

POLICY / PROCEDURE TITLE		DATE OF APPROVAL
Artificial Intelligence (AI) Usage Policy		February 2025
APPROVED BY	VERSION NO.	VALID UNTIL
Executive Board	1	February 2026

<b>OWNER</b>	Director IDS		
<b>GROUP EXECUTIVE LEAD</b>	Chief Information, Data and Estates Officer		
<b>DOCUMENT TYPE</b>	Policy <input checked="" type="checkbox"/>	Group Procedure <input type="checkbox"/>	Local Procedure <input type="checkbox"/>
<b>PURPOSE</b>	The purpose of this policy is to highlight and define NCG's stance on AI within Education and our Colleges.		
<b>APPLICABLE TO</b>	All NCG employees, as well as consultants, vendors, agency workers, contractors, service users, trainees/students, volunteers and/or any other parties who have a business relationship with NCG [amend as appropriate].		
<b>EQUALITY ANALYSIS COMPLETED [POLICIES ONLY]</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
	(If EA not applicable, please explain)		
<b>KEY THINGS TO KNOW ABOUT THIS POLICY</b>	<ol style="list-style-type: none"> <li>1. Awareness</li> <li>2. Training</li> <li>3. AI</li> </ol>		
<b>EXPECTED OUTCOME</b>	Readers are expected to understand the organisational position on Artificial Intelligence and know their responsibilities in relation to the policy and comply with the terms of the policy.		

MISCELLANEOUS	
<b>LINKED DOCUMENTS</b>	N/A
<b>KEYWORDS</b>	<ul style="list-style-type: none"> <li>• Ethics</li> <li>• Generative AI</li> <li>• Transparency</li> </ul>

## Equality Impact Assessment

EQUALITY IMPACT ASSESSMENT			
	Yes	No	Explanatory Note if required
EIA 1 - Does the proposed policy/procedure align with the intention of the NCG Mission and EDIB Intent Statement in Section 2?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The answer to this must be YES
EIA 2 - Does the proposed policy/procedure in any way impact unfairly on any protected characteristics below?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Disability / Difficulty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Gender Reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Marriage and Civil Partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Religion or Belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Sexual Orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA3 - Does the proposed policy/processes contain any language/terms/references/ phrasing that could cause offence to any specific groups of people or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA4 - Does the policy/process discriminate or victimise any groups or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA 5 - Does this policy/process positively discriminate against any group of people, or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA 5 - Does this policy/process include any positive action to support underrepresented groups of people, or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this could be yes or no as positive action is lawful. However, an explanation must be provided for clarity.
EIA 6 - How do you know that the above is correct?	The draft policy has been discussed with a diverse group of colleagues.		

# **NCG ARTIFICIAL INTELLIGENCE (AI) USAGE POLICY**

## **1. INTRODUCTION**

Artificial Intelligence (AI) is rapidly transforming various sectors, including education. In Further Education (FE) colleges, AI provides unprecedented opportunities to enhance teaching and learning experiences. By leveraging AI, institutions can offer personalised learning, support effective teaching, deliver operational efficiencies and prepare students for an AI-integrated workplace and society.

Our approach to AI in NCG is founded on principles ensuring the safe, ethical, and responsible use of AI technologies. The principles in this policy are developed in collaboration with the Association of Colleges (AoC)'s Technology Reference Group.

## **2. SCOPE**

This policy applies to all AI technologies used within NCG, including but not limited to machine learning, natural language processing, and computer vision.

Artificial Intelligence (AI) refers to the simulation of human intelligence in machines designed to perform tasks that typically require human cognition. These tasks include learning, reasoning, problem-solving, perception, and language understanding. AI systems are divided into narrow AI, which excels at specific tasks, and generative AI which, focuses on creating new content by learning patterns from existing data. Unlike traditional AI, which often analyses or makes predictions based on data, generative AI produces novel outputs, such as text, images, or music, replicating the learned patterns creatively.

AI tools are an important addition to NCG's IT environment and will require new skills and knowledge to use to full advantage. However, they are fundamentally IT tools like any other digital resource and as such are subject to the same policies (e.g. acceptable use and data security.)

## **3. AI GOVERNANCE**

NCG has established an AI Advisory Group chaired by the Chief Information, Data and Estates Officer, The Group is responsible for AI governance including:

- Oversight and approval of the procurement, deployment, and monitoring of AI technologies.

- The process for identifying and assessing the potential risks and benefits of AI technologies.
- The process for ensuring that AI technologies are developed and deployed in a transparent, accountable, and ethical manner.
- The process for ensuring that AI technologies comply with all relevant legal and regulatory requirements, including existing NCG policies on IT and data security.

#### 4. DATA SECURITY

Many of the tools available to the public will use the data shared to train large language models (LLMs) which could then present the data to other users of the tool. You must not share personal or sensitive data in AI tools where they use the data to train their LLMs. Jisc provides an AI Primer which describes these tools in more detail:

<https://nationalcentreforai.jiscinvolve.org/wp/2024/08/14/generative-ai-primer/>

#### 5. PRINCIPLES

- i. **Safe, Ethical, and Responsible Use of AI:** We prioritise the safety of learners and staff, ensuring all AI systems are thoroughly evaluated and appropriate for the age group of learners. Transparency, explainability, fairness, accountability, and contestability are emphasized to ensure responsible AI use.
- ii. **AI Skills and Literacy:** We support learners and staff in developing AI skills and literacy, preparing them for an AI-enabled workplace and society. This includes understanding the limitations, reliability, and potential biases of AI, as well as data privacy and cybersecurity issues.
- iii. **Staff Skills and Workload Reduction:** We aim to equip staff with the skills to maximize the value of AI, helping to reduce workload while improving service standards and organisational effectiveness in support of teaching and learning. AI tools can save time, create new learning opportunities, and improve staff wellbeing.
- iv. **Equality of Access to AI Tools:** We strive to ensure all learners have access to AI tools, addressing foundational issues such as data and device access. This includes ensuring access for those with learning difficulties or disabilities.
- v. **Maintaining Academic Integrity:** We work to maintain academic integrity while allowing learners to develop AI skills. This involves clear guidance on AI use in assignments, appropriate use of AI detection tools, and collaboration with awarding bodies.

- vi. **Collaboration and Best Practice Sharing:** We support collaboration across sectors, sharing best practices and learning from businesses, universities, and schools. This includes contributing to events and libraries of good practices.

## **6. AI DEPLOYMENT**

NCG will ensure that AI technologies are deployed in a manner that is transparent, accountable, and ethical with a careful focus on safety and safeguarding . This includes:

- Ensuring that AI technologies are deployed in a manner that is consistent with the intended purpose.
- Ensuring that AI technologies are monitored for accuracy, fairness, and bias.
- Ensuring that AI technologies are subject to ongoing review and evaluation.
- Ensuring that AI technologies are designed to be transparent and explainable to end-users.

## **7. TRAINING AND AWARENESS**

NCG will provide training and awareness programs to ensure that all staff and students are aware of the ethical and responsible use of AI technologies. This includes supporting students and staff to become AI-literate and equipping staff to support students in using generative AI tools effectively and appropriately in their learning experience.

## **8. STATEMENT ON POLICY IMPLEMENTATION**

Upon approval, this policy will be uploaded to the policy portal and communicated to staff via The Business Round-Up and training events.

## **9. STATEMENT ON EQUALITY AND DIVERSITY**

NCG is committed to providing equality of opportunity. Further details of our aims and objectives are outlined in our [Equality Diversity Inclusion and Belonging Strategy](#).

This policy has been assessed to identify any potential for adverse or positive impact on specific groups of people protected by the Equality Act 2010 and does not discriminate either directly or indirectly.

In applying this policy, we have considered eliminating unlawful discrimination, promoting equality of opportunity and promoting good relations between people from diverse groups. Any issues highlighted in the assessment have been considered and incorporated into the policy and approved by the Lead Director and relevant Committee.

## 10. STATEMENT ON CONSULTATION

This policy has been reviewed in consultation with colleagues in IT and the Group Executive as well as extensive collaboration with sector partners.

A summary of the consultation output and any subsequent amendments to the policy content was shared with the Policy Review Council as part of the policy approval process.

<b>VERSION CONTROL</b>				
<b>Version No.</b>	<b>Documentation Section/Page No.</b>	<b>Description of Change and Rationale</b>	<b>Author/Reviewer</b>	<b>Date Revised</b>
1	New Policy	N/A	Director IDS	Jan 25