



**NCC AI Use in Accredited Training and Assessment  
Policy and Procedure  
&  
Transparency Statement**

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## Purpose:

This policy outlines the acceptable use of Artificial Intelligence (AI) technologies in Nepean Community College (RTO ID:1223) (NCC) to enhance training delivery, ensure compliance with ethical standards, and safeguard the integrity of learning outcomes and assessments.

## Policy

Nepean Community College (RTO ID: 1223) will abide by the guidelines set out by ASQA in relation to Artificial Intelligence (AI) use in its accredited training and assessment activities. This policy also includes Nepean Community Colleges' Transparency Statement.

### ASQA Guidelines on AI Use in Australian RTOs

The Australian Skills Quality Authority (ASQA) provides clear and ethical guidelines regarding the use of artificial intelligence (AI) within Registered Training Organisations (RTOs). These guidelines highlight the importance of responsible AI implementation to ensure alignment with ethical standards and regulatory requirements. Key points include:

- **Responsible AI Use:** RTOs are encouraged to adopt AI tools responsibly, prioritising transparency, data security, and human oversight in all applications. ASQA follows the "Human in the Loop" principle to maintain human authority in decision-making processes.
- **Appropriate Applications:** AI technologies can be utilized for enhancing productivity through automation and advanced data analysis. However, ASQA restricts the use of AI in critical regulatory decision-making to uphold fairness and accountability.
- **Governance and Compliance:** Establishing robust governance frameworks is essential. RTOs should ensure their AI systems comply with ASQA's ethical standards and relevant government policies.
- **Transparency and Reporting:** Annual AI Transparency Statements are released by ASQA to provide insight into the use of AI and to promote trust among stakeholders.

## Transparency Statement

Nepean Community College is committed to ensuring that Artificial Intelligence (AI) enhances the effectiveness and quality of our services while maintaining the highest standards of ethics, safety and public trust. Our intent is to leverage AI technologies to:

- support our broader goal of working together for better regulation
- support our ongoing transformation of digital and data systems and capabilities
- drive innovation and improved operational efficiency.

# Procedure

## 1. Assessment of AI Tools:

- Trainers and staff must evaluate AI tools prior to adoption, ensuring they align with the organisation's goals, Australian Standards, and regulatory frameworks.
- AI must undergo regular reviews to assess its effectiveness and compliance.

## 2. AI in Student Assessments:

- Students must disclose the use of AI when included in their assignments or assessments.
- Trainers should utilise AI detection tools and methods (e.g., Turnitin AI detection software) to validate the originality of submitted work.
- Trainers may incorporate oral presentations or practical demonstrations alongside written assessments to confirm student understanding.

## 3. Training for Staff and Students:

- Provide workshops and resources to educate trainers and students about acceptable AI use.
- Raise awareness of the risks associated with AI misuse, including plagiarism and ethical violations.

## 4. Monitoring AI Use:

- Establish a monitoring committee to oversee AI integration within the RTO and address emerging challenges.
- Maintain records of AI-supported processes for compliance and review.

## 5. Reporting Violations:

- Students and trainers must report any suspected misuse of AI to the designated compliance officer.
- Investigate breaches of this policy and enforce penalties in accordance with the organisation's misconduct procedures.

## Usage patterns

NCC is engaging with AI in a way that is responsible and prioritises human rights, the protection of personal and sensitive data, and keeps humans at the centre of decision making.

We commit to the responsible use of AI, adhering to ethical and governance standards and policy directives, and ensuring our approach is transparent as we work to leverage opportunities in AI technologies.

NCC will employ AI in the follow ways:

- Workplace productivity: use of tools such as automatic document summarisation and virtual assistants to streamline workflows and improve efficiency
- Analytics for insights: use of tools to identify, produce or understand insights within structured or unstructured materials via comprehensive data analysis.

## Acceptable Use of AI at NCC:

AI can be used in the following scenarios:

- **Teaching and Learning Enhancement:** AI tools may support personalised learning, content creation, and resources tailored to individual student needs after approval by RTO Compliance and Quality Assurance Manager.
- **Automating Administrative Tasks:** AI may streamline processes such as marking simple assessments, generating reports, and managing training schedules.
- **Support for Diverse Learners:** AI may provide accessibility features like text-to-speech, translation services, and other tools for students with special needs or language barriers.
- **Training Delivery Innovations:** AI-driven simulations, virtual environments, or adaptive learning platforms may be integrated to improve learner engagement and outcomes after approval from RTO Compliance & Quality Assurance Manager.

## Prohibited Use of AI at NCC:

AI must not be used in the following scenarios:

- **Academic Integrity Risks:** AI must not replace genuine student effort in assessments, exams, or practical work. Students submitting AI-generated work without proper acknowledgment is strictly prohibited.
- **Bias or Unreliable Content:** AI-generated material must be vetted to ensure accuracy, appropriateness, and alignment with the curriculum. Content that perpetuates bias or misinformation is not acceptable.
- **Compromising Human Interaction:** Over-reliance on AI should not undermine essential human interactions between trainers and students, which are critical for building rapport and addressing learner needs. Any Unit of Competency that requires human interaction for assessment must not use AI to replace humans.
- **Privacy Violations:** Any AI use must adhere to Australian privacy laws, particularly regarding data collection, usage, and storage.

## Monitoring and accountability

NCC's AI initiatives are overseen by the CEO and relate directly to including compliance with each requirement under the [Policy for the responsible use of AI in government](#) and the [Protective Security Policy Framework](#).

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