

Artificial Intelligence (AI) and Plagiarism Policy

Mission, Vision and Values

Mission

Progressing lives through pioneering education.

Vision

Empowering people to unlock their full potential and achieve lasting success.

Values

Care

Expertise

Innovation

Accountability

Values



Care



Expertise



Innovation



Accountability

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1. Policy Statement

Busy Bees Education and Training (BBET) is committed to maintaining the integrity, validity and credibility of all qualifications, apprenticeship standards and learning programmes it delivers.

BBET promotes the responsible use of technology to support learning, while ensuring that all assessed work represents the learner's own knowledge, skills and behaviours.

This policy sets out clear expectations for the ethical use of Artificial Intelligence (AI) and the prevention of plagiarism in teaching, learning and assessment.

2. Scope

This policy applies to all stakeholders working with or on behalf of BBET including:

- all prospective and current learners and alumni
- all BBET employees including temporary, part-time and full-time staff and associates
- Employers and partners involved in apprenticeship delivery

This includes all forms of assessment across all qualifications and apprenticeship standards delivered by BBET including: coursework, assignments, portfolios, exams and End-Point/Apprenticeship Assessment preparation.

3. Policy Principles

BBET operates the following principles relating to AI use and plagiarism:

- AI should be used ethically, transparently and responsibly
- assessment evidence must be authentic, valid and attributable to the learner
- AI must not be used to generate assessed work unless explicitly permitted
- coaches and IQA's must validate the accuracy of any learner work marked using AI tools
- plagiarism, collusion and academic misconduct are not tolerated
- learners must understand how to use and reference AI sources ethically
- staff must actively detect, prevent and address malpractice

4. Definitions

Artificial Intelligence (AI): computer systems which perform tasks typically requiring human intelligence. These tasks may include generating content or images, recognising patterns, making decisions, processing language, and analysing data.

Generative AI: designed to create new content by learning patterns from large datasets. These systems can produce text, images, audio, video, and simulations, often through user friendly conversational tools known as AI chatbots. Many generative AI tools are powered by Large Language Models (LLMs), which can generate human like responses and support tasks which appear to replicate reasoning, problem solving, and language understanding. e.g. ChatGPT, Jenni AI, Jasper AI.

Autonomous AI: refers to systems that can perform tasks or make decisions with minimal or no ongoing human input. These systems operate independently based on data, rules, or learned patterns. e.g. Microsoft "Copilot" agents that can automate workflows across apps like Excel, Teams, and Windows.

Adaptive AI: where systems learn and evolve by drawing on new data and experiences, enabling them to adjust their outputs and personalise responses over time. e.g. personalisation of recommendations on Amazon, Spotify or Netflix.

Collusion: Working with others to produce work that is submitted as an individual's own.

Malpractice: Any deliberate activity that compromises the integrity of assessment.

Plagiarism: Presenting someone else's work, ideas or content as your own without proper acknowledgement. This can include:

5. Acceptable use of AI

AI may be used by learners to support their learning to:

- explore new concepts, or during the creative or planning process
- develop a better understanding of topics or themes being learned
- provide personalised feedback and targeted recommendations that help them understand complex topics more clearly
- refine their skills through guided improvement
- support research or idea generation
- assist with planning or structuring work
- support with spelling, punctuation, grammar or clarity

When AI tools are used, learners must:

- ensure all work submitted for assessment is their own
- be able to explain and evidence their own understanding of topics
- disclose when AI has been used and verify the accuracy of sources of information

6. Non-acceptable use of AI

The following activities are not permitted by learners and will be treated as malpractice:

- submitting AI generated work as own work
- copying and pasting AI generated content into assignments set by coaches
- using AI to complete assessments, tests or exams, or complete references or citation
- using AI to falsify evidence (e.g. witness testimonies, reflections)
- using AI to overcome obstacles in assessments, including End Point and Apprenticeship Assessments
- using AI to generate Off-the-Job entries

Unless agreed in writing by the Quality & Compliance Director, the following activities are not permitted by coaches/IQA's and will be treated as misconduct:

- Using AI tools to provide feedback to learners
- Uploading learners assignments to AI tools
- Using AI to assist with Off-the-Job entries
- Using AI to write learning support plans, progress reviews, teaching, learning & assessment plans, and materials for teaching and learning.
- Using AI to upload recordings of learner's work and transcribing this. Word dictate can be used for this task instead of AI tools.

7. Plagiarism and Academic Misconduct

Plagiarism includes:

- copying content from websites, books or other learners, without citations
- paraphrasing without acknowledgement
- submitting purchased or shared work, or work created by other learners
- not referencing in written assignments to show sources of information
- re-using previously submitted work without permission
- copying AI-generated content

8. Suspected Malpractice

Where malpractice relating to plagiarism, academic misconduct or non-acceptable use of AI is suspected:

- concerns must be recorded and reported
- investigations will be conducted per BBET's Malpractice and Maladministration Policy
- evidence will be reviewed by Internal Quality Assurers
- learners may be asked to demonstrate competence

9. Outcomes and Sanctions

Where malpractice is confirmed, actions may include:

- requirement to resubmit work
- invalidation of assessment evidence
- delay or withdrawal of certification
- disciplinary action (staff or learners)
- notification to awarding organisations or regulators

Serious breaches may result in removal from apprenticeship or learning programmes.

10. Plagiarism Detection and Verification

BBET uses a range of methods to ensure the authenticity of learner work. This may include using plagiarism and AI detection tools during the assessment and quality assurance process.

Where concerns are identified, staff will review work alongside other evidence of competence to determine if it reflects a learner's own knowledge and understanding.

For Level 3 and Level 5 programmes, any work submitted without appropriate referencing will be returned to the learner for amendment before assessment takes place.

Where plagiarism or inappropriate use of AI is suspected, staff may require the learner to complete additional assessment activity, such as a professional discussion, to confirm their understanding. This ensures that competence is validly demonstrated before any assessment decision is made.

11. Citation and disclosure requirements

Learners must clearly demonstrate the authenticity of their work by acknowledging all sources used (including AI) to support written assignments and professional discussions. This includes the use of appropriate citations and referencing.

BBET recommends the use of the Harvard Referencing system for all written work, and guidance and training will be provided to support learners in developing this skill.

- **Level 2:** Harvard Referencing is not mandatory; however, it is strongly encouraged as good practice and to support progression to higher-level study.
- **Level 3 and Level 5:** Referencing is mandatory for all written work and must follow the Harvard Referencing system.

Work submitted without appropriate referencing (where required) will not be assessed. Coaches will return work to learners for amendment before any feedback or assessment takes place.

12. Quality Assurance Controls and Academic Integrity

BBET monitors and reviews:

- trends in malpractice, plagiarism and AI misuse
- assessment quality and authenticity
- feedback from awarding organisations and regulators

BBET uses multiple methods to ensure authenticity, including:

- professional discussions
- observations of practice
- questioning and knowledge checks
- plagiarism detection tools
- review of writing style and consistency
- employer/witness validation

Assessment evidence must be:

- authentic (learner's own work)
- valid (meets assessment criteria)
- reliable (consistent and accurate)

Internal Quality Assurers (IQAs) monitor the integrity of assessment practice as part of the sampling strategy across the learner journey. This includes reviewing assessment decisions to ensure that learner evidence is authentic and that plagiarism or inappropriate use of AI has not been accepted.

Where concerns are identified:

- the assessment decision will be reviewed and may be rejected
- feedback will be provided to Coaches
- further sampling or standardisation may be required

IQAs also review the quality and authenticity of feedback provided by Coaches to ensure it is personalised, developmental and specific to the individual learner. Feedback must not be wholly generated by AI tools.

Where inappropriate use of AI in feedback is identified:

- this is addressed through the sampling process
- clear guidance and expectations will be reinforced
- additional support or training may be implemented where required

This approach ensures that assessment decisions are valid, reliable and compliant with awarding organisation and regulatory expectations.

13. AI and Plagiarism Training

BBET will:

- provide guidance to learners on plagiarism and AI
- set expectations for learners during onboarding and induction
- train staff to recognise and manage AI-related risks
- update practice in line with emerging technologies

14. Roles & Responsibilities

Learners

Learners must:

- understand plagiarism and how to avoid it
- produce their own work which is written in their own words
- use AI ethically and appropriately
- declare any AI support used and clearly reference sources where used
- participate in professional discussions to confirm competence

Coaches / IQAs

Staff must:

- explain expectations around AI and plagiarism
- design assessments that test authentic understanding
- use questioning and professional discussion to validate work
- identify and challenge suspected malpractice
- record and report concerns in line with policy

Quality and Compliance Director

Responsible for:

- monitoring academic integrity
- investigating malpractice
- ensuring compliance with awarding organisations and regulators
- maintaining records and reporting where required

Senior Leadership Team

Responsible for:

- ensuring effective implementation of this policy
- maintaining quality assurance systems
- responding to serious or systemic breaches

15. Related Policies

This policy should be read alongside BBET's other policies and procedures including:

- Appeals Policy
- Data Protection Policy
- Equality, Diversity and Inclusion Policy
- Feedback, Compliments & Complaints Policy
- Internet & eSafety Policy
- Learner Code of Conduct
- Learner Inclusion Policy
- Malpractice and Maladministration Policy
- Managing Learners at Risk Policy
- Speak Up Policy
- Staff Code of Conduct
- Teaching, Learning and Assessment Policy

Contact

If you have any questions or suggestions regarding this policy, please contact:

Quality & Compliance Director / Operations Director

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Statutory information

Busy Bees Education and Training Limited

Registered in England and Wales under Company Registration No. 03026494

Registered Office: St Matthews, Shaftsbury Drive, Burntwood, WS7 9QP, UK.

Review

This policy is:

- Monitored by senior leadership
- Reviewed at least annually, or in response to legislative changes or following updates to risk assessments or incidents
- Agreed and signed off by the CEO

Training and Roll Out

This policy will be made available via our website (busybeestraining.co.uk) and SharePoint. Training will be made available via our Virtual Learning Academy (VLA) and/or during Face-to-Face or Teams meetings as part of ongoing staff development, along with our commitment to this policy.

Policy Owner: Quality & Compliance Director

Ref: Q04-Artificial Intelligence (AI) and Plagiarism Policy

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