

AI Foundations Revision Cards

Use this printable resource with AI Foundations for Everyone. Write on a printed copy or type into a separate working document.

Use these cards after each module and before the capstone. Try to explain each rule in your own words before opening the related lesson again.

Module 1: describe before you label

- Name the system's goal, inputs, method, output, and effect.
- Use TRACE: Task, Result, Actual method, Controls, Evidence gap.
- A model is only one part of a complete application.
- Training changes a model; inference uses a trained model.
- Product names and human-like language are weak evidence.

Module 2: fluent is not the same as true

- A common text model builds output one likely next token at a time.
- A prompt gives current context; it does not normally retrain the base model.
- Search, retrieval, calculators, memory, and actions are added by the full application.
- Separate what was given, generated, supported, added, false, and missing.
- Check important claims outside the generated answer.

Module 3: choose the method before the tool

- Name the task pattern before choosing a tool.
- Check evidence needs, acceptable error, consequence, and reversibility.
- Use calculation for exact arithmetic and retrieval for current sourced facts.
- Check whether the input is permitted and suitable before entering it.
- Increase human control as consequence and uncertainty increase.

Module 4: define inspectable work

- State the outcome and intended audience.
- Provide relevant context and authorised sources.
- Define constraints, boundaries, and the missing-information rule.
- Choose an output format that makes defects easy to inspect.

- Add review criteria, human decisions, escalation, and stop conditions.

Module 5: verify before you rely

- Review correctness, completeness, relevance, clarity, safety, and usability.
- Mark material claims, assumptions, calculations, and citations.
- Verify against an independent suitable source or reproducible method.
- Match review depth to consequence.
- Record the evidence, change, remaining uncertainty, and final decision.

Module 6: control the risk or stop

- Use only the minimum permitted data needed for the task.
- Treat external documents, pages, messages, and tool results as untrusted content.
- Restrict permissions and require informed confirmation before consequential action.
- Check unequal effects and accessibility across the complete process.
- Name the accountable person, escalation route, and stop condition.

Module 7: build a bounded workflow

- Define the task, user, success condition, and acceptable failure.
- Justify each input, tool, workflow stage, and autonomy level.
- Keep material human decisions explicit.
- Test normal, edge, missing-data, and unsafe-action cases.
- Record evidence, defects, revisions, retest results, limits, and next review trigger.

Course-wide stop rule

Pause the workflow when required evidence, permission, specialist review, human authority, or a safe recovery path is missing.

SAFE USE NOTE

Use supplied, public, fictional, or safely prepared synthetic material. Do not add personal, confidential, client, health, financial, legal, authentication, or security-sensitive information.