



Digital Inclusion Series

Understanding AI

Collection 3 — Offline Reference Pack

Five short videos explaining what artificial intelligence is, how to use it safely, how to spot AI-generated content, and how AI can support people with different learning needs.

5 Short Videos	AI Explained Simply	Beginner Friendly	Plain English
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Watch online: Search for "Access Group Digital Inclusion" on YouTube, or visit the Collection 3 web page for all videos.

INTRO

Welcome to Collection 3

An introduction to AI and what this collection covers

You have probably been hearing a lot about AI lately. It can feel like a complicated, even intimidating topic — but it does not have to be. AI is simply a type of computer technology that can do tasks which normally need human thinking.

In this collection of four short videos, we will explain what AI actually is, show you how it is already part of your everyday life, teach you how to use it safely, help you spot AI-generated content, and explore how AI can support people with different learning needs.

As always, everything is in plain English, at a pace that works for you. No experience needed.

What is AI in a nutshell? AI is computer technology that finds patterns in large amounts of information. When a streaming service suggests a programme, or your phone finishes a sentence for you — that is AI at work. It is not magic, and it is not a robot taking over. It is a tool, built by people, to help with certain tasks.

VIDEOS IN THIS COLLECTION

1

What Is AI and How Does It Affect Your Life?

A plain-English introduction to AI and everyday examples

2

Using AI Tools Safely and Responsibly

How to use tools like ChatGPT responsibly and understand their limits

3

Spotting AI-Generated Content

How to recognise when text, images, or videos may be AI-created

4

AI for Neurodiversity

How AI tools can support people with different learning needs

1

What Is AI and How Does It Affect Your Life?

A plain-English introduction to AI and everyday examples

WHAT YOU WILL LEARN

What AI Actually Is

Computer technology that can do tasks normally needing human thinking — like recognising pictures, understanding speech, answering questions, or making suggestions. It works by finding patterns in huge amounts of information.

AI in Your Daily Life

Voice assistants (Siri, Alexa), autocorrect and predictive text, sat navs adjusting for traffic, online shopping recommendations, email spam filters, and streaming suggestions.

It Is Normal to Have Mixed Feelings

Some find AI exciting, others find it worrying, many feel a bit of both. What matters is having the information to make your own choices about how you use it.

KEY THINGS TO REMEMBER

AI is a tool, not a replacement for you. It is built by people to help with certain tasks — it does not actually think or feel.

You are probably already using AI without realising it — every time your phone suggests a word, or a streaming service recommends a show.

AI is not perfect. It can make mistakes, and it does not understand things the way a human does. It predicts based on patterns.

Understanding AI helps you make informed choices about how and when to use it.

2

Using AI Tools Safely and Responsibly

How to use tools like ChatGPT responsibly and understand their limits

WHAT YOU WILL LEARN

Common AI Tools

Chatbots like ChatGPT, Microsoft Copilot, and Google Gemini let you type questions and get answers. Other tools can create images, summarise text, or translate languages.

AI Can Be Wrong

AI predicts the most likely answer based on patterns — it does not actually "know" things. It can give incorrect, incomplete, or misleading information. This is called "hallucinating."

Protect Your Personal Data

Never enter your full name, address, bank details, National Insurance number, or passwords into an AI chatbot. Your input may be stored or used to improve the service.

DO'S AND DON'TS

Do use AI to help draft ideas, explain things in simpler words, or find information quickly.

Do double-check any facts AI gives you — especially about health, money, or legal matters.

Don't share passwords, bank details, or personal data with AI tools.

Don't trust everything AI says without checking — it can make confident-sounding mistakes.

3

Spotting AI-Generated Content

How to recognise when text, images, or videos may be AI-created

HOW TO SPOT AI CONTENT

AI-Generated Text

Often smooth but generic — lacks personal voice or specific detail. May repeat ideas in slightly different words. Makes confident claims without citing sources.

AI-Generated Images

Look for oddly shaped hands or extra fingers, garbled or misspelled text within images, distorted backgrounds, and skin that looks too smooth or faces that are overly symmetrical.

Deepfakes — AI Audio & Video

Lip movements may not match the spoken words. Voices may sound slightly robotic or flat. Expressions may not match the emotional tone. Always verify with trusted sources.

HELPFUL TIPS

Ask yourself: does this look or sound "too perfect"? AI content often has an uncanny smoothness that lacks natural imperfection.

Check images carefully — hands, text within images, and backgrounds are the most common giveaways for AI generation.

AI-generated content can spread misinformation, impersonate people, or support scams. Spotting it helps you decide what to trust.

When in doubt, verify with trusted sources before sharing content you are unsure about.

4

AI for Neurodiversity

How AI tools can support people with different learning needs

HOW AI CAN HELP

Reading & Writing Support

Text-to-speech reads content aloud. AI can summarise long documents or simplify language. Voice-to-text lets you speak and have words typed automatically. Writing assistants help with spelling, grammar, and organisation.

Focus & Organisation

AI-powered apps help with reminders, scheduling, and breaking large tasks into smaller steps. Some tools learn your habits and suggest the best times to focus. Especially helpful for people with ADHD.

Sensory & Communication Support

Browser extensions can simplify busy web pages and reduce visual clutter. AI chatbots offer a low-pressure way to practise conversations, draft messages, or prepare for job interviews.

TRY ASKING AI...

"Can you explain this in simpler words?" — AI can rewrite complex text into plain English at your reading level.

"Can you break this into step-by-step instructions?" — great for turning overwhelming tasks into manageable chunks.

"Can you make a summary in bullet points?" — ideal for processing long documents or articles quickly.

AI tools are an additional resource, not a replacement for specialist support. Choose well-reviewed tools from trusted sources and always protect your data.

Learn More About AI

Trusted resources to help you understand and use AI safely.

NCSC — AI Safety Guidance

The National Cyber Security Centre offers practical advice on using AI tools safely, including chatbots and online assistants.

ncsc.gov.uk/cyberaware

Good Things Foundation

Plain-English guides on AI and digital skills for everyday life, designed for people who are new to technology.

goodthingsfoundation.org

AbilityNet

Free advice on technology for disabled people and those with accessibility needs, including AI-powered assistive tools.

abilitynet.org.uk

British Dyslexia Association

Information on assistive technology and AI tools that can support people with dyslexia in reading, writing, and learning.

bdadyslexia.org.uk

Your Local Library

Libraries offer free access to computers, digital skills support, and can help you explore AI tools in a safe, friendly environment.

Get Safe Online

A UK government-backed website with plain-English advice on staying safe online, including guidance on AI and deepfakes.

getsafeonline.org

WATCH THE VIDEOS ONLINE

Introduction	youtu.be/QMYYaTuEcXA
Video 1 — What Is AI?	youtu.be/avG3MGgK3wU
Video 2 — Using AI Safely	youtu.be/QB052iQ2G7Q
Video 3 — Spotting AI Content	youtu.be/Ygxu6zstwT4
Video 4 — AI & Neurodiversity	youtu.be/6_KpLI_YUGs

