SAMPLE · FICTIONAL EXAMPLE

BLITZ LEARNING · BLITZPRISM™ EVIDENCE CATALOG

Policy or guidance document

A dated policy staff can find: AI use guidance or policy, rules on which content may be used with AI, a written AI vision, or a protected learning-time policy.

This is a made-up example to show the format. Example Co (fictional) is not a real organization, and every name, date and figure here is invented. Nothing in it is a benchmark or a real result.

POLICY TITLE **Use of AI tools in learning content**	OWNER (ROLE) **Head of L&D**
VERSION AND DATE **v1.1, 02 Mar 2026**	NEXT REVIEW DATE **02 Mar 2027**

Purpose

Use AI to speed up content work while keeping accuracy and confidentiality.

Who it applies to

All L&D staff and contractors who create learning content.

What is allowed

Drafting outlines, quiz questions and summaries with approved tools, from content marked 'AI use allowed'.

What is not allowed

Entering personal data, customer data or content marked 'confidential' into any AI tool.

What needs approval, and from whom

New AI tools: L&D operations lead. Publishing AI-drafted text without review: never allowed.

How it is checked

Monthly sample review of AI-drafted items; issues logged in the content quality log.

Where staff can find help

L&D operations lead; the AI guidance page on the intranet.

What this evidence shows in the BlitzPrism™ diagnostic

- **3. AI vision and use cases, Level 4 (Integrated):** A written AI vision tied to business goals.
- **4. AI rules and human oversight, Level 1 (Ad hoc):** Informal AI guidance shared with staff.
- **4. AI rules and human oversight, Level 2 (Defined):** A published AI use policy.
- **5. Content ready for AI, Level 2 (Defined):** A rule on which content may be used with AI.
- **8. Learning culture and champions, Level 5 (Self-improving):** A protected learning-time policy in use.