

Where AI earns its place

Which piece of work should we try first?

Use authorised information. Keep personal records in your own controlled workspace.

Task and intended output

Frequency and representative inputs

Authority to use the information

Baseline preparation and review time

Reviewer and acceptance rules

Error consequence and recovery

Observed result and next decision

Use the example. Then test your own.

INVENTED TEACHING EXAMPLE

A repair business chooses a first task

The team chooses an enquiry draft based on current service instructions. The reviewer checks the policy, promised dates and recipient before sending. A disputed bill stays with the responsible decision-maker. The exercise compares preparation, review and correction, not just drafting speed.

Before treating this as evidence

Record the real inputs, source version and acceptance rules. Compare observed outcomes with the requirement. Keep unknowns and failure consequences visible.

What did you observe?

What remains unknown?

What will you do next—and who owns it?

Method and references: [the web edition's sources and scope](#). This is a practical editorial worksheet, not a certification or validated assessment instrument.