



Guidance for staff training on AI

Supporting the policy for responsible use of AI in government

Use the following information to support your agency's implementation of the policy for responsible use of AI in government



Digital Transformation Agency



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The policy recognises that AI is used in many areas of the APS and everyday life. As adoption grows, staff at all levels will interact with AI and its outputs, directly or indirectly.

The policy strongly recommends that agencies implement AI fundamentals training for all staff, regardless of their role. Agencies should also consider if it is appropriate for staff to complete annual refresher training.

Providing foundational training will help staff become confident using AI in a responsible way.

What's covered in the training

The Digital Transformation Agency (DTA) has developed AI fundamentals training for agency use. The training will be updated periodically to address changes in the AI landscape, such as evolutions in the technology and its use in government.

The training provides knowledge on AI that includes:

- an introduction to AI
- an explanation of generative AI
- foundations of safe and responsible use.

As staff will likely interact with generative AI now and in the future, it is an area of focus for the training.

The training is designed for all staff regardless of their experience using AI. It takes approximately 20 to 30 minutes to complete.

It does not cover advanced topics such as model training, system development or instructions for specific technologies or platforms.

Implement the training

Agency's Learning and Development specialists can access the training for download through the [APS Learning Bank](#). The training is provided in a format compatible with most e-learning platforms. Alternatively, agencies can choose to let their staff access the module directly through [APSLearn](#).

Agencies can use the training module as provided, or choose to modify it or incorporate it into an existing training program based on their specific context and requirements.

Agencies are encouraged to consider additional training for staff in consideration of their roles and responsibilities, such as those responsible for the procurement, development, training and deployment of AI systems.

Report completion rates

Where an agency implements the training, accountable officials should monitor completion rates and provide this information if requested by the DTA. This is in line with the activities to measure the implementation of the policy under the Standard for accountable officials.

Questions about implementation

Agencies can contact the DTA with questions about implementing the training by emailing: ai@dta.gov.au.

