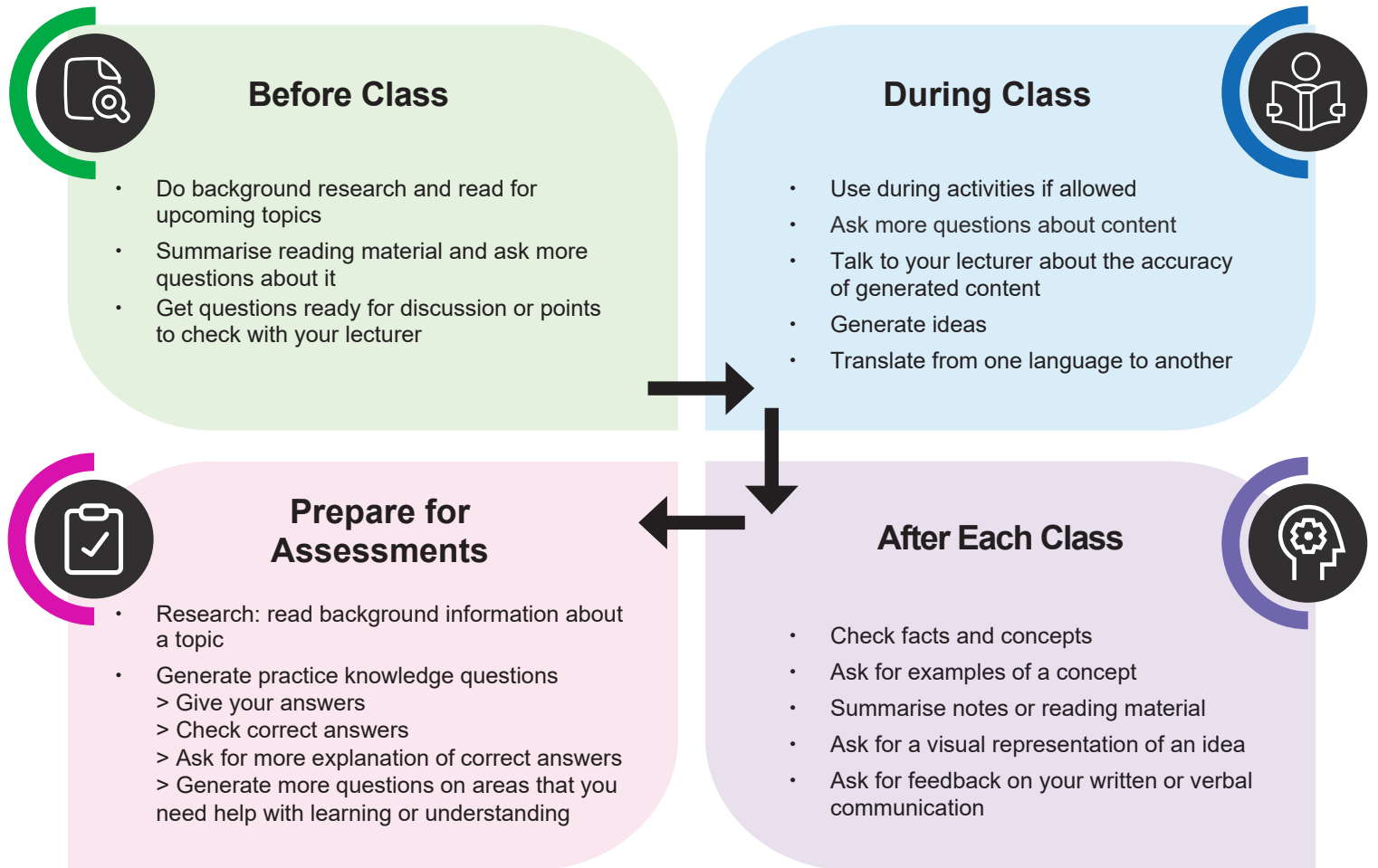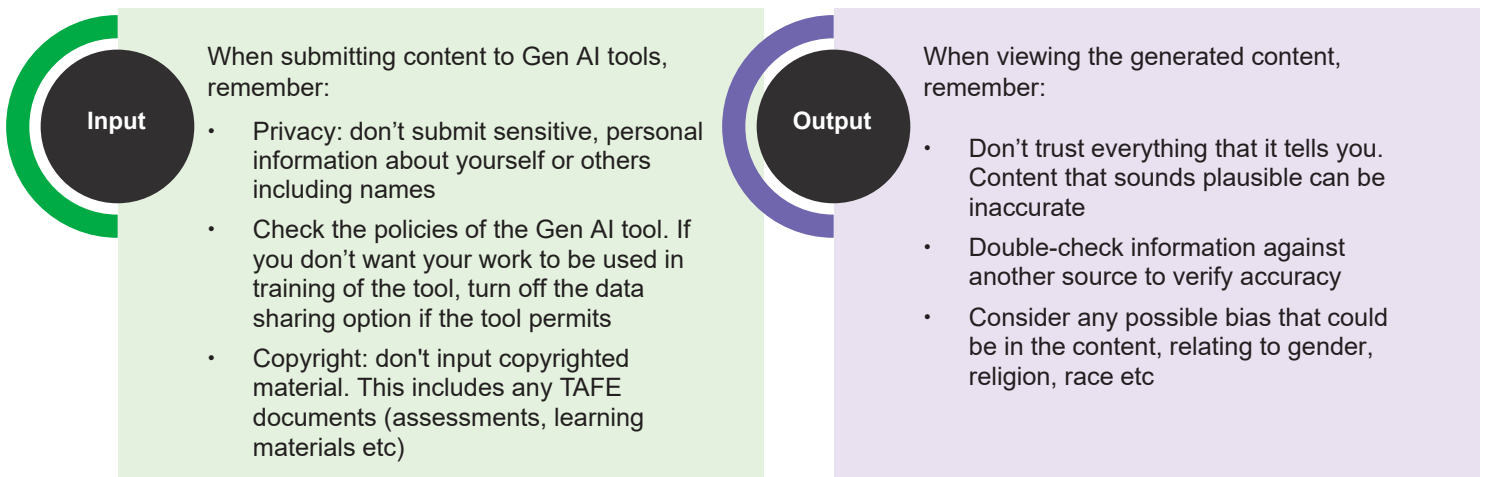# Learner's Guide

Generative Artificial Intelligence and Academic Integrity
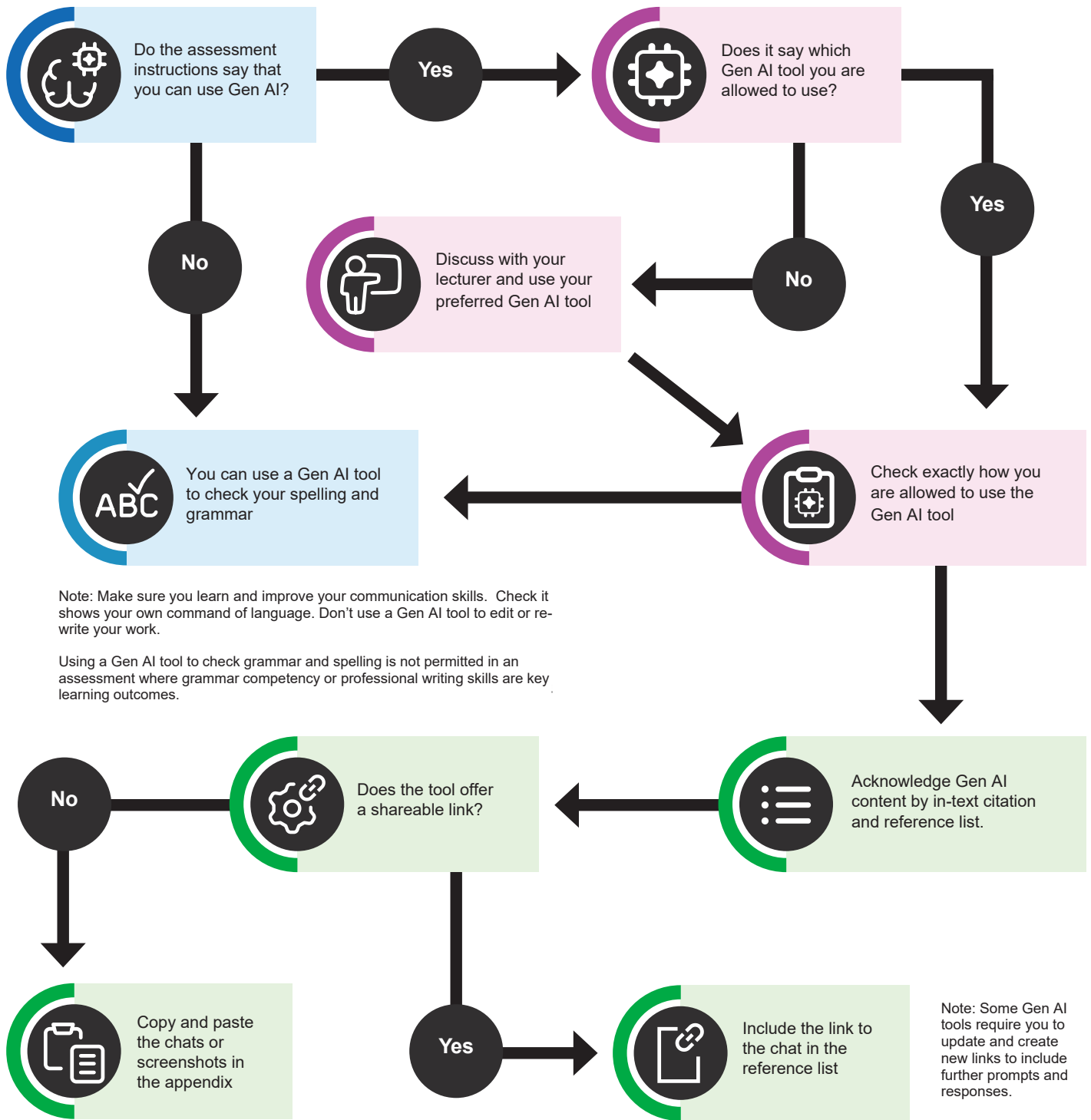
How to use Generative Artificial Intelligence (Gen AI) to help you study

Before Class

- Do background research and read for upcoming topics
- Summarise reading material and ask more questions about it
- Get questions ready for discussion or points to check with your lecturer

During Class

- Use during activities if allowed
- Ask more questions about content
- Talk to your lecturer about the accuracy of generated content
- Generate ideas
- Translate from one language to another

Prepare for Assessments

- Research: read background information about a topic
- Generate practice knowledge questions
  > Give your answers
  > Check correct answers
  > Ask for more explanation of correct answers
  > Generate more questions on areas that you need help with learning or understanding

After Each Class

- Check facts and concepts
- Ask for examples of a concept
- Summarise notes or reading material
- Ask for a visual representation of an idea
- Ask for feedback on your written or verbal communication

⚠ Use caution when using Gen AI tools

Input

When submitting content to Gen AI tools, remember:

- Privacy: don't submit sensitive, personal information about yourself or others including names
- Check the policies of the Gen AI tool. If you don't want your work to be used in training of the tool, turn off the data sharing option if the tool permits
- Copyright: don't input copyrighted material. This includes any TAFE documents (assessments, learning materials etc)

Output

When viewing the generated content, remember:

- Don't trust everything that it tells you. Content that sounds plausible can be inaccurate
- Double-check information against another source to verify accuracy
- Consider any possible bias that could be in the content, relating to gender, religion, race etc

Can I use Gen AI in an assessment?

Do the assessment instructions say that you can use Gen AI?

→ **Yes** → **Does it say which Gen AI tool you are allowed to use?**
- **No** → **Discuss with your lecturer and use your preferred Gen AI tool**
- **Yes** → **Check exactly how you are allowed to use the Gen AI tool**

No → **You can use a Gen AI tool to check your spelling and grammar**

Note: Make sure you learn and improve your communication skills. Check it shows your own command of language. Don't use a Gen AI tool to edit or re-write your work.

Using a Gen AI tool to check grammar and spelling is not permitted in an assessment where grammar competency or professional writing skills are key learning outcomes.

Check exactly how you are allowed to use the Gen AI tool → **Acknowledge Gen AI content by in-text citation and reference list.**

→ **Does the tool offer a shareable link?**
- **No** → **Copy and paste the chats or screenshots in the appendix**
- **Yes** → **Include the link to the chat in the reference list**

Note: Some Gen AI tools require you to update and create new links to include further prompts and responses.

Generative AI and academic integrity resources

- [Learn more about Gen AI and appropriate use](#) (TAFE NSW)
- [How to reference Gen AI use](#) (TAFE NSW)

North Regional TAFE links:

- [Student Learning Resources](#)
- [Policies and Responsibilities](#)

This information is current as at March 2025.