QUA-035-1.0b AI Policy

December 2025

1 INTRODUCTION

Midland Group Training Services (MGTS) is dedicated to creating an environment of academic integrity and ethical conduct among our engineering apprentices. As part of our commitment to upholding these principles, we recognise the increasing role of Artificial Intelligence (AI) in education. However, it is crucial to establish clear guidelines to prevent the misuse of AI tools for plagiarism. This policy outlines the acceptable use of AI and emphasises the importance of originality and honesty in all submitted work.

2 PURPOSE

- To establish clear guidelines on the appropriate and ethical use of AI in the learning process for apprentices.
- To uphold academic integrity by ensuring all assessed work reflects the apprentice's own knowledge, skills, and effort.
- To prevent plagiarism and unauthorised use of AI in assignment writing, maintaining the credibility of qualifications awarded by MGTS.
- To educate apprentices on responsible AI usage, fostering critical thinking and independent problem-solving skills.
- To outline the consequences of academic dishonesty, reinforcing MGTS's commitment to high ethical and professional standards.

3 POLICY

AI as a Learning Tool:
- Apprentices are encouraged to utilise AI tools and resources to enhance their understanding of engineering concepts, problem-solving skills, and learning experience.
- AI may be used for accessing educational materials, conducting research, and simulating real-world scenarios to supplement apprentices' learning.

Prohibition of AI in Assignment Writing:
- Apprentices are strictly prohibited from using AI to generate, write, or complete their assignments, projects, or any submitted work intended for assessment.
- All assignments must be the original work of the apprentice, demonstrating their comprehension and application of the curriculum.

Plagiarism Detection and Consequences:
- MGTS employs plagiarism detection software to identify instances of plagiarism or unauthorised collaboration.
- Any attempt to submit work that is not the apprentice's own, including using AI-generated content, will be considered plagiarism.
- Consequences for plagiarism may include academic penalties, termination from the

apprenticeship programme, or other disciplinary actions, as determined by MGTS.

Education and Awareness:
- MGTS will provide comprehensive training and guidance to apprentices on the responsible use of AI technologies and the importance of academic integrity.
- Apprentices will be educated on recognising and avoiding plagiarism, understanding citation and referencing conventions, and developing critical thinking skills.

Monitoring and Oversight:
- MGTS will conduct periodic reviews and assessments to ensure compliance with this
- Trainers, tutors, and instructors will monitor the apprentices' use of AI tools and assess the originality of their submitted work.

4   SUMMARY

Midland Group Training Services is committed to maintaining the highest standards of academic integrity and ethical conduct in our engineering apprenticeship programme. By adhering to this AI and learner plagiarism policy, we aim to cultivate a culture of honesty, originality, and excellence among our apprentices. Through responsible use of AI as a learning tool and the promotion of academic integrity, we empower our apprentices to succeed in their educational and professional endeavours. If serious plagiarism is proven, the Internal Verifier may impose a penalty from the following scale:
- Official Warning
- Formal Warning, plus referral for the assignment
- Formal Warning and bar from re-submitting the assessment work (thus requiring a new unit/module to be undertaken to replace the failed subject)
- Exclusion from MGTS Limited

5   CONTACT INFORMATION

For queries regarding this policy and/or procedure:
Quality & Compliance Manager
Midlands Group Training Services Limited
Gulson Road
Coventry, CV1 2JG
Tel: 02476630333
Email: jordan.geoghegan@mgts.co.uk

Policy Owner: Quality & Compliance Manager

Date	Summary of Changes	Version:	Author (Updated by):
10 December 2025	Document reformatted to new document control system	1.0	Jordan Geoghegan Quality & Compliance Manager

Next Review: See Document Control Register

Policy Approved By:

Jordan Geoghegan
Quality & Compliance Manager
10.12.2025