Use Of AI In Learning Policy

Overview

In recognition of the growth and availability of AI tools, both to staff and learners at Swatpro, there is a need to establish our expectations on its use, both as a tool to help learners, and for learners to use in submitting work.

Staff

AI has many benefits to staff delivering training programmes, and Swatpro wishes to adopt a progressive approach to its use. **Staff should feel confident in generating content using AI but must ensure that content is fact checked, accurate and does not present a biased view** (unless this is a requirement to demonstrate a particular notion).

Staff should make it clear that AI has been used to generate content for learners to use and that it has been quality checked. Staff must use the following statement on handouts, presentations, etc. where AI has been used… "*All, or part, of this content has been generated by AI and reviewed by the tutor for accuracy and appropriateness*".

AI can be used to generate questions for formative assessment purposes, according to the principles listed above.

Learners

We believe that AI has multiple benefits to learners, and we do not seek to ban its use when submitting work (**unless this has been stipulated by the relevant Awarding Body for a qualification or apprenticeship**).

Learners may submit work that includes AI generated content but must make this clear on the work. **The expectation is that learners will fact check and reformat content that has been generated by an AI tool.** Learner knowledge will be verified through discussion with tutors.

Learners should realise that AI is capable of 'hallucinating', making up facts and of being biased; because of this, it is incumbent on learners to ensure that this has been checked and corrected.

Learners must not use AI under formal, summative exam conditions. Doing so will invalidate the exam paper, and the learner may be withdrawn from their overall programme. Use of AI without reference is seen as *plagiarism* and will be dealt with under the Malpractice In Exams Policy.

Plagiarism means using someone else's work, ideas, or words without properly acknowledging them. It's important to always give credit to your sources by referencing them correctly, as this shows honesty and respect for the work of others. Avoiding plagiarism helps maintain the quality of your learning and ensures fairness for everyone.

If you're unsure about how to reference correctly or need support, don't hesitate to ask your tutors or academic support services for guidance.

Swatpro has a zero-tolerance policy for the use of AI to counterfeit likeness of humans without their express consent. This includes, but is not limited to, text, images and videos. Violation of this will result in disciplinary action.

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