

# Artificial Intelligence (AI) Policy for Learners

Guidance on the responsible use of AI tools

CoreEd Limited

Version 1.0 | Review Date: 31/07/2026

## 1. Purpose

**1.1** This policy sets out CoreEd Limited’s position on the use of Artificial Intelligence (AI) tools by learners enrolled on any programme of study or training. It provides clear guidance on what is and is not acceptable, to protect the integrity of assessment and to ensure that qualifications awarded genuinely reflect learners’ own knowledge and skills.

**1.2** AI tools are developing rapidly and are increasingly present in everyday life and the workplace. CoreEd Limited recognises that learners will encounter and use AI tools and seeks to ensure this happens in a way that supports, rather than undermines, genuine learning and achievement.

**1.3** This policy applies to all learners on all programmes delivered by CoreEd Limited, including apprenticeships, vocational qualifications, functional skills and short courses.

## 2. Definitions

<b>Artificial Intelligence (AI)</b>	Computer systems that perform tasks which normally require human intelligence, such as generating text, answering questions, summarising information or producing images.
<b>Generative AI</b>	AI tools that produce new content — text, images, code, or audio — in response to a prompt. Examples include ChatGPT, Microsoft Copilot, Google Gemini and Claude.
<b>AI-generated content</b>	Any text, image, data, or other material produced wholly or substantially by an AI tool rather than by the learner themselves.
<b>Academic integrity</b>	The commitment to honest, ethical conduct in all aspects of learning and assessment — producing work that is your own and accurately represents your knowledge and skills.
<b>Malpractice</b>	Any act of deception or dishonesty in the production or submission of assessed work, including the unauthorised use of AI tools.

## 3. Policy Statement

CoreEd Limited is committed to ensuring that all assessed work submitted by learners is an honest and authentic representation of their own knowledge, skills and understanding. The use of AI tools to produce or substantially contribute to assessed work without disclosure constitutes malpractice and will be treated in accordance with our Malpractice, Maladministration and Plagiarism Policy.

### Important

Using AI to write, generate or substantially produce any work that is submitted for assessment — without your tutor’s prior knowledge and permission — is considered malpractice. This could result in your work being disqualified, your registration with the Awarding Body being suspended, or further disciplinary action.

## 4. What Is and Is Not Permitted

The table below outlines acceptable and unacceptable uses of AI tools in the context of your learning and assessment with CoreEd Limited.

✓ Permitted	✗ Not Permitted
Using AI tools to research and understand a topic.	Submitting AI-generated text as your own written work.
Using AI to help structure or plan your assignment.	Using AI to write answers to assessment questions on your behalf.
Using AI to check your grammar and spelling after you have written your work.	Copying and pasting AI responses into portfolios or written submissions.
Asking AI to explain a concept you are struggling to understand.	Using AI to complete observation reports or reflective accounts that must be your own.
Using AI as a starting point for ideas, which you then develop in your own words.	Fabricating evidence, competency records or workplace observations with AI assistance.
Discussing AI-generated content with your tutor before using any of it.	Using AI during timed assessments or examinations unless explicitly permitted.

*If you are unsure whether a particular use of AI is acceptable, speak to your tutor before using it. When in doubt, do not use it.*

## 5. Disclosure

**5.1** If you have used any AI tool in the preparation of your work — even in a permitted way — you must declare this to your tutor. You should explain clearly which tool you used, for what purpose, and how any AI-generated content was used or adapted.

**5.2** Failure to disclose the use of AI when it has been used may itself constitute malpractice, regardless of whether the use was otherwise acceptable.

**5.3** CoreEd Limited and its Awarding Bodies reserve the right to use detection tools and human assessment to identify content that may have been produced by AI without disclosure.

## 6. Learner Responsibilities

It is the responsibility of all learners to:

- Read, understand and comply with this policy.

- Ensure that all work submitted for assessment is their own, unless a collaborative task has been agreed with their tutor.
- Declare any use of AI tools in the preparation of work before submission.
- Not use AI tools to complete, write or generate assessed work on their behalf.
- Not share assessment briefs, questions or task details with AI tools in a way that could compromise the integrity of the assessment.
- Seek guidance from their tutor if they are unsure whether a particular use of AI is acceptable.
- Understand that submitting AI-generated work as their own is dishonest and may have serious consequences for their qualification.

## 7. Staff Responsibilities

It is the responsibility of all tutors, assessors and quality assurers to:

- Make learners aware of this policy at induction and throughout their programme.
- Provide clear guidance on what is and is not an acceptable use of AI for each specific assessment task.
- Design assessment tasks that, as far as possible, encourage learners to demonstrate personal knowledge and experience.
- Be alert to signs that work may have been produced with inappropriate AI assistance and escalate any concerns to the Head of Quality.
- Keep up to date with developments in AI tools and detection methods and share best practice with colleagues.
- Handle any disclosures of AI use fairly, sensitively and in line with this policy.

## 8. Consequences of Misuse

**8.1** Any learner found to have used AI tools to produce assessed work without disclosure, or in breach of this policy, will be subject to the CoreEd Limited Malpractice, Maladministration and Plagiarism Policy.

**8.2** Consequences may include, but are not limited to:

- The disqualification of the affected piece of work.
- Requirement to resubmit or re-sit the assessment without AI assistance.
- Referral to the relevant Awarding Body, which may result in suspension of registration or withdrawal of certification.
- Formal disciplinary action in accordance with CoreEd Limited's policies.

**8.3** Learners who are found to have used AI in assessed work may appeal against any decision made, in accordance with the CoreEd Limited Complaints Procedure.

## 9. AI Tools and Safeguarding

**9.1** Learners should be aware that AI tools can generate inaccurate, biased or harmful content. You should always critically evaluate any output from an AI tool and should not rely on it as a sole or authoritative source.

**9.2** Learners must not input sensitive personal data, confidential workplace information, patient or client details, or any information that could identify another person into an AI tool. Doing so may breach data protection legislation and your organisation's own policies.

**9.3** Learners who encounter harmful, offensive or distressing content whilst using AI tools should report this to their tutor immediately.

## 10. Associated Documentation

- Malpractice, Maladministration and Plagiarism Policy
- Assessment Policy
- Admissions Policy
- GDPR & Privacy Policy
- Awarding Body regulations and guidance
- Complaints Procedure

## 11. Monitoring, Review and Evaluation

**11.1** This policy will be reviewed at least annually or sooner if there are significant changes to AI technology, Awarding Body requirements or relevant legislation.

**11.2** The implementation of this policy is monitored through the quality assurance and self-assessment processes.

**11.3** A copy of this policy is accessible to all staff and learners via the SharePoint folder and the CoreEd website.

**CoreEd Limited is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**Date of issue: 31/07/2025    Next review: 31/07/2026**