



VIITE
Victorian International Institute
of Technical Education
RTO No. 22452 | CRICOS: 04136G

www.viite.edu.au

1300 318 747

enquiries@viite.edu.au



Artificial Intelligence (AI) Use Policy and Monitoring Procedure



Artificial Intelligence (AI) Use Policy and Monitoring Procedure

1. Purpose

This policy establishes a comprehensive governance and operational framework for the ethical, transparent and compliant use of Artificial Intelligence (AI) within the RTO.

The policy ensures that AI use:

- Supports high-quality training and assessment outcomes
- Maintains assessment integrity and academic honesty
- Protects learner rights, privacy and wellbeing
- Preserves human accountability for all academic and competency decisions
- It is governed through risk management, monitoring and continuous improvement.

This approach aligns with the RTO Standards 2025 clauses relating to governance accountability, risk management, and training and assessment integrity, and treats AI as a regulated educational risk rather than a discretionary tool.

Relevant RTO Standards 2025 Clauses:

- Clause 1.1 – Governance Accountability
- Clause 1.3 – Risk Management Systems
- Clause 2.1 – Quality of Training and Assessment
- Clause 3.1 – Protection of Learner Interests
- Clause 6.1 – Continuous Improvement Systems



2. Scope

Applies to students, staff, governance bodies and third-party providers and covers training delivery, assessment, learning resources, governance and reporting.

This policy applies to:

- All students and prospective students
- Trainers, assessors, academic managers and compliance staff
- Senior management and governance bodies
- Third-party providers, partners and auspice arrangements

It covers all activities relating to:

- Training and assessment delivery
- Assessment design, marking, validation and moderation
- Learning resources and learner support
- Governance, quality assurance and reporting

This section aligns with RTO Standards 2025 clauses addressing governance responsibility, third-party oversight, and control of delivery arrangements

Relevant RTO Standards 2025 Clauses:

- Clause 1.2 – Governance Roles and Responsibilities
- Clause 1.4 – Third-Party Arrangements
- Clause 2.2 – Control of Training and Assessment Delivery

3. Governance Principles

Human accountability is non-delegable. AI must not compromise assessment integrity. Learner wellbeing, fairness and privacy must be protected.

Relevant RTO Standards 2025 Clauses:

- Clause 1.1 – Governance Accountability
- Clause 1.3 – Risk Management
- Clause 3.2 – Ethical and Fair Treatment of Learners



4. Permitted Uses of AI

AI may support learning, resource development and administrative efficiency but must never replace competency judgement.

Relevant RTO Standards 2025 Clauses:

- Clause 2.1 – Quality Training Delivery
- Clause 3.4 – Learner Support Services
- Clause 2.3 – Trainer and Assessor Competence

5. Restricted Uses

AI-assisted assessment design, marking and validation require documented controls and human sign-off.

Relevant RTO Standards 2025 Clauses:

- Clause 2.4 – Assessment Integrity
- Clause 2.6 – Validation and Moderation

6. Prohibited Uses

AI must not determine competency decisions or be used to submit fabricated learner evidence.

Relevant RTO Standards 2025 Clauses:

- Clause 2.4 – Assessment Integrity
- Clause 3.1 – Learner Protection
- Clause 4.2 – Confidentiality and Records Security

7. Monitoring and Breach Management

AI use will be monitored through validation, audit sampling and learner declarations with procedural fairness applied to breaches.

Relevant RTO Standards 2025 Clauses:

- Clause 3.5 – Monitoring Learner Progress
- Clause 3.6 – Complaints and Appeals
- Clause 6.1 – Continuous Improvement



8. Data Protection and Privacy

Learner data must not be entered into AI systems without authorisation.

Relevant RTO Standards 2025 Clauses:

- Clause 4.2 – Records Management and Privacy
- Clause 3.1 – Protection of Learner Information

9. Review Cycle

Policy reviewed annually or following regulatory or technological change.

Relevant RTO Standards 2025 Clauses:

- Clause 6.2 – Systematic Policy Review

3. Definitions

Artificial Intelligence (AI)

Any system or application capable of generating content, analysis, recommendations or outputs using automated or machine-learning processes.

AI-Assisted Work

Work where AI is used as a support tool, but human judgement, authorship and accountability remain primary.

AI-Generated Work

Work produced primarily by AI without sufficient human intellectual input.

Human-in-the-Loop

A mandatory control requiring qualified staff to review, validate and approve any AI-supported output prior to use.

Clear definitions support RTO Standards 2025 clauses requiring transparent systems, documented controls and staff understanding of compliance obligations.



4. Governance Principles

The RTO adopts the following mandatory principles:

1. Human accountability for training and assessment outcomes is non-delegable
2. AI must not undermine assessment validity, authenticity, reliability, fairness or sufficiency
3. AI use must be transparent and disclosed where relevant
4. Learner wellbeing and fairness must be protected
5. Privacy and confidentiality must be preserved
6. AI risks must be managed through formal governance systems

These principles align with RTO Standards 2025 clauses relating to accountability, ethical practice, learner protection and risk-based governance.

5. Permitted Uses of AI

5.1 Student Learning Support

Students may use AI for:

- Study planning and revision
- Language support and comprehension
- Clarification of concepts already taught
- Practice activities where permitted

AI must not replace demonstration of competency, practical skills, observation or authentic workplace evidence.

This aligns with RTO Standards 2025 clauses relating to learner support and quality delivery.

5.2 Trainer and Assessor Support

Trainers and assessors may use AI to:

- Draft lesson plans and learning activities
- Develop draft learning resources
- Draft formative feedback (final feedback must be human-approved)



All AI-supported materials must be reviewed, validated and approved by qualified staff prior to use.

This aligns with RTO Standards 2025 clauses relating to trainer and assessor competence and quality assurance of delivery.

6. Restricted Uses of AI

The following uses are restricted and require documented approval and controls:

- AI-assisted assessment design
- AI-assisted assessment marking
- AI-supported validation or moderation
- AI analysis of learner performance trends

Conditions:

- Competency decisions must never be automated
- Human review and sign-off is mandatory
- Use must be documented and auditable

This aligns with RTO Standards 2025 clauses governing assessment integrity, validation and professional judgement.

7. Prohibited Uses of AI

7.1 Students

Students must not:

- Submit AI-generated content as assessment evidence
- Use AI during supervised or closed-book assessments
- Fabricate workplace evidence using AI
- Fail to disclose AI use where disclosure is required

7.2 Staff

Staff must not:

- Allow AI to determine competency outcomes
- Replace assessment judgement with AI outputs
- Upload personal or identifiable learner data into public AI platforms
- Use AI to bypass validation, moderation or compliance controls

These prohibitions align with RTO Standards 2025 clauses relating to academic integrity, procedural fairness, privacy and learner protection.

8. Assessment Integrity Controls

The RTO will maintain assessment integrity by:

- Designing assessments requiring practical demonstration, observation and questioning
- Using contextualised assessment tasks
- Applying declaration statements
- Conducting authenticity interviews where required

These controls align with RTO Standards 2025 clauses addressing authenticity, validity and sufficiency of evidence.

9. Monitoring and Detection

AI use is monitored through:

- Assessment design review
- Learner declarations
- Trainer observations and questioning
- Validation and moderation outcomes
- Audit sampling

Indicators of potential misuse include inconsistent writing style, generic responses and inability to explain submitted work.

This aligns with RTO Standards 2025 clauses requiring systematic monitoring of learner progress and assessment outcomes.



10. Breach Management and Procedural Fairness

Where AI misuse is suspected:

1. Evidence is reviewed
2. The learner is given an opportunity to respond
3. The matter is escalated where required
4. Outcomes are documented
5. Proportionate corrective action is applied

All actions comply with procedural fairness and natural justice, aligning with **RTO Standards 2025 complaints and appeals clauses**.

11. Staff Capability and Professional Development

The RTO ensures trainers and assessors receive ongoing professional development in:

- Ethical AI use
- Assessment integrity risks
- Detection and response strategies

This aligns with **RTO Standards 2025 clauses requiring trainer and assessor competence and currency**.

12. Data Protection and Privacy

- Learner data must not be entered into AI platforms without authorisation
- AI use must comply with privacy legislation and RTO privacy policy
- Third-party AI tools are subject to risk assessment

This aligns with **RTO Standards 2025 clauses relating to confidentiality, data protection and learner safety**.

13. Governance Oversight and Continuous Improvement

AI-related risks and incidents are:

- Recorded in the Risk Register
- Reviewed through management and governance meetings
- Actioned through the Continuous Improvement Register
-

This aligns with **RTO Standards 2025 governance and continuous improvement clauses**.

14. Review Cycle



This policy is reviewed:

- Annually
- Following audit outcomes
- When AI technologies materially change

And in accordance with **RTO Standards 2025 systematic review requirements**.



Appendix A – Student AI Acceptable Use Statement

Students may use AI for study support, revision and language assistance where permitted.

Students must not submit AI-generated work as assessment evidence, use AI during supervised assessments or examination conditions, or fail to disclose AI use.

Breaches may result in academic misconduct action in accordance with the policy of the institute.

Approvals and Document Control

This set of policies and procedures has been purchased under a licence agreement with RTO Works and has been reviewed and customised to suit Victorian International Institute of Technical Education's specific requirements.

VERSION NUMBER:	V1.0
STATUS:	Approved
APPROVED BY:	CEO
APPROVAL SIGNATURE:	Shahela Nasrin
APPROVAL DATE:	10/03/2026
REVIEW DATE:	10/03/2027