

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.

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.

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