

Student Guide to Using Generative AI

Student Guide to Using Generative AI

Why this guide matters

Microsoft 365 Copilot is available to TAFE SA students through Microsoft 365 and can be a useful learning tool. It can help you understand concepts, plan your work, and make sense of feedback. However, you are responsible for making sure your assessment work is your own and meets the requirements of your course.

This guide explains the six principles that apply when using AI tools such as Copilot while studying at TAFE SA.

Principle 1: AI can support learning, but it cannot demonstrate your competence

You may use Copilot to:

- Clarify concepts
- Plan your approach to a task
- Practise skills
- Explore ways to improve your work

However, your assessment evidence must demonstrate your own skills and knowledge. Unless your assessment instructions specifically allow it, you must not use Copilot to create any part of an assessment submission.

Remember: *AI can help you learn, but it cannot complete your assessment for you.*

Principle 2: Be transparent and honest

Always follow the assessment instructions provided by your lecturer. If AI use is not permitted for an assessment, do not use it. If you are unsure whether AI can be used, ask your lecturer before you begin.

Remember: *When in doubt, ask before you use AI.*

Principle 3: Check and verify AI-generated information

AI tools can sometimes provide information that is incorrect, incomplete, or not suitable for your course or industry.

You are responsible for:

- Checking information for accuracy against reliable sources and your learning materials
- Ensuring your work meets the assessment requirements

Do not assume AI-generated information is correct simply because it sounds convincing.

Remember: *Always verify information before relying on it.*

Principle 4: Use AI to help you learn from feedback

Where your lecturer permits AI use, Copilot can help you:

- Understand feedback
- Explore different approaches
- Reflect on your work
- Identify areas for improvement



You remain responsible for deciding what changes to make and ensuring your work meets the assessment criteria.

Remember: *Use AI to support your thinking, not replace it.*

Principle 5: AI skills are becoming important in the workplace

Many industries now expect workers to understand how to use AI tools responsibly. Learning how to use AI appropriately, verify information and apply professional judgement will help prepare you for employment and lifelong learning.

Remember: *Responsible AI use is a workplace skill.*

Principle 6: Use AI safely and ethically

Never enter the following into AI tools:

- Personal information
- Client information
- Confidential or sensitive information

You must follow TAFE SA requirements for the use of digital tools. You remain responsible for any work you submit, even where AI has assisted your learning.

Remember: *Protect privacy and use AI responsibly.*

Quick reference

#	Principle	What it means
1	AI supports learning, not your assessments	Your work must demonstrate your own competence
2	Be transparent and honest	Follow your assessment instructions and ask if unsure
3	Check and verify AI-generated information	Check AI outputs against reliable sources and your learning materials
4	Use AI to help you learn from feedback	AI can support reflection and improvement; the decisions are yours
5	AI skills matter in the workplace	Responsible AI use is an important professional skill
6	Use AI safely and ethically	Protect privacy and follow TAFE SA requirements

Need more Information?

For questions about AI use in your course, speak with your lecturer