SAMPLE RECORD
Example Organisation is fictional. The people, dates and figures are illustrative.

AI in practice: policy record

Executive summary. Prepared 20 November 2026 for the Risk Committee of 3 December 2026.

83%
completed the exercise, 58 of 70. Twelve outstanding, due 30 November.

57%
would give a redacted internal document to a public AI tool. Target after the 12 December re-run: under 20 percent.

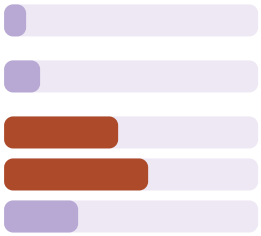
86%
passed first time, 50 of 58. Pass mark 70 percent. The rest passed on a second attempt.

3
actions open, and one decision: five policy lines to the Risk Committee on 3 December.

WHAT THIS SAYS

1. **58 of 70 staff (83 percent) have completed the exercise.** The twelve outstanding are tracked by L&D and due by 30 November; two of them are on the leadership team.
2. **The gap is confidentiality.** 33 of the 58 (57 percent) would give a redacted internal document to a public AI tool, and in the support team it is 15 of 18. On who answers for AI-assisted work the organisation is sound: fewer than one in seven chose the unsafe option.
3. **The Risk Committee is asked on 3 December to approve five policy lines**, listed in full on page 2. The one that closes the gap is line 4: no confidential, commercially sensitive or personal information, redacted or not, goes into any tool that is not on the approved list.
4. **Three actions are open.** The approved tool list on 26 November, the outstanding completions by 30 November, and the exercise re-run for all staff by 12 December, with a target of under 20 percent at the confidentiality decision.
5. **What it took and what it produced.** Twenty minutes per person, one leadership hour and nothing installed produced a measured gap, five policy lines and a baseline that the December re-run is judged against.

WHO CHOSE THE UNSAFE OPTION, BY DECISION



Share of the 58 who chose the option the answer key marks unsafe. Terracotta where more than four in ten did; those two decisions are where the leadership hour went.

WHICH TEAMS, ON WHICH DECISIONS

	LEADERSHIP 4 OF 6	PROFESSIONAL 36 OF 41	SUPPORT 18 OF 23
1. Fluent draft	0% 0 of 4	8% 3 of 36	11% 2 of 18
2. Who answers	0% 0 of 4	11% 4 of 36	22% 4 of 18
3. Four checks	25% 1 of 4	42% 15 of 36	56% 10 of 18
4. Redacted extract	25% 1 of 4	47% 17 of 36	83% 15 of 18
5. Use or disclose	25% 1 of 4	25% 9 of 36	39% 7 of 18

Share in each team who chose the unsafe option, with the count. Darker is higher. The support team handles the most internal documents and is where line 4 and the tool list matter most. Leadership figures are four people.

ACTIONS AND DECISIONS, IN DATE ORDER

WHAT	OWNER	DATE	STATUS
Exercise opened to all 70 staff, 9 to 16 November (58 completed); leadership hour held on the anonymised group results	Head of L&D	19 Nov 2026	DONE
Approved AI tool list issued to all staff	Head of IT	26 Nov 2026	OPEN
Twelve outstanding completions, including two leadership team members (L&D tracks)	Line managers; Chief Executive for the two	30 Nov 2026	OPEN
Five policy lines to the Risk Committee for approval	Chief Operating Officer	3 Dec 2026	SCHEDULED
Exercise re-run for all staff; the decision 4 (redacted extract) result reported to the committee	Head of L&D	12 Dec 2026	OPEN
Fewer than one in five choose the unsafe option at decision 4 on the re-run	Chief Operating Officer	12 Dec 2026	TARGET

Module, platform and scoring: LearnFrame Solutions, Dublin, Ireland

Example Organisation

WHO WAS COVERED

70 people: leadership team 6, professional and technical 41, administrative and support 23. 58 completed; 12 outstanding, due 30 November 2026.

WHAT WAS DONE

Module 1 of AI for Professional Practice, about twenty minutes each, on LearnFrame Central, 9 to 16 November 2026. Pass mark 70 percent. 50 of 58 passed first time; the rest on a second attempt.

LEADERSHIP SESSION

One hour by video call on 19 November 2026 on the anonymised group results. Five policy lines drafted; to the Risk Committee on 3 December 2026.

IF SOMEONE DOES NOT PASS OR COMPLETE

A second attempt opens at once. After a second fail, the manager goes through the decision with the person and records it. Non-completion by 30 November goes to the line manager. Nothing here is used for appraisal or pay.

The five decisions, and the policy lines drafted for approval on 3 December

	DECISION POINT, AND WHAT IT TESTS	POLICY LINE DRAFTED
1	**The fluent draft** A confident draft arrives with a source nobody can find. Approve it, or hold it. Tests whether a draft that reads well goes out on the strength of how it reads.	No AI-assisted draft leaves the organisation until the person who signs it has checked every source it cites.
2	**Who answers for the work** A junior colleague ran the first draft through a tool. Whose work is it? Tests whether responsibility stays with the person whose name goes on the work.	The person who signs the work answers for it in full, whoever or whatever produced the first draft.
3	**The four checks** Sources, quotes, figures, claims. Which to run when the work goes out tonight. Tests whether the checks that catch a fabricated source and a true figure in the wrong place are run before use.	Four checks before any AI-assisted draft is used: the source exists, the quotation matches its source, the figure is attached to the right thing, the claim holds.
4	**The redacted extract** An internal document with the names taken out, and a public tool that would summarise it in seconds. Tests whether removing names is treated as making confidential or personal information safe for a public tool.	**No confidential, commercially sensitive or personal information, redacted or not, goes into any tool that is not on the organisation's approved list.**
5	**Use, disclose or decline** A tool would save a day on a client report. Use it and say so, use it without saying, or decline. Tests whether the judgement clients rely on the organisation for stays with the person, and when a client should be told.	The organisation's published statement says how AI tools are used; the responsible manager decides, case by case, what more a client needs to hear.

WHO SEES WHAT

Each person sees their own result: every decision as it was put to them, the choice they made, the marks it carried, and the reasoning behind the answer the key marks right. A certificate on passing, with a verification code, for as long as the record is held.

The organisation's named administrator sees the group view and each person's result for the people in their own organisation. In this organisation, line managers and HR do not see individual results. The system ranks nobody.

Each person was told what is recorded and who sees it before they started; the wording is filed with this record. LearnFrame opens a person's record only to support the organisation or to keep the service running.

DATA HELD, SCORING AND STATUS

Data held. For each person: the decision at each of the five points, the score, the attempt number and the date, plus the account data needed to run the service (name, work email, sign-in log). No ranking, no inference about anyone's character. Held on LearnFrame Central in the EU under a written processing agreement for 24 months from the exercise, the organisation's chosen period, then deleted or anonymised; earlier on written instruction.

Scoring. Fixed against an answer key written by LearnFrame and open to the organisation's review. No language model scores or writes any person's record.

Status. A training record and a draft of policy, not a qualification and not legal or regulatory advice. The organisation decides whether and how it appears in its own training records.

RECORD OWNER	APPROVED BY	VERSION	FILED UNDER	REVIEW DATE
Head of Learning and Development	[name, role], [date]	1.0, draft	[policy reference]	[date]

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