

Artificial Intelligence (AI) Policy

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Aiming to improve the quality-of-life skills and employability of residents in the borough, making Wandsworth a vibrant and prosperous learning community.

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Artificial Intelligence (AI) Policy

1 | Introduction and Purpose

This policy is designed to help you understand how we use Artificial Intelligence (AI) in your learning experience. AI tools can be useful in supporting your studies and helping you stay organised but it's important that we all use them in a fair, safe, and responsible way.

The purpose of this policy is to explain how AI might be used in your learning environment and what is acceptable (and what is not) when using AI tools.

2 | Trust and Transparency

Wandsworth Council Lifelong Learning upholds high standards of academic and assessment integrity, and we expect all learners to complete their work honestly and to the best of their own ability.

Using AI tools to do your assignments for you, or asking someone else to complete your work, is not allowed and contravenes our values of fairness and integrity. Using AI in an inappropriate way - especially in assessments or exams - is not acceptable and represents malpractice, resulting in serious consequences.

3 | AI Use in Your Learning

Artificial Intelligence (AI) refers to computer systems that can carry out tasks that usually require human thinking - like writing text, recognising images or speech, or making decisions based on data. You may have heard of tools like ChatGPT, Copilot, or Google Gemini. These are examples of AI that can generate content such as text, images, or summaries.

While these tools can be useful, it's important that your course work reflects your own understanding and learning. Unless your tutor has specifically said it's okay to use AI for a task, do not use AI tools to create part or all of your coursework. You need to demonstrate that you've gained the knowledge and skills required for your course and using AI to generate answers or content means that you're not doing that.

If you also work for Wandsworth Council, please refer to the council's internal AI policy for guidance on using AI in your work.

Key Things to Know About Using AI During Your Course

1. **Keep personal information private.** Never enter your own or anyone else's personal details into AI tools unless you've been told it's safe to do so.
2. **Don't copy content.** AI tools must not be used to create or copy work that belongs to someone else. If you're unsure, ask your tutor.
3. **Check for mistakes.** AI-generated content isn't always accurate. Don't rely on it unless you've checked the facts yourself.
4. **Use responsibly.** Don't use AI to create anything offensive or inappropriate. If in doubt, don't use it.
5. **Be honest.** If you've used AI (and have permission), say so clearly in your work. You're still responsible for what you submit.

6. **Use approved tools only.** Not all publicly available AI tools are permitted. Only use an AI tool when your tutor or course has approved it for the task.
7. **Keep human responsibility and oversight.** AI can support your learning, but it must not replace your own thinking, judgement or demonstration of skills. You remain responsible for everything you submit.
8. **Check for unfairness and bias.** AI outputs may contain stereotypes, biased assumptions or discriminatory language. Review outputs carefully and tell your tutor if you identify any concerns.
9. **Protect confidential information.** Never enter personal, sensitive, confidential or non-public information into an AI tool unless your tutor has confirmed that the tool is approved for that purpose. This includes another learner's details, staff information, workplace documents, assessment materials, login details and information about an employer.
10. **Respect copyright and intellectual property.** AI-generated material may reproduce or closely resemble protected work. Check sources, acknowledge permitted AI use and do not upload copyrighted course materials unless authorised.
11. **Use only work you can explain.** Do not use an AI output if you cannot understand it, explain it in your own words, verify it or answer questions about it.
12. **Do not record without permission.** Do not use AI to record, transcribe or summarise a class or conversation, or to capture a person's image, voice or video, without permission from your tutor and everyone involved.
13. **Ask before higher-risk use.** Get permission before using AI in an assessment, for automated decisions or personal profiling, with work-placement information, in a project involving another person's data, or through an unfamiliar AI tool.
14. **Report concerns promptly.** Stop using the tool and tell your tutor if information is entered accidentally, the tool produces unsafe or offensive content, or you suspect misuse.
15. **Agree accessibility support in advance.** AI may be authorised as an accessibility aid or reasonable adjustment, but this must be agreed beforehand and must not undermine the assessment requirements.
16. **Use AI proportionately.** Use AI only when it adds value to your learning, as AI services use energy and digital resources.

AI use declaration: Where your tutor has authorised AI use, include: "I used [tool] to help with [purpose]. I checked and edited the output, and the submitted work reflects my own understanding."

DO	DON'T
Use only AI tools approved by your tutor. Example: Use CoPilot to plan headings only after your tutor confirms it is allowed.	Use AI to complete assessed work for you. Example: Do not ask AI to write an assignment and submit it as your own work.
Check facts and explain the output in your own words. Example: Check dates against your course materials, then explain the answer without copying it.	Upload confidential or copyrighted material without permission. Example: Do not upload another learner's work, an assessment paper or a whole textbook chapter..

Protect personal and confidential information. Example: Remove names, contact details and workplace information before using an approved tool.	Record people without their permission. Example: Do not use AI transcription app during a class.
Declare authorised AI use in your work. Example: State which tool you used and that it helped you create an outline.	Assume an AI output is accurate, fair or suitable. Example: Do not use invented references or biased descriptions without checking and correcting them.
Ask your tutor if you are unsure. Example: Check before using AI to translate a question or improve your spelling.	Use an unapproved tool or continue if you have concerns. Example: Stop and ask your tutor if a tool requests personal details or produces offensive content.

Guide summary:

Use AI only when your tutor has approved it and always keep your own learning at the centre of the task. Check and understand every output, protect personal and confidential information, acknowledge authorised AI use, and ask your tutor if you are unsure. Never use AI to complete assessed work for you, share protected information, record others without permission or continue using a tool that appears unsafe, unfair or inaccurate.

This policy is here to support you in making the most of AI tools while protecting your learning, privacy, and wellbeing. If you're ever unsure about how to use AI in your studies, please speak to your tutor for guidance in these tools in a safe and positive way.

Please note: If there are concerns that a significant proportion of your assignment has been generated by AI, your tutor or skills coach may ask you to discuss, explain or resubmit your work. As a guide, where more than 80% of submitted work appears to be AI-generated, it is unlikely to demonstrate your own knowledge, skills and understanding and may be returned for resubmission. Limited, authorised use of AI may be acceptable to support learning, for example for planning, proofreading or organising ideas, provided it does not exceed the agreed 20% tolerance and is clearly declared. You remain responsible for checking, editing and understanding everything you submit.

4 | Investigating AI Misuse

To make sure everyone is treated fairly, tutors and skills coaches can only assess work that they believe has been completed by you. Before your work is marked, you'll be asked to sign a Qualification Achievement form confirming that it's your own.

If a tutor or coach thinks that part of your work might not be your own - for example, if it looks like it was written by AI but you haven't acknowledged this – they will investigate and inform their manager. If it is determined that AI has been used inappropriately and you've signed to say the work is yours, the awarding organisation will be informed.

You can read more about how suspected misuse is handled in the [JCQ Suspected Malpractice: Policies and Procedures](#)

5 | Related Policies

- Malpractice policy
- Data Protection and Privacy policy
- Acceptable Use and Information Security policies
- Safeguarding policy
- Equality, Diversity and Inclusion policy
- Assessment and Appeals policies
- Awarding-organisation malpractice requirements