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POLICY

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1. PURPOSE

The purpose of this policy is to provide guidance to Crosby Training staff and learners on the use of Artificial Intelligence (AI) in the workplace.

2. INTRODUCTION

This policy provides a framework for the management and use of AI during training programmes. AI may be used for the purposes of educational enhancement and workload reduction. All usage should be digitally secure, ethically compliant, and ensure that the safety and privacy of learners, staff and other stakeholders is not compromised.

3. DEFINITIONS

AI - Artificial Intelligence, including machine learning, Large Language Models (LLMs - such as ChatGPT) and Natural Language Processors (NLPS)

4. OBJECTIVES

- To improve teaching and learning
- To ensure the ethical use of AI
- To protect the privacy of stakeholders
- To improve workload management
- To continue to develop innovative and engaging curriculums



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5. ETHICAL USE OF AI

Any and all AI technologies used must be approved by management, the IT Team and the Safeguarding Team. They must also respect intellectual property laws and be fully licensed for educational use.

Stakeholders must clearly state when they are using AI to support their learning, workload or delivery.

For example:

- Staff must make learners aware if updates to CVs, cover letters and other documents have been generated or supported by the use of AI.
- Learners must inform Tutors if portfolio evidence has been generated or supplemented via the use of AI.

Transparency and clear labelling of where AI has been used is key in ensuring learners undertaking assessments are able to prove their knowledge. Tutors must be confident that AI has been used to supplement, not create, the learner portfolio.

AI must not be used to plagiarise or produce evidence that the learner does not fully comprehend. Assessors may ask learners for further evidence, such as verbal reasoning, to ensure that the learner fully understands a learning aim.

Approved AI programmes should be reviewed and vetted periodically in order to ensure they remain compliant with General Data Protection Regulation (GDPR) and The Data Protection Act, and are free from biases related to gender, race and other protected characteristics.

Stakeholder feedback will be used to identify biases or other underlying issues in need of addressing.



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6. CURRICULUM INTEGRATION

The use of AI tools must always align with curriculum intent and objectives. AI usage integrated into the curriculum should strive to innovate and enhance the learning experience - not simplify it.

7. WORKLOAD REDUCTION

AI must not be used as a replacement for human creativity or professional judgement. You should seek guidance and approval from the IT Team, Manager and Safeguarding Team before using AI to automate aspects of your workload.

AI may be used to create learning materials, however, Tutors must thoroughly review any content generated to ensure that it is accurate, beneficial, suitable and relevant to the curriculum. This includes - but is not limited to - Lesson Plans, Schemes of Work, PowerPoint Presentations, Handouts, Quizzes and Flashcards.

If AI is used to generate an email, staff must thoroughly review and verify all of its content before sending.

If AI is used by staff to assist with the creation or update of a learner CV or cover letter, the learner must be made aware of how their information is being handled. Staff must also ensure that the generated documents are accurate and do not misrepresent the learner, their experiences or achievements.



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8. RESPONSIBLE USE & MISUSE

Claiming that work produced by AI is your own is categorised as misuse. This will be handled in the same manner as plagiarism.

AI cannot be used in exams. Tutors will ensure that learners understand how, when and where it is suitable to use AI.

Work produced solely by AI is not eligible for assessment and must be fully supported by your own evidence and understanding.

Work produced by AI should be labelled as such, enabling Tutors to clearly distinguish any work that has not been produced by the learner.

When referencing AI, it is good practice to:

- Name the AI tool used
- Confirm the generation date (eg Chat GPT, 01/01/2026)
- Fact check the content
- Follow-up with your own comments

If you have used AI to create unreferenced evidence, you should not sign the declaration to confirm that all of the work produced is your own.

If you're unsure about your use of AI and complying to all relevant laws and regulations, contact the IT Team or your Tutor.



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9. SAFEGUARDING

AI continues to raise safeguarding concerns, for reasons including, but not limited to:

- The ability to produce deep fakes and impersonations of people
- The potential for harassment and bullying
- The potential for criminality and exploitation
- The potential to falsely gain qualifications without necessary training or knowledge