



RM Training (UK) Limited
The Stepping Stones to Your Success



PLAGIARISM AND USE OF AI POLICY

Document Authorised and Checked by:

David MacGregor – Operations Director (06/08/2024)

DMacGregor

Version Control

Reviewer Name	Comments	Review Date	Status
David MacGregor	Policy created from scratch for the 2024/2025 funding year	06/08/2024	Approved

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Plagiarism and AI Use Policy

1. Purpose

The purpose of this policy is to maintain the integrity and quality of the learning experience by ensuring all work submitted by learners is their own.

This policy outlines the standards and expectations regarding the use of plagiarism and AI tools in completing assessments.

2. Scope

This policy applies to all learners enrolled in apprenticeship programs and all staff involved in the delivery and assessment of these programs.

3. Definitions

➤ **Plagiarism**

The act of using someone else's work, ideas, or expressions without proper acknowledgment, thereby presenting them as one's own.

➤ **AI Tools**

Software or applications that use artificial intelligence to generate, paraphrase, or alter content. This includes, but is not limited to, essay generators, text rewriters, and any other AI-based content creation tools.

4. Policy Statement

4.1 Plagiarism

- Plagiarism is strictly prohibited. All submitted work must be the learner's original creation.
- Learners must properly reference all sources of information, ideas, and quotes using the required referencing style for their program. Suggested referencing styles are Oxford or Harvard.
- Learner's work will be checked for plagiarism using an online plagiarism detection tool. A copy of the detection outcome will be saved in the learner's e-portfolio.

Suggested tool:

<https://smallseotools.com/plagiarism-checker/>

4.2 AI Tools

- The use of AI tools to generate answers or content for assessments is not allowed.
- AI-generated content will be identified using an AI detection tool, and a copy of the detection outcome will be saved in the learner's e-portfolio.

Suggested detection tool:

<https://quillbot.com/ai-content-detector>

4.3 Detection and Consequences

- If a learner's work is found to contain plagiarism or AI-generated content, the work will not be marked and will be returned to the learner for resubmission.
- The skills coach will provide information, support, and guidance to the learner regarding the proper use of sources and the prohibition of AI tools.
- Continued breaches of this policy will result in the learner being subject to disciplinary action, which may include withdrawal from the learning program.

5. Roles and Responsibilities

5.1 Learners

- Ensure all submitted work is original and properly referenced.
- Avoid the use of AI tools to aid completion of assessments.
- Do not submit work that has been created, or in any part, created by AI.
- Seek support from skills coaches if unsure about proper referencing or the use of AI tools.

5.2 Skills Coaches

- Educate learners on the importance of academic integrity and the risks associated with plagiarism and AI tools.
- Use the online plagiarism and AI detection tools to check learner submissions.
- Upload evidence of these checks to the learners' e-portfolio.
- Provide guidance and support to learners who breach the policy.
- Document and report repeated breaches for further action.

6. Support and Guidance

- Skills coaches will provide ongoing education and resources on proper referencing practices and the risks of using AI tools.
- Information will be provided within the Learner Handbook on the use of AI and plagiarism.

Policy Review Frequency

RMT review and amend this statement regularly to ensure that it meets legislation and remains effective. The updates to this policy are published to our learners, employees, and workplace providers by the regular distribution of electronic newsletter via email as well as appearing on our company website.

Suggestions for Improvement

If you have any suggestions for improvement within this policy, then please feel free to offer these suggestions to the Head Administrator (admin@rmtraining.co.uk)

Monitoring and review of this policy

The Operations Manager shall be responsible for reviewing this policy annually to ensure that it meets legal requirements and reflects best practice.

Reporting and Concerns

All queries and concerns about Equality and Diversity issues should be referred to the RM Training Managing Director James MacGregor (james.macgregor@rmtraining.co.uk).