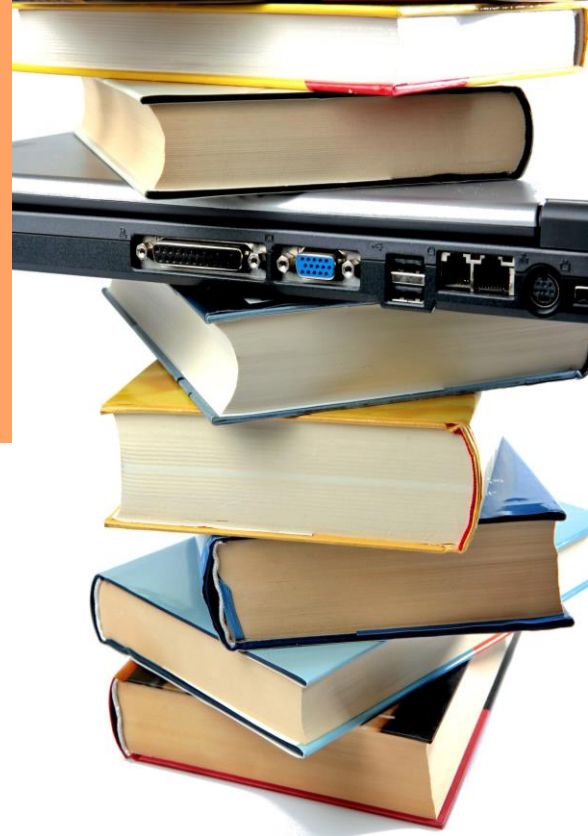


# Using AI-generated content for learning and assessment at ACF Guidelines for Students



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## Introduction

### *How can you use it to help your learning?*

ChatGPT (short for Chat Generative Pre-trained Transformer) is a state-of-the-art AI language model designed to understand and generate human-like text. It can be an invaluable tool to support your learning journey in various ways:

- **Research:** Use ChatGPT to research topics, gather information and seek clarification on concepts you may find challenging.
- **Brainstorming:** ChatGPT can help you generate ideas, explore different perspectives, and discover new resources.
- **Discussion:** Engage with ChatGPT to practice critical thinking, debate, and test your understanding of the subject matter.

### *What is not allowed?*

While ChatGPT can be a valuable resource, it's essential to maintain academic integrity. You must NOT use ChatGPT-generated responses for the following:

- **Direct submission:** Do not submit ChatGPT-generated text as part of your assignments, essays, or exams.
- **Plagiarism:** Avoid using ChatGPT to create content that you intend to pass off as your own work.

**Do not input any personal or sensitive information or work that is not your own.**

**Remember, ChatGPT is a powerful tool to aid your learning journey. Use it responsibly and ethically to enhance your understanding and knowledge, but always ensure that the work you submit for assessments is your own.**

## What's all the fuss about?

**Enhance Your Learning  
Experience with ChatGPT!**

ChatGPT is one example of an advanced AI language model that can help enhance your learning experience. It can provide information and explanations on various topics and answer questions you may have during your studies. However, it is essential to use ChatGPT (or other AI technology tools) responsibly and ethically, especially in the context of assessments.

Use it responsibly as a personal learning tutor, and watch your academic journey soar to new heights!

Dive into interactive discussions, brainstorm ideas, and practice critical thinking, all while maintaining academic integrity.

## *ACF Approved Procedure for using AI to generate information and responses*

To use AI in generating responses that support learning and assessment follow these steps

1. Select the appropriate tool such as ChatGPT
2. Input the data that is required to create a response following these guidelines:
  - Role
  - Task
  - Context/or outcomes required
  - Inclusion of references (if required) e.g.
    - A. You are a student completing a qualification in developmental trauma (role)
    - B. You need to discuss the impact of trauma on early childhood development (task)
    - C. Provide a response using an academic writing style with at least 3 different impacts (outcomes and context). Include references
3. Determine if you wish to use the response generated to either support your learning or form the basis of an answer to an assessment task. You may wish to regenerate the response until you are happy with the outcome.

Follow these guidelines to help you decide if the response is appropriate for your learning and assessment development:

- Ensure that the information is on topic - i.e. it covers the subject that you are studying and is at the right level for you. For example, ask yourself if the content is at the appropriate academic level, or specific enough for your purpose and context
- Check that the facts contained in the response are consistent - look for information that may contradict itself
- Consider if any sources (references) used are credible and trustworthy
- Check any references, if you asked the AI technology to generate them as part of the data you inputted
- Cross-check information with other sources that you have available to you e.g. course content
- Use your analytical skills to see if the content makes sense to you - ask “is it logical, well-sequenced and matches up with what you already know about the topic”
- Be careful to identify if there are any cultural, diversity or biases in the content
- Ask your facilitator or course coordinator for advice

### **If the response is to be used as part of an assessment task:**

4. Take a copy of the response and attach it to your assessment evidence as an appendix before your references page
5. Assign the response a number (if you have used more than 1)
6. Include the appropriate referencing in the response
7. Cite (in text) the usage of AI in your assessment response using the following protocol:

Name of the tool. (year, month, day accessed). Response Number  
e.g. ChatGPT. (2022, March 8). Response Number 1

**For a copy of the full policy and procedure please refer to the RTO section of the ACF website**