

Guidance on the Use of Artificial Intelligence (AI) in Social Work Assessments

Amber Category

Overview

This presentation explains how to use AI tools in your assignments ethically and responsibly. It highlights what is allowed and what is not to help protect academic integrity.



What is AI?

Artificial Intelligence (AI) refers to the development of computer systems such as large language models (LLMs) or machines that can perform tasks that typically require human intelligence.

These tasks include understanding natural language, recognising patterns, making decisions, learning from experience and making predictions. Examples: ChatGPT, Grammarly, Microsoft pilot Quillbot.



Amber Category

Social Work assessments fall under the Amber category for AI use.



AI is permitted for assistive purposes.



Your work must still be your own.

Permitted Uses of AI

- Research Assistance: Finding sources, generating ideas.
- Language and Grammar Support: Proofreading, enhancing clarity.
- Outlining the essay.
- Time Management: Organising study schedules.
- Understanding Complex Topics: Simplifying explanations.



Prohibited Uses of AI

- Writing your full assignments or using AI to reduce word count.
- Submitting AI-generated content as your own.
- Citing AI as a Source: AI tools should not be cited.
- Avoiding Critical Thinking: Do not bypass personal analysis.
- Confidentiality and Ethics: Avoid inputting sensitive information.



Student Acknowledgement of AI Tools

You should clearly state and acknowledge the use of AI tools before references. You should also provide details about the types of AI tools used along with a brief explanation of how you have used it (a sentence or 2). A simple table will suffice as below:

Tool	How used in this assignment
e.g. ChatGPT-3.5	Key word search on topics related to learning outcomes
e.g. Microsoft Copilot	To proofread. Particularly check spelling and grammar.

Student Record Keeping

- Keep a record of the production of assessments in case there are potential issues with misuse of AI.
- A record of how your thinking has developed as you progress through to submission. Appropriate evidence could include version-controlled documents and developmental journals.
- This evidence can be called upon if we suspect academic misconduct.



Academic Integrity

It is your responsibility to ensure that the use of AI tools enhances your learning without compromising academic integrity. In using AI also be mindful that:

- i. Content generated can be incorrect and so needs careful review.
- ii. AI tools can amplify existing stereotypes and bias.



Look forward

- Acknowledge AI tool use in your work.
- Maintain records of your assignment development.
- Ensure your submissions reflect personal engagement.

Conclusion

AI can be used as an assistive tool to support your writing, but the work you submit must be your own. Misuse of AI will be subject to the same disciplinary actions as other forms of academic misconduct.