

CIPD EPA AI (Artificial Intelligence) Policy

Contents

Introduction	3
Scope	3
Policy	3
Ethical use	3
Appropriate purposes.....	3
Inappropriate Purposes.....	3
Transparency	4
Malpractice	4
Review.....	4

Introduction

CIPD delivers End Point Assessments (EPAs) in accordance with the assessment plans published and maintained by the Institute for Apprenticeships and Technical Education (IfATE) and is subject to external quality assurance from Ofqual.

The purpose of this policy is to establish guidelines for the use of artificial intelligence (AI) in written assessment work for EPAs delivered by CIPD.

Scope

This policy applies to all apprentices and training providers participating in EPAs conducted by CIPD as an End Point Assessment Organisation (EPAO).

Policy

Ethical use

Apprentices are expected to use AI responsibly and ethically in their written assessment work for EPAs. This includes:

- Using AI tools to enhance their understanding of assessment criteria (Knowledge, Skills and Behaviours or Grading Descriptors) and to develop their readiness to respond to assessment questions.
- Avoiding using AI tools to plagiarize or to generate written work that is not their own original work.
- Being transparent about their use of AI tools in their written assessment work.

Appropriate purposes

AI tools may be used in written assessment work for EPA for the following purposes:

- Gathering information and conducting research. Apprentices may use AI tools to search for information, gather data, and conduct research relevant to the assessment topic.
- Generating ideas and brainstorming. Apprentices may use AI tools to generate ideas, brainstorm solutions, and explore different perspectives related to the assessment question.
- Revising and editing work: Apprentices may use AI tools to check for grammar and spelling errors and identify areas for improvement in their written work.

Inappropriate Purposes

AI tools may not be used in written assessment work for EPA for the following purposes:

- Plagiarizing. Apprentices may not use AI tools to generate text that is not their own original work and submit this text for assessment.
- Completing assessment questions without understanding the material. Apprentices may not use AI tools to generate written responses without having competence in the knowledge, skill or behaviour being assessed.
- Submitting work that is not their own. Apprentices may not submit written work that was generated by AI tools without clear attribution and explanation.

Transparency

Apprentices are expected to be transparent about their use of AI tools in their written assessment work. This includes:

- Acknowledging the use of AI tools in their written responses, including identification of specific tools used and the extent of their use.
- Referencing specific text generated using AI if included in written responses.
- Being open to questions about the use of AI tools in their written assessment work.

Malpractice

Violations of this policy will be considered malpractice.

Apprentices who have used AI for inappropriate purposes may receive a fail outcome for their EPA or being required to resubmit their written work.

Review

This policy will be reviewed and updated on an annual basis.