



# Use of Artificial Intelligence Policy and Guidance



## Revisions and Amendment Register

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## 1. Purpose of this Policy

This policy sets out SFJ Awards' expectations regarding the use of Artificial Intelligence 'AI' in the design, delivery, assessment and quality assurance of SFJ Awards qualifications, apprenticeship assessments and custom certification.

This policy exists to:

- Protect the integrity and validity of assessments.
- Ensure that assessment tasks adequately evidence learner competence.
- Provide clarity to stakeholders including Centres, learners, training providers, employers, and SFJ Awards Associates and staff.
- Allow Centres to innovate without threatening the security of awards made by SFJ Awards.

This policy is written to complement SFJ Awards Malpractice and Maladministration policy. AI is a fast-developing technology, and as such the detail of this policy may become out of date from time to time. Therefore, this policy includes a set of principles for the use of AI that Centres and learners must adhere to. In the event that this policy does not cover a specific scenario, these Principles will take precedence.

## 2. Definition of Artificial Intelligence

For the purpose of this policy, AI refers to digital tools or systems that can generate, summarise, analyse or transform content in a way that may replicate or support human activity.

This may include (but is not limited to):

- The use of generative AI, for example chatbots and text generators.
- AI-powered summarisation or transcription tools.
- Automated content creation or editing tools.
- Tools embedded within commonly used software (for example predictive text, automated rewriting and summarisation features).

### 3. Principles for the use of Artificial Intelligence

As AI is a fast-developing technology, it is unlikely that this policy will consider every scenario that may occur. Therefore, SFJ Awards publishes these overarching principles that all Centres and learners must adhere to. In the event that this policy does not explicitly cover a specific scenario, these Principles shall take precedence.

1. Through their own work, learners must demonstrate through assessment that they meet all the criteria, knowledge, skills and behaviours that are being assessed.
2. All assessment tasks (regardless of whether the task was developed by a Centre or by SFJ Awards) must be reviewed and approved by a human before that assessment task is used.
3. AI must never be used as an assessor. Judgements of competence cannot be delegated to an AI system.
4. AI must never be used as a sole invigilator.
5. Any permitted use of AI by learners or Centres must be transparent, appropriately referenced, and capable of being explained and evidenced if requested.

### 4. Using Artificial Intelligence in Assessed Work

Where Centres assess learner work towards SFJ Awards qualifications or apprenticeship assessments, it is expected that the Centre will provide guidance and/or a policy outlining acceptable use of AI in the context of the curriculum offered by the Centre. This should align to principle 1, of this policy:

***Through their own work, learners must demonstrate through assessment that they meet all of the criteria, knowledge, skills and behaviours that are being assessed.***

Where SFJ Awards undertakes assessment, AI may be allowed under the following caveats:

1. AI may be used where it mirrors acceptable practice in the workplace, and does not undermine the learner demonstrating that they are able to meet criteria, knowledge, skills or behaviours being assessed.
2. AI must not be used to generate assessment evidence to meet assessment criteria, knowledge, skills or behaviours on behalf of the learner.
3. The learner must be able to demonstrate understanding and competence independently.
4. All use of AI is referenced. The learner must keep a record of the prompts asked of the AI platform, and the responses received. Any such records must be submitted with the work, for example as an appendix.

SFJ Awards retains the right to produce specific use of AI rules for individual qualifications or apprenticeship assessments. Where this is the case, this will be outlined in the relevant qualification handbook (for qualifications) or the customer guide (for apprenticeship assessments).

## 5. Artificial Intelligence Misuse

AI misuse is considered a form of malpractice as it can:

- Undermine the authenticity, validity and reliability of assessment evidence.
- Prevent Assessors from establishing whether a learner is competent.
- Result in the submission of work that is not the learners' own.

SFJ Awards will consider that AI misuse (and therefore malpractice) has occurred when principle 1 of this policy has been breached. Specific examples that may lead to this include (but are not limited to):

- Submitting assignments that are authored or produced by AI.
- Submitting assignments that have excessively relied on AI.
- Using AI to bypass assessment controls.
- Using AI to fabricate real-world experience, observations or reflections.

Where an assignment is assessed by SFJ Awards, AI misuse will be dealt with in line with SFJ Awards Malpractice and Maladministration policy. Likewise, where a Centre undertakes the assessment of an assignment, Centres are required to apply their own malpractice procedures where AI misuse is suspected.

When considering whether a learner is guilty of AI misuse, SFJ Awards or our Centres (depending on who is assessing the task) do not need to determine whether a learner intended to cheat. Instead, SFJ Awards considers whether the assessment evidence can be relied upon as a valid demonstration of a learner's competence.

This means that if there is sufficient evidence to conclude that the work is unlikely to be the learner's own work, or that AI has materially contributed to meeting the assessment criteria, knowledge skills or behaviours being assessed, then AI misuse has occurred.

Unlike criminal proceedings, where guilt needs to be proved 'beyond reasonable doubt' as personal liberties are at stake, SFJ Awards will consider whether malpractice occurred on 'balance of probabilities'. This is because SFJ Awards is making decisions based on assessment integrity and the validity of evidence. This approach is in line with other Awarding Organisations and the approach of our regulators.

## 6. Artificial Intelligence Proofreading

Learners and Centres should be aware that AI proofreading tools (including Chatbots and specific tools such as Grammarly) can result in a 'false' positive indication that AI has been used.

Whilst any written assignments should be clear and appropriate for the level of the qualification, SFJ Awards qualifications are not in themselves designed to measure English language proficiency. For this reason, learners are advised to use their own words, rather than relying on AI grammar-checking or rewriting software.

Learners that rely on AI tools such as Grammarly to check grammar and/or reword assignments may find that they are subject to investigation around AI misuse.

## 7. Use of Artificial Intelligence Detection Software

SFJ Awards may use AI detection software as a part of its malpractice monitoring processes for apprenticeship assessments and qualifications. AI detection tools are indicative only and do not provide definitive proof of AI use. Any decisions will never be made solely on the output of such software, and all indications that AI may have been used will be investigated by a human member of the SFJ Awards team.

In turn, SFJ Awards Centres may also use such software subject to the provisions laid out in this policy.

## 8. Use of Artificial Intelligence by Centres

Centres may use AI to support the initial drafting and development of assessment tasks and/or learning materials used to support SFJ Awards qualifications. However, in such cases, Centres must ensure that:

- AI is used only to generate a first draft.
- All assessment tasks are reviewed and Internally Quality Assured by a human with relevant subject experience before they are used.
- The Centre is responsible for ensuring that all assessment tasks are fair, do not contain unnecessary bias and lead to valid and reliable assessment outcomes.
- Records are retained outlining how AI was used to develop the assessment and evidence of the human review and approval process.

Centres are prohibited from using AI to determine assessment outcomes. All assessment decisions must be made by a human assessor. Similarly, any judgement of competence cannot be delegated to AI tools.

## 9. Use of Artificial Intelligence by SFJ Awards

SFJ Awards will:

- Never use AI to assess learners or to make assessment decisions.
- Never release an assessment task that has not been checked by a human Subject Matter Expert and a member of the SFJ Awards team.
- Ensure a human review of any concerns raised by AI invigilation or proctoring software.

## 10. Designing Assessments to prevent AI Misuse

SFJ Awards encourages assessments to be designed in ways that reduce the risk of AI misuse. The majority of SFJ Awards qualifications and apprenticeship assessments evidence vocational skills. Therefore, where written assessments are used, they should be combined with other forms of assessment.

Good practice includes:

- Using observation, practical assessments, professional discussions and other assessment methods that require practical demonstration of competence.
- Use of role-specific scenarios that reflect likely workplace practice.
- Asking learners to verbally explain or reflect on decisions (either during or after an assessment activity).
- Avoiding reliance on written tasks, especially for non-theoretical qualifications/apprenticeships.
- Using a range of assessment methods.

Assessors should:

- Ask appropriate follow-up questions to confirm learner understanding
- Apply professional judgement when undertaking assessment.

## 11. Policy Review

This policy will be updated from time to time and at least once every two years. Updates to this policy will take account of guidance issued by regulators and other relevant sector bodies.

As AI is a fast-developing technology, the Principles for the use of Artificial Intelligence outlined in this policy take precedence over all other content. Therefore, if a scenario is not covered in this policy, SFJ Awards will seek to comply with the principles.