

Module 5. Unit 5.

Reflection task: Create a simple AI staff guidance card

Choose one everyday AI use in your organisation or team. Examples:

- drafting general learner communication;
- adapting learning materials;
- summarising non-confidential meeting notes;
- creating activity ideas;
- preparing internal guidance;
- organising frequently asked questions;
- supporting project documentation
- other _____

Your task is to create a short staff guidance card for this AI use case. The card should help colleagues understand what is allowed, what is not allowed, what they need to check and when they should ask for help.

Step 1: Choose the AI use case

Answer briefly:

1. What task will AI support?
2. Which staff members may use AI for this task?
3. Who may be affected by the output?
4. Is this use low-risk, medium-risk, or high-risk? Why?

Step 2: Complete the guidance card

AI use case:

1. Allowed

Staff may use AI to:

- _____
- _____
- _____

Examples:

- draft a first version of the general text;
- simplify non-sensitive learning materials;
- suggest activity ideas;
- organise non-confidential information;
- improve clarity or tone.
- other _____

2. Not allowed

Staff should not use AI to:

- _____
- _____
- _____

Examples:

- make final decisions about learners;
- process personal or sensitive learner data without approval;
- assess learner work independently;
- replace professional judgement;
- share confidential organisational information;
- send AI-generated text without human review;
- other _____

Step 3. Check before sharing

Choose the checks that are relevant for your AI use case. Add your own if needed. Before using or sharing the AI output, staff should check:

- ☐ Is the information accurate?
- ☐ Is the language respectful and clear?
- ☐ Is the tone suitable for the audience?
- ☐ Does the output include assumptions or stereotypes?
- ☐ Is the content accessible for the intended audience?
- ☐ Has personal or confidential data been removed?
- ☐ Has a staff member reviewed and approved the final version?
- ☐ Other: _____

Then write 3–5 checks for your guidance card: _____

Step 4. Ask for help when

Choose the situations that are relevant for your AI use case. Add your own if needed. Staff should ask for advice when:

- ☐ learner data is involved;
- ☐ the task may affect learner support, assessment, progression, or access;
- ☐ the output seems inaccurate, unfair, or inappropriate;
- ☐ the AI use may need to be explained to learners or colleagues;
- ☐ the tool has not been approved or checked;

☐ organisational guidance is unclear;

☐ Other: _____

Then write 3–5 “ask for help when...” points for your guidance card.

Step 5. Contact/responsible person

For questions, staff should contact:

Name or role: _____

When to contact them: _____

Step 6. Final output

Write your staff guidance card in this format:

AI staff guidance card for: _____

Staff may use AI to _____

Staff should not use AI to _____

Before sharing the output, staff should check _____

Staff should ask for help when _____

The contact person or role is _____