

AI Awareness Use - SRT0 2025

Purpose

This guide provides RTOs with simple, practical reminders for responsible AI use across training, assessment, learner support and compliance activities. It can be used as an awareness resource to help staff understand acceptable and unacceptable AI use.

1. Acceptable AI Use (High-Level)	AI may be used to support: • drafting learning materials • drafting assessment support documents • generating ideas or examples • summarising content • improving readability or accessibility • assisting with administrative tasks • supporting staff capability development AI can assist — but cannot replace — professional judgement.
2. Unacceptable AI Use (High-Level)	AI must not be used to: • generate assessment evidence • fabricate learner work • create or alter competency records • produce AQF certification documentation • manipulate USI information • replace assessor judgement • create false, misleading or deceptive marketing content Human oversight is always required.
3. AI & Assessment Integrity	Staff should ensure: • AI-generated content is reviewed by qualified trainers/assessors • AI does not compromise validity, reliability, fairness or authenticity • learners understand acceptable vs unacceptable AI use • misconduct or authenticity concerns are managed appropriately AI must never determine competency.

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4. Privacy & Data Security

Staff must avoid entering:

- personal information
- student records
- commercially sensitive information
- confidential organisational data

into public AI platforms unless approved.

Use only **authorised AI tools** approved by the organisation.

5. Basic AI Risk Categories

RTOs should be aware of risks relating to:

- assessment integrity
- privacy and data security
- misinformation or inaccurate content
- fabricated evidence
- incorrect records
- unapproved AI platform use

If in doubt, escalate the risk to compliance or management.

6. Before Using AI — Quick Check

Staff should ask:

- **Is this AI use appropriate?**
- **Does it require human review?**
- **Could this impact assessment integrity?**
- **Is the platform approved?**
- **Am I entering sensitive information?**
- **Do I need to record this in the AI Register?**

If unsure — **seek approval first & refer to AI Policy**

Need a Full AI Compliance Tool?

This awareness sheet is a **high-level guide only**.

For full compliance, governance and audit-ready documentation, see:

- AI Use Governance Checklist (Standards 2025 aligned)
- AI Governance Framework
- AI Risk Register
- AI Evidence Matrix
- AI Use Policy & Procedure

Next Steps

If this checklist identifies gaps or areas requiring further support, Assess Consulting provides:

- Governance Consultation
- Governance Frameworks
- AI Governance Framework
- Board Governance Framework
- Compliance documentation
- Internal audit support
- Standards 2025 implementation

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