



AI Use Policy.

Guidance for Learners on Using Artificial Intelligence Tools Responsibly

Our Approach to AI

At Complete Training, we recognise that Artificial Intelligence (AI) tools like ChatGPT, Grammarly, and others can be valuable in supporting your learning and professional development. However, it's essential that any work you submit is **authentically your own** and reflects your understanding, effort, and voice.

This policy outlines how you may — and may not — use AI tools during your course.

Appropriate Use of AI Tools

You may use AI tools to support your learning process in ways that help develop your own ideas and understanding. This includes:

- Generating ideas or inspiration for assignments
- Exploring ways to structure or plan your work
- Checking grammar, spelling, or readability
- Summarising large sections of reading to help you process material
- Assisting with time management or study routines

Used thoughtfully, these tools can help you become more confident and independent in your learning.

Inappropriate Use of AI

AI tools must not be used to **write, generate, or reword full responses** for any work that is assessed or submitted for feedback.

Inappropriate use includes:

- Submitting AI-generated text as your own writing
- Using AI to paraphrase someone else's work (this is still plagiarism)
- Asking AI to write whole sections or complete assignments for you
- Using AI-created images, presentations, or media as part of a graded task (unless clearly permitted)

All work submitted for assessment should be created by **you**, based on your understanding, experience, and learning.

Referencing AI Use

If you have used an AI tool at any stage of developing your work (e.g., to brainstorm, check grammar, or summarise content), you should make this clear in your submission by referencing it.

Here's how to do it using **Harvard referencing** style:

In-text citation:

When asked to summarise the key benefits of feedback, ChatGPT provided a list of points (OpenAI, 2025).

Reference list entry:

OpenAI (2025) ChatGPT response to Emma Lewis, 3 April.

Include a screenshot or transcript of the output in an appendix where relevant.

Why This Matters

Your learning and progress are built on honesty and academic integrity. Using AI tools to support your thinking is fine — using them to replace your thinking is not. Submitting AI-generated work as your own can result in your submission being investigated for plagiarism or misconduct.

If in doubt, ask your tutor or course lead before submitting. We'd much rather you check in than worry!

A Note on AI and the Law

The UK has strict laws against using "essay mills" or services (including AI) to produce work that is then submitted as your own. This applies even if you edit the output afterwards. Always ensure your submissions are your own, original work.

Need Help?

If you have any questions, please reach out to our team at contactus@completetrainingltd.com **OR** 01752 289 776

Your Wellbeing Comes First

Learning as an adult or professional can be challenging at times. If you're feeling overwhelmed, struggling with deadlines, or unsure where to turn — please reach out. We're here to help.



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