

## ACE Quick Guide to Ethical Use of Artificial Intelligence

Whilst artificial intelligence (AI) can be ethically utilised to streamline the assignment planning and research process, it is important to **engage critically with its outputs due to the risk of accessing inaccurate, misleading, or fabricated information**. As such, you must evaluate the potential strengths and limitations of outputs, considering their precision and relevance to the task.

Due to the risk of an academic misconduct charge, you should **never**:

- Upload sentences, paragraphs, or completed drafts of an assignment to an AI tool for any purpose, including editing and proofreading.
- Copy AI outputs into an assignment, unless you are explicitly given permission to do so.
- Rely on AI summaries to understand scholarly research and cite these in an assignment.

However, this ACE Quick Guide includes **practical examples of how AI can be responsibly and effectively harnessed** for your degree apprenticeship.

### Understanding an Assignment Brief and Planning

AI can be utilised to **consolidate your understanding of assignment tasks** and **generate a basic outline**, including headings and sub-headings.

Inputting a quality prompt will increase the likelihood of obtaining useful information. As such, it is important to **provide any relevant context** and a **clear, specific instruction**.

Further advice and examples of good practice are included in the [ACE Quick Guide to Writing Effective AI Prompts](#).

However, the following can be adapted for use:

<b>1</b>	<p><i>Explain the requirements of the following assignment task...</i></p> <p><i>The response must include simple definitions of key directive phrases such as 'critically evaluate'.</i></p>
<b>2</b>	<p><i>You are a student undertaking a degree apprenticeship in...</i></p> <p><i>Your next assignment brief includes the following information and guidance...</i></p> <p><i>Generate a planning template with relevant headings and sub-headings.</i></p>

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Compare the following assignment brief with the accompanying marking criteria... Identify the primary differences between a merit and distinction. Then, produce a checklist that can be applied to my assignment to ensure all distinction criteria have been fulfilled.

Even when leveraging a quality prompt, you should **adopt a questioning, critical attitude towards the output** rather than accepting it at face value – **ensuring the task description is accurate** and **the accompanying outline or checklist meets the listed requirements** in full.

This is because AI tools will necessarily make assumptions to fill in missing details and regularly misinterpret or falsify information.

## Example Assignment Task and AI-Generated Breakdown

The following **example task** was input into Copilot with an appropriate prompt:

Task 1: Critically evaluate how AI is currently used in your organisation (or an organisation of your choice). You must consider:

- a) How AI is used to streamline processes and improve decision-making.
- b) The ethical considerations associated with implementing this technology.
- c) Relevant regulatory frameworks and legal requirements.

Included below is an **annotated extract of the AI-generated output**, highlighting its potential strengths, limitations, and factors for additional consideration.

Output has **altered** the **directive words**, which outline the required approach.

Promotion of **critical thinking**.

Task should be focused on the learner's **specific organisation**.

### ✔ What the Assignment Is Asking

You need to **critically evaluate** how AI is currently used in your organisation (or one you choose). This means:

- **Describe** the AI applications.
- **Analyse** their effectiveness (benefits and limitations). Explore strengths and weaknesses of AI use in organizations.
- **Discuss** ethical issues and legal/regulatory compliance.

Task description is broken down into **small, manageable sub-topics** to aid planning and some **provisional ideas** are offered.

Introduction **foregrounds subject matter** but does not follow a **logical sequence** and may not be a **listed requirement**.

Has provided a **word count** not specified in the task.

**Specific examples** drawn from professional practice are **essential**.

'**Critical Evaluation**' positioned incorrectly as a separate heading – must be **included throughout**.

**Bullet points** may help to generate ideas but **lack specificity**.

**Relevant legislation** could provide credible sources, but **greater breadth of research** necessary.

The brief specifies three areas:

1. **Process & Decision-Making** – How AI improves efficiency and supports decisions.
2. **Ethical Considerations** – Issues like bias, transparency, privacy.
3. **Regulatory Frameworks** – Laws and guidelines (e.g., GDPR, AI Act).

## ✅ Plan Template

Title:

*Critical Evaluation of AI Usage in [Organisation Name]*

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### 1. Introduction (150–200 words)

- Purpose of the report.
- Brief overview of AI in the chosen organisation.
- Outline what will be covered (processes, ethics, regulations).

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### 2. Current Use of AI (400–500 words)

- Identify AI tools/systems in use.
- Explain how they streamline processes (e.g., automation, efficiency).
- Explain how they improve decision-making (e.g., predictive analytics).
- Include examples and data if possible.

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### 3. Critical Evaluation (300–400 words)

- Benefits vs. limitations of AI in the organisation.
- Impact on productivity, accuracy, and decision quality.
- Any challenges or risks.

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### 4. Ethical Considerations (300–400 words)

- Bias and fairness in AI decisions.
- Transparency and accountability.
- Data privacy and security concerns.
- How the organisation addresses these issues.

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### 5. Regulatory and Legal Frameworks (300–400 words)

- Relevant laws (UK GDPR, EU AI Act, sector-specific rules).
- Compliance measures in the organisation.
- Risks of non-compliance.

## Identifying and Generating Search Terms

Before conducting a search for scholarly literature, you will need to review your assignment brief and **identify the key subject-matter and limiting words**. Whilst subject-matter words will describe the topic you should be writing about, limiting words will help to narrow the focus of your response. These will become your initial search terms. You can **use AI to streamline this process** or consult the [ACE Quick Guide to Understanding an Assignment Brief](#) for further information.

Occasionally, you may find that these initial search terms are not yielding good enough results. As such, you can also **prompt your AI tool to generate a list of synonyms**.

However, it is important to **assess the relevance, precision, and applicability of these terms to both the assignment brief and your organisational context**.

You can use the following questions for this purpose:

<b>1</b>	Has the original meaning of the subject-matter or limiting word been retained? If you are uncertain, look up the definition of the alternative term in a thesaurus!
<b>2</b>	Is this term applicable to my industry or organisational context? Are there more suitable alternatives?
<b>3</b>	If entered into an academic database such as Google Scholar, is it likely to yield relevant search results that could be used in my assignment?

## Locating Credible Academic Sources

Once you have collated a list of suitable terms, you can then prompt an AI tool to search for credible literature. For example:

*Produce a list of 3 peer-reviewed academic sources with the highest number of citations, published in the past five years on the topic of using AI to improve decision-making in the workplace. Do not include academic sources that cannot be accessed for free or without a subscription.*

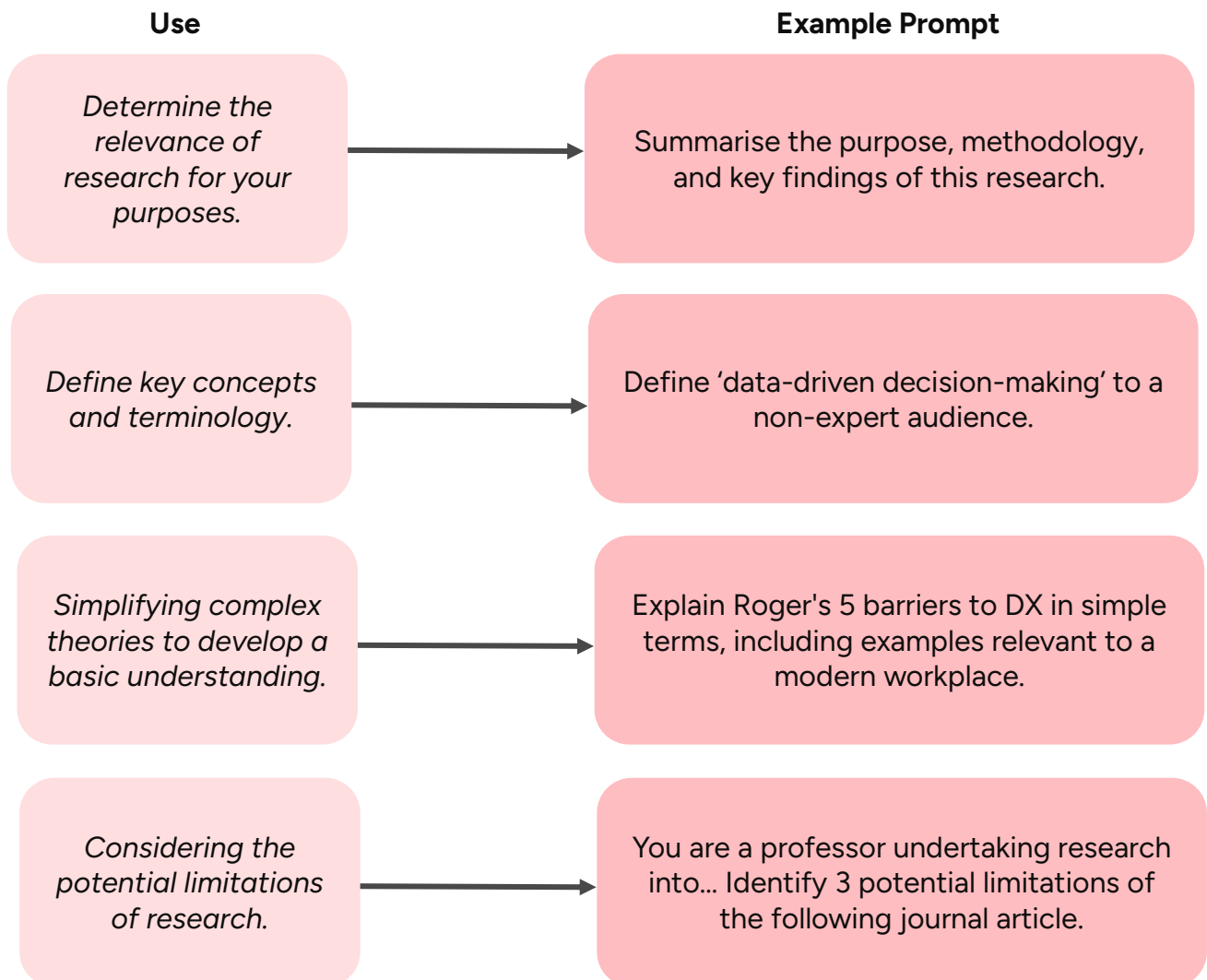
You should **apply the CRAAP Test to determine whether or not the recommended sources are appropriate for use** in your assignment. The CRAAP Test can be accessed in the [ACE Quick Guide to Evaluating Sources and Reading Critically](#).

## Reading and Understanding Texts

You should **never rely on AI summaries to understand scholarly research or cite them in an assignment**. This is because AI summaries can be inaccurate and misleading – overlooking critical factors or oversimplifying the findings of the research.

As the development of strong critical thinking and reading skills is fundamental to your achievement on programme, AI should therefore be used to enhance rather than replace your independent analyses.

Whilst the following **example prompts** can be utilised to define terminology, explain complex theoretical frameworks, and access research at sentence-level, **you must conduct additional reading to bolster your subject knowledge and verify the accuracy of the output**.



## Referencing

Whilst the best way to correctly format in-text citations and reference list entries is to use your university partner's official referencing guide, **AI tools can be prompted to generate both individual entries and lists.**

For example:

<p>Generate a reference list entry for this book in the QA Harvard style...</p> <p>For example: Maylor, H. (2010) <i>Project Management</i>. 4th edn. Harlow: Pearson Education Ltd.</p>	<p>Generate a reference list in the QA Harvard style including the following resources...</p>
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Before submission, you will need to **check the output against the examples included in your official referencing guide**, correcting inaccuracies. You should pay close attention to:

- Punctuation, including brackets, inverted commas, and full stops.
- Abbreviations (for example, 'n.d.' versus 'no date').
- Italicisations.
- Use of *et al.* for sources with four or more authors.
- Alphabetisation.



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