

Learner AI Usage Policy (CIPD & CMI Assessment)



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Policy Statement

For the purpose of clarity, the term “Leep” refers to the family of Leep organisations – Back to Work, Leep Trade & Leep Talent.

This policy sets out the ethical, safe, and professionally responsible use of Artificial Intelligence (AI) by both apprenticeship and commercial learners completing a CIPD or CMI qualification. The organisation recognises that AI can enhance, learning, knowledge, and understanding when used appropriately. This policy also aims to address any unacceptable use related concerns with the use of AI in assignments.

The use of AI services and / or systems must always aid, not replace academic authenticity.

Policy Purpose

The purpose of this policy is to ensure AI use:

- Supports high-quality education and learner progress
- Maintains assessment integrity and authenticity
- Complies with awarding body requirements
- Upholds professional standards and accountability

Scope

This policy applies to all apprenticeship and commercial learners completing a CIPD or CMI qualification.

What is AI?

Artificial intelligence is an umbrella term that covers several different types of AI. The technology is already widely used in both commercial and everyday applications and its influence is predicted to continue to grow exponentially, impacting almost all industries and job sectors, including education, particularly with the use of generative AI.

If used safely, effectively and with the right infrastructure in place, AI can support every learner.

Generative AI has become a widely used tool in a short period of time that is more accessible by non-specialists. Generative AI refers to technology that can be used to create new content based on large volumes of data that models have been trained on from a variety of works and other sources.

Generative AI is a rapidly evolving and increasingly freely available technology built on large language models (LLMs). LLMs are models trained on large amounts of data, enabling them to understand and generate human-like content including written tasks, answering questions, creating images and video simulations based on the user’s input, and this is what most people will be familiar with, e.g. ChatGPT, Co-Pilot or Google Gemini.

Narrow AI is designed for specific tasks and cannot be easily adapted; it is used to complete a job using set data, e.g. using facial recognition to unlock phones, whereas General-purpose AI can perform many tasks and can be adapted for different uses.

AI Usage Policy

1. The Leep Group supports the use of AI in the preparation of assignments where it is authorised and used responsibly.
2. AI tools should be used responsibly and ethically, serving to aid research only, rather than replace academic responses.
3. Company and personal data must not be entered into personal or public AI tools due to data protection risks to that data.
4. Requests from both apprenticeship and commercial learners wanting to use AI tools will be evaluated and authorised on a case-by-case basis. This will be evaluated by the ALS Team.
5. AI should be used carefully and in line with other Leep and CIPD/CMI policies and expectations.

Permitted vs Prohibited Use of AI

AI tools may be used to support academic practice where they enhance quality, preparation and planning but they must not replace academic judgement or compromise assessment integrity.

Permitted uses (examples):

- AI should only be used before starting your assignment.
- Sourcing recommendations for wider academic reading.
- Planning an assignment layout.
- Support understanding of assessment criteria.

Prohibited uses (examples):

- AI should not be used to generate content or check responses upon completion, including.
 - Spelling and grammar checks
 - Checking the response meets the assessment criteria
 - Compiling reference lists and completing in-text citations
 - Reducing wordcount

Assessment Integrity and Authenticity

AI must not be used to replace academic responses. All submitted assessment responses must remain human-led.

Leep Coaches/Markers/Trainers are responsible for ensuring:

- Learner evidence is authentic, valid, and produced by the learner.
- Where AI use is suspected, appropriate authenticity checks are applied (e.g. professional discussion, questioning, observation, triangulation of evidence).
- AI is not used to generate assessment evidence on behalf of apprenticeship or commercial learners.
- Awarding body requirements regarding academic integrity and malpractice are followed.

Assessors/tutors will be provided with an AI checking tool to allow them to detect the use of AI in work submitted by apprenticeship and commercial learners. Only the system authorised and approved by the IT department on behalf of CIPD and CMI may be used for this purpose.

Misuse of AI

The misuse of AI tools and services, or the use of AI tools and services not authorised by Leep Talent in conjunction with CIPD and CMI, may result in being asked to complete your assignment again or complete a professional discussion. Any use of AI that contravenes this policy may also result in disciplinary proceedings under the disciplinary policy if repeated.

If AI is detected, an email will be sent asking the learner how this could have occurred. The response will determine the next action, which could be.

- Stage 1: Work will be marked, and you will be advised not to submit work in the same way again. In this instance, if it happened a second time, Leep Talent will progress to the next stage.
- Stage 2: Leep Talent will contact you and again ask how this occurred. Depending on your response, you will be asked to either take part in a professional discussion or complete a new assignment.
- Stage 3: If AI is detected a third time, this will be reported to the awarding body. This could result in your removal from the course.