

ARTIFICIAL INTELLIGENCE USAGE POLICY & PROCEDURE

1) Policy Statement

- a) Engineering Trust Training (ETT) recognises that Generative Artificial Intelligence (AI) is now a standard tool in the workplace and education. Our responsibility is to ensure learners are prepared for the modern workplace and economy, which requires competence in using AI tools ethically and effectively. This policy, therefore, establishes a clear framework for the use of AI across all our programmes.
- b) Whilst we recognise AI's place, the engineering knowledge and skills we assess apprentices as competent against can be potentially dangerous and therefore this policy also establishes our responsibility to test if an apprentice has true competency and have not provided evidence gained from another source.
- c) We are committed to two core objectives.
 - i) Upholding the integrity and value of qualifications.
 - ii) Allowing space for apprentice to develop AI literacy as a fundamental professional skill.
- d) To achieve this, we require all learners and staff to engage with AI transparently, critically, and accountably.

2) Policy Scope

- a) This policy applies to both ETT staff and learners working towards or delivering an ETT training programme and includes any subcontracted provision.
- b) The term 'assessments' for the purpose of this policy is taken to mean any work produced by an apprentice or learner in the completion of a qualification or apprenticeship. This includes, but is not limited to, logbook entries, underpinning knowledge questions, OTJ entries, academic assessments, assignments (list not exhaustive). Anything, in short that is assessed by ETT to award a qualification or apprenticeship.
- c) We require everyone employed by or learning with ETT to act with academic integrity when being assessed.

3) Core Principles for AI Use

- a) All use of AI by learners and staff must adhere to the following mandatory principles:
 - i) **Transparency:** You must always be open about how you have used AI. Any use beyond basic proofreading must be declared. Failure to do so may be treated as a breach of academic integrity.
 - ii) **Accountability:** You are entirely responsible for every element of the work you submit. You must be able to explain, defend, and justify your work in professional discussions or assessments, regardless of whether AI assisted in its creation or not.
 - iii) **Critical Engagement:** AI outputs can be inaccurate, biased, or lack relevant context. You must critically evaluate, fact-check, and adapt any AI-

generated content before use. Submitting unmodified AI output is not acceptable.

- iv) **Privacy:** You must not enter confidential, personal, or proprietary information about yourself, your employer, ETT, or any third party into public AI tools. Doing so constitutes a data breach and will be treated as a serious matter.

4) Categories of AI Use

- a) To provide clarity, AI use is categorised as follows. If you are unsure about any use, you must consult your Training Officer or Lecturer before submitting work.

- i) **Permitted Use (No Declaration Needed).** These uses are considered standard practice and do not require declaration.

- (1) Using AI for proofreading, grammar, and spell-checking.
 - (2) Using AI as a search tool to locate information (primary sources must still be read and referenced).
 - (3) Using AI to rephrase a sentence you have already written – providing no additional information or detail is added during the process.

- ii) **Conditional Use (Mandatory Declaration Required).** These uses are permitted only if you include a clear AI Use Declaration with your submission. Failure to declare use in these instances will be treated as academic misconduct.

- (1) Mind Mapping and Ideation: Using AI to generate initial ideas or alternative perspectives on a topic.
 - (2) Structuring and Planning: Using AI to create an outline or structure based on your own ideas.
 - (3) Explanation and Tutoring: Using AI to explain complex concepts as a supplementary learning aid.
 - (4) Summarising Research: Using AI to summarise documents you provide, to assist with comprehension.
 - (5) Inclusive Support: Using AI to help articulate your knowledge (e.g. for learners with dyslexia or where English is not the first language), provided the core ideas and knowledge are your own.

- iii) **Prohibited Use (Academic Misconduct)**

The following actions constitute academic misconduct and will be managed under ETT's Malpractice and Plagiarism Policy.

- (1) Direct Authorship: Submitting AI-generated content as your own work without meaningful modification or critical thought.
 - (2) Circumventing Assessment Requirements: Using AI to complete tasks specifically designed to assess personal competence, experience, reflection, or contextual application (e.g. reflective accounts, workplace observations, assessment work).
 - (3) Data Privacy Breaches: Entering confidential, personal, or proprietary information into public AI tools.

5) AI Use Declaration

- a) Whenever you use AI in a "Conditional" capacity, you must include a declaration at the end of your submission. This is non-negotiable. A standard declaration should read:

- i) AI Use Declaration: I used <name of AI tool> to assist with <briefly describe specific use, e.g. structuring my report and refining my conclusion>. All AI-generated content was reviewed, fact-checked, and adapted by me. I take full responsibility for the final submitted work.

6) Roles and Responsibilities

a) ETT Responsibilities:

- i) ETT will design and continuously update assessments to be resilient to misuse, focusing on critical thinking, reflection, and contextual application.
- ii) ETT will provide training to staff and learners on the effective and ethical use of AI within specific vocational contexts.
- iii) ETT will support learners to use AI as an assistive tool where it helps remove barriers to achievement.
- iv) ETT will assess work holistically, using professional discussion and/or questions to verify understanding where appropriate.

b) Your Responsibilities:

- i) You must adhere to the principles and categories of use outlined in this policy.
- ii) You must submit a clear AI Use Declaration for any conditional use of AI.
- iii) You must be prepared to explain and justify your work in professional discussions or via questioning.
- iv) If you are unsure about what constitutes acceptable use, you must ask a member of staff before submitting work.
- v) If you have concerns about other learners' academic practices, you should speak to a member of ETT staff in confidence