

Artificial Intelligence Usage Policy

General policy statement

Juice Talent Development Ltd (hereinafter called Juice) recognises that the effective promotion and management AI Tools at work is of critical importance. Juice fully accepts its responsibilities under all current, relevant legislation and guidelines.

Purpose: To establish guidelines for the use and oversight of Artificial Intelligence (AI) tools within apprenticeship programs at Juice Talent Development to enhance educational outcomes and operational efficiency.

Scope: This policy applies to all apprentices, mentors, and administrative staff involved in apprenticeship programs.

Definitions: AI Tools: Software and platforms that utilise machine learning, natural language processing, or other AI technologies to perform tasks traditionally requiring human intelligence.

AI Tools Usage:

Educational Enhancement: AI tools are used to personalise learning experiences, provide adaptive learning pathways, and facilitate real-time feedback and assessment.

Operational Efficiency: AI assists in administrative tasks, data management, scheduling, and optimisation of resource allocation.

Communication: AI-driven chatbots and virtual assistants are used for answering common queries and providing guidance to apprentices.

Data Privacy and Security:

Data Collection: All data collection through AI tools must be relevant, limited to what is necessary, and explicitly consented to by users.

Data Protection: Implement stringent security measures to protect data from unauthorised access, alteration, and destruction. Compliance with GDPR and other privacy regulations is mandatory.

Data Usage: Data collected will only be used for purposes specified and agreed upon, ensuring transparency and accountability.

Prohibition of AI in Completing Assignments:

Integrity of Learning: Apprentices are prohibited from using AI tools to complete assignments, projects, or any assessments intended to evaluate their personal understanding, behaviours and skills.

Authenticity: All work submitted must be the apprentice's original effort. Using AI for submissions is a breach of academic honesty.

Monitoring and Enforcement: Tools will monitor submissions for AI content. Violations will result in disciplinary actions such as warnings or assignments being rejected, please also refer to compliance and reporting below.

Awareness and Education: Apprentices will receive this policy at the start of their journey.

Cite Sources: Ensure all references used in the preparation of submissions are properly cited.

Ethical Considerations and Fairness:

Bias and Fairness: Regular monitoring and auditing processes to identify and mitigate biases in AI algorithms. AI tools should promote inclusivity and fairness.

Human Oversight: AI tools are to augment, not replace, human interaction. Mentors should maintain significant roles in decision-making processes.

Training and Awareness:

AI Literacy: Provide ongoing training for all staff and apprentices on the capabilities, limitations, and ethical use of AI tools.

Best Practices: Encourage sharing of insights and strategies on effective AI tool utilisation among staff.

Compliance and Reporting:

Monitoring Compliance: Regular audits to assess adherence to this policy and the effectiveness of AI tools.

Issue Reporting: Issues should be addressed promptly by a designated compliance officer or committee. Juice SMT should be made aware of any concerns immediately, which will be investigated alongside the Awarding Body if necessary. The Awarding Body and/or Juice's Malpractice and/or Plagiarism policy will be followed appropriately.

Acceptance of Terms:

Consent: All staff and apprentices are required to acknowledge and agree to adhere to these guidelines as part of their participation in the apprenticeship programs. Implied acceptance is evidenced by continuing with Juice without raising a concern.

Responsibility for this policy

The Managing Director has overall responsibility for promoting and ensuring the effectiveness of this policy. It is also the personal responsibility of each member of the Juice team, all Apprentices and Employers to abide by and report any infringements of this policy.

Review of this Policy

The effectiveness and validity of this policy was last reviewed in January 2026 and revised as appropriate. This policy will expire 31st December 2026 and will be reissued 1st January 2027 after appropriate review.

Policy signed:

A handwritten signature in black ink, appearing to read "Matt Trott".

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Matt Trott – CEO & Founder
Jan 26