

Triton Training Limited	System of Work	PAGE ISSUE DATE REVIEW	Page 1 of 5 One 25/04/2025 06/01/2026
TITLE: ATC 1. Plagiarism and Artificial Intelligence (AI) Use Policy		APPROVED BY: Directors	

## 1. Plagiarism and Artificial Intelligence (AI) Use Policy

Triton Training is committed to upholding the highest standards of professional integrity. This policy ensures that all assessments are fair, valid, and a true reflection of each learner's individual efforts.

This policy applies to:

- Learners
- Triton Training Team Members (including staff, educators, volunteers, sub-contractors, consultants or any other representative)

## 2. Definition

Plagiarism refers to the use of another person's work, ideas, or intellectual output without proper acknowledgement, presenting it as one's own.

Artificial Intelligence (AI) misuse encompasses the unacknowledged or unauthorised use of AI-generated content in assessments or coursework, including but not limited to tools such as ChatGPT, Grammarly, paraphrasing bots, and automated content generation software.

Such acts compromise the integrity of assessment and qualifications and may damage the reputation and credibility of awarding bodies, Triton Training, and their representatives.

## 3. Policy Aim and Purpose

The aim of this policy is to protect the integrity of all learning and assessment activities and ensure the responsible use of AI technologies. This policy supports the fair, accurate and ethical demonstration of learner competency by:

- Establishing clear guidelines regarding plagiarism and AI use
- Providing systems to detect and investigate misuse
- Minimising the occurrence of plagiarism and inappropriate AI use

This policy applies to all Triton Training activity and individuals involved in course delivery and assessment.

## 4. Types of Plagiarism & AI Misuse

Examples of learner misconduct include (but are not limited to):

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- Copying or closely paraphrasing content from online or printed sources without appropriate referencing
- Submitting another learner's work as their own
- Unauthorised collaboration with others on individual assignments
- Using AI tools to generate content and presenting it without disclosure
- Failing to correctly acknowledge the use of AI assistance where permitted
- Submitting assignments generated by essay mills, ghostwriters, or third parties (including AI)

All allegations will be investigated thoroughly to maintain fairness and uphold the integrity of qualifications.

## 5. Maladministration

Maladministration refers to any neglect, mistake or omission in the administrative process concerning plagiarism or AI oversight, including:

- Failure to conduct plagiarism checks
- Inadequate training of staff on AI-related risks
- Late or missed reporting of suspected AI use
- Inconsistent application of plagiarism detection tools
- Incorrect record-keeping regarding learner authenticity

## 6. Management Responsibilities

Triton Training Directors are responsible for:

- Ensuring tutors verify learner authenticity on Day 1 using the Learner Check Form
- Training team members on this policy during induction
- Maintaining robust systems to detect and respond to misconduct
- Notifying awarding bodies immediately if misconduct is confirmed
- Ensuring all individuals involved are informed throughout the investigation

## 7. Investigation and Management of Plagiarism and AI Misuse

Reports or suspicions of plagiarism or AI misuse must be submitted to the Triton Training Quality Manager via email at [info@tritontraining.co.uk](mailto:info@tritontraining.co.uk) as soon as suspicion is raised. Reports should detail:

- Details of all parties involved
- The suspected nature of the incident
- Supporting evidence or observed irregularities
- Any actions already taken

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An Investigating Officer will be appointed to review the matter. All outcomes will be documented within 20 working days and reported to the relevant awarding body if plagiarism or AI misuse is confirmed.

### Stage 1: Management of Confirmed Cases

Triton Training will aim to provide feedback within 30 working days from confirmation. Complex cases requiring awarding body input may take longer. All concerned parties will be kept informed.

If certificates are affected, Triton Training will liaise with the awarding body for further instructions.

### Stage 2: Appeals

Learners and staff may appeal outcomes if:

- Procedures were not followed correctly
- New evidence has come to light

Appeals cannot be based solely on claims of unintentional misconduct, a previously clean record, or expressions of regret.

Full appeals procedures are available in the Triton Training Appeals Policy.

## 8. Updates of Procedure

Issue	Written, Checked and Approved	Issue Date	Action by
1	Written, Checked and Approved	25/04/2025	Krystal Buckley

## 9. Internal Documents & Forms

1. Learner Assessment Prior to Learning
2. Learner Induction Form
3. Learner Individual Learning Plan
4. Learner Progress Report
5. Learner Exit Interview
6. Appendix 1.
7. Triton Training AI check form.

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## 10. Sources of Information

1. RLSS UK Guidance Documents. <https://www.rlss.org.uk/policies>  
RLSS UK Compliance Team: 0300 3230 096 or [compliance@rlss.org.uk](mailto:compliance@rlss.org.uk)
2. Swim England Guidance Documents: <https://www.swimenglandqualifications.com/our-policies/>  
Swim England Quality Assurance: [qualityassurance@swimenglandqualifications.com](mailto:qualityassurance@swimenglandqualifications.com)
3. STA Guidance Documents. <https://www.safetytrainingawards.co.uk/policies>  
STA Compliance Team: [compliance@safetytrainingawards.co.uk](mailto:compliance@safetytrainingawards.co.uk)
4. YMCA Guidance Documents. <https://www.ymcaawards.co.uk/policies-and-procedures/>  
YMCA Support Team: [awards.support@ymca.co.uk](mailto:awards.support@ymca.co.uk)

### Appendix 1:

#### Examples of Malpractice

The following list is not exhaustive however it provides the types of categories and most common examples of malpractice that should be prevented.

##### 1. Unacceptable Evidence

- Inappropriate, offensive or obscene material in assessment evidence.

##### 2. Collusion / Collaboration

- Working collaboratively with other learners beyond what is permitted.

##### 3. Plagiarism / Copying

- Unacknowledged copying from published sources (including the internet).
- Incomplete referencing.
- Copying from another learner (including the misuse of IT & AI).

##### 4. False Declarations

- Making a false declaration of authenticity.
- Theft of somebody else's work to pass it off as the learners own.

##### 5. Inauthentic Evidence / Tampering

- Destruction of work.
- Claiming to have lost learners work.
- Alteration or falsification of results, documents, assessments, including pre-requisite certificates.

##### 6. Personation

- Use of the wrong name or identification number (such as registration number / candidate number).
- Impersonating another individual.
- Arranging to be impersonated.

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## **7. Financial Fraud**

- Attempting to obtain certificates fraudulently.
- Attempted bribery.

## **8. ATC Notification Failure**

- ATC failure to notify, investigate and / or report to SEQ allegations of suspected malpractice.
- ATC failure to take action as required by SEQ as detailed in this document, or to co-operate with SEQ investigations.

## **9. Assessor / Tutor Discretion Failure**

- Giving improper assistance to learners.
- Vocationally Related Qualifications (VRQ's) observations by non-competent staff.

## **10. External Consultant Failure**

- External consultant incompetence.
- Deception.
- Failure to disclose a Conflict of Interest.

## **11. ATC Failure**

- Failure to carry out delivery, assessment or internal verification in accordance with SEQ requirements.
- Failure to use licensed tutors / assessors.

## **12. Failure to meet the ATC SLA**

- Failure to adhere to SEQ administration requirements (such as learner registrations).
- Insecure storage of assessment materials.
- Failure to disclose a Conflict of Interest.
- Failure to meet learner pre-requisites.

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