



AI Use Policy and Procedures

1. Purpose

This policy establishes a governance framework for the responsible, ethical, and compliant use of Artificial Intelligence (AI) within Melbourne Education Institute (MEI).

It aims to:

- Support high-quality training and assessment outcomes
- Ensure academic integrity and authenticity of student work
- Promote safe, ethical, and transparent use of AI
- Ensure compliance with the **Standards for RTOs 2025** and relevant legislation
- Protect personal, confidential, and organisational data

2. Scope

This policy applies to:

- All students enrolled in both VET and ELICOS courses
- All staff, including trainers, assessors, academic support and administrative teams
- Third-party providers engaged in training and assessment delivery
- All contexts where AI tools are used, including:
 - Learning and teaching
 - Assessment design and submission
 - Administrative and operational functions
 - Research and innovation activities

3. Definitions

Term	Definition
Artificial Intelligence (AI)	Technology that simulates human intelligence to perform tasks such as problem-solving, writing, analysing data, generating content, etc.
Generative AI (GenAI)	A form of AI that creates original content based on input prompts and trained datasets (e.g., ChatGPT, Bard, Claude, DALL·E)



AI Tool	Any system or software that uses AI or machine learning (e.g., ChatGPT, Grammarly, Google Bard, Microsoft Copilot).
Academic Integrity	The requirement that all student work is authentic and represents the student's own knowledge and skills.
AI Misuse	Use of AI in a way that breaches academic integrity, policy requirements, or assessment conditions.

4. Guiding Principles

AI use within Melbourne Education Institute (MEI) must adhere to the following principles:

1. Privacy, Security, and Compliance

AI systems must manage information securely and comply with privacy, data protection, and record-keeping obligations.

2. Human Oversight and Accountability

All AI-supported activities must maintain human oversight. Decisions affecting students remain the responsibility of qualified trainers, assessors, and staff.

3. Quality and Integrity

AI use must not compromise the quality or integrity of training and assessment and must be supported by appropriate governance and controls.

4. Equity, Inclusion, and Wellbeing

AI must support accessibility, inclusivity, and fairness, and must not disadvantage any learner.

5. Alignment with Training and Industry Requirements

AI use must align with training package requirements, industry expectations, and learner needs.

6. Transparency and Disclosure

AI use must be transparent where it influences learning, assessment, or decision-making.

5. Permitted and Prohibited Use of AI

5.1 Students

Permitted (General Guidance):

Students may use AI tools for:

- Brainstorm or generate ideas
- Summarize readings or rephrase content
- Assist in proofreading grammar or improving sentence structure
- Enhance study planning, productivity, or project management
- Learn how to structure resumes, cover letters, and job interview responses

Prohibited:

Students must not:

- Use AI to complete any part of an assessment unless specifically allowed
- Submit AI-generated responses as their own work without disclosure
- Input confidential or personal data into public AI platforms



- Use AI to circumvent learning outcomes or plagiarise from generated content
- Enter assessment questions or content into AI tools

Disclosure Requirement:

Where AI use is permitted in assessment, students must:

- Declare the AI tool used (e.g., ChatGPT)
- Describe the purpose of use (e.g., grammar checking, idea generation)
- Include a statement in their submission

Failure to acknowledge use will be treated as academic misconduct and subject to disciplinary action under the Student Misconduct Policy.

5.2 Trainers and Assessors

Trainers and assessors may use AI to:

- Enhance learning resources
- Generate practice activities or examples
- Support feedback drafting
- Assist in resource development, provided it aligns with AQF level and assessment requirements

However, trainers and assessors must:

- Always apply professional judgement
- Review and validate all AI-generated content
- Ensure assessment tools minimise the risk of AI misuse
- Clearly communicate AI rules in assessment instructions

Trainers and assessors must not rely on AI to make final assessment decisions.

5.3 Administrative and support Staff

AI may be used to:

- Improve administrative efficiency
- Draft communications
- Support internal documentation

All use must comply with privacy, confidentiality, and data protection obligations.



6. Assessment Integrity and Policy Alignment

All AI use in assessment must comply with:

PP1.9 – Plagiarism and AI which provides detailed requirements on acceptable and unacceptable AI use in assessment.

In the event of inconsistency, PP1.9 takes precedence for all assessment-related matters.

Assessment instructions may further restrict or permit AI use and will take precedence where explicitly stated.

7. Risk Management and Controls

Melbourne Education Institute (MEI) will implement controls to manage AI-related risks, including:

- Using authenticity verification methods (e.g., questioning, observation, viva)
- Monitoring patterns of AI misuse
- Conducting periodic reviews of AI practices

8. Breach and Misuse Handling

Suspected student misuse of AI will be managed under **PP1.9**

Breaches may result in:

- Reassessment requirements
- Assessment failure
- Disciplinary action

Staff misuse of AI will be managed under internal HR or misconduct procedures

Breaches may result in:

- Disciplinary action

9. Privacy, Ethics and Security

All AI use must:

- Comply with privacy and confidentiality requirements
- Avoid entering identifiable personal data into AI systems
- Ensure ethical and unbiased use
- Protect intellectual property



AI must not be used to:

- Generate misleading or false information
- Replace professional or ethical responsibilities

10. Training and Awareness

Melbourne Education Institute (MEI) will ensure:

- Students receive guidance on ethical AI use
- Staff receive ongoing professional development
- Updates are provided as AI technologies evolve

11. Monitoring and Continuous Improvement

Melbourne Education Institute (MEI) organisation will:

- Monitor AI use and associated risks
- Review incidents and identify improvements
- Update policies in response to regulatory or technological changes

12. Review

This policy will be reviewed:

- Annually; or
- In response to regulatory changes or emerging risks

13. Related Documents

- PP1.9 - Plagiarism and AI
- PP1.8 - Assessment Quality Control
- PP4.7 - Continuous Improvement
- Privacy Policy
- Student Handbook