# Artificial Intelligence (AI) Usage Policy

This policy is intended to be read alongside the Malpractice and Maladministration and Sanctions Policies.

## Introduction

In response to the increasing prevalence of artificial intelligence (AI), Elevate EPA Ltd (Elevate) has established guidelines regarding its utilisation within the context of End-Point Assessment (EPA). It's important to note that these guidelines are specific to apprentices under Elevate, as other EPAOs may issue their own guidance.

As an organisation committed to maintaining academic integrity and ensuring fair assessment practices, it is imperative to establish guidelines for the appropriate use of AI by apprentices.

## Oversight Responsibilities

The Managing Director, Melanie Feek, serves as the Responsible Officer for the implementation and enforcement of this policy.

## Use of AI in End-Point Assessment (EPA)

Apprentices are prohibited from utilising AI to generate content that they will present as their own for assessment purposes. It is essential to reiterate that any work submitted for EPA must be the apprentice's authentic creation unless explicitly stated otherwise. Failure to adhere to this principle will be classified as malpractice, subject to the regulations outlined in our Malpractice and Maladministration Policy.

All apprentices are required to submit an Authenticity Declaration form as part of the Gateway requirements.

## Malpractice Consequences

Instances of AI-generated content presented as the apprentice's own work will be treated as malpractice. This can result in serious consequences, including but not limited to disqualification of the assessment, nullification of the apprenticeship, or other disciplinary actions as outlined in our Malpractice and Maladministration and Sanctions Policy.

## Appropriate Use of AI

In scenarios where AI is integrated into an apprentice's job role, it is permissible to incorporate this aspect within their WS. The pivotal consideration is to avoid presenting material generated by AI as the apprentice's independent work.

## Defining AI

AI encompasses a wide range of technologies, including but not limited to ChatGPT, Bard, Google Cloud AI Platform, and similar tools.

## Acceptable Tools and Methods

The use of tools, platforms, formulas, macros, algorithms, and similar resources during the apprentice's work is acceptable, provided they align with the EPA guidelines and regulations.

## Incorporating AI in Written Submissions (WS)

If an apprentice employs AI technologies in their job role or project, they are encouraged to highlight this aspect in their WS. It is crucial to refrain from presenting AI-generated outputs as the apprentice's original work. To ensure clarity, learners should accompany the WS with explanatory text that clarifies the role of AI, similar to how teamwork contributions are identified.

## Policy Enforcement

Breaches of this AI Use Policy will be addressed in line with Elevates' Malpractice and Maladministration and Sanctions Policies. The organisation reserves the right to take appropriate actions, should any apprentice fail to comply with the guidelines specified herein.

## Policy Review and Updates

This policy was last updated in February 2024. It will be reviewed annually to ensure alignment with emerging technological advancements and best practices in the use of AI within the EPA process.