

STUDENTS USING AI RESPONSIBLY POLICY AND PROCEDURE	
Who is responsible	The director/senior trainer and assessor, training coordinator/compliance officer and students are responsible for ensuring that this process is followed.
When	Quality Assurance Schedule Submission of assessments
Policy	<p>This procedure ensures that students use artificial intelligence (AI) tools ethically and responsibly in their learning and assessments while maintaining academic integrity and avoiding plagiarism or cheating.</p> <p>This procedure applies to all students using AI tools such as ChatGPT, Grammarly, AI-assisted research tools, or other generative AI platforms during their studies and assessments.</p>
Procedure	<p>1. Acceptable Use of AI</p> <p>Students may use AI tools for:</p> <ul style="list-style-type: none"> • Research and Idea Generation: Gaining a better understanding of topics, brainstorming ideas, and summarizing general concepts. • Grammar and Writing Assistance: Checking spelling, grammar, sentence structure, and readability. • Study Support: Using AI to explain difficult concepts or rephrase information for better understanding. <p>2. Unacceptable Use of AI (Cheating and Plagiarism)</p> <p>AI tools must not be used for:</p> <ul style="list-style-type: none"> • Generating entire assessment responses and submitting them as original work. • Copying AI-generated content word-for-word without proper attribution. • Using AI to bypass critical thinking or assessment requirements, such as solving problems, writing essays, or answering questions on behalf of the student. • Misrepresenting AI-generated work as personal knowledge and skills without understanding the content. <p>3. Guidelines for Ethical AI Use</p> <ul style="list-style-type: none"> • AI-generated content must be reworded and referenced if directly used in assessments. • Students must demonstrate their own understanding by critically evaluating and applying information from AI sources rather than copying responses. • If unsure about AI use in a specific task, students should seek guidance from their trainer/assessor before submission. • AI should complement learning, not replace it—students must develop their skills and knowledge independently. <p>4. Consequences of Misuse</p> <ul style="list-style-type: none"> • If a student is found to have used AI inappropriately (resulting in plagiarism or cheating), the Cheating and Plagiarism Procedure will apply. • Depending on the severity, students may be required to resubmit work, receive a warning, or face disciplinary action for serious breaches. <p>5. Appeals</p> <p>If the student disagrees with the decision, they may lodge an appeal following Asbestos & You Complaints and Appeals Policy.</p> <p>6. Record Keeping</p> <p>All incidents, investigations, and outcomes must be documented and stored in the student's file (soft copy) for compliance and auditing purposes.</p>