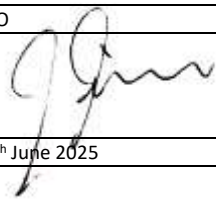
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 Policy Drivers: Outcome Standards for RTOs 2025:

- **1.1:** Assessment system is fit-for-purpose
- **1.3:** Assessment system is fit-for-purpose
- **1.4:** Assessment system ensures accurate judgement
- **1.8:** RTO maintains integrity and accountability
- **4.1:** RTO Maintains integrity and accountability

Related Policy and Procedures:

- T1 - Training and Assessment Strategy (TAS) Development & Review Policy & Procedure
- T3 - Training Delivery and Engagement Policy & Procedure
- G3 - Innovation and Continuous Improvement Policy & Procedure
- G15 - Records and Document Management Policy & Procedure

Approval

Document Approved by:	Ian Oliver
Position	CEO
Signature	
Date	30 th June 2025