CELTA AI policy

1. Introduction

This policy outlines the appropriate use of artificial intelligence (AI) tools in CELTA (Certificate in English Language Teaching to Adults) courses held at Celtic English Academy. It aims to maintain academic integrity while recognizing the potential benefits of AI in supporting learning and teaching development.

2. Permissible Use of AI Tools

Candidates may use AI tools for the following purposes, provided they do not compromise academic integrity:

- to generate ideas for teaching and learning materials
- to carry out initial research into a topic in preparation for an assignment
- to generate a bibliography for further research.

3. Prohibited Use and Misuse of AI Tools

The following uses of AI tools are strictly prohibited:

- Generating full lesson plans or assignments without candidate input.
- Submitting AI-generated content as original work without proper modification, reference, or citation.
- Using AI to complete assignments and post-teaching reflections.
- Submitting work with intentionally incomplete or misleading references or bibliographies.

4. Ethical Considerations and Citation

- If AI tools are used to assist with assignments, candidates must acknowledge their use and specify how they were applied.
- Plagiarism detection tools will be used to identify excessive AI-generated content in assignments.
- Candidates are encouraged to critically evaluate AI-generated content rather than relying on it uncritically.

version 19.02.2025

5. Referencing AI Use

All uses of AI must be referenced according to current accepted academic conventions. Any use of AI which is not attributed or referenced, will be treated as an attempt at malpractice. For all referencing, including references to use of generative AI, candidates should choose one recognised Referencing and Citation style and use it consistently throughout their assignment. The APA style is recommended for CELTA and the following conventions for citing AI tools should be followed (candidates choosing other approved citation styles should check the conventions within their style). When using generative AI tools, a candidate should in all instances include (1) in-text citations and (2) a reference list.

1) For in-text citations, a candidate should:

- state the prompt or series of prompts used
- ensure the section of the text that was aided by AI is clearly identifiable to the reader with the use of quotes
- include the name of the generative AI program used and the date of use in brackets.

Example of in-text citation: *When given the prompt "explain 'used to' to a learner of English" the ChatGPT-generated text indicated that "the phrase 'used to' is used to talk about past habits, actions, or situations that were true or habitual in the past but are no longer true in the present" (OpenAI, 2024).*

2) In a reference list, a candidate should include the:

a) author

b) date

c) title

d) source

Example of reference list: *OpenAI. (2024). ChatGPT (Mar 27 version) [Large language model]. https://chat.openai.com/c/25f36bd6-cfa6-45f2-8385-a33e12e91a60*

version 19.02.2025

Here is the above example reference broken down into its component:

a) author – the author of the model, in this case “OpenAI”

b) date – the year of the version used, in this case “2024” in brackets

c) title – the name of the model, “ChatGPT”, serves as the title and is italicised; the descriptor “Large language model” is in square brackets

d) source – the URL that links as directly as possible to the source

6. AI in Teaching Practice

- AI-generated materials may be used to support lesson planning but must be adapted and personalized to fit learners’ needs.
- Candidates must demonstrate an understanding of lesson objectives and pedagogical principles rather than depend on AI-generated lesson content.

7. Monitoring and Enforcement

- Tutors will review submitted work for AI over-reliance and plagiarism.
- Candidates found violating this policy may face academic penalties, including assignment resubmission or course failure.
- Any concerns about AI use should be discussed with the tutors in advance.

8. Policy Review

This policy will be reviewed regularly to reflect changes in AI technology and its impact on education.

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