Artificial Intelligence (AI) Policy
Vocal Health Education | 4th September, 2026

1. **Purpose and scope**

This policy explains if, when and how Vocal Health Education (VHE) uses artificial intelligence in its own work and what we expect from our students.
This policy applies to VHE employees, tutors, associates, contractors and everyone enrolled in a course with VHE. "AI" within this policy means generative AI tools (such as ChatGPT, Claude, Gemini, Copilot and similar), as well as AI features built into everyday software and automated workflow tools.

2. **Our commitments**

   Every course, resource, assessment and communication we publish is written, reviewed and approved by a member of our team. We do not publish AI-generated content as our own work.
   Clinical and vocal health content is always reviewed by a specialist before release.
   No decision about your assessment, certification or standing on a course is made by any software alone.
   We do not enter student personal data or student submissions into public generative AI tools.

3. **How we use AI**

- Team members may use generative AI to help draft internal documents, marketing copy and correspondence. Output is always edited, fact-checked and approved by the person responsible for it.
- We use AI software to connect our course platform (Teachable) with our email platform (Mailchimp) so that course-related emails run smoothly. These tools move information between systems; they do not generate course content or assess your work.
- We do not use AI to mark or grade your work, to write your feedback or to decide the outcome of an academic integrity concern.

4. **Student use of AI**

AI can genuinely help with your learning but it should never be used to replace your own thinking. There are legitimate ways to use it within your learning, your use of AI should be ethical.
The assessment process exists to evidence your own understanding, the work you submit must be your own. Never assume that information generated by AI is accurate. Always check answers against your course materials or another reliable source before you rely on them.

Acceptable (unless you are told otherwise):

- Reading around a topic, or asking an AI tool to explain a concept you are struggling with
- Using AI to improve your spelling and grammar
- Translation support, and accessibility tools such as speech-to-text, if English is not your first language, you have a disability or specific learning difference

Not acceptable:

- Using generative AI to write or "improve" any part of your assessment
- Using generative AI to answer quiz or exam questions
- Generating case studies, references or citations that you did not produce or verify yourself
- Using paraphrasing or "humanising" tools to disguise AI-generated text
- Having anyone else (a person or a tool) complete an assessment on your behalf

Declaration: By submitting an assessment you confirm that the work is your own and that you have followed this policy. If you are unsure whether a tool is allowed, ask us before you submit.

If we have concerns about a submission

Where a tutor has a genuine concern, they will review the work themselves, we do not rely on AI-detection software to make decisions. They may consider things such as a marked change in writing style compared with your earlier work or content that is factually wrong in ways typical of AI output (for example, references that do not exist).

We may take the following steps:

1. Invite you to a short one-to-one live video interview to talk through your submission and demonstrate your understanding.
2. Ask you to resubmit the assessment or retake the quiz, in some cases under supervised conditions.
3. Revoke certification where we are not satisfied that the work is your own or that you have met the learning outcomes.

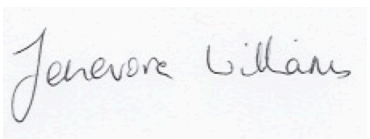
We will tell you in writing what has concerned us and give you an opportunity to respond before any decision is made.

6. Your data

We process personal data in line with UK data protection law and our Privacy Notice. Some of the platforms we use (including our course, email and automation providers) are based outside the UK. We ensure appropriate safeguards are put in place for those transfers. We do not enter your personal data or your submitted work into public generative AI tools.

7. Questions

If anything here is unclear or you want to check whether a particular tool is allowed please contact us at admin@vocalhealth.co.uk. We update this policy as technology and our own practice change; the date at the top shows when this policy was last reviewed.



Date: 04.09.2026
This policy will be reviewed every 24 months by Dr Jenevora Williams