

INTERNATIONAL COLLEGE OF QUEENSLAND AUSTRALIA

# AI Use as a Learner

Your rights, responsibilities, and rules around artificial intelligence in your qualification.

Learner information | RTO \_\_\_\_\_ | Registered with ASQA | Standards for RTOs 2025

## Disclose

Always tell us when you use AI

## Approved

Certain tools are allowed

## Prohibited

Some tools are banned for assessment

## Ask First

Unsure? Contact your trainer

### Why AI Rules Matter in Your Course

Your qualification in aged care, individual support, or strategic leadership certifies that you can do the job safely — that real people can trust you to care for them or lead with them.

If AI completes your assessments, you miss the learning that makes you competent. That is not just a rule issue. It is a safety issue for the people you will care for, support, and work alongside.

ICQA's AI rules exist to protect the value of your qualification and to make sure you genuinely have the skills employers and clients expect from you.

### What You Can Use AI For

You may use approved AI tools for the following purposes. You MUST write a disclosure statement at the top of your submission every time you use AI.

#### Approved Tools for Learners

Tool	What it's good for
<b>Claude.ai (free)</b>	Brainstorming, checking grammar, or exploring ideas. Anthropic's free tier does not use your conversations to train its models by default. Must be disclosed.
<b>Google Gemini (free)</b>	Brainstorming and getting an overview of a topic. Works with Google Docs. Must be disclosed.
<b>Google NotebookLM (free)</b>	Upload your course materials and ask it questions about them. It only answers from what you give it, so it is less likely to make things up. Great for study. Must be disclosed.
<b>Grammarly (free)</b>	Grammar and spelling checker for your own writing. Does not write content for you. Must be disclosed if used on a submission.

How you must use these tools:

- Use AI to help you think — not to think for you
- Write your own answers in your own words, then use AI to check your spelling or grammar
- Use AI to brainstorm ideas, then develop those ideas yourself from your own experience
- Always write from your own workplace knowledge and personal understanding
- Always add a disclosure at the top of any submission where AI was used

**Example disclosure: “I used Grammarly to check my grammar. All content is my own.” or “I used Google Gemini to brainstorm ideas. I then wrote this response myself from my own experience.”**

## What You Cannot Use AI For

The following are prohibited. Doing any of these things is academic misconduct — the same as cheating or plagiarism — and will be investigated formally.

- Writing responses: Getting AI to write your assessment responses, even partially
- Faking evidence: Using AI to create workplace documents, case notes, care plans, or logs as if you produced them
- Passing off AI work: Submitting AI-generated text as if it is your own thinking and experience
- Practical tasks: Getting AI to complete any observation record, practical task, or supervisor report
- AI translation cheating: Using AI to write in another language and then translating the output to English

### Tools That Are Expressly Prohibited

These tools are banned for all assessment use at ICQA. This applies even if they have a paid version:

- ChatGPT (free): The most widely used AI essay writer. Banned for all assessment tasks.
- QuillBot: Designed to rephrase AI or copied text so it is harder to detect. Banned.
- Smodin: An AI essay and assignment generator. Banned.
- EssayAI: An AI essay platform. Banned.
- HIX.ai / Writesonic: AI writing suites. Banned for assessment.
- Any other AI writer: If a tool is not on the approved list above, it is banned. Ask your trainer first.

## How ICQA Detects AI Use

Your trainers are trained to identify AI-generated submissions. They look for:

- Very formal, polished writing from a Learner who usually writes more simply in class
- Generic responses with no personal workplace stories or specific examples from your own experience
- Responses that sound like a textbook or a website rather than a care or support worker’s account
- Submissions that are much longer and more structured than your usual work
- Very similar phrasing to another Learner’s submission

If your trainer suspects AI use, they will ask you to talk through your work in a short conversation. This is called the verbal component. If the work is genuinely yours, you will be able to discuss it. Genuine competency comes through in conversation — AI-generated work does not.

### What Happens if You Breach These Rules

1. Your trainer flags the submission and schedules a verbal discussion with you.
2. If you cannot explain your work, the matter is referred to the Compliance Manager as a potential academic misconduct case.
3. You receive written notice and have five business days to respond.
4. A formal review is conducted by the Compliance Manager and a second staff member. Outcomes range from a resubmission with a written warning, to a formal misconduct finding on your Learner record.
5. You have the right to appeal any finding under ICQA's Complaints and Appeals process.

Academic misconduct findings can affect your ability to complete your qualification. ICQA takes these matters seriously because your qualification is a trust document — employers, clients, and their families rely on it to mean something.

### How to Disclose AI Use

Write a disclosure statement at the very top of your submission, before your response begins. Here are examples you can adapt:

*"I used Grammarly to check the spelling and grammar in this submission. All content is my own."*

*"I used Google Gemini to brainstorm ideas for Section 2. I then wrote the response myself based on my own workplace experience."*

*"I used Claude.ai to help me structure my thinking. The written response is entirely my own."*

If you did not use any AI tool, no disclosure is needed.

### Quick Reference: AI Tools at ICQA

Tool	Allowed?	What For
Claude.ai (free)	YES ✓	Brainstorming, grammar check, exploring ideas — DISCLOSE
Google Gemini (free)	YES ✓	Brainstorming, research starting point — DISCLOSE
Google NotebookLM (free)	YES ✓	Study tool using your own course materials — DISCLOSE
Grammarly (free)	YES ✓	Spelling and grammar check of your own writing — DISCLOSE
ChatGPT (free)	NO ✗	Essay generator — banned for all assessment tasks

## AI Use as a Learner

<b>QuillBot</b>	<b>NO X</b>	Paraphrasing tool designed to evade detection — banned
<b>Smodin / EssayAI</b>	<b>NO X</b>	Essay generation platforms — banned
<b>HIX.ai / Writesonic</b>	<b>NO X</b>	AI writing suites — banned for assessment
<b>Any unlisted tool</b>	<b>ASK FIRST</b>	Contact your trainer before using any tool not listed above

**Not sure if a tool is allowed? Ask your trainer BEFORE you use it. Using a prohibited tool because you did not check is not a defence ICQA can accept.**

This fact sheet is issued under ICQA's Artificial Intelligence Use Policy (ICQA\_POL\_0308) and should be read alongside your Learner Handbook and Learner Code of Conduct.

### Get in Touch

Questions about AI tools in your course? Contact your trainer through eSkilled or email the Compliance Manager.

**Compliance Manager**  
compliance@icqa.edu.au

**Suite 2, 5–11 Noel Street**  
Slacks Creek QLD 4127

**www.icqa.qld.edu.au**  
RTO \_\_\_\_\_

#### Also available on our website

Learner Handbook ([LR 0210a]) Learner Code of Conduct ([LR 0211a]) Complaints and Appeals — Your Rights ([LR 0285a])  
Academic Misconduct — Your Rights ([LR 0286a]) AI Use Policy (ICQA\_POL\_0308)