

Artificial Intelligence (AI) Student Policy

POLICY & PROCEDURE



SCOPE

This policy applies to all learners enrolled in nationally recognised training delivered by Volt Edge Pty Ltd (RTO 32490), regardless of delivery mode — face-to-face, online or blended.

Purpose

To establish clear, fair guidelines for the use of Artificial Intelligence (AI) tools by learners when completing assessments. This policy ensures that assessment evidence submitted to Volt Edge is authentic, reflects the learner's own knowledge and skills and complies with the Standards for Registered Training Organisations (RTOs) 2025 - in particular Standard 1.4 (Authenticity as a Rule of Evidence).

Volt Edge recognises that AI tools are increasingly present in workplaces and daily life. This policy does not aim to prohibit all use of AI - it aims to ensure that where AI is used, it supports genuine learning and does not replace the learner's own demonstration of competency.

RELATED LEGISLATION

- Standards for Registered Training Organisations (RTOs) 2025 — Standard 1.4 (Rules of Evidence: Authenticity)
- National Vocational Education and Training Regulator Act 2011 (Cth)
- Australian Qualifications Framework (AQF)
- ASQA Assessment Practice Guide 2025 (Quality Area 1 — Training and Assessment)

DEFINITIONS

(Define any acronyms, jargon, or terms that might have multiple meanings)

TERM	DEFINITION
Artificial Intelligence (AI)	Computer systems that can perform tasks requiring human intelligence — including generating text, images, code or analysis. Examples: ChatGPT, Microsoft Copilot, Google Gemini, Grammarly AI.
Assessment	Any task, activity, written response, portfolio item or project submitted to demonstrate competency in a unit of competency.
Academic Integrity	Commitment to honest, ethical behaviour in all learning and assessment activities, including submitting only your own work and properly acknowledging any sources or assistance used.
Authenticity	A Rule of Evidence under the 2025 Standards for RTOs. The assessor must be assured that assessment evidence is the original, genuine work of the learner being assessed.
AI-Generated Content	Any text, answer, analysis or document wholly or substantially produced by an AI tool, rather than written by the learner.
Learner	Any person enrolled in a Volt Edge training program, also referred to as a "student" or "trainee".

PROCEDURE

1. Acceptable Use of AI Tools

Learners may use AI tools for the following purposes, provided the final assessment submission is their own original work:

- Researching and understanding a topic (using AI as a study aid or for explanation of concepts)
- Brainstorming ideas before writing your own response
- Checking spelling and grammar in work you have already written yourself
- Translating text to assist with language comprehension (where permitted by your assessor)
- Where AI tools have been used in any capacity as part of your assessment preparation, you must disclose this to your assessor.

2. Unacceptable Use of AI Tools

The following uses of AI in assessments are considered a breach of academic integrity and are not permitted:

- Submitting AI-generated text as your own written response to assessment questions
- Using AI to complete, generate or substantially rewrite your answers, reports or portfolio evidence
- Using AI to complete practical observation checklists, workplace evidence or logbook entries on your behalf
- Presenting AI-generated content without disclosure
- Having another person or AI tool complete an online theory assessment on your behalf

3. Learner Declaration

By submitting an assessment, learners declare that:

- The work submitted is their own and accurately reflects their knowledge, skills and understanding
- The work has not been wholly or substantially generated by an AI tool
- Any use of AI tools has been disclosed to the assessor
- This declaration is embedded in the Volt Edge Assessment Cover Sheet and must be signed or acknowledged before submission.

4. How Volt Edge Identifies AI-Generated Work

Volt Edge uses a range of strategies to identify potential AI-generated assessment responses, including:

- Assessor review of language patterns inconsistent with the learner's demonstrated verbal or written ability
- Use of AI detection tools (e.g. Turnitin, GPTZero or equivalent) where applicable
- Verbal confirmation interviews - the assessor may ask a learner to verbally explain or expand on their written submission
- Comparison with previous assessments, classroom participation and observed performance

5. Consequences of Breach

Where a learner is found to have submitted AI-generated content as their own work, Volt Edge will:

- Advise the learner in writing that the submission has been identified as potentially AI-generated

- Provide the learner with an opportunity to respond and/or resubmit under specified/supervised conditions
- Record the incident in the learner's file in the Student Management System
- Where there is a pattern of breaches, escalate to the RTO Manager and consider whether the learner has demonstrated genuine competency

Learners found to have fraudulently misrepresented their competency may have their enrolment reviewed in accordance with the Volt Edge Code of Conduct Policy.

6. Learner Responsibilities

All learners enrolled with Volt Edge are responsible for:

- Reading and understanding this policy at enrolment (covered in Student Handbook)
- Asking their trainer or assessor if unsure whether a particular use of AI is acceptable
- Disclosing any use of AI tools in their assessment preparation
- Completing all assessments honestly and to the best of their own ability

7. Trainer and Assessor Responsibilities

Trainers and assessors at Volt Edge are responsible for:

- Informing learners of this policy during day 1 opening and prior to assessment task
- Reviewing all submissions for authenticity in line with Standard 1.4
- Reporting suspected AI-generated submissions to the RTO Manager
- Keeping records of any incidents and actions taken

8. Appeals

Learners who believe an AI-related assessment decision was made unfairly may appeal under Volt Edge's Assessment Appeals Policy and Procedure. Appeals must be submitted in writing to the RTO Manager within 10 business days of the decision.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Managing Director	20.5.2026	Review and Creation of Policy	Kirsty Brunker

DOCUMENT CONTROL

Document Name:	AI Usage Policy for Students v1.0
Author:	Kirsty Brunker – Compliance Manager
Approved By:	Tony McKewin – Managing Director
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