



## Student AI Usage and Academic Integrity Policy Reasonable Adjustments and Special Considerations Policy

**Applies to:** All enrolled students and candidates.

### 1. Mission Statement

At **ARMR Training Academy** we recognise that Artificial Intelligence (AI) is a transformative force in the modern workplace. Our goal is to ensure you graduate with "AI Literacy"—the ability to use these tools ethically, critically, and effectively, without compromising the core knowledge and skills you are here to learn.

### 2. The Core Principle

AI should be viewed as a **tutor or assistant**, not as the author of your work.

- **Originality:** Any work submitted for assessment must be substantially your own.
- **Accountability:** You are 100% responsible for the accuracy of your submissions. AI "hallucinations" (false information) are not an excuse for factual errors.
- **Critical Thinking:** Use AI to spark ideas, but use your own voice to draw conclusions.

### 3. Understanding Usage

To provide clarity, every module or assignment will be assigned a "Usage Status."

#### ● **Red: Prohibited Use**

- **Context:** Exams, or specific skill-builds.
- **Rule:** No AI tools may be used at any stage of the process.
- **Reason:** We need to verify your baseline competency in this specific area.

#### ● **Green: Selective Use (The Standard)**

- **Context:** General coursework, essays, and projects.
- **Rule:** AI can be used for **brainstorming, outlining, or proofreading**.
- **Prohibition:** You may NOT use AI to write the final draft. The core analysis and wording must be yours.

### 4. Mandatory Closure

If you use AI in **Green** capacity, you must include an **AI Disclosure Statement** at the end of your assignment.

**Template for Disclosure can be found in your G-Drive.**



## **5. Data Privacy and Statement**

Students are strictly prohibited from uploading the following into any public AI tool:

- Personal identifiable information (PII) of themselves or others.
- Proprietary training materials or copyrighted internal documents.
- Confidential client or employer data.

**6. Policy Review Date:** 01/03/2026

**7. Next Review Date:** 01/08/2026

### **Contact us**

If you have any queries about the contents of this policy, please contact ARMR Training Academy via [info@armrta.co.uk](mailto:info@armrta.co.uk)