



COLEG
CAMBRIA

AI Learner Guidelines

FURTHER EDUCATION EDITION

Generative AI

A COLEG CAMBRIA USER GUIDE



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If you would like to know more about how to use AI in your work your library teams can support you:
library@Cambria.ac.uk

What is AI?



INTRODUCTION

Artificial Intelligence (AI) refers to computer systems and tools that can perform tasks that mimic human intelligence. This can include writing text, generating images and videos, problem solving, speech recognition and language translation. This type of AI is often referred to as Generative AI (GenAI) and is based on a recognition of patterns rather than an interpretation of meaning or what the words actually say.

AI tools are increasingly being embedded within the software packages we use, and you will be using AI tools in your education and in your future workplace. It is important that as you develop your digital skills, you know how to use these AI tools effectively and ethically, and without negatively impacting on your own knowledge, skills and understanding of the subjects you are studying.



USES AND LIMITATIONS OF AI

When viewing the text responses of AI tools it is easy to think it has a level of understanding of the subject being written about. It appears that it is processing information in a critical way by paraphrasing and summarising content from multiple sources to build an argument, but that isn't the case.

These technologies work by building a vast dataset of reference text, sourced from openly available online articles, books and webpages. When responding to a prompt from you, they simply select the statistical “next best word” based on the words and sentences that have gone before – influenced by information you supplied at the start of the chat. In many ways, they work like a mobile phone’s predictive text feature.

What is AI?



WAYS AI CAN HELP WITH YOUR STUDY

- Improving grammar, writing style and assignment structure
- Explore how your writing sounds in different tones and for different purposes
- Summarising information such as your class notes
- Reviewing and analysing written information in a way that is relatable to you
- Generating practice or quiz questions for exam preparation
- Translating text into different languages
- Generate tips and ideas for you to develop to help overcome 'writer's block'
- Writing and debugging code
- Organising your study time
- Generate ideas for creating your own images
- Generate images from text that can be used in presentations

Relying on AI as the only source of information or understanding in your studies can reduce your ability to think critically and learn deeply. AI should not be used to bypass learning opportunities and doing so can decrease your chances to develop essential skills and knowledge.

Even though AI generated content is generally well presented and appears convincing, the tools can, and often do, get things wrong. You should always question the output, apply your judgement concerning its reliability, and fact check the information provided.

LIMITATIONS OF GEN AI

- May generate false information (referred to as hallucinations)
- Can generate information that is biased, prejudiced or stereotyped with Western perspectives being more prominent
- Can provide generic answers and lack true understanding
- The knowledge base may not be current and up to date
- Not always open to new information that contradicts its current belief
- Can misinterpret what you are asking it to do and struggle with complex questions
- Struggles to understand popular phrases and how to contextualise your conversation
- Doesn't reference/cite its sources
- Images created could breach copyright or encroach on individual rights
- Image detail may be low quality

Using AI tools in your work



IMPORTANT

Do not submit any sensitive information, including personal or confidential information or data into AI tools.

Always check with your tutor if generated AI content is permitted in your work; it may vary between subject and module.

AI tools should not be used to generate all or part of an assessment which you later submit as your own work*.

Many AI tools have age restrictions, please ensure you are using age appropriate tools or have the appropriate permissions in place.

Do not use AI to generate images of living people without consent or to create images that could infringe copyright.

***This would be an offence under the College's Plagiarism Policy.**

If you are using AI tools in your academic work, please check this guidance on how to acknowledge and reference use of these tools.

AI tools cannot be relied upon to produce accurate information, and can generate responses which contain incorrect, out-of-date or biased information including biases and prejudices around protected characteristics such as race, age and religion. It is important you critically evaluate any content produced by an AI tool.

AI tools can produce fake references to books and articles, so always check the original source for accuracy before using them.

AI tools are changing rapidly. We recommend that you check this guidance frequently as our advice may change as these tools develop.

USING AI TO FIND INFORMATION

Generative AI is different from using traditional search engines such as Google. Search engines use your keywords to identify a range of sources to investigate, this takes time to refine and research. On the surface it appears that GenAI provides a unique source of information that has been generated for you alone, it seems as though it has given you the answer. However, it is important to recognise that GenAI does not create information in the way you might expect and are familiar with. The way that information is generated has a big impact on the reliability and authority of the response, and how you might use it during your studies.

Using AI tools in your work



HOW TO CRITICALLY EVALUATE THE RESPONSES GENERATED BY AI

When evaluating any information it is useful to remember the CRAAP test:

CURRENCY

When was the information created or written (is the AI tool up to date)?

RELEVANCE

How relevant is the information to your work?

ACCURACY

Is the information reliable, true and correct? Is it referenced and backed up by data?

AUTHORITY

Where does the information come from? Who wrote it and are they an appropriate person to take information from?

PURPOSE

Why is the information being made available? Are there biases, is it factual?

If you apply the CRAAP test to tools such as ChatGPT you can see that AI output wouldn't be considered a credible source of information. However, if you do want to use information provided by AI then ensure you do the following:

- Cross-check the response against other sources and notes from your class. How does the response sit with your own knowledge and values? Don't accept the response at face value. It's ok to question it.
- Check that any references provided are real, does the book or article exist? Are the publication details correct?
- Check that the references match the information in the response and haven't been misrepresented.
- Check that you know how to reference the AI response if you plan to include any part of it in your work.

Using AI tools in your work



HOW TO PROMPT GEN AI TO REFINE THE RESPONSES

AI writing prompts must be clear, concise and direct to ensure the tool understands the task accurately. By having specific parameters for your query in mind such as your goal, the topic and the audience you can fine tune your query by using keywords and details of how you expect the response to be formulated.

Even though an AI tool generates answers as though having a conversation with you, its understanding of popular expressions, meanings and their context is limited.

To meet this challenge, you must:

- Be clear in your instructions.
- Rephrase your queries if you're not getting the response you want. This will also help train the tool to match your style.
- Ask a close-ended question if you're looking for a specific answer.
- Include as much relevant detail as possible in your query.



Using AI tools in your work



WHAT TO KEEP IN MIND

TASK

Include one task per prompt. For example, if you want to write a list of the most popular clothing brands with short descriptions and rank them according to popularity, you need to break this query into two prompts:

- 1 “Create a list of the most popular clothing brands and rank them according to popularity.”
- 2 “Write a short description for each brand on the list.”

Step by step instructions and bullet points help break down complex requests.

GOAL

Be specific about the goal of your project. Are you hoping to create a social media post, an email reply or write a blog? Each content type will have a particular style. Having a goal in mind will ensure the response is accurate.

AUDIENCE

Who is the response aimed at?

TOPIC

Be specific about your topic. Do you want a response that is targeted towards a particular industry or product?

Using AI tools in your work



WHAT TO ASK FOR

VOICE

Specifying a voice for the response helps the AI tool use the correct vocabulary from its dataset. Do you want the response to be written from the viewpoint of a specific person?

KEYWORDS

Be specific about what you want from the response. The more specific you are in your query, the more accurate the output will be.

FORMAT

What format do you want the response to be generated in? Do you want a bulleted list or a poem?

TONE

What tone do you want the response to be returned in? Do you want it to be upbeat, serious or professional?

WORD COUNTS

Ask the AI tool to stick to a word limit. If you need a concise answer, specify the desired length, such as “in one paragraph” or “in 100 words.”

REFERENCES

Ask for references for the response if you need information that is supported by research (remember to cross check these).

FOLLOW UP

If you aren't getting the response you hoped for, refine your prompts and experiment with different questions and phrases.



Using AI tools in your work



USING AI TO SUPPORT YOUR SPELLING AND GRAMMAR

It's important to remember that AI is a tool to support you and should not be used to bypass your learning, this includes when using it to refine your spelling and grammar. Some tools provide simple spelling and grammar checks which would be classed as acceptable use, while others could be used to change your writing entirely. It's important to work with your tutor to understand the acceptable use and limitations of using AI in each of your assignments but generally, you should avoid using tools that alter the structure of your writing in ways that mean it would no longer pass as your own words.

Here is a breakdown of how we recommend you use AI tools to review your spelling and Grammar.

ACCEPTABLE TOOLS	CAUTION	NOT RECOMMENDED
Built-in spell checkers on Google Docs and Word	Grammarly (Premium) This version offers simple spelling and grammar checks in the same way the free version does but it also offers to rewrite sentences for clarity and conciseness and to suit alternative tones and audiences, this would change your work and may not be acceptable.	Grammarly (Expert Help) This is a paid for proof reading service by human editors.
Grammarly (free version) The free version of Grammarly offers simple spelling and grammar checks and will allow you to view how your tone might sound to your audience so that you can decide if you want to review it.		Other AI tools such as Chat GPT, Google Gemini, Co-Pilot If you enter your work into these tools and ask it to check or rewrite your spelling, grammar and tone it is likely to change your work and could be classed as misuse of AI. Your tutor may ask to see copies of the original version.

All use of AI tools should be referenced and acknowledged in your work (see pages 11-12).

HOW TO REFERENCE AI TOOLS IN YOUR WORK

The information below has been adapted from [Cite Them Right](#), the college subscribes to this platform which you can also access via Student Hub.

When you use or refer to information created by GenAI tools, you must acknowledge this by citing it correctly. As the information produced by these tools is only available to you, you should cite this as a personal communication.

Examples of in-text citation:

When asked for a definition of good academic practice, OpenAI's ChatGPT (2024) states that it is "a set of principles and behaviors that promote integrity, honesty, and ethical conduct in academic settings". A copy of this response is included in Appendix 1.

OR

Good academic practice "contributes to the development of a positive and ethical academic community where learning and knowledge are valued and respected." (OpenAI ChatGPT, 2024). A copy of this response is included in Appendix 1.

It is good academic practice to save a copy of the transcript of your questions and responses from the generative AI tool. This can be a screenshot, saving the webpage file or by copying and pasting the question and output into a separate document. Make sure that you record the date you used the tool, the prompts you used (what you asked it to do), and the tool you used. Your tutor may ask you to include these transcripts as an appendix in your work.

The information you need to include in your reference list or bibliography is as follows:

- Name of generative AI authoring tool
- (Year)
- 'Name of AI authoring tool' response to 'Name of person entering query'
- Day, month content was generated

Example of a bibliography reference using Harvard style:

OpenAI ChatGPT (2024) ChatGPT response to Joe Bloggs, 8 January

ACKNOWLEDGING YOUR USE OF AI TOOLS IN YOUR WORK

Using AI tools to generate content

Use the most appropriate statement:

I acknowledge the use of ChatGPT (<https://chat.openai.com/>) (**or name of other AI tool & link**) to generate materials for background research and independent study, however, the writing is my own and no content generated by AI has been presented as my own work.

OR

I acknowledge the use of ChatGPT (<https://chat.openai.com/>) (**or name of AI tool & link**) to generate materials that I have adapted to include within my final assessment, however, the writing is my own and no content generated by AI has been presented as my own work.

Using AI tools to improve your grammar or refine your writing

I acknowledge the use of ChatGPT (<https://chat.openai.com/>) (**or name of AI tool & link**) to improve my grammar/ refine my writing in my assessment, however, the writing is my own and no content generated by AI has been presented as my own work.

If you would like further support or guidance on the use of AI in your college work please contact library@cambria.ac.uk to arrange a meeting with one of our team.