

# ARTIFICIAL INTELLIGENCE POLICY

Last updated: **05/02/2025**

The Teacher Trainer Ltd. would hereafter be referred to as TTT in this document.

## Scope of the policy

This policy applies to all TTT customers, including learners and staff members who are using or delivering the courses or qualifications TTT offer. It covers all AI systems, tools, platforms and services used in delivering, supporting or administering any aspect of our courses, resources, marketing or internal operations.

## Purpose

TTT recognises the growing influence of Artificial Intelligence (AI) in education, training and business operations. This policy establishes the principles for the ethical, transparent and responsible use of AI across all activities, to safeguard learners, clients, staff and stakeholders.

## Location of the policy

This policy is available for all staff members, third parties and learners to access. The most up to date version of the policy is available on our website [www.theteachertrainer.co.uk](http://www.theteachertrainer.co.uk).

## Communication of the policy

It is important that TTT staff (involved in the management, delivery, assessment and quality assurance of nationally recognised qualifications) and learners undertaking our qualifications, are fully aware of the contents of the policy. It is a requirement that staff at TTT access, read and understand the policy during their induction.

## Review of the policy

TTT will review the policy annually as part of our self-evaluation process and revise it as and when necessary. The review process includes analysis of monitoring data, consultation with and feedback from customers, learners, clients, staff and other stakeholders, changes in practices, actions required by Awarding Organisations or changes in legislation to determine the impact of the policy and any action required. Our review will ensure that our procedures continue to be consistent with the regulatory criteria or in response to significant technological or legal developments and are applied properly and fairly in arriving at judgements.

## Principles of AI Use

### 1. Ethical and Responsible Use

- AI will be used to enhance, not replace, human-led training and support.
- AI tools must comply with all relevant UK laws, including the Equality Act 2010, GDPR and the Data Protection Act 2018.
- Bias, discrimination or harmful outputs from AI must be actively monitored and mitigated.

### 2. Transparency

- All AI-assisted outputs (e.g., automated feedback, chatbots, assessments) must be clearly identified to learners and clients.

- Stakeholders will be informed when their data may be processed or analysed by AI systems.

### **3. Data Privacy and Protection**

- AI tools must be used in ways that protect personal data and confidentiality.
- Only reputable, secure AI vendors will be engaged, with appropriate data processing agreements in place.
- Personal or sensitive data will not be entered into public AI systems without prior written consent.

### **4. Human Oversight**

- Human review will always underpin decisions affecting learners, clients or staff.
- AI recommendations will be considered advisory and will not replace professional judgment.

### **5. Continuous Improvement and Monitoring**

- AI systems and tools will be regularly reviewed for effectiveness, accuracy and ethical compliance.
- Staff using AI must report any concerns, inaccuracies or unexpected behaviours.

### **6. Acceptable Use**

- AI can be used to support lesson planning, administrative tasks, content generation, assessment generation and learner support.
- AI must not be used to fabricate learner achievements, assessments or certificates.
- Staff must use AI ethically and not present AI-generated work as solely their own without review and appropriate edits.

### **Staff Training and Awareness**

- Staff will be given appropriate training on the ethical use of AI where needed.
- Guidance will be available to ensure AI is integrated thoughtfully into teaching, learning, assessment and business functions.

### **Learner Engagement with AI**

- Learners will be encouraged to develop critical thinking around AI use.
- AI tools offered to learners (e.g., writing aids, practice quizzes) will be optional and traditional human support will remain available.

### **Policy Breaches**

Any misuse of AI or breach of this policy will be taken seriously and may result in disciplinary action, contract termination or legal proceedings where appropriate.