

(NOTE: Throughout this document, THE TEACHER TRAINER LTD is referred to as TTT)

## TTT POLICY DOCUMENT

# Artificial Intelligence Policy

*How AI is used responsibly in TTT teaching, assessment and operations.*

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## Document Control

<b>Document Title</b>	Artificial Intelligence Policy
<b>Version</b>	1.0
<b>Effective Date</b>	22 April 2026
<b>Next Review Date</b>	22 April 2027
<b>Policy Owner</b>	Phenil Mehta, Centre Manager
<b>AI Concerns Contact</b>	phenil@theteachertrainer.co.uk
<b>Approved By</b>	Phenil Mehta, Centre Manager
<b>Classification</b>	Public
<b>Applies To</b>	All learners, staff, associates, resellers and suppliers using AI in connection with TTT

# Artificial Intelligence Policy

## 1. Purpose

This policy sets out how TTT uses Artificial Intelligence (AI) in the design, delivery and assessment of its courses and how learners may and may not use AI in their own work. It supports academic integrity, learner success and compliance with the principles of Ofqual, the JCQ AI guidance and each Awarding Organisation with which TTT is registered. It acknowledges that AI is now part of most learners' professional and personal lives and sets out how to use it responsibly.

## 2. Scope

This policy applies to:

- All learners enrolled on TTT qualifications and short courses
- Staff, associates and suppliers using AI in the production of TTT content, marking, feedback or operations
- Any AI tool used in an Online Learning Environment or on TTT systems

## 3. Definitions

The following terms carry the meanings given throughout this policy.

<b>Artificial Intelligence (AI)</b>	Any computer system that performs tasks that would typically require human intelligence, including large language models, image generators, transcription tools and AI-assisted marking software.
<b>Generative AI</b>	AI that produces new content, including text, images, audio, video or code.
<b>Permitted Use</b>	A use of AI that TTT allows in a given task, where the learner discloses the use and retains intellectual ownership of the output.
<b>Prohibited Use</b>	A use of AI that TTT does not allow, typically because it undermines the purpose of the assessment or the integrity of the evidence.
<b>AI Disclosure</b>	A clear statement from the learner describing what AI was used, for what purpose and how the output was adapted and verified.
<b>AI-Assisted Marking</b>	The use of AI tools by TTT to support (not replace) assessor marking and feedback.

## 4. Policy Statement

TTT is committed to the following principles and commitments.

1. AI can be a valuable aid to learning and professional practice; it is not a substitute for the learner's own understanding, reflection and evidence.
2. Every piece of assessment evidence must authentically represent the learner's own work. AI-generated material presented as the learner's own work is malpractice.

3. Where AI is used in the production of assessment work, the learner discloses that use clearly and honestly.
4. TTT may use AI tools to support marking, feedback, quality assurance or operations. Where TTT does so, a qualified human assessor remains accountable for every assessment decision.
5. Where AI tools process personal data, the use is risk-assessed and a DPIA is carried out where the threshold under the Data Protection and GDPR Policy is met.
6. TTT does not make significant decisions about learners solely by automated means.
7. Learners retain the right to appeal any outcome affected by AI use under the Appeals Policy.
8. This policy is reviewed at least annually and updated when Ofqual, JCQ, Awarding Organisation or ICO guidance changes.

## 5. Roles and Responsibilities

Role	Responsibility
Centre Manager (Phenil Mehta)	Overall accountability; authorises AI tools used in delivery, marking and operations; monitors JCQ, Ofqual and Awarding Organisation guidance; reviews this policy annually.
Course Tutors, Assessors and IQAs	Explain permitted and prohibited uses of AI for each task; check work for AI use indicators; sign off final decisions; flag suspected malpractice.
Course Coordinator	Maintains the AI Disclosure log; schedules training on responsible AI use; supports tools and access.
Learners	Use AI within the permitted scope; disclose any AI assistance; verify accuracy of outputs; submit work that authentically represents their own knowledge and skills.
Suppliers	Where AI tools process TTT data, operate under a UK GDPR-compliant contract; provide transparency on how the tool works; notify breaches.

## 6. Permitted Use of AI by Learners

Unless a specific task prohibits AI, the following uses are generally permitted, subject to disclosure:

- Brainstorming initial ideas or exploring a topic
- Generating a question to research further through authoritative sources
- Summarising or explaining a concept the learner is trying to understand
- Proofreading or reviewing the learner's own drafted work for grammar or clarity
- Accessibility support, such as text-to-speech, speech-to-text, caption generation or translation, as a reasonable adjustment under the Accessibility and Reasonable Adjustments Policy
- Converting the learner's own work between formats (for example, notes into a presentation outline that the learner then develops)

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## 7. Prohibited Use of AI by Learners

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The following uses undermine assessment integrity and are prohibited.

- Submitting AI-generated text, image, audio, video or code as the learner's own work without substantial adaptation and without disclosure
- Using AI to generate the reflective parts of an assessment (for example, a reflective account or self-evaluation), which must be the learner's own lived perspective
- Using AI to fabricate evidence, witness statements, observation records or data
- Bypassing an observed assessment or examination through AI, including the use of AI in an online proctored exam unless the Awarding Organisation expressly permits it
- Using AI to translate assessment evidence where the qualification requires the learner to demonstrate competence in English
- Using AI to generate Harvard references that cannot be verified
- Sharing TTT course materials or other learners' work with an AI service in a way that breaches intellectual property or data protection
- Using AI on behalf of another learner or allowing another person to use AI on the learner's behalf

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## 8. AI Disclosure

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Where AI is used in the production of assessment work, the learner includes a short disclosure statement at the end of the work, covering:

- Which AI tool was used (for example, ChatGPT, Copilot, Gemini, Claude, etc.)
- What it was used for (for example, brainstorming initial ideas, suggesting a structure, proofreading)
- Which parts of the final submission are the learner's own work
- How the learner verified any facts or references

Non-disclosure of AI use is malpractice, even where the underlying use would have been permitted. Full and honest disclosure is protective and is the right thing to do.

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## 9. TTT's Use of AI in Delivery and Assessment

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- TTT may use AI to draft, refine or translate course materials, with a qualified human reviewer signing off the content before publication
- TTT may use AI to support marking, generate feedback suggestions or check for possible AI-generated content; the qualified Course Assessor makes and owns the assessment decision
- AI tools used with TTT data are assessed for UK GDPR compliance; a DPIA is carried out where processing is likely to result in a high risk under the Data Protection and GDPR Policy
- AI tools are not permitted to ingest TTT course materials into public training data; TTT uses enterprise or privacy-respecting settings where available
- TTT's use of AI in a learner's assessment is disclosed to the learner in the Course Terms and Conditions and in this policy

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## 10. Detecting AI-Generated Work

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Course Assessors are trained to recognise potential indicators of AI use, including sudden changes in style or register, generic or surface-level reasoning, untraceable references, inconsistency with earlier work from the same learner or absence of personal reflection where the task calls for it. Where AI use is suspected:

1. The Course Assessor informs the learner in writing of the specific concern and invites the learner to redo the affected work in their own words and resubmit by an agreed deadline. In the great majority of cases the matter is resolved at this stage; no formal sanction is applied and the matter is not recorded as malpractice.
2. Where the learner disagrees with the assessor's judgement and wishes to defend the original submission, the Course Assessor records specific concerns and raises them with the IQA. The learner is invited to a discussion, typically including a viva-style professional discussion, to demonstrate ownership of the submitted work.
3. Where the discussion does not resolve the concern, the case is investigated under the Malpractice and Maladministration Policy.

AI-detection software is used only as a supporting indicator, never as the sole basis for a malpractice finding. False positives are known; the assessor's professional judgement and the learner's opportunity to explain remain central.

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## 11. Sanctions

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Upheld AI-related malpractice is sanctioned under the Learner Sanctions Policy. Outcomes range from developmental feedback and supervised resubmission for first, low-impact breaches to revocation of a grade or unit outcome, temporary suspension or permanent exclusion and Awarding Organisation notification for serious or repeated breaches. Contract cheating involving AI, including commissioning a third party to use AI on the learner's behalf, is treated with the highest severity under the Skills and Post-16 Education Act 2022.

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## 12. Accessibility and Fairness

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- Learners may use AI as a reasonable adjustment, for example assistive technology for reading, writing or transcription, under the Accessibility and Reasonable Adjustments Policy
- TTT does not treat declared accessibility use of AI as malpractice
- Where AI tools contain bias that may disadvantage learners with protected characteristics, TTT reviews the tool and mitigates before reliance, consistent with the Equality, Diversity and Inclusion Policy

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## 13. Data Protection, Confidentiality and Copyright

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- Learners do not submit another person's personal data, confidential workplace information or safeguarding-sensitive detail into an AI tool without authorisation
- TTT staff do not paste learner personal data, assessment evidence or draft correspondence into public AI tools; TTT-approved enterprise tools are used for operational AI tasks

- Content generated by AI in response to copyrighted inputs is handled carefully; outputs used by TTT are reviewed for copyright and licensing

## 14. Training

Audience	Content	Frequency
Learners	Permitted and prohibited use; disclosure; responsible use for their profession	At induction and refreshed in-course - Self-study module
Course Assessors and IQAs	Recognising AI indicators; conducting professional discussion; limitations of AI-detection tools	Induction and annual
Content and operations staff	Responsible use of AI in content, marking, feedback and operations; data protection	Annual

## 15. Monitoring and Review

This policy is reviewed annually by the Centre Manager as part of TTT's self-evaluation process. Interim reviews are triggered by Ofqual, JCQ, ICO or Awarding Organisation guidance changes, significant incidents or adoption of a new AI tool. All outcomes are recorded in the Version History at Section 17.

## 16. Related Documents

This policy should be read alongside:

- Plagiarism and Academic Integrity Policy
- Malpractice and Maladministration Policy
- Learner Sanctions Policy
- Appeals Policy
- Assessment Policy
- Internal Quality Assurance (IQA) Policy
- Accessibility and Reasonable Adjustments Policy
- Data Protection and GDPR Policy
- Information Security and Cyber Security Policy
- Online Learning and Digital Conduct Policy
- Video Assessment Policy
- Course Terms and Conditions

## 17. Version History

Version	Date	Author	Summary of Changes
1.0	22/04/2026	Phenil Mehta	A new standalone policy aligned with JCQ AI guidance and Ofqual expectations, covering permitted and prohibited AI use, AI Disclosure, TTT's own use of AI in delivery and marking, detection, sanctions, accessibility and data protection.

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## 18. Approval

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This policy has been reviewed and approved by the Centre Manager of TTT.

Phenil Mehta

*P Mehta*

22/04/2026

Name

Signature

Date