



# AEG ARTIFICIAL INTELLIGENCE POLICY

## PREAMBLE

At AEG, we acknowledge the profound impact and transformative potential of AI technologies across vocational and ELICOS education and training. In line with our AEG Principles for AI Use, this Policy is established to guide the responsible, transparent, and secure integration of AI within our teaching, learning, assessment, and administrative operations.

This Policy ensures AEG's adherence to the standards of integrity, student welfare, and regulatory compliance, required under the 2025 Standards for RTOs.

## DEFINITIONS AND ACRONYMS

“**AEG**” means Australian Pacific College Education Group and includes Australian Pacific College, English Unlimited and APC Design School.

“**Policy**” means this AEG Artificial Intelligence Policy.

“**TAS**” means Training and Assessment Strategy.

## POLICY/PROCEDURE

### 1. AUTHORITY, RESPONSIBILITY AND ACCOUNTABILITY

- 1.1 The Board of Governance has the authority for this Policy.
- 1.2 The Executive Committee is responsible for the implementation of this Policy for all persons and tasks that involve the operation of AEG. The Academic Committee is responsible for the implementation of this Policy as it relates to all academic staff, students and AEG courses.
- 1.3 All staff and students are accountable as individuals to comply with this Policy as it applies to their work or studies.

### 2. PRINCIPLES FOR AI USE

- 2.1 AEG has determined 10 foundational principles of AI use to guide the responsible, transparent, and secure integration of AI within its teaching, learning, assessment, and administrative operations. Refer to the AEG Principles of AI Use.



### **3. GOVERNANCE**

- 3.1 AEG has in place a clear authority, responsibility and accountability structure for AI use (refer to the clause 1 of this Policy).
- 3.2 AEG's Risk Management Policies and Plans manage foreseeable and actual risks created by AI use.
- 3.3 All uses of AI in assessment and learning, will be documented in the relevant course TAS to ensure compliance with privacy, security, and integrity requirements.

### **4. ETHICS AND TRUST**

- 4.1 AEG commits to fairness, transparency, and inclusivity in recommending AI applications for use.
- 4.2 AEG will ensure students understand when they are interacting with AI, and what the AI can/cannot do.
- 4.3 AEG will aim to protect against bias in any automated marking, recruitment, or placement tools.

### **5. CURRICULUM AND COMPETENCY**

- 5.1 AEG will embed 'AI literacy and digital skills' into courses where relevant and as part of its course review program keep its courses updated for AI impact.
- 5.2 AEG students will learn how to critically use AI tools rather than passively rely on them. AEG emphasises a 'human/AI collaboration' rather than the singular reliance upon AI.

### **6. QUALITY OF LEARNING & ASSESSMENT**

- 6.1 All student assessments must be 'authentic' and 'valid', with safeguards against overreliance on AI-generated work. For more information refer to the Student Assessment Policy.
- 6.2 Academic staff are to model 'ethical AI use' as per the AEG Principles for AI Use, showing students when AI can help with drafting, idea generation, or simulations, and when original human judgment is required.



6.3 AEG encourages reflective practice of its students within their education and/or assessments. Students will be required to explain not just outcomes, but also how AI shaped their work. For more information refer to the Student Assessment Policy.

**7. SKILLS FOR THE FUTURE WORKFORCE**

7.1 AEG prioritises enterprise education which promotes ‘adaptability, critical thinking, and ethical reasoning’ as part of essential employability skills.

7.2 AEG will embed in its education of students the ability for students to evaluate AI tools (strengths, weaknesses, risks).

7.3 AEG looks to engage in industry partnerships where AI-driven workplace practices can be co-designed with VET educators to ensure the most current and relevant learning outcomes.

**8. SECURITY, PRIVACY & WELLBEING**

8.1 AEG is dedicated to ensuring high standards of data privacy, student identity protection, and cyber-resilience across its digital platforms. For more information refer to the Privacy Policy and Cyber Breach Policy.

8.2 AEG academic staff will emphasise ‘digital wellbeing’ guiding students to manage dependency on AI tools and to engage critically with digital technologies.

8.3 AEG is committed to safeguarding students from harmful AI use, including exposure misinformation, overreliance, or algorithmic bias.

**9. ENFORCEMENT OF THIS POLICY**

9.1 A breach of this Policy will be dealt with in accordance with either the Staff Code of Conduct, Student Code of Conduct or Academic Integrity Policy depending on the nature of the breach.

**POLICY REVIEW**

This Policy will be reviewed annually or as required by regulatory changes.

**RELEVANT LEGISLATION**

This document references the following legislation, regulations, codes and standards:

Relevant Legislation/codes/standards	
Commonwealth	2025 RTO Standards



**RELATED POLICIES AND PROCEDURES**

This document references the following College policies and/or procedures:

Related Policies and Procedures	
<b>Policies</b>	AEG Principles of AI Use Student Assessment Policy AEG Risk Management Policy AEG Risk Management Plan Staff Code of Conduct Student Code of Conduct Academic Integrity Policy

**KEYWORDS**

<b>Keywords</b>	Artificial intelligence, principles, technology, AI
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**POLICY OWNER**

<b>Owner</b>	Board of Governance
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**POLICY HISTORY**

Policy History			
Current version	Current version release date	Author	Description of changes
AEG Artificial Intelligence Policy v1.0R (APC/EU/APCDS)	Dec 2025	Sara Gaudry	Original document