AI Guidelines for Learners

It's important to understand that using AI as part of your studies may be restricted or banned. Alternatively, there might be subjects or tasks where the use of AI is encouraged or even required. Where use of AI is permitted, you will need to reference the tool, so your assessor is aware.

☑ Permitted Use of AI Tools

➢ Generate ideas or brainstorming support for assessments or class discussions
➢ Help understand complex topics (e.g. summarizing or simplifying complex content)
➢ Improve spelling, grammar, or sentence clarity
➢ Use for revision purposes

✖ Prohibited or Misleading Uses

➢ Submit AI-generated content as your own work without acknowledgement/ reference
➢ Use AI tools to complete entire assessments
➢ Use AI tools to bypass content learning
➢ Use AI to generate content that is offensive, discriminatory, or misleading

🎓 Integrity and Originality

➢ All submitted work must reflect your own learning and understanding
➢ AI-generated material may be checked using similarity detection
➢ Your skills and knowledge may be checked against your assessment submissions where AI is used to support your submission

⚖ When in Doubt — Ask your Trainer

➢ If you're unsure whether an AI tool is allowed for a specific task, ask your trainer or assessor
➢ Follow the assessment guidelines provided for your course

🔐 Protecting Your Privacy

➢ Be mindful of your privacy and the privacy of others when using AI tools
➢ Don't enter any personal, confidential, or sensitive information into public AI tools
➢ AI tools may store and reuse data — treat all entries as public

💡 Tips for Ethical AI Use

➢ Use AI as a learning companion, let it help you but don't let it take away your professional learning opportunities
➢ Double check and verify AI-generated content – AI is known to make up content if it doesn't know the exact answer. This is called hallucinating
➢ Keep a record of how and when you used AI in your work – this will help you see where you have improved content/ professional knowledge and where you are still relying on assistance
➢ Learn to think critically: in the future, professionals who can assess the accuracy of content will be highly valued in the workplace
➢ Have a look into studies into the bias inherent in AI today, be aware it may be giving you a stereotypical or dated view of the world (i.e. where all men are doctors and all women are nurses)