

Unit Title: Applying AI Tools in Learning and Work	
Level:	Two
Credit Value:	3
GLH:	30
OCNLR Unit Code:	CN1/2/LQ/002
Ofqual Unit Reference Number:	T/651/9013

This unit has 3 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand how AI tools can be used for learning and work-related tasks.	1.1. Describe different types of AI tools and their main functions. 1.2. Explain how AI tools can support learning or work tasks. 1.3. Explain potential risks and/or limitations when using AI tools.
2. Know how to choose appropriate AI tools for specific tasks.	2.1. Compare at least two different AI tools and explain the differences in their purpose and features. 2.2. Explain the factors to consider when choosing an AI tool for a given task. 2.3. Outline ways to check the accuracy and quality of AI generated outputs.
3. Be able to use AI tools to complete a practical task responsibly	3.1. Demonstrate how to use an AI tool to complete a practical task relevant to learning or work. 3.2. Apply responsible and safe practices during the task. 3.3. Review the output produced and identify strengths and areas for improvement.

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 – Understand how AI tools can be used for learning and work-related tasks:

Delivery could cover AI types including chatbots, proofreading tools, scheduling assistants, image or audio tools and analysis tools, explain how AI supports tasks such as idea generation, drafting, translation, planning or checking grammar, and explore risks including inaccuracy, bias, dependency or data misuse.

Learning Outcome 2 – Know how to choose appropriate AI tools for specific tasks:

Learners could compare tools such as translation versus drafting AI or chatbots versus image generators, consider choice factors such as accuracy, usability, privacy, reliability or relevance, and explore ways to check output quality including fact-checking, editing, seeking feedback or comparing sources.

Learning Outcome 3 – Be able to use AI tools to complete a practical task responsibly:

Delivery could involve selecting and applying appropriate AI tools to complete a purposeful task such as drafting content, structuring information, analysing ideas or developing a response, demonstrating responsible practice through refining prompts, checking accuracy and relevance, adapting outputs to meet task needs and acknowledging AI use where appropriate, followed by evaluating the effectiveness

of both the tool and their approach to identify strengths, limitations and how performance could be improved next time.