

# ICTQual AB

## Artificial Intelligence (AI) Policy



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## Artificial Intelligence (AI) Policy

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## 1. Introduction

ICTQual AB acknowledges the increasing role of Artificial Intelligence (AI) in education and qualifications. While AI offers valuable opportunities to enhance learning, it also presents new challenges in ensuring fairness and integrity in assessments. This policy outlines the guidelines and responsibilities for both **centres** and **learners** regarding the ethical and responsible use of AI.

## 2. Purpose

The purpose of this policy is to:

- Ensure the ethical and transparent use of AI in both training and assessment.
- Prevent AI misuse, including plagiarism and ensure learners submit authentic work.
- Comply with UK data protection and AI-related legislation.
- Provide clear expectations for both centres and learners regarding AI use in ICTQual AB qualifications.

## 3. Scope

This policy applies to:

- **Approved Training Centres (ATCs)** offering ICTQual AB qualifications.
- **Learners** enrolled in ICTQual AB qualifications.
- **ICTQual AB**, the Awarding Body.

## 4. Ethical Use of AI

- **Transparency and Accountability:** AI tools must be used in a manner that is transparent. Both centres and learners must be informed about how AI technologies are used in the qualification process.
- **Fairness and Non-Discrimination:** AI systems must be designed and deployed without bias, ensuring equal treatment for all learners, in line with the **Equality Act 2010**.
- **Authenticity:** Learners' work must be their own and any use of AI must be for research or support purposes only, with proper citation.

## 5. AI and Plagiarism Risk Management

AI misuse introduces new risks, especially in terms of plagiarism and work authenticity. Centres must take all reasonable steps to minimize these risks:

- **Plagiarism and AI Misuse:**

Learners must be made aware that submitting AI-generated work as their own constitutes malpractice. This should be clearly communicated in student handbooks, assignment briefs and plagiarism policies.

- **Student Declaration:**

To ensure the work submitted is authentic, students must sign a declaration (either wet or electronic) confirming the work is their own.

- **Monitoring AI Usage:**

Centres must have systems in place to detect AI-generated content in learner work. Any work suspected of the AI generation must not be marked and the learner should face sanctions in line with the Centre's plagiarism policy.

- **Research and Citation:**

Learners are permitted to use AI for research purposes, but any AI-generated content used must be appropriately cited and the work (including conclusions and reasoning) must remain the learner's own.

- **AI Awareness:**

Centres must inform learners about AI, its relation to plagiarism and the associated risks. This should be part of the course introduction and included in the learner handbook.

- **Assessors' Role:**

Tutors and assessors must only accept work that they believe is entirely the student's own work. If there are concerns about AI misuse or plagiarism, they should investigate and take appropriate action.

- **Training for Assessors:**

Centres should provide training for tutors and assessors to recognize AI misuse and plagiarism in submitted work.

- **Internal Quality Assurance:**

Centres must ensure that internal quality assurance procedures are robust enough to detect AI misuse, including requiring learners to submit references and properly cite sources.

### 6. Data Protection and Privacy

AI technologies used must comply with the following data protection standards:

- **UKGDPR Compliance:**

Centres and learners must ensure that AI tools adhere to the **UK Data Protection Act 2018** and **UKGDPR**. Learners' data must be securely handled and only used for its intended purpose.

- **Data Minimization:**

AI systems should only collect the necessary data for educational purposes.

- **Confidentiality:**

All data used by AI tools should remain confidential and protected from unauthorized access.

### 7. Centres' Responsibilities

Centres are expected to:

- **Ensure Compliance:**

Ensure learners and staff understand the ethical use of AI and comply with this policy.

- **Monitor AI Usage:**

Implement procedures to monitor and detect AI-generated content in learner work, ensuring that only authentic work is assessed.

- **Provide Guidance:**

Offer clear guidelines on the acceptable use of AI, including research purposes, citation practices and avoid plagiarism.

- **Train Staff:**

Provide training to assessors on identifying AI misuse and plagiarism and implement measures for detecting AI-generated content.

### 8. Learners' Responsibilities

Learners are expected to:

- **Use AI Ethically:**

Use AI tools only for research or to support their learning and ensure that all work submitted is their own.

- **Cite AI Sources:**

Properly cite any AI-generated content used in assignments, research, or assessments.

- **Avoid Malpractice:**

Understand that using AI to complete assignments, assessments, or exams dishonestly will result in malpractice sanctions.

- **Acknowledge AI Assistance:**

If AI tools are used, learners must acknowledge their use in the work, especially when AI has assisted in research or content creation.

### 9. Compliance and Monitoring

- **Regular Audits:**

ICTQual AB will conduct regular audits of AI systems used by centres to ensure compliance with this policy.

- **Sanctions:**

Any breach of this policy, whether by learners or centres, will result in appropriate action, including disciplinary measures and potential suspension of centre approval or qualification invalidation.

- **Reporting Concerns:**

Learners or centres who suspect or identify misuse of AI should report it promptly. This can be done directly to ICTQual AB through the appropriate channels.

### 10. Review and Amendments

*This policy will be reviewed annually to ensure its relevance and alignment with emerging AI practices and legal frameworks. ICTQual AB reserves the right to amend this policy as needed.*

### Contact Information

*For any questions, concerns, or suggestions regarding this policy, please contact us at [Support@ictqualab.co.uk](mailto:Support@ictqualab.co.uk).*

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