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AI Integration Action Plan



AI-ADU

**BUILDING PATHS
TO THE FUTURE**

Module 5.
Unit 7.



1. AI use case

What task or process will AI support?

Write a short description:

AI will be used to support:

What will AI help staff do?

- ☐ draft text
- ☐ summarise information
- ☐ adapt learning materials
- ☐ organise information
- ☐ translate or simplify language
- ☐ develop activities or resources
- ☐ support communication
- ☐ support administrative work
- ☐ other: _____

What should AI not do in this use case?

AI should not:

Examples:

- *make final decisions about learners;*
- *assess learner work independently;*
- *process personal or sensitive data without approval;*
- *replace staff review;*
- *send messages automatically without human checking.*



2. Organisational need

What need or problem or improvement does this respond to?

Who experiences this need most directly?

- ☐ educators or trainers
- ☐ administrative staff
- ☐ project or coordination staff
- ☐ managers or team leaders
- ☐ adult learners
- ☐ partners or external stakeholders
- ☐ other: _____

Why does this need matter for the organisation?

How is this task or problem currently handled?

3. People involved

Who will use AI for this task?

- ☐ educators or trainers
- ☐ administrative staff
- ☐ project or coordination staff
- ☐ managers or team leaders
- ☐ digital support staff
- ☐ other: _____

Who may be affected by the output?

- ☐ staff
- ☐ adult learners

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- ☐ managers or coordinators
- ☐ project partners
- ☐ funders or external stakeholders
- ☐ public/community audience
- ☐ other: _____

Who will review the AI output before it is used?

Name or role: _____

Who will decide whether the AI use can continue after the pilot?

Name or role: _____

4. Tool or type of tool

What AI tool or type of tool may be used?

Is the tool approved or allowed by the organisation?

- ☐ Yes
- ☐ No
- ☐ Not sure (needs checking)

What needs to be checked before using this tool?

- ☐ data protection
- ☐ cost (e.g. subscription, staff training)
- ☐ accessibility
- ☐ staff access
- ☐ language options
- ☐ terms of use
- ☐ organisational approval
- ☐ other: _____

Is there an alternative tool or non-AI solution?

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5. Responsible-use checks

What information must not be entered into the AI tool?

- ☐ learner names
- ☐ contact details
- ☐ health or disability information
- ☐ personal or family circumstances
- ☐ assessment records
- ☐ confidential organisational documents
- ☐ project or partner information that is not public
- ☐ other: _____

What must be checked before using the AI output?

- ☐ accuracy
- ☐ clarity
- ☐ tone
- ☐ fairness
- ☐ accessibility
- ☐ suitability for the audience
- ☐ possible assumptions or stereotypes
- ☐ whether human editing is needed
- ☐ other: _____

What risks or concerns should be considered?

- ☐ inaccurate output
- ☐ unclear responsibility
- ☐ staff over-reliance on AI
- ☐ privacy or data protection issue
- ☐ unfair or exclusionary wording
- ☐ lack of staff confidence
- ☐ unclear communication
- ☐ other: _____

What safeguards are needed?



Examples:

- *use only approved tools;*
- *remove personal data;*
- *review all outputs before sharing;*
- *use a staff guidance note;*
- *test with a small group first;*
- *ask for approval before sensitive use.*

6. Staff support

What support do staff need before or during the pilot?

- ☐ short training session
- ☐ written guidance
- ☐ example prompts
- ☐ list of allowed and not allowed uses
- ☐ peer support or practice group
- ☐ advice from manager/coordinator
- ☐ advice from data protection or digital support contact
- ☐ other: _____

What should the support cover?

- ☐ how to use the tool
- ☐ how to write prompts
- ☐ what data not to enter
- ☐ how to check outputs
- ☐ when to ask for help
- ☐ how to explain AI use to others
- ☐ other: _____

Who can staff contact with questions?

Name or role: _____

7. Communication and advocacy

Who needs to know about this AI use?

- ☐ staff involved in the pilot
- ☐ wider staff team

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- ☐ adult learners
- ☐ managers or coordinators
- ☐ project partners
- ☐ External stakeholders
- ☐ other: _____

What should be explained?

- ☐ why AI is being used
- ☐ what AI will support
- ☐ what AI will not do
- ☐ what guidance or training is available
- ☐ who checks the final output
- ☐ who people can contact with questions or concerns
- ☐ other: _____

Draft a short explanation

Use clear, realistic language. Avoid hype, fear and technical wording.

We are using AI to support _____
AI will help with _____
It will not _____
The final output will be checked by _____
Questions or concerns can be discussed with _____

8. Pilot plan

Who will test the AI use case?

How long will the pilot last?

- ☐ 1 week
- ☐ 2 weeks
- ☐ 1 month
- ☐ one course cycle
- ☐ other: _____

How many staff members will be involved?

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What outputs will be tested?

Examples:

- *first drafts of emails;*
- *adapted learning texts;*
- *activity ideas;*
- *summaries of non-confidential notes;*
- *internal guidance drafts.*

What will success look like?

- ☐ staff save time
- ☐ communication becomes clearer
- ☐ materials are easier to adapt
- ☐ staff feel more confident
- ☐ repeated work is reduced
- ☐ outputs are useful after review
- ☐ learners receive clearer information
- ☐ other: _____

9. Feedback and improvement

What feedback will be collected?

- ☐ Was the AI use helpful?
- ☐ Was the tool easy to use?
- ☐ How much editing was needed?
- ☐ Did staff feel confident using it?
- ☐ Were there any privacy or fairness concerns?
- ☐ Was the output suitable for sharing/using it?
- ☐ What support was missing?
- ☐ Should the use case continue, change, pause or stop?

Who will provide feedback?

- ☐ staff using the tool
- ☐ staff reviewing outputs
- ☐ learners, where relevant
- ☐ managers or coordinators

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- ☐ partners or stakeholders, where relevant
☐ other: _____

How will feedback be collected?

- ☐ short survey
☐ team discussion
☐ individual comments
☐ review meeting
☐ written reflection
☐ other: _____

What could be changed after the pilot?

10. Final decision

After reviewing the plan, choose the most appropriate decision.

- ☐ **Proceed**
The use case is clear, low-risk, useful and manageable.
- ☐ **Proceed with safeguards**
The use case may be useful, but needs additional checks, guidance, training or review.
- ☐ **Ask for approval**
The use case involves sensitive issues, learner impact, data, assessment, external communication or unapproved tools.
- ☐ **Pause or stop**
The use case is not suitable, not needed, too risky, unclear or not realistic at this stage.

Reason for the decision:

Next step:



Final action statement

Complete the statement:

Our proposed AI integration action is to use AI for _____

This responds to the need to _____

We will start by _____

Before wider use, we will make sure that _____

After the pilot, we will decide whether to _____

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