ARTIFICIAL INTELLIGENCE STUDENT USAGE POLICY

August 2023

PURPOSE

MiTraining acknowledges that with the increased usage of AI in a variety of situations, it is important to draw on the benefits of AI while considering and minimising the potential risks and/or costs.

The purpose of this policy is to outline the way in which AI may be used by Students at MiTraining.

For the purposes of this policy, the focus is directed at ChatGPT, however the content applies equally to any other AI used for the same purpose, including those not yet created at the time this policy was written.

SCOPE

The Policy relates to correspondence, documents, assessment submissions, and any other written pieces of work created by any Student for submission of assessment items.

The objective of the Policy is to ensure appropriate mechanisms are in place to ensure ethical and responsible use of AI by all Students.

POLICY

AI is being used in educational facilities on a steadily increasing basis.

MiTraining expects that all content generated in the course of undertaking studies with MiTraining will be the Student's own original work and any use of AI will be for assistive purposes only, not to create substantive content for the purposes of assessment.

MiTraining understands and acknowledges that AI writing tools like ChatGPT, in particular:

- can be a useful resource for the purposes of research and drafting
- uses information gained from data that has been fed into it, together with data mined from the internet
- is not a private or trusted platform, and may retain information entered, and which may be accessed by third parties
- allows users to feed data into it to generate content
- uses approximately 175 billion parameters (at the time this Policy was published)
- cannot create video, sound or images, but is able to generate content through spoken and written word

MiTraining understands and acknowledges that ChatGPT, in particular, has limitations including:

- inability to process requests relating to recent content when utilising the free version due to the lack of available data e.g. topics post-2021

- where request is 'niche', and minimal information is available
- where too many parameters are provided
- may adopt biases and stereotypes
- may draw upon 'fake' news and other unreliable sources
- should not be relied upon without revision and editing by Students

Where AI is used by Students, it is their responsibility to ensure the content is thoroughly fact-checked and edited as required.

If Students are unable to corroborate and confirm facts in content generated by AI, Students will not be permitted to utilise that portion of the content until such time as its accuracy can be confirmed.

AI should be used to supplement the work of Students, and at no time should it be relied upon to be used in place of the work of Students.

Any time AI is used by Students, it is to be clearly cited.

Prior to using any AI, Students should source and read the privacy policy for the respective AI being used to fully comprehend the way in which personal and other information is collected.

If there is any question regarding the content of the respective AI privacy policy, Students should consult their trainer.

Where it is found that a student is putting forward an assessment that is AI generated and found to not be there known work will result in a determination of not yet competent. Please refer to the MiTraining Student Handbook for guidance regarding assessment misconduct.

POLICY REVIEW

This policy will be periodically reviewed in accordance with the Continuous Improvement Policy to identify areas for improvement.

POLICY PUBLICATION

Policies and procedures applicable to prospective and enrolled students, MiTraining staff and contractors are (where appropriate):

- Included in the student induction or staff orientation
- Available on the website
- Available on the student administration/management system or internal electronic system
- Available by request

NOTES

Related Policies/Procedures:	Assessment Policy Continuous Improvement Policy
Related Documents/Forms:	Student Handbook
Related Legislation:	Standards for Registered Training Organisations (RTOs) 2015
Approved By:	Chief Executive Officer
Date of Next Review:	1 August 2024