



Stuck on an activity? Ask Bud Assist for Learners!

When your tutor isn't available and you need help with your work, Bud Assist for Learners can help you get unstuck with guidance and support tailored directly to your learning plan.

Built into the Bud platform, Bud Assist knows which programme you're studying, the knowledge, skills and behaviours (KSBs) you're developing, your learning activities and the criteria you're working towards, so every response is built around your specific requirements.



Where to find Bud Assist for Learners?

In the Bud platform, head over to your learning plan and click on the Bud Assist for Learners icon on the top right corner of your screen.

Read and accept the Terms & Conditions and you're ready to start asking your questions.

What can you use it for?

Picture this: It's 9 PM and you're halfway through an activity when you hit a wall. Your tutor isn't available until next week and you need to complete the activity by the end of the night.

Bud Assist for Learners can talk you through it, helping you understand what's being asked and how to move forward, without having to wait.

Bud Assist can help you:

Break down a complicated topic, explained in a way that makes sense to you

Explore a specific KSB and the evidence you need to submit for it

Understand your assignment brief or tutor feedback you've received

Prepare for an upcoming progress review

Test your understanding of a key topic that didn't quite land the first time

Discover what to do after your apprenticeship

Structuring your prompts

The way you ask your questions and structure your prompts will determine what responses Bud Assist for Learners gives you.

A generic question will get a generic answer every time, so it's important to structure your prompts well.

A good place to start is by structuring your prompts using the GOLD framework.

Remember...



Bud Assist for Learners is here to support your learning, not to do your work for you. Use it to work through challenges, build your understanding and test your thinking when you're stuck.

G

Give your prompt

Say exactly what you need help with – the clearer you are, the more useful the response Bud Assist for Learners will give you.

E.g. “Help me understand how to evidence *Showing Initiative* for my activity”

O

Outline where you're stuck

Explain what you've already tried or where you require further help, so Bud Assist for Learners can help you overcome your specific challenge.

E.g. “I've read the description and criteria of the activity but I'm not sure what counts as a strong evidence”

L

Learn your way

Tell Bud Assist how you like the answer to be displayed - whether that's a step-by-step list, a series of questions or simple explanations over technical ones.

E.g. “Ask me questions, so I can work out the answer myself” or “Please structure the answer in a bulleted, step-by-step list”

D

Deepen your knowledge

Ask for some practical evidence of how the theory can be applied in the real world or at your own workplace.

E.g. “Can you give me a real-world example?” or “How would this apply at my workplace?”



Here's a ready GOLD template you can copy, tailor and use:

[Help me understand/break down/explain] how to [complete/evidence/prepare] for my [activity / assignment / review].

I've tried working through [what you've already tried or read], but I'm still stuck on [specific gap you have].

Please [ask me questions instead of giving the answer / keep this simple instead of technical / walk me through it step by step / structure your response in a bullet-point list].

Deepen my knowledge by [providing follow-up questions / giving real-world examples and applications from my workplace].



Remember...

Ask one question per prompt for a clearer answer, but don't stop there – follow up, dig deeper and keep the conversation going. The more you ask, the more tailored it gets and it all starts with how you structure that first prompt. See the difference for yourself:

Before: unstructured prompt

The screenshot shows a chat window titled "Bud Assist" with a toolbar containing download, add, share, and close icons. The user's message is "How can I evidence showing initiative for my activity?". The assistant's response is a paragraph followed by two numbered points with bullet points.

You

How can I evidence showing initiative for my activity?

Bud Assist

Demonstrating initiative is about showing that you've taken proactive steps, worked independently, or gone above and beyond in your work. Here are some general ideas to help you evidence this in the activity you're working on:

1. **Describe a specific situation** where you identified a problem or an opportunity and took action without being asked. For instance:
 - Did you propose a new idea or solution to improve a process or solve a problem?
 - Did you notice a task that needed to be done and take ownership of it?
 - Did you volunteer for a task or project outside your usual responsibilities?
2. **Provide tangible outcomes** that resulted from your initiative. Examples could include:

Ask me anything

After: GOLD-structured prompt

The screenshot shows a chat window titled "Bud Assist" with a toolbar containing download, add, share, and close icons. The user's message is a detailed prompt asking for a structured response. The assistant's response is a structured guide with a title and numbered points.

You

Help me understand how to evidence showing initiative for my activity. I've read the description and criteria of the activity but I'm not sure what counts as a strong evidence. Please structure your answer in a bulleted, step-by-step list. Deepen my knowledge by giving me real-world examples and applications from my workplace.

Bud Assist

Step-by-Step Guidance to Evidence "Showing Initiative"

1. **Understand the Context**
 - Review how initiative is defined in your activity criteria. For example, the focus might be on proactively identifying opportunities, solving problems, or supporting team efforts without direct instruction.
 - Key words: "takes action without being

Ask me anything

You don't have to wait for your next tutor session or review to move forward. Bud Assist for Learners can support you whenever you need it.

For more information on Bud Assist for Learners, contact your tutor or visit [Bud's Knowledge Base portal](#).

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