



AI Learner Guidelines

FURTHER EDUCATION EDITION

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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 or Large Language Models (LLMs), while systems designed to autonomously take actions and make decisions to achieve specific goals are known as Agentic AI.

AI tools are increasingly being embedded within the software apps 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.



Coleg Cambria uses Google Workspace as its primary productivity and collaboration software, and Google Gemini as its primary LLM. This is a secure AI tool, and user inputs are not used to train the model. You have access to this via your Coleg Cambria Google account. You will also use other AI tools in your time at the college, such as Wayground and Brisk.

The information in this guide can also be accessed via the below online courses -

- [Learner AI Guide - Coassemble Course - English](#)
- [Learner AI Guide - Coassemble Course - Cymraeg](#)

USES AND LIMITATIONS OF AI

AI tools like Gemini can process and present information in ways that appear to show understanding and critical thinking. However, these tools operate by predicting the most likely sequence of words based on learned patterns from vast datasets. They expertly mimic human skills like summarising because they've learned the linguistic patterns from countless examples in their data. This is why it is essential that you critically evaluate AI-generated information at all times.

What is AI?



WAYS AI CAN HELP WITH YOUR STUDY

- Improving grammar, writing style and assignment structure, without changing the content
- 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, these 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 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
- Not always open to new information that contradicts its current belief
- Can misinterpret what you are asking it to do and struggle with understanding context
- Might not accurately reference/cite its sources
- Images created could breach copyright or encroach on individual rights
- AI agents may behave in unexpected ways or take actions that are not intended

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.

Never use unauthorised AI agents with any college system

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 or other media of living people without consent or to create images or other media that could infringe copyright.

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. If unsure, talk to your Progress Coach or tutor for advice.

USING AI TO FIND INFORMATION

Using 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 AI 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 AI 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	RELEVANCE	ACCURACY	AUTHORITY	PURPOSE
When was the information created or written (is the AI tool's information up to date)?	How relevant is the information to your work?	Is the information reliable, true and correct? Is it referenced and backed up by data?	Where does the information come from? Who wrote it and are they an appropriate person to take information from?	Why is the information being made available? Are there biases, is it factual?

If you apply the CRAAP test to tools such as Gemini you can see that AI output might not 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 AI TO REFINE THE RESPONSES

AI 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 responses as though having a conversation with you, these responses must always be critically evaluated and checked to ensure they are as you intended.

To meet this challenge, you must:

- Be clear in your instructions.
- Rephrase your queries if you're not getting the response you want
- Ask a close-ended question if you're looking for a specific answer.
- Include as much relevant detail and context as possible in your prompts.



Using AI tools in your work



WHAT TO KEEP IN MIND

TASK

The task must be clearly laid out for the AI tool, with all of the context and information that it needs. If you were asking a person to do something for you, what would they need to know to do it properly?

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 can help 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

AI tools can be helpful in supporting your writing, but your work must always represent your own understanding.

You may use AI tools to support:

- Checking spelling, grammar and punctuation
- Improving clarity or readability
- Reviewing the tone of your writing

However, AI should not be used in a way that replaces your thinking or produces work for you.

Some tools now offer features that go beyond simple proofreading. These can rewrite sentences, rephrase paragraphs, or generate content. Using these features may mean the work is no longer fully your own.

As a general rule:

- If a tool is only correcting errors, it is likely acceptable. If it is changing your ideas or rewriting your work, it may not be allowed.

You should not use AI tools to:

- Generate answers or complete assignments for you
- Substantially rewrite paragraphs or whole pieces of work
- Create arguments or analysis that you then submit as your own

You should always follow the guidance given by your tutor, as different awarding bodies and qualifications may have specific rules about AI use.

Using Grammarly and similar tools

Tools such as Grammarly can be useful for proofreading and improving accuracy. However, some features within these tools use AI to rewrite or generate text.

You may use these tools for:

- Spelling and grammar checks
- Identifying unclear sentences
- Reviewing tone

You should not use these tools to:

- Automatically rewrite your work
- Paraphrase large sections of text
- Generate new content for assignments

If you are unsure whether your use of a tool is appropriate, speak to your tutor before submitting your work.

IMPORTANT

Any work you submit must be your own - your own knowledge, skills, and understanding. AI misuse is malpractice, and can have severe consequences, including disqualification. This can include copying, paraphrasing, or failing to acknowledge AI-generated content - this is [plagiarism](#).

When submitting work for assessment, the Candidate Declaration is particularly important, as this confirms that the work is your own - this must be an accurate claim.

Digital Candidate Declarations must be signed by you, and cannot be delegated to an AI agent, browser automation, or autonomous workflow.

HOW TO REFERENCE AI TOOLS IN YOUR WORK

AI must be referenced the same as any other source. On its own, a source cannot be used as evidence and will not earn any marks - you must demonstrate your own understanding. When you use an AI tool as a source of information, you must name the AI tool and the date you used it to generate content.

An example of an in-text citation:

Gemini 3.1 Pro, 2026

Followed by the full detail in the reference section:

Gemini 3.1 Pro (<https://gemini.google.com/app>), 09/03/2026

You must also keep a copy of the prompt(s) used, the content generated, and the actions taken, in a non-editable format such as a screenshot, as well as a brief explanation of how you used this content. This must be submitted with your work.

SUBMITTING YOUR WORK

Any work you submit must be your own - your own knowledge, skills, and understanding. AI misuse is malpractice, and can have severe consequences, including disqualification. This can include copying, paraphrasing, or failing to acknowledge AI-generated content - this is plagiarism.

When submitting work for assessment, the Candidate Declaration is particularly important, as this confirms that the work is your own - this must be an accurate claim.

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.