Artificial Intelligence (AI) Policy Learners

July 2026

Purpose

RHG Consult Ltd RHG) recognises that Artificial Intelligence (AI) is becoming increasingly common in education and the workplace. AI tools can support learning, improve productivity, enhance accessibility and help learners develop valuable digital skills.

This policy provides guidance on the responsible, ethical and safe use of AI by learners. It aims to ensure that AI enhances learning whilst maintaining academic integrity, independent thinking and professional standards. The policy also supports learners in preparing for workplaces where AI technology is increasingly used.

Understanding Artificial Intelligence (AI)

Artificial Intelligence (AI) refers to technologies that enable computers to perform tasks that would normally require human intelligence, such as:

- Understanding and generating language
- Answering questions
- Analysing information
- Summarising content
- Generating ideas and suggestions
- Supporting research and problem-solving

Examples of commonly used AI tools include:

- Microsoft Copilot
- ChatGPT
- Claude
- Gemini

While AI can be a valuable learning aid, it should not replace learner's thinking, judgement, research or skills development. Learners remain responsible for the accuracy, quality and originality of any work submitted for assessment.

RHG's Approach to AI

RHG encourages learners to use AI responsibly and ethically as a tool to support learning.
We believe AI should:

- Enhance learning rather than replace it
- Support independent study and research
- Improve accessibility and inclusion
- Help develop workplace-relevant digital skills
- Encourage curiosity, creativity and innovation

AI should never be used as a substitute for demonstrating learner's knowledge, understanding, critical thinking or professional competence.

Acceptable Uses of AI

Learners may use AI for activities that support learning and development, including:

Study Planning and Organisation

- Creating study plans and revision schedules
- Developing assignment timelines and action plans
- Managing workloads and prioritising tasks
- Organising placement or apprenticeship activities

Research and Topic Exploration

- Exploring new topics.
- Identifying relevant sources and areas for research
- Generating questions for further investigation
- Summarising information for personal understanding
- Identifying themes and trends during research activities

Developing Understanding

- Explaining concepts in different ways
- Providing examples to support learning
- Testing subject knowledge
- Clarifying difficult terminology
- Producing practice quizzes and self-assessment questions

Reviewing Learner's Work

- Checking whether work addresses assessment criteria
- Identifying areas for further development
- Supporting proofreading
- Highlighting spelling, grammar and formatting issues

Any improvements must be completed by the learner and not generated as replacement assessment content.

Accessibility Support

AI may be used to support learners through:

- Speech-to-text tools
- Text-to-speech tools
- Read Aloud functions
- Immersive Reader technology
- Translation tools
- Dictation software
- Note-taking support

Unacceptable Uses of AI

The following uses of AI are not permitted:

Academic Misconduct

Learners must not:

- Submit AI-generated work as their own
- Copy and paste AI responses directly into assessments
- Use AI to complete assignments without authorisation
- Present AI-generated answers as evidence of their own understanding

- Use AI to produce assessment evidence which they cannot explain or justify

Fabrication and Misrepresentation
Learners must not use AI to:
- Create false workplace evidence
- Generate fictitious research findings
- Invent references or sources
- Misrepresent work experience, observations or professional practice

Breaches of Assessment Rules
Learners must not use AI:
- During examinations or controlled assessments where prohibited
- In any manner that breaches awarding organisation requirements
- In ways specifically excluded by an assessor or learning coach

Academic Integrity and Authenticity
Academic integrity is fundamental to all RHG programmes.

All work submitted for assessment must:
- Be the learner's own work
- Demonstrate the learner's own understanding
- Reflect the learner's personal analysis and conclusions
- Accurately reference any sources used

Where AI has been used to support learning, learners may be asked to explain:
- Which AI tool was used
- How the tool was used
- How the learner developed the final work independently

Learners must be able to demonstrate ownership of all submitted evidence. For example, their original notes or draft assignment. Failure to do so may result in the work being investigated under RHG's malpractice, plagiarism or disciplinary procedures.

Critical Thinking and Verification
AI tools can sometimes provide information that is:
- Incorrect
- Incomplete
- Out of date
- Biased
- Misleading

Learners should:
- Check facts against reliable sources
- Verify references before using them
- Consider multiple viewpoints
- Apply professional judgement at all times

Using AI does not remove the learner's responsibility for ensuring the accuracy and quality of their work.

Data Protection and Confidentiality

Learners must use AI safely and responsibly.
When using public AI tools, learners must not upload:

- Personal data
- Assessment records
- Customer information
- Employer information
- Confidential business information
- Sensitive workplace documentation

All learners must comply with:

- UK GDPR requirements
- Data protection legislation
- Employer confidentiality requirements
- RHG policies relating to data security and safeguarding

Communicating with RHG Staff

RHG encourages open discussions regarding the use of AI. If learners are unsure whether AI can be used for a particular activity, they should discuss this with their:

- Learning Coach
- Any member of RHG's quality team
- Any member of the RHG team, who may if necessary, signpost to the most appropriate person

Seeking advice before using AI is encouraged and will help prevent misunderstandings regarding assessment requirements.

Consequences of Misuse

Failure to comply with this policy may result in:

- Assessment work being rejected
- Additional authenticity checks
- Investigation under RHG's plagiarism procedures
- Notification to a learner's line manager or workplace mentor
- Notification to awarding organisations where appropriate
- Potential impact on achievement of qualifications

Each case will be reviewed individually and fairly, taking into account the nature and extent of the misuse.

Learner Declaration

By reading this policy, I understand that Artificial Intelligence (AI) may be used to support learning and development when used responsibly and ethically.

I confirm that:

- I will use AI in accordance with this policy.
- I will not submit AI-generated content as my own work.
- I will maintain academic integrity.
- I will verify information provided by AI tools.
- I will protect confidential and personal data.
- I will seek guidance if I am unsure whether a particular use of AI is permitted.

Approved by:	Lee Patterson
Signed:	
Position:	Managing Director
Date:	27th July 2026
Policy Review Date:	26th July 2027