

Guidelines for using Ai to assist with your studies:

1. **Purpose of Ai:** Ai is a helpful tool to enhance your learning. They can assist with generating ideas, understanding concepts, and checking grammar and formatting. However, Ai tools should not replace your own understanding or be used to copy answers without showing your comprehension.
2. **Integration of Personal Knowledge:** Remember to supplement the information provided by Ai with your own knowledge, insights, and research. Use Ai as a starting point and build upon it with your own experiences in the workplace. This will showcase your ability to critically evaluate and integrate information from various sources.
3. **Acknowledging Assistance:** Include a statement in your assessment submission to acknowledge the use of Ai. This statement should indicate that you used Ai as a tool to aid your learning process. For example, you can say, "I used ChatGPT to help me with generating ideas and understanding concepts for this assessment."
4. **Documenting Prompts:** Provide the prompts you used when interacting with Ai for your initial attempt. Include both the prompts and the responses generated by Ai. This helps your assessor understand your approach. Provide this information at the end of your assessment or as a separate document. Screenshots are also acceptable.
5. **Explaining Prompt Iterations:** Explain why you made changes or improvements to the prompts used with Ai. Describe how you refined your prompts to get more accurate or relevant responses. This demonstrates your critical thinking and how you refined the information provided by Ai.
6. **Proper Attribution and Citations:** Make sure to provide credit for any ideas or content directly derived from ChatGPT. If you include information from Ai in your assessment, make sure to state it. Treat Ai-generated information like any other external source, ensuring you clearly indicate where that information is from.
7. **Ensuring competence:** If your assessor is uncertain as to your understanding of the topic. They may set up a time to call you to ask further questions. This is common practice at GTI and is not limited to students who use Ai tools in their studies.

Here is an example of a student submission using Ai:

Task 123.1: Outline 2-3 decision making processes you would recommend to your organisation to assist with continuous improvement. Ensure that you explain how each process would be beneficial to your organisation.

Ai Use Statement: *I used ChatGPT to help me with generating ideas and understanding concepts for this assessment.*

Answer: In our organization, focused on customer satisfaction and operational efficiency, two recommended decision-making processes for continuous improvement are Lean Six Sigma and the Deming Cycle (PDCA).

Lean Six Sigma enables us to identify and eliminate waste, streamlining operations and enhancing customer satisfaction. By implementing Lean Six Sigma methodologies, we can measure performance, analyse data, and implement changes for improved operational efficiency.

The Deming Cycle (PDCA) follows a continuous improvement cycle of planning, implementation, evaluation, and adjustment. This process empowers us to systematically address issues, optimize operations, and proactively respond to customer needs.

Integrating these processes creates a culture of continuous improvement, driving enhanced customer satisfaction and streamlined operations.

Documenting Prompts: (added at the end of the assessment)

Task 123.1

1. **1st Prompt:** "What decision-making processes can be recommended for continuous improvement in an organization, and how are they beneficial?"
 - **Initial Response from ChatGPT:** "Some decision-making processes for continuous improvement include PDCA (Plan-Do-Check-Act), Six Sigma, and Kaizen. These processes help identify areas for improvement, implement changes, and monitor progress."
2. **2nd Prompt:** "Considering my organization's focus on customer satisfaction and operational efficiency, what decision-making processes can be recommended for continuous improvement, and how would they benefit our organization?"
 - **Revised Response from ChatGPT:** "Based on your organization's focus on customer satisfaction and operational efficiency, decision-making processes such as Lean Six Sigma and the Deming Cycle (PDCA) can drive continuous improvement. Lean Six Sigma would help identify and eliminate waste, while the Deming Cycle would enable systematic problem-solving and iterative improvement, resulting in enhanced customer satisfaction and streamlined operations."

Explaining Prompt Iterations: Initially, I sought recommendations for decision-making processes for continuous improvement in organizations. The first response from Ai provided some commonly known processes. However, I wanted to tailor the prompt to our specific organization, focusing on customer satisfaction and operational efficiency. By revising the prompt, I received a response that aligned with our organization's goals and context.