TRAIN'D UP's
Learner Artificial Intelligence (AI) Misuse Policy & Procedure

1. Introduction

As a training provider carrying out assessment, Train'd Up has an obligation to its learners, employers, Awarding Organisations (AO), End Point Assessment Organisations (EPAO)/ Apprenticeship Assessment Organisations, funding bodies and society in general, to ensure the evidence that is presented for assessment, end point assessment, apprenticeship assessment, quality assurance and moderation are fair and the qualifications/ standards we certificate are an accurate representation of learners' work, and the knowledge and skills they have attained.

2. General Scope

This policy covers learners misuse of AI within their study and submission of work in line with Awarding Organisations (AO) End Point Assessment Organisations (EPAO) and Apprenticeship Assessment Organisation (AAO) permitted use.

It sets out Train'd Up's policy and procedures for responding to allegations of the misuse of AI and for actions where the allegations are upheld.

This document is for use by the following:

- Users of Train'd Up's services, including learners, studying an approved qualification(s) or unit(s) with any Awarding Organisation/ Assessment Organisation or completing an End Point/ Apprenticeship Assessment whether within or outside the UK and who are involved in suspected or actual AI misuse.
- Train'd Up staff to enable them to deal with all AI misuse investigations in a consistent manner.

3. The Use of Artificial Intelligence (AI)

The misuse of AI and other forms of cheating, discredit the value of qualifications for all concerned by undermining their credibility and validity. If a learner passes an assessment or gains a qualification by unfair means, this negatively impacts those who have achieved the same qualification fairly.

Train'd Up takes AI misuse extremely seriously and will take all appropriate measures to ensure that learners work is their own ensuring that AI misuse and other forms of cheating have not taken place. Train'd Up will take appropriate action where AI misuse is detected, which could result in a learner having to complete work again, receiving a formal warning or removal from programme.

AI misuse is regarded as deliberate and purposeful breaches of assessment regulations, intended to gain an unfair academic advantage. Train'd Up have a duty to report any AI misuse to the relevant AO, EPAO/ AAO and external bodies when required and in line with their policies and procedures.

There are some situations when the AO or EPAO/AAO will allow the use of AI within an assessment or end point assessment/ apprenticeship assessment. Where this is the case the AO/ EPAO/ AAO will provide clear guidance on the acceptable use of AI. If a learner uses AI that does not meet guidance provided by the AO/ EPAO/ AAO or where AI is not permitted this could result in AI misuse. Further details on permitted AI use within assessment and end point assessment/ apprenticeships assessment can be found in appendix 1

4. Definitions

The following definition shall apply:

AI Misuse - refers to learners using AI software to create information or content for any of their assessments/ work and passing this off as their own work. This can include copying and pasting what the AI wrote or rewording it slightly to make it seem original.

5. What constitutes Learner AI misuse

- Using Artificial Intelligence (AI) software such as Chat GPT, Microsoft Copilot and Grammarly (but not limited to) to create information or content which is included within learner's assignment/ work and passing it off as their own. *
- Using AI software to review, rewrite, summarise, paraphrase or in any other way to enhance a learner's assignment/work. *
- Using AI software to adjust wordcount of learner's work*
- Not following guidance on the correct use of AI when AI is permitted (see appendix 1).

**Where AI is not permitted*

Ways to identify the use of AI can be found in Appendix 2

6. Guidance to preventing AI misuse

- If a learner is considering using AI to support the completion of their work, they need to discuss this with their Assessor or Tutor prior to starting, to ensure that the AO/ EPAO/ AAO allows the use if AI and what guidance the learner must follow if AI is permitted.
- We advise that before learners start putting work together, they check the IT equipment and systems they will be using to ensure that there is no AI software running in the background. For example, Microsoft Copilot and if there is, that learners know how to disable it whilst completing their work.

7. Identification/ Suspected AI Misuse

Where the misuse of AI is suspected either through reviewing learners work prior to marking or submitting for EPA, the Assessor / Tutor will notify the Quality Team through completion of this form linked to HubSpot:

Suspected Malpractice, Maladministration and AI Misuse Reporting Form

The Quality Team will investigate, starting with inviting the learner to a 'fact finding' meeting to discuss the work and explore the nature of the use of AI. If during the 'fact finding' meeting, it is established that AI has been misused, regardless of whether it was intentional use or not Train'd Up will refer to the relevant AO or EPAO/ AAO for guidance on next steps of the investigation. The investigation will be conducted in line with the appropriate AO or EPAO's malpractice and maladministration and/ or AI Misuse policies.

Train'd Up will endeavour to complete the investigation as soon as reasonably practicable as we recognise the stress these types of situations can cause learners. Throughout the investigation the learner will be continuously updated on timelines, next steps and notified if there will be any delays in the process.

Each investigation will be different and therefore a range of activities could be completed as part of the investigation which could include, but is not limited to:

- A desk-based review of learner's work/ e-portfolio

- Talking to learners/ their employer
- Talking to Train'd Up employees
- Holding fact finding meetings
- Holding professional discussions
- Review of ALS assessments plans and medical records.

See appendix 3 for the process for reporting and investigating suspected AI misuse.

8. Use of Assistive Technology

When reviewing assessments for potential misuse of AI, Train'd Up will consider whether the learner has used assistive technology as part of a reasonable adjustment. This context is crucial, and careful consideration must be taken as it may affect how the learner's work is produced.

Any learner who believes they require an approved reasonable adjustment which would include the use of AI assistive technologies to compile assignments/ work, must be assigned an Additional Learning Support (ALS) Team. The ALS team will complete an ALS assessment with the learner and develop an appropriate ALS support plan which will include what (if any) reasonable adjustments are required for the learner. The ALS support plan must be in place prior to any learner starting an assignment/ work to ensure they have any reasonable adjustments in place they require. Failure to follow this process could result in a case of AI misuse use being upheld.

9. Relationship with appeals

A learner has the right to appeal the outcome of an investigation and can do so following the appeals procedure. (see Policy and Procedure for Appeals).

10. Responsibility

Overall responsibility for this policy and procedures rests with the Quality Director.

11. Monitoring and Review

Train'd Up will review the policy annually as part of its annual self-evaluation arrangements and revise it as and when necessary, in response to customer and learner feedback, changes in its practices, advise from the regulatory authorities or external agencies, changes in legislation, or trends identified from previous instances of malpractice or maladministration.

In addition, this policy may be updated in light of operational feedback to ensure our arrangements for dealing with suspected cased of AI Misuse remain effective.

12. Director Policy Approval

This Policy is reviewed as a minimum on an annual basis and is approved and endorsed by the Senior Leadership Team.

Signed on behalf of Company Directors:

Name: Fallon Southwell
Position: Quality Director
Date: 13/08/2026

13. Document management

Owner: Quality Director
Effective Date: 13/08/2026
Next Review Date: 12/08/2027
Document reference: AI Misue Policy and Procedure V 1.0

14. Change History Record

Version control	Substantive change narrative	Author of substantive change	Date of substantive change
1.0	Policy created and replace the plagiarism policy which now sits within the malpractice and maladministration policy	Fallon Southwell	12/08/2026

Appendix 1- Awarding Organisation/ Apprenticeship Assessment Organisation's AI Misuse Policy

Please follow the link to the relevant AO/ EPAO's polices on the use of AI which will determine where AI can and cannot be used. If you are unsure, please discuss with your assessor or tutor first.

Company	Awarding Organisation Assessment Organisation EPAO	Policy/ Statement location
City and Guilds	Awarding Organisation	Position Statement on AI | City & Guilds Centre document library | City & Guilds Underpinned by JCQ
NOCN	Awarding Organisation EPAO	NOCNUseofArtificialIntelligencePolicyandProcedure(V1.0202412).pdf
EAL	Awarding Organisation EPAO	EAL AI Position Statement.pdf EAL Maladministration and Malpractice Policy V8.1 - March 2026.pdf
Pearson	Awarding Organisation	Centre guidance for dealing with malpractice and maladministration Underpinned by JCQ
SIAS	EPAO	SIAS-Pinnacle-Malpractice and Maladministration Policy.pdf
ECITB	Awarding Organisation	ECITB Awarding Organisation Malpractice, Maladministration and Whistleblowing Policy and Procedures
The Rail Academy	EPAO	TRA-L1-INT-004-Malpractice-Maladministration-Policy.pdf
Highfield	EPAO	TBC

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Rail Professional Development (RPD)	EPAO	RPD_Malpractice_&_Maladministration_Policy.pdf
Energy and Environment Awards	EPAO	Malpractice-Maladministration-Policy-v9.pdf
JCQ	NA	AI-Use-in-Assessments_Apr25_FINAL.pdf

Appendix 2- How to identify potential AI misuse within learner's work

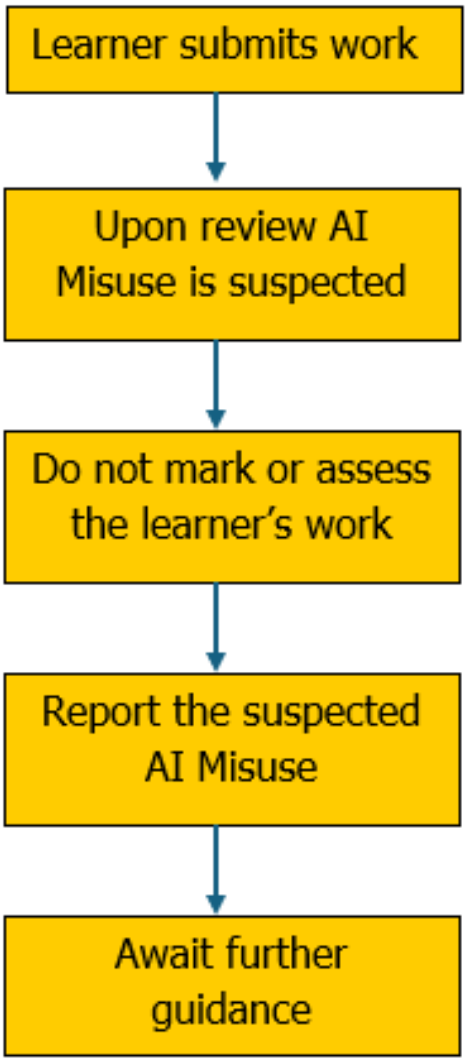
- A default use of American spelling and terms (although AI tools can be instructed to use different languages).
- A default use of language and vocabulary not expected for the level of qualification.
- A lack of references or quotations when these are expected (although AI tools can produce references when asked).
- References included that cannot be verified (AI can provide false references).
- A difference in language style compared to the learner's previous work, including use of verbose or hyperbolic language (although AI can clone a tone or style when asked).
- A variance of language style within an assessment which may indicate that AI has been used for some questions.
- Content being generic rather than tailored to specifically respond to the question being asked or the case study.
- The inadvertent inclusion of AI prompts or warnings.
- Inclusion of statements that do not relate to a previous statement in an otherwise coherent assessment submission.
- A lack of reference to events occurring after a certain date (reflecting when an AI tool's data source was compiled), which may be notable for some subjects for example updates to employment legislation.
- Instances of incorrect and/or inconsistent use of first-person and third-person perspective where generated text is left unaltered.
- A lack of graphs/data tables/visual aids where these would normally be expected.
- A lack of specific local or topical knowledge.
- Content being more generic in nature rather than relating to the learner themself, or a case study/ case organisation if this is required or expected.

(adapted from JCQ's guidelines: AI use in assessment, revision 2, 30th April 2025) and also available here: AI-Use-in-Assessments_Apr25_FINAL.pdf

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Appendix 3- The process for reporting and investigating suspect AI misuse

Where AI misuse is suspected, staff must not make a judgement regarding malpractice themselves. Instead, concerns must be reported through the Suspected Malpractice, Maladministration and AI Misuse reporting process. The Quality Team will review the concern and determine the appropriate next steps in line with Train'd Up procedures and the relevant Awarding Organisation (AO) and End Point Assessment Organisation (EPAO) requirements.



END.

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