Artificial Intelligence for Learners Policy

Version 1.1

This document sets out the Artificial Intelligence for Learners Policy for Magic Beans Group Limited

Document Responsibility	*Operations Director*	Created	*18/01/2023*

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Introduction

The rise of artificial intelligence (AI) raises several important issues for educators like Qdos Training Ltd. Whilst we recognise that opportunities to enhance learning and teaching may emerge from the use of these new technologies, there are also concerns in the sector about the potential negative impacts of AI on learning, and the integrity of learners' work. However, whilst not overlooking the building of academic skills, we recognise the importance of adding AI tools to the portfolio of digital skills that will prepare our learners for the world of work, and the opportunities it presents to employees to assist them in their work. This Policy ensures that there is greater clarity in terms of Qdos Training Ltd.'s position in relation to artificial intelligence and outlines the guiding principles and frameworks for the development, deployment, and use of AI within our organisation. It must be remembered that AI is a tool to enhance education, not to replace educators.

Scope

This policy applies to all Learners within Qdos Training Ltd.

Guiding Principles

Putting you first: AI tools should be used to enhance and personalize learning experiences, catering to your individual needs, strengths, and weaknesses.

Equality and inclusivity: AI applications must be free from bias and discrimination, ensuring equal access to quality education for everyone regardless of background, ability, or any other protected characteristic.

Transparency: The decision-making processes behind the use AI tools should be transparent and understandable.

Human oversight and control: Humans, not AI, will remain responsible for making critical decisions concerning your welfare, assessment, and learning outcomes.

Data privacy and security: Your data will not be used for AI development by Magic Beans Group. Where data is required for testing purposes, Qdos Training Limited will use fictionalised data.

Key Areas of AI Application

Personalized learning: AI-powered adaptive learning platforms can tailor educational content and pace to individual needs, fostering deeper understanding and engagement.

Assessment and feedback: AI-driven assessment tools can provide real-time feedback and track progress, informing personalized learning interventions and improving learning outcomes.

Accessibility and learning support: AI technologies can offer inclusive learning experiences for learners with disabilities, such as providing automatic captions for lectures or generating alternative text descriptions for images.

Administrative tasks and automation: AI can automate administrative tasks such as grading, scheduling, and report generation, freeing up educators' time and resources for more impactful

interactions with learners.

Use of AI for Learners

Avoid use of AI tools to gain an unfair advantage

AI tools should not be used to gain an unfair advantage. This would include for example:

- If you use 'cut-and-paste' for any AI generated text or other materials into an assessment without proper acknowledgement of referencing – this constitutes plagiarism.

- If you hide something and aren't transparent about your approach – e.g. you haven't been explicit in how you've used AI tools to inform your work or have 'pasted' text from an AI tool into your work.

- If you fail to clearly cite materials/evidence drawn from an AI tool. Information taken from any source or AI tools must be properly acknowledged in the form of properly configured references, footnotes, etc, irrespective of whether the information concerned relates to text, images, computer code, music, or ideas.

- AI must never be used in examination situations.

Safeguarding and Safe Internet Use

Qdos Training Ltd recognizes the importance of learner wellbeing and safe use of the internet. Learners should use AI in a safe and responsible manner. Qdos Training Ltd.'s safeguarding policies must be followed to ensure the safety and wellbeing of learners.

Ethical use AI Tools

Ethical use of AI tools means ensuring that learners use them in accordance with the strict rules and guidance set out by Qdos Training Ltd. Deviation from these rules could result in unethical use of AI, leading to a possible infringement according to the regulations on plagiarism and may result in penalties set out in these regulations. Using generative AI tools to substantially complete an assignment or exam (e.g. by entering exam or assignment questions) is not permitted unless students are specifically empowered or tasked to do so by their Tutor.

Familiarise yourself with AI technology

All learners on courses are encouraged to familiarise themselves with AI tools, and develop their insights into how they work, their potential and pitfalls, and how they might be applied and utilised constructively and ethically, and in accordance with the rules set out by their Tutor.

Acknowledge use of AI tools

Where the use of AI had been permitted, learners should acknowledge the use of such tools. Information on how to cite or reference AI tools will be provided by your Tutor, if applicable.

Join in conversations about AI

You are encouraged to join in meaningful conversations with your peers and your Tutor(s) about the practical and ethical considerations of emerging AI technologies. It is important to share ideas and insights as a community.

Avoid overreliance on AI tools

You should use AI tools discriminately, prudently and ethically, and only when given express permission by your Tutor. Over-reliance on AI tools will reduce opportunities to develop autonomy as a learner, and to hone writing, critical thinking and evaluation skills. You should, as a rule, seek to 'critique outputs' from AI tools, interrogate and question them, and make judgements about whether what they produce is credible – and how they can be improved by prompts (e.g. 'prompt engineering') and applying your own subject knowledge.

Permissible use of AI tools by Learners

Permissible use of AI tools will be agreed by each Tutor, to ensure (as far as is possible) a consistent set of rules that you can follow.

Sanctions for Inappropriate Usage

Inappropriate usage of AI will be subject to Qdos Training Ltd.'s policies. Any breaches of the policies may result in further action.

Inappropriate Usage

Artificial Intelligence must be used in accordance with Qdos Training Ltd.'s policies. These polices include, but are not limited to;

Acceptable Use of IT Policy (MBG001)
GDPR Policy (MBG014)
Information Security Policy (MBG064)
Employee Data Protection Policy (MBG065)

Additional Considerations

This policy will be reviewed and updated regularly to reflect evolving AI technologies and ethical considerations. Open communication and dialogue among educators, learners, and stakeholders are crucial for ensuring the successful and responsible implementation of AI in education.

Policy Revision and Review

Version No	Revision Description	Section	Date of Revision	Approved By
1.1	Extension of date post document review, no changes.	-	17/12/2024	Operations Director