

| Unit Title: Using AI Tools for Practical Tasks | |
|--|--------------|
| Level: | One |
| Credit Value: | 3 |
| GLH: | 30 |
| OCNLR Unit Code: | CN1/1/LQ/002 |
| Ofqual Unit Reference Number: | M/651/9011 |

This unit has 3 learning outcomes

| LEARNING OUTCOMES | ASSESSMENT CRITERIA |
|--|---|
| The learner will: | The learner can: |
| 1. Know the different types of AI tools and what they can be used for. | 1.1. Identify different types of AI tools. 1.2. Describe the purpose of at least two AI tools and how they support users. 1.3. Outline a situation where using an AI tool could lead to a problem. |
| 2. Know how to prepare and carry out a simple AI task. | 2.1. Identify information or materials needed to carry out a practical AI task. 2.2. Describe the steps required to complete the task. 2.3. Outline safe and responsible behaviours when preparing to use AI tools. |
| 3. Be able to use an AI tool to complete a practical task safely. | 3.1. Demonstrate how to use an AI tool to complete a practical task. 3.2. Apply AI safe practices during the task. 3.3. Describe what went well and what could improve the AI output next time. |

Assessment

The grid below provides suggestions for the types of assessment activities that can be used with the unit attached to provide evidence for the learner's portfolio. Please refer to the OCN London Assessment Guidance document for definitions of each activity and the expectations for assessment practice and evidence for moderation.

| | | | |
|-------------------------------------|---|-------------------------|---|
| Case Study | | Project | ✓ |
| Written question & answer/test/exam | | Role play/simulation | |
| Essay | | Practical demonstration | ✓ |
| Report | | Group discussion | |
| Oral question and answer | ✓ | Performance/exhibition | |
| Written description | ✓ | Production of artefact | ✓ |
| Reflective log/diary | | Practice file | ✓ |

Indicative Content

This content serves as guidance and illustrative examples rather than a prescribed or exhaustive set of requirements

Learning Outcome 1 – Know the different types of AI tools and what they can be used for:

Learners could explore different AI types such as chatbots, translation tools, voice assistants, image generators and predictive text, describe how these tools support tasks like drafting, planning, translating or recognising objects, and outline simple risks including inaccurate information, privacy issues or misuse.

Learning Outcome 2 – Know how to prepare and carry out a simple AI task:

Delivery could include identifying required materials such as a device, connection or task brief, breaking tasks into steps such as planning a prompt or following instructions, and safe behaviours such as not entering personal information, using trusted tools and reviewing outputs critically before accepting them.

Learning Outcome 3 – Be able to use an AI tool to complete a practical task safely:

Learners could demonstrate using AI for tasks such as drafting simple text, analysing keywords, summarising information, creating images or planning ideas, apply safety practices such as reviewing output, reporting inappropriate content or staying within boundaries, and reflect on success and how output quality could improve.