

Unit Title: Introduction to Using AI Safely and Responsibly	
Level:	Entry Three
Credit Value:	2
GLH:	20
OCNLR Unit Code:	CN1/E3/LQ/006
Ofqual Unit Reference Number:	L/651/9010

This unit has 3 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Know what Artificial Intelligence (AI) is and how it can be used in everyday activities.	1.1. Identify what Artificial Intelligence (AI) is 1.2. State one way AI can support everyday activities. 1.3. State one way AI use could lead to a problem.
2. Know how to use simple AI tools safely.	2.1. Follow given steps to use a simple AI tool with support. 2.2. Identify information they should not share when using AI. 2.3. State why checking information from AI is important.
3. Be able to complete a guided practical AI task safely and responsibly.	3.1. Complete a simple practical AI task with support. 3.2. Follow given safety rules during the task. 3.3. State what went well in their AI task and one thing they could improve.

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 what AI is and where it is used

Delivery could introduce everyday AI examples such as voice assistants, photo filters, spell checkers, translation tools and recommended content, and explore simple ways AI supports daily activities including finding information or checking spelling, as well as simple risks such as incorrect answers, privacy concerns or misleading messages.

Learning Outcome 2 – Know how to use simple AI tools safely

Learners could follow guided steps to use an AI tool such as typing a command, clicking a button or checking information, and explore simple safety rules including not sharing full names, passwords or locations, staying on trusted tools and questioning whether results look realistic or need checking.

Learning Outcome 3 – Be able to complete a guided practical AI task safely and responsibly

Delivery could involve supporting learners to complete a simple task such as asking an AI to summarise information, generate a short response or classify something, while using basic safety awareness such as supervision, privacy guidance and checking results before accepting them, followed by a short reflection on what went well and how it could improve.