



Research & Document Synthesis

Using AI to digest, compare, and extract insights from complex documents

Educators and school leaders routinely face stacks of policy documents, research papers, and reports that demand time they simply don't have. AI tools can rapidly synthesise lengthy documents, extract key points, and help you compare multiple sources — making it far easier to stay current with evidence-based practice, national guidance, and sector developments without spending hours reading every page.

RECOMMENDED TOOLS



DOCUMENT-GROUNDED AI · HIGHLY
RECOMMENDED

NotebookLM

Upload your own PDFs, research papers, or policy docs and have a conversation with them. Responses are cited from your sources — not invented. Free to use with a Google account.



LONG DOCUMENT PROCESSING

Claude

Handles very long documents with high accuracy. Excellent at summarising, comparing, extracting specific sections, and answering detailed questions about uploaded content.



GENERAL SYNTHESIS

ChatGPT

Effective for summarising uploaded documents, generating literature review outlines, and identifying key themes across multiple topics or sources.



WEB-GROUNDED RESEARCH

Perplexity AI

A search-first AI that provides sourced, web-grounded answers with references. Useful for finding and synthesising current research on a specific topic with citations you can verify.



SPOTLIGHT: NOTEBOOKLM FOR POLICY WORK

Upload the **HEA National Policy Framework**, the **DE Circular 2026-02**, and your own institution's AI policy into a single NotebookLM notebook. Then ask: "*What are the key gaps between my institution's policy and the national framework?*" — it will identify differences in minutes, with citations pointing to exactly where each point appears in your documents.

GUIDELINES FOR GOOD PRACTICE

✓ **DO**

- ✓ Upload your own source documents directly rather than asking AI to "find" information
- ✓ Ask specific, targeted questions rather than broad open-ended prompts
- ✓ Use NotebookLM for document-specific queries — it cites within your materials
- ✓ Request structured summaries: key themes, recommendations, and implications
- ✓ Ask AI to identify contradictions or gaps across multiple documents

✗ **DON'T**

- ✗ Ask AI to generate factual references or citations — it can hallucinate these
- ✗ Use AI summaries as a substitute for reading critical sections yourself
- ✗ Treat AI output as a citable source in your own academic or professional work
- ✗ Upload confidential or sensitive documents to public AI tools without checking your institution's data policy
- ✗ Rely on AI to replace peer review or your own professional judgement

TRY THIS PROMPT

📌 **USE IN CLAUDE OR CHATGPT AFTER UPLOADING A DOCUMENT**

"I have uploaded the **HEA National Policy Framework on Generative AI in Teaching and Learning**. Please provide: (1) a 150-word plain-language summary of its main purpose, (2) the **three most important recommendations** for individual educators, and (3) any areas where the framework acknowledges uncertainty or leaves room for institutional interpretation."