



BIG CREATIVE
EDUCATION
APPRENTICESHIPS
TRAINING
ACADEMY

BIG CREATIVE TRAINING
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AI Policy

Intellectual honesty is vital to an academic community and for the fair evaluation of all work. All work submitted during your course must be your own, completed in accordance with the College's academic regulations.

The use of AI (artificial intelligence) tools, including ChatGPT, is not just permitted but encouraged within the College. These tools can be a powerful aid in brainstorming, creativity, gathering information/context for research, or revising existing work you have written. It is your responsibility to ensure all submitted work is your own, to maintain academic integrity and to avoid AI plagiarism.

Big Creative Education is committed to maintaining the highest standards in the conduct of assessment. This commitment is essential to safeguard the legitimate interests of its students and the organisation's reputation. Malpractice is taken very seriously - Big Creative Education will act against any individual who contravenes the policy through negligence, recklessness or by deliberate intent.

You must be aware that the accuracy or quality of AI-generated content may not meet the standards of your course, even if you only incorporate such content partially and after substantial paraphrasing, modification and/or editing. You must also be aware that AI-generated content may **not** provide appropriate or clear attribution to the author(s) of the sources. At the same time, most written assignments within your course require you to find and incorporate referenced publications following college guidelines.

As part of Internal Quality Assurance (IQA), BCE reserve the right to use various plagiarism checking tools in evaluating your work, including those screening for AI-generated content, and impose consequences accordingly. Any unreferenced AI-generated content will be seen as academic malpractice/plagiarism; as acts which undermine the integrity and validity of assessment, the certification of qualifications and/or damage the authority of those responsible for conducting the assessment and certification.

Managing and Declaring AI Technology Use

AI resources such as ChatGPT can be helpful in several ways; however, you are required to acknowledge all use of AI in any work you submit for class. Text directly copied from AI sites must be treated as any other direct quote and properly cited/referenced. Other uses of AI must be clearly described at the end of your assignment.

BCT will:

- Using the induction period and the student handbook to inform learners of the centre's policy on AI malpractice and the penalties for attempted and actual incidents of AI malpractice.
- Showing learners the appropriate formats to record cited texts and other materials or information sources, including websites and other AI technologies. Learners should not be



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discouraged from conducting research; indeed, evidence of relevant research often contributes to the achievement of higher grades. However, the submitted work must show proof that the learner has interpreted and synthesised appropriate information and has acknowledged any sources of AI usage.

- Introducing procedures for assessing work in a way that reduces or identifies malpractice, e.g. plagiarism, collusion, cheating, etc. These procedures may include:
 - periods of supervised sessions during which evidence for assignments/tasks/coursework is produced by the learner
 - altering assessment assignments/tasks/tools regularly
 - the assessor assessing work for a single assignment/task in a single session for the complete cohort of learners
 - using oral questions with learners to ascertain their understanding of the concepts, application, etc., within their work
 - assessors getting to know their learners' styles and abilities, etc.
 - ensuring access controls are installed to prevent learners from accessing and using other people's work when using networked computers.

Learner AI malpractice

Attempting to or carrying out any form of AI malpractice activity is not permitted by the organisation. The following are examples of AI malpractice by learners; this list is not exhaustive, and other instances of AI malpractice may be considered by the organisation, in consultation with any of the awarding bodies:

- AI Plagiarism by copying and passing off, as the learner's own, the whole or part(s) of another person's work, including artwork, images, words, computer generated work (including Internet sources), thoughts, inventions and/or discoveries whether published or not, with or without the originator's permission and without appropriately acknowledging the source
- Collusion by working collaboratively with AI technologies to produce work that is submitted as individual learner work. Learners should not be discouraged from using AI technologies, as this will be an essential key skill for many sectors and subject areas, but the use of any AI technologies must be made clear within the learners' work.

(All forms of serious malpractice will be reported to the relevant awarding body - for example, Pearson, OCR, SQA, NOCN, AQA, NCFE, etc. The respective awarding body will then make the final judgement. This could mean a suspension from the individual qualification or a possible total ban from all qualifications with the awarding body.)

Dealing with Malpractice:

The overall responsibility of dealing with malpractice lies with the Managing Director at Big Creative Education. It could also, under some circumstances, be dealt with by a person nominated by the Managing Director, e.g. IQA or Exams Officer. As a part of the procedure, the alleged malpractice



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incident must be reported to the appropriate awarding body in cases where the awarding body is external. Once reported, the person named in the alleged malpractice incident must be informed in writing of:

- 1- Nature of suspected malpractice.
- 2- Possible consequences if malpractice is proven.

As a second step, the individual is given a chance to explain their point of view and is informed of the appeals procedure where the decision is against them. The investigation is to be conducted fairly and appropriately. Appropriate sanctions must be levied according to the nature of the incident. The appeals procedure allows the individual to challenge the decision through a formal process, ensuring fairness and due process in dealing with malpractice.

Investigations:

Big Creative Education will conduct a predefined and structured investigation into the alleged incidents of malpractice. These investigations are supported by the Managing Director at Big Creative Education and conducted by the person nominated by the Managing Director. The structure of the inquiry is as follows:

The report of the alleged incident is documented

- The suspected individual is informed about the allegation of malpractice in writing.
- This individual may be a learner or staff member at Big Creative Education.
- The alleged individual is then informed of the right and procedures regarding appeal in case the incident is proven to be true.
- The individual is then given time and opportunity to respond to the incident. This has to be done in writing, and the response should address the specific allegations and provide any relevant evidence or explanations.
- The response of the individual is then considered thoroughly.
- The investigation is then completed, and the decision is passed on to the individual in writing.
- All stages of this investigation are to be documented, and the records are kept for 3 years after the decision.

Penalties

There is a variety of sanctions and/or penalties that could be applied to learners and/or staff. These sanctions depend upon the intensity of the incident and therefore vary in nature. The following are a few sanctions that could be applied if the malpractice is proven:

- The staff or learner is issued a written warning about future assessment conduct. The learner involved in the malpractice, for the second time, could be refused by the assessor to assess their coursework.

(In the case mentioned above, the learner would have to resubmit their coursework to meet the pass criteria.)



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- In cases where the learner repeatedly exhibits malpractice, they may be refused passage of that unit and, consequently, not receive the certificate.
- In the case where malpractice is proven against a member of staff, they will be subject to an immediate decline in their access to records and authority to assess or certify.

(The staff may also be barred from the use of specific administrative tools depending upon the nature of malpractice and may be reprimanded or terminated from the job.)

Last updated	Next review	Person responsible
August 2025	July 2026	Julian Duggan