

## Artificial Intelligence when researching and completing your work.

We cannot get away from AI, it is everywhere in the media and is being used more and more in everyday life. There are tools now such as ChatGPT, CoPilot and Google Bard. These can be helpful tools for generating content that can be useful when obtaining knowledge to complete your studies.

At VTS we understand the changes taking place and we do not wish to prohibit the use of this when researching your lesson plans. However, we do need to ensure that the knowledge gained has been understood and applied to practice and fits within our plagiarism rules.

This document gives you some information on how to effectively use AI, the benefits and how at VTS we would like you to show transparency.

### What AI is good for:

- Answering questions where you would normally use google to find some information.
- Generating ideas and thoughts.
- Helping to improve Grammar.
- Getting verbal explanations to gain information especially if reading is difficult for you.
- Getting you started when you have a mind block on how to begin your answers.

### Things to be mindful of:

Although AI is great it can use Jargon and terminology that you do not understand, sometimes it can get things wrong. It can be generic and not specific to yourself, your job role and workplace so you may find it hard to relate it back to the knowledge, skills, and behaviours you need to understand.

With overuse it can take away your ability to critically think and evaluate and put your own thoughts and experiences into your knowledge when answering.

### How to use AI when competing work at VTS:

When answering the questions set you can use AI to research and gain information and take notes and collate your notes to then put into an answer.

Within your answer you can use exact quotes from the AI, but you must note next to the quote that you have sourced this from AI and the name and version of the system you have used, For example:

“I acknowledge the use of ChatGPT 3.5”

You then must follow the quote with your own understanding, relating it to your work setting and job role including examples. This shows us you have understood the information you have gathered.

### Marking of your work

When you submit your work for marking if your tutor suspects use of information without references, they will use a plagiarism checker, these plagiarism checkers now also check if AI has been used.

If the plagiarism checker detects plagiarism, then your tutor will ask you to add in your references and add to your work to demonstrate your understanding.