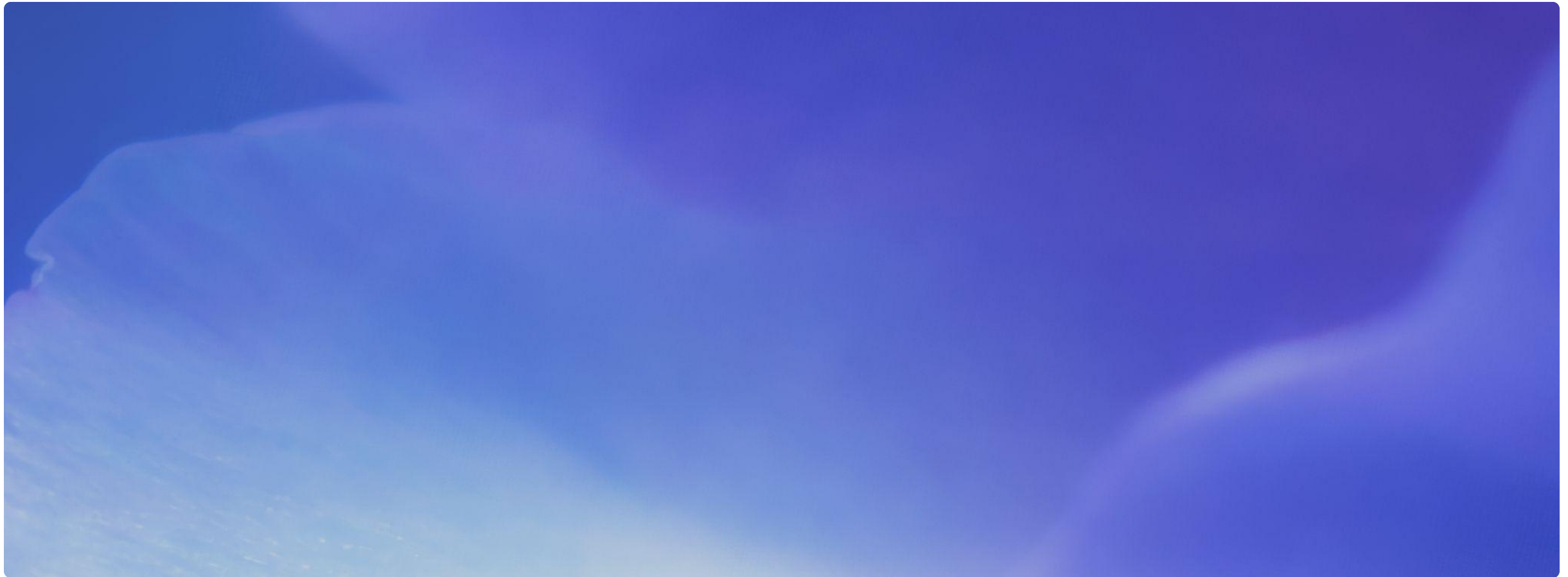


OpenAI Academy for Policymakers



22 September 2026



Today we will...

Build confidence using AI in a policy context.

Discover what AI can do for policy

Recognise where AI can help with research, analysis and communication.

Turn better questions into better results

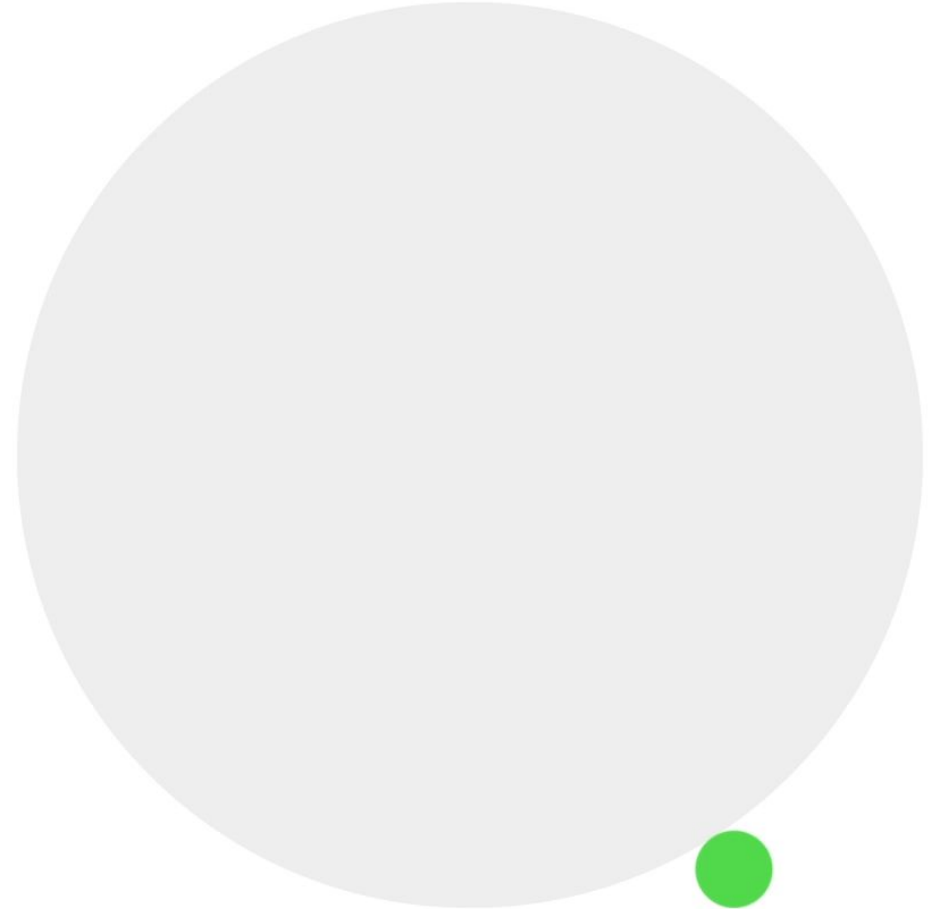
Give clear context, set useful goals and refine prompts through practice.

Build confidence in our judgement

Check evidence, recognise limitations and apply our own judgement.

- 01 Introduction
- 02 Responsible Use of AI
- 03 How to prompt
- 04 ChatGPT for Policy Work
- 05 Wrap-up

Before ChatGPT, interfacing directly with AI was largely for developers and researchers.



The launch of ChatGPT on November 30, 2022 made AI accessible to everyone.



ChatGPT



Why should this matter to you?

If the internet gave everyone access to the world's knowledge, AI gives everyone access to the world's abilities

Get things done faster

AI can handle small tasks or big ones, giving you more time for what matters.

Plan your week or find a recipe for a delicious meal.

Do things better

AI can help improve the quality of your work.

Organise your budget or plan a DIY project.

Try new things

AI can help you explore skills you haven't tried before.

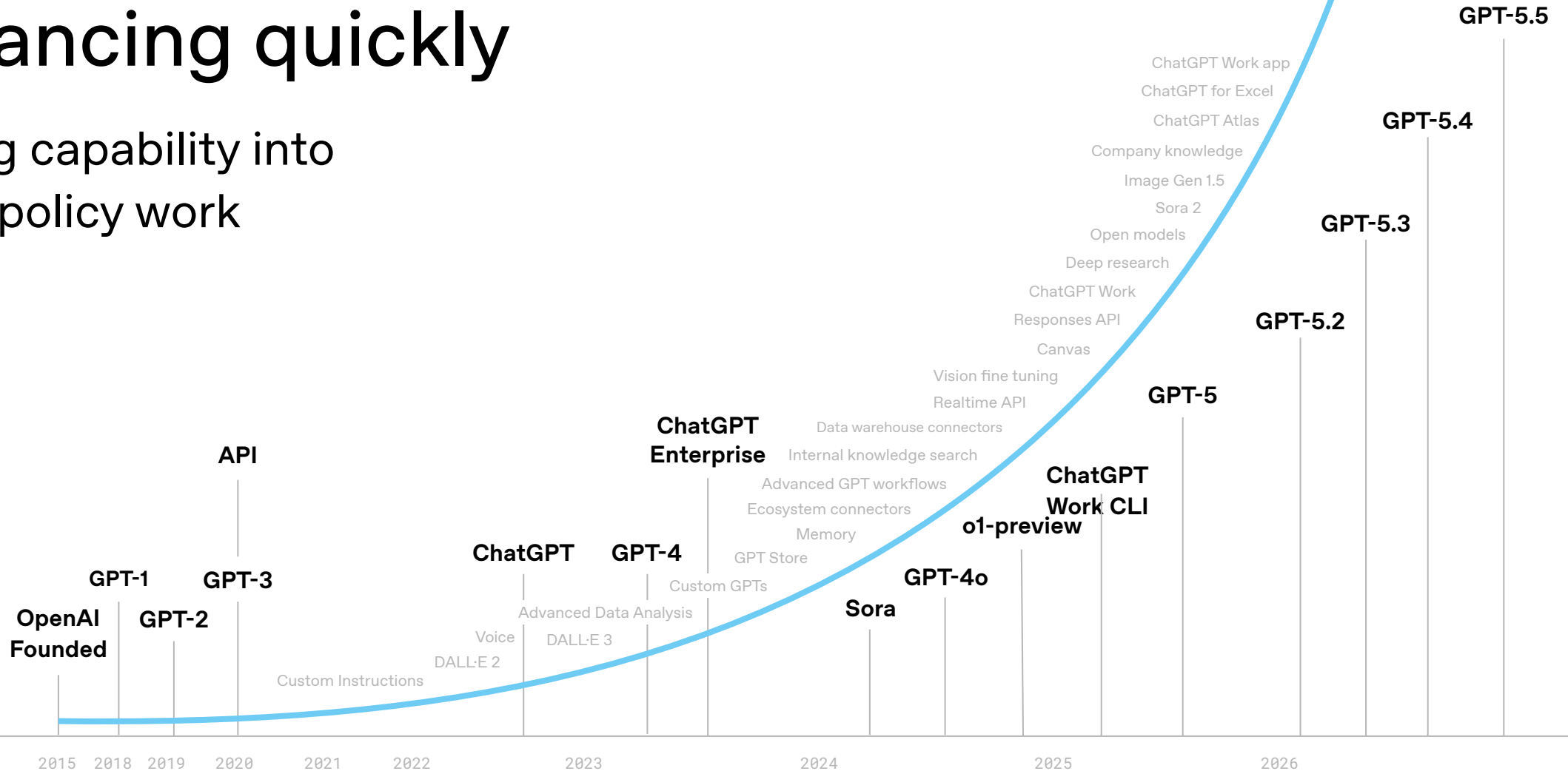
Design a poster, translate into Japanese or code an app.

Doing *your* best work



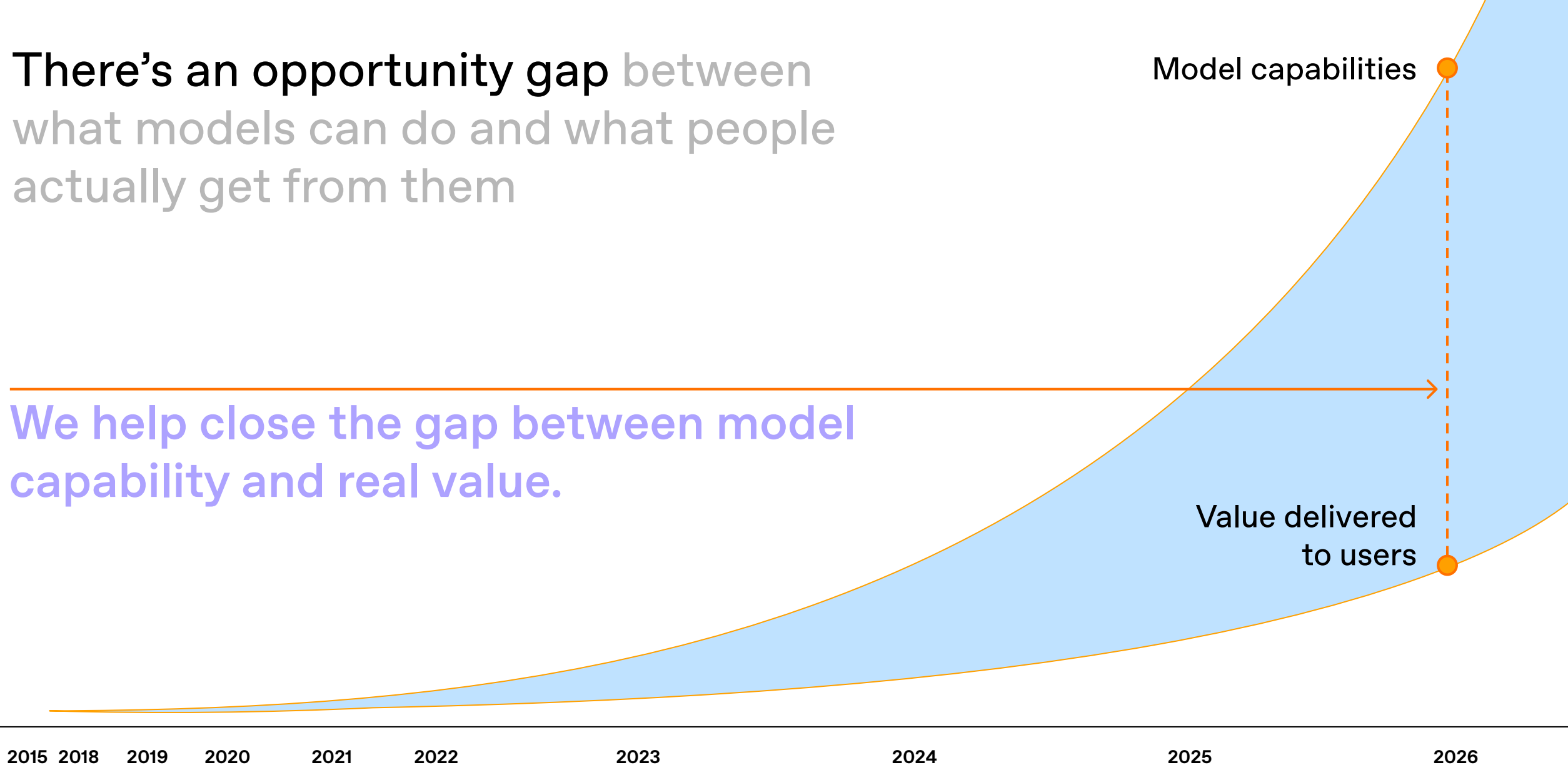
AI capabilities are advancing quickly

Turning capability into useful policy work



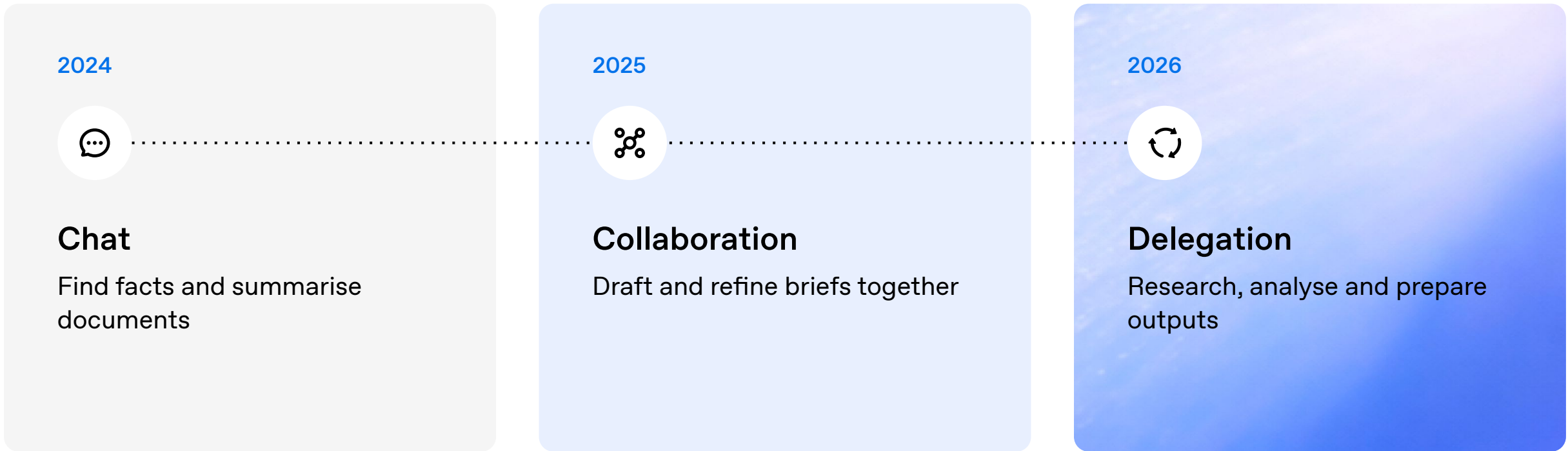
There's an opportunity gap between what models can do and what people actually get from them

We help close the gap between model capability and real value.



From AI assistance to delegated knowledge work

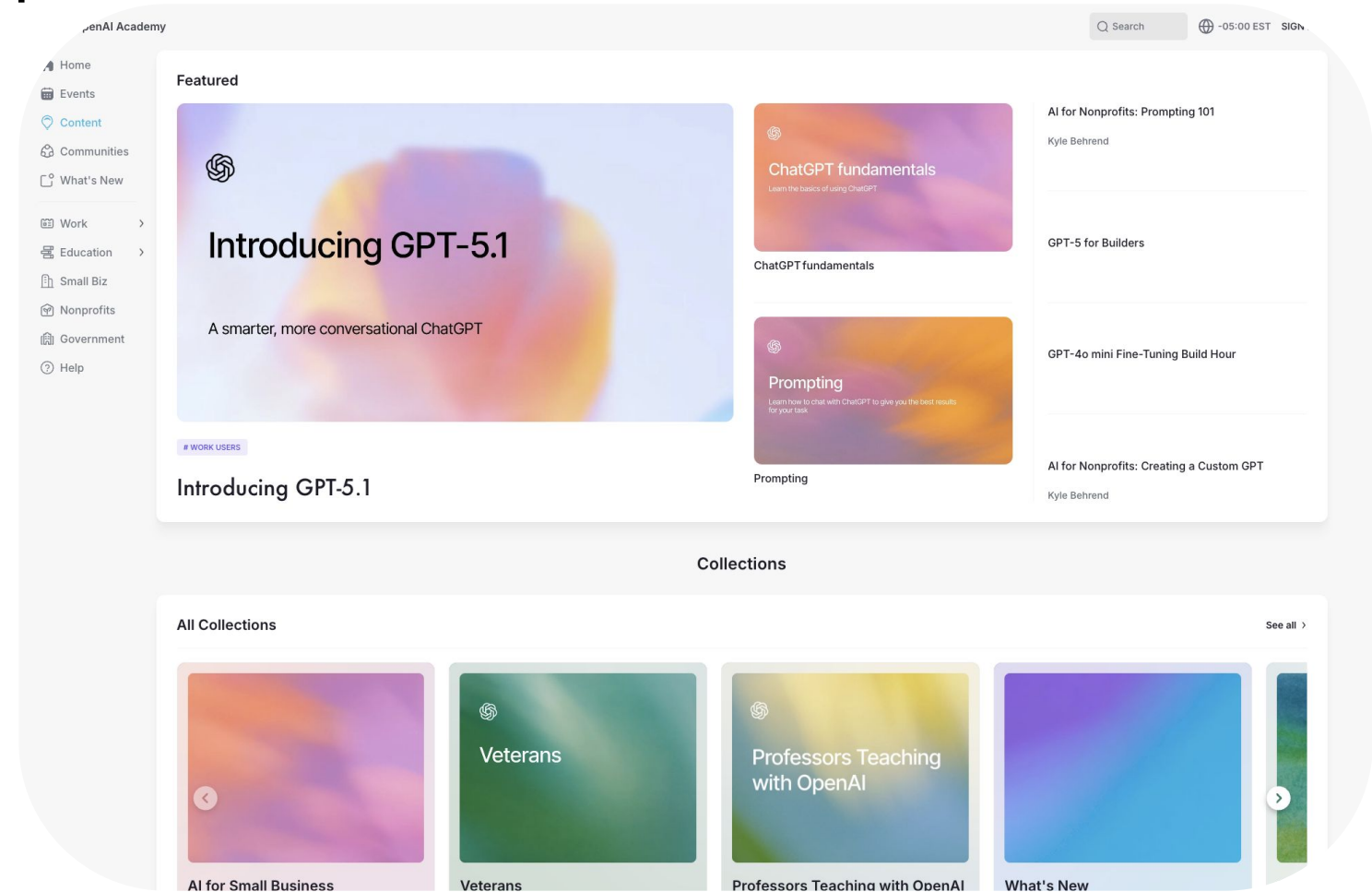
Set the task, choose the sources and review the result. AI can carry out research, analysis and drafting with your oversight.



The OpenAI Academy

strives to close this gap

- In-person and online educational events
- Free on-demand tutorials and resources
- Tailored content for educators, nonprofits, small businesses, veterans, and more.



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Responsible use of AI



Protect confidential or personal data



Follow your organisation's AI policy



Keep a human in the loop for important work



Seek expert review for legal, medical, or financial advice



Watch for hallucinations and perspective



Provide feedback and report policy issues

Data and privacy controls

Check the account and data controls you are using

Training on user content?

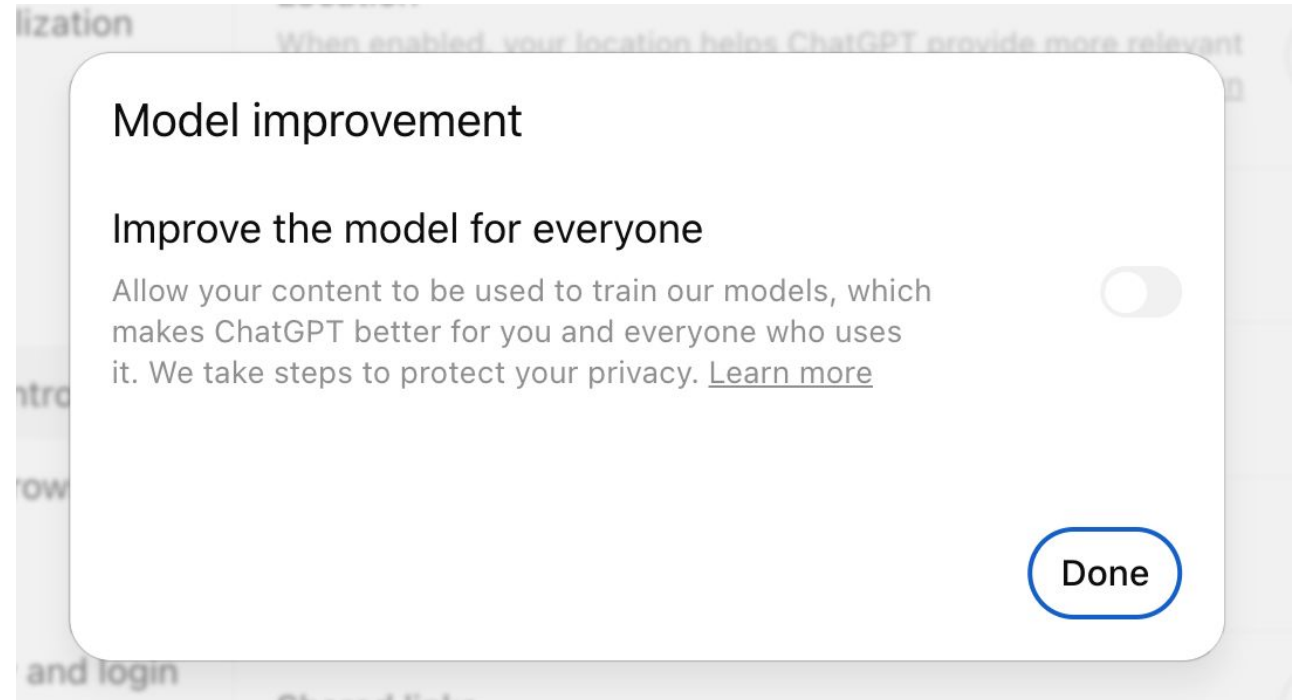
- May be used to improve models(default)
- Opt out anytime in Data Controls

Are chats shareable?

- Private by default
- Shared link is optional

Data retention & deletion

- Saved until you delete
- With Temporary Chat, ChatGPT won't access or create memories for personalization



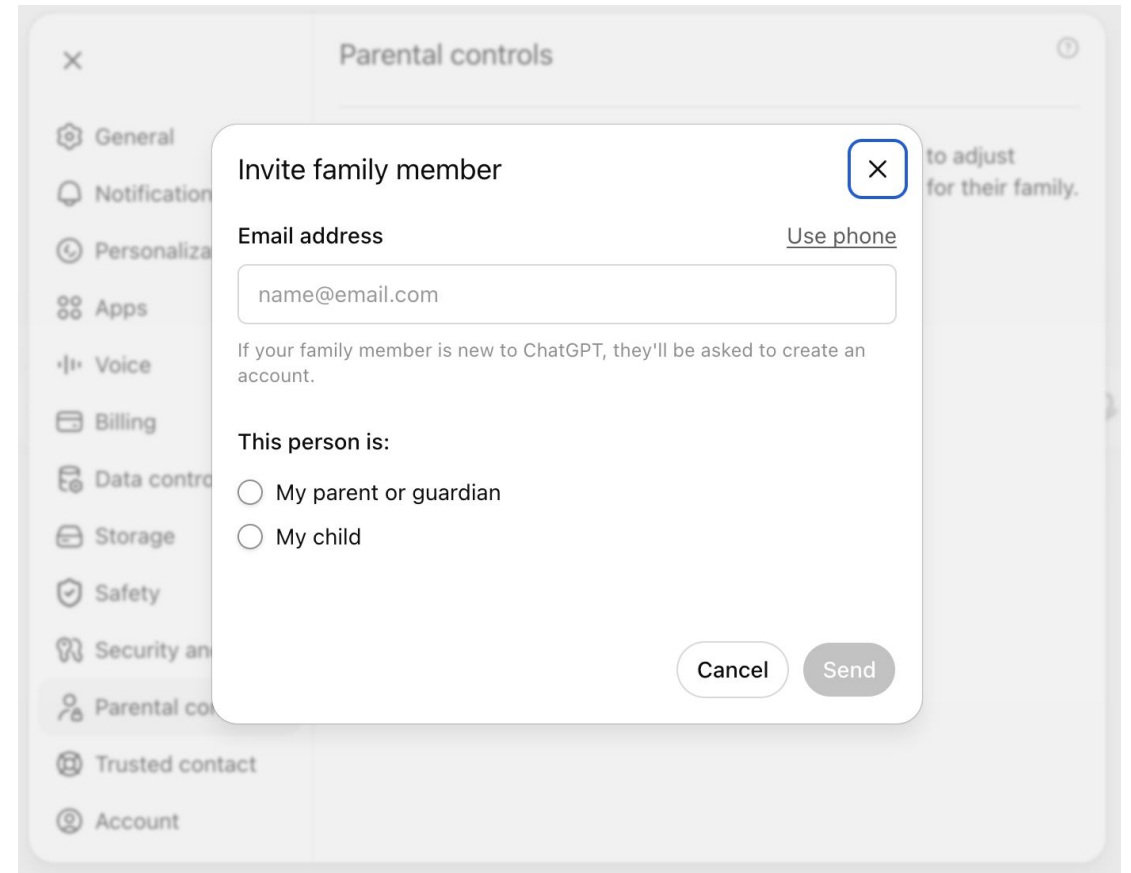
Parental controls

Supporting age-appropriate experiences for teens

When a parent or guardian and teen link their accounts

- The parent or guardian can manage selected ChatGPT settings for the teen
- Set quiet hours
- Receive safety notifications in situations of distress/self-harm
- Switch off image generation
- Switch off memory

Parental controls do not let a parent or guardian read or monitor the teen's conversations



What about hallucinations?

Hallucinations refer to when an AI tool returns confident answers that are **incorrect or made-up**. Errors can occur even with a clear, detailed prompt.

Tips for mitigating hallucinations:

- Ask for sources, assumptions and uncertainty
- Clarify and break down complex questions
- Provide specific details and desired format
- Cross-check with trusted sources

Remember: ChatGPT is a powerful partner, but **human judgment remains essential**.



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As simple as chatting



Task

Explain this [topic] ...

Summarise this [document] ...

Analyse this [dataset] ...



+ Context

for a ministerial briefing ...

for committee preparation ...

using public UK evidence ...



+ Expectation

using [non-technical] terms.

in [5] bullet points.

formatted as a [report].

Foundations of a good prompt

Preparing a ministerial briefing

Okay
task



You

Draft a briefing on a proposal to improve adult skills in England.

Better
+ context /
persona



You

Draft a briefing for a UK minister on a proposal to improve adult skills in England. Use the attached public evidence. Compare delivery options, costs, employer needs and access for learners. Flag evidence gaps and devolved responsibilities.

Best
+ output



You

Draft a briefing for a UK minister on a proposal to improve adult skills in England. Use the attached public evidence. Compare delivery options, costs, employer needs and access for learners. Flag evidence gaps and devolved responsibilities. Return a one-page brief with options, trade-offs, source references and three questions for officials.

If at first you don't succeed



Iterate

Rephrase, provide more detail, ask follow-up questions.



Clarify

Request evidence, explanations, sources.



Experiment

Try different approaches to learn what works.

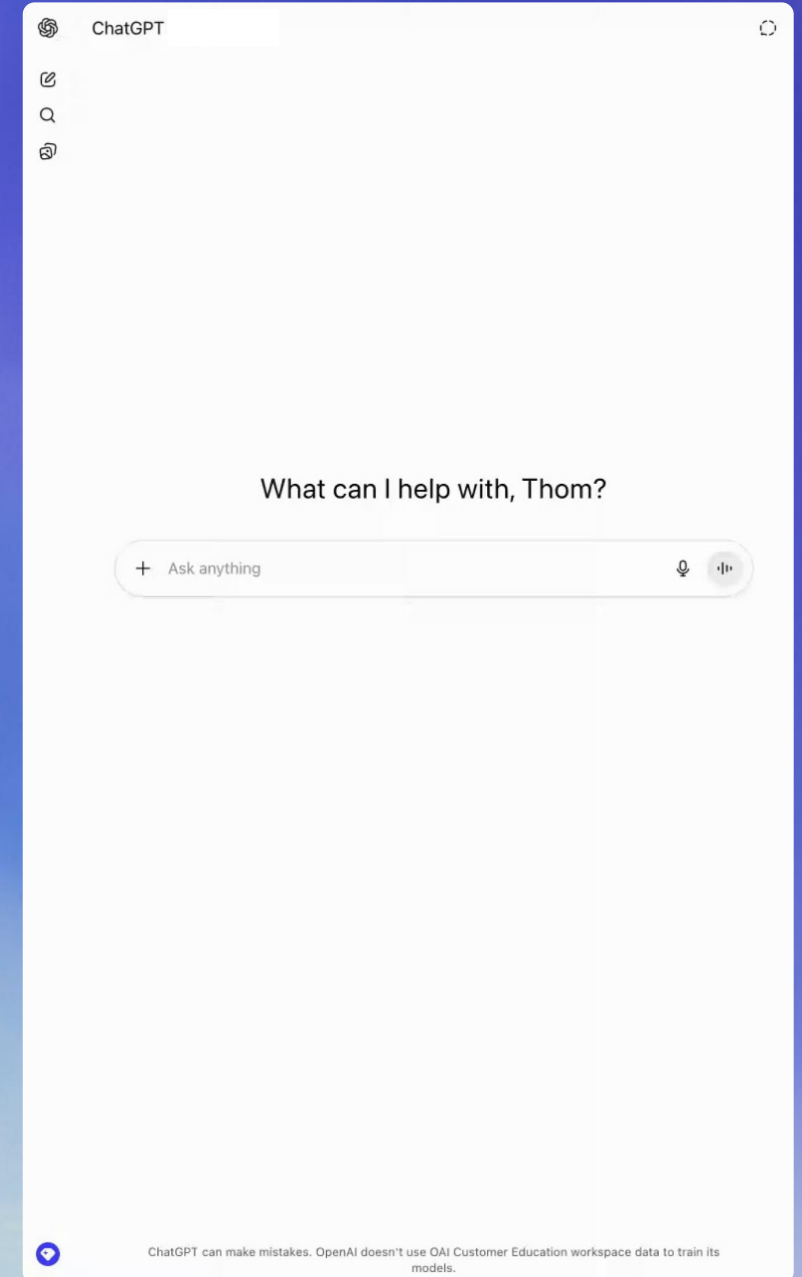
Use ChatGPT to meta-prompt

Ask ChatGPT to help you write, refine, and adapt more effective prompts for you.

- ✓ Make this prompt clearer and more specific
- ✓ Turn this into a stronger prompt for Pro or Deep Research
- ✓ Rewrite this prompt for a different audience, role, or goal



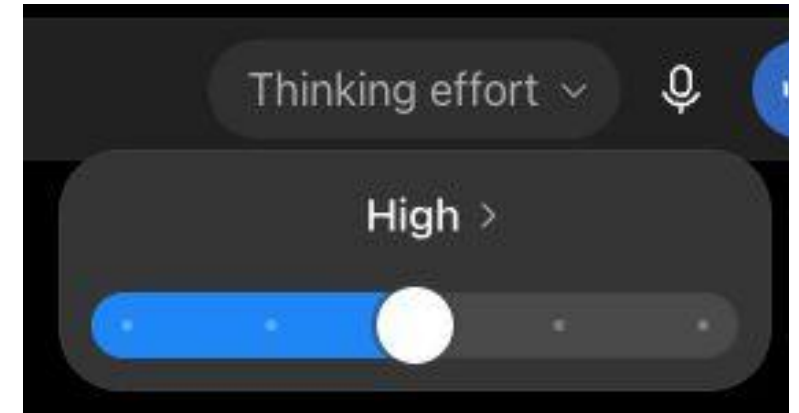
Tip: Start with voice dictation, then ask ChatGPT to turn your rough idea into a polished prompt.



Choosing thinking effort

Upgraded

Move the thinking slider to match the work. More thinking can take longer.



Instant

Turn meeting notes into a short follow-up email.

Medium

Summarise a consultation and group responses by theme.

High

Compare policy options on cost, impact and delivery risk.

Extra High

Stress-test a delivery plan against funding and staffing scenarios.

Pro

Critique a complex policy appraisal and challenge its assumptions.

Let's try together:

 chat.com



Desktop app



Mobile app

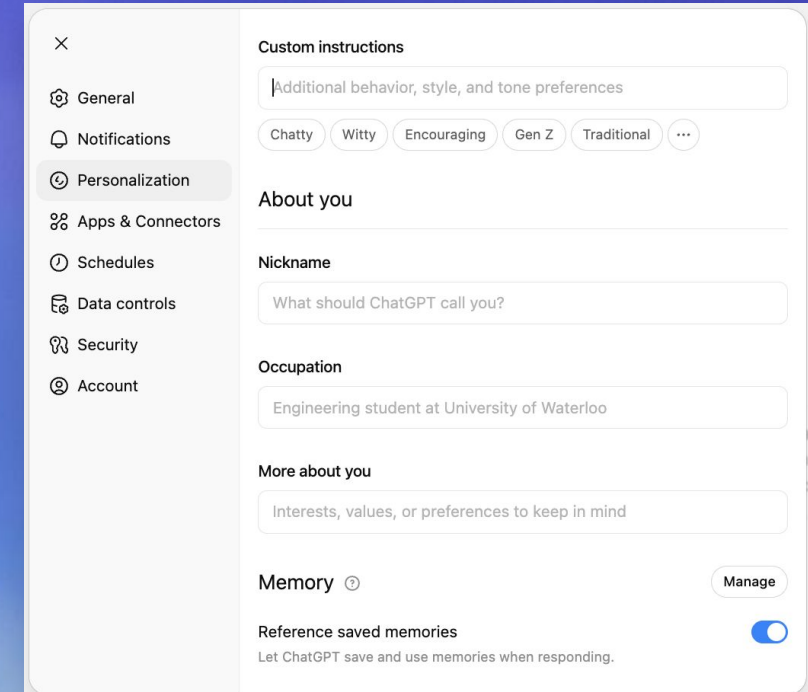
Exercise 1: Personalise

Custom Instructions (Make these your own!)

“Use plain UK English and distinguish evidence, assumptions and recommendations. Offer ideas and research support that strengthen UK policymaking, legislative outcomes, and public accountability. Help me analyse data, reports, and stakeholder input to identify trends and policy implications. Flag devolved responsibilities and suggest practical steps within UK public-sector workflows and resource constraints.”

More about you

“I am a **[role]** in **[office]**. My time is limited and I need help prioritising **[key priorities]**.”



The screenshot shows the 'Custom instructions' settings page in the OpenAI interface. On the left is a sidebar menu with options: General, Notifications, Personalization (selected), Apps & Connectors, Schedules, Data controls, Security, and Account. The main content area is titled 'Custom instructions' and contains a text input field for 'Additional behavior, style, and tone preferences'. Below this are five buttons: 'Chatty', 'Witty', 'Encouraging', 'Gen Z', and 'Traditional', followed by a three-dot menu. The 'About you' section includes a 'Nickname' field with the placeholder 'What should ChatGPT call you?'. The 'Occupation' field contains the text 'Engineering student at University of Waterloo'. The 'More about you' section has a field for 'Interests, values, or preferences to keep in mind'. At the bottom, the 'Memory' section shows a 'Manage' button, a toggle for 'Reference saved memories' which is currently turned on, and the text 'Let ChatGPT save and use memories when responding.'

Exercise 2: Generate your own prompts

1. Pick a task: ministerial brief, committee questions or consultation summary.
2. Add audience, evidence, UK jurisdiction and output format.
3. Ask ChatGPT to improve the prompt and flag missing information.

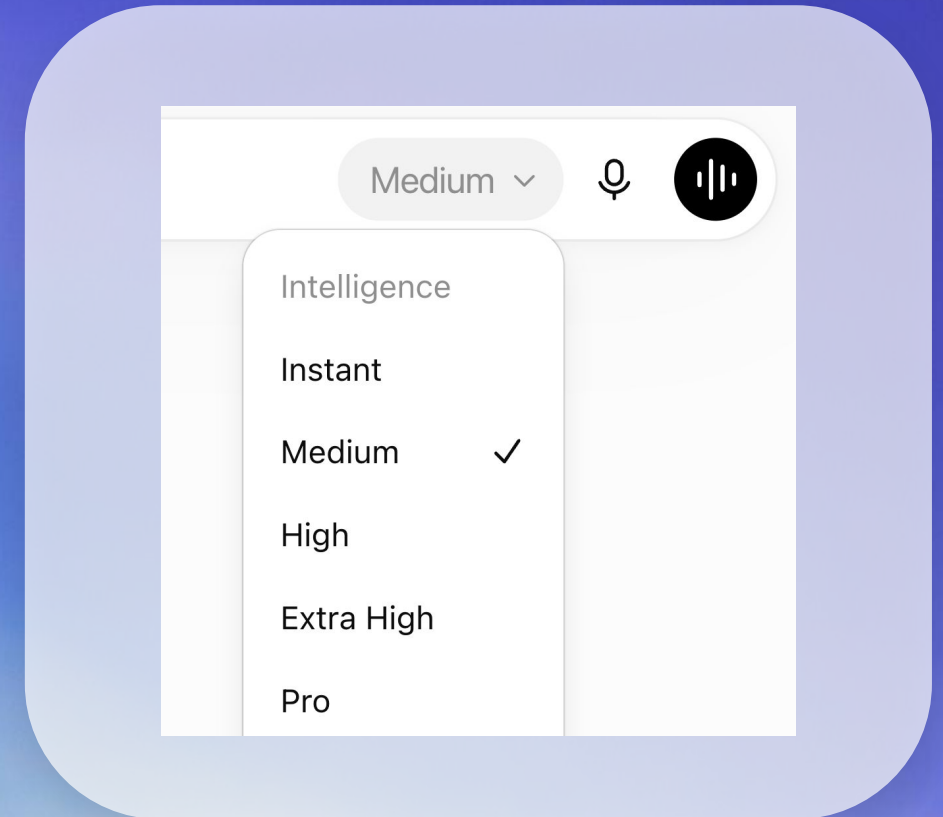
Ready when you are.

+ Add your prompt here...

Exercise 3: Compare reasoning levels

Upgraded

1. Choose a public UK policy question.
2. Compare two reasoning settings available in your account.
3. Check speed, depth, sources and unsupported claims.



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Upgraded

With ChatGPT Work, you can **just build things.**

Decks, reports, workflows, and more

Work gets hard when context is everywhere

Calendar

Meetings, prep, and schedule changes



Messages

DMs, mentions, and replies



Follow-ups

Email, docs, and decisions owed



What makes ChatGPT Work useful for work

01

Work across your tools

Spreadsheets, docs, messages, dashboards

02

Build usable outputs

Decks, reports, workflows, trackers

03

Keep work moving

Updates, follow-ups, recurring tasks

Cross-functional project tracker

2026 Accelerate Logo Launch RACI Tracker

File Edit View Insert Format Data Tools Gemini Extensions Help

Search | Undo | Redo | Print | Copy | Paste | 100% | \$ % .0 .00 123 | Carlito | - 14 + | B I U A | [Icons] | [Icons]

B6 =COUNTA('RACI Matrix'!\$A\$6:\$A\$17)

	A	B	C	D	E	F
1	Project Tracker Dashboard					
2	Summary view for 2026 Accelerate Logo Launch RACI project tracker. All formulas update from Team List and RACI Matrix.					
3						
4	KPI Snapshot					
5	Team Members	8		Top Responsible	Priya Raman	
6	Deliverables	12		Top Accountable	Maya Chen	
7	Ready RACI Rows	12		Blocked Items	1	
8	Coverage Issues	0		Next Due Date	2026-05-01	
9						
10						
11	Role totals					
12	Role	Definition	Total	Most Assigned To	Count	Use
13	R	Responsible	17	Priya Raman	8	Execution load
14	A	Accountable	12	Maya Chen	4	Decision ownership
15	C	Consulted	28	Maya Chen	6	Review demand
16	I	Informed	39	Omar Grant	10	Comms demand
17						
18						
19	Coverage checks					
20	Check	Formula-driven status	Result	Target	Notes	
21	Exactly one Accountable per row	0 OK	0 issues		Each deliverable should have one A owner	
22	At least one Responsible per row	0 OK	0 issues		Each deliverable should have at least one R owner	
23	Blocked deliverables	1 Review	Review		Dummy data intentionally includes one blocked row	
24	High-load people	3 Review	Review		Load band based on active R/A/C roles	

Sending a calendar invite based on availability

Calendar interface showing a weekly view for February 2026. The interface includes a sidebar with navigation options (Create, Meet with..., Booking pages, Time Insights, My calendars) and a main calendar grid displaying various events and meetings. A sidebar on the right shows a chat conversation with OpenAI, discussing meeting availability for Laura Peng and Alexander Embiricos on Monday, Feb 23, 2026. The chat includes a suggestion for a 11:00am-11:35am PT meeting and a shorter backup option of 9:45am-10:00am PT (15 min).

ChatGPT for UK policy work

Policy and legislative analysis

Quickly summarize and compare the content, implications, and potential impacts of new legislation.

Policy research and evidence

Rapidly gather, synthesize, and contextualize information from trusted sources to inform policy decisions.

Select committee preparation

Draft inquiry briefs and questions using published committee evidence, reports and witness submissions.

Public communications

Generate clear, polished talking points, press releases, and speeches tailored to different audiences.

Public and stakeholder engagement

Draft plain-English responses and summarise public consultation themes. Review facts, tone and translations.

Work in approved environments

Use tools and information approved by your organisation. Keep human review and clear accountability.

ChatGPT for UK policy work

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Policy & Legislative Analysis

- ↑ Faster policy research turnaround
- ↑ More consistent, decision-ready outputs
- ↑ Better scenario and sensitivity analysis

Project Conduct rapid, defensible legislative research with ChatGPT—combining document review, data analysis, scenario modeling, and polished briefing generation into one workflow. Produce standardized, citation-backed summaries, charts, and oversight questions that help Members understand impacts, prepare for hearings, and communicate clearly with constituents and stakeholders.

How File uploads
Advanced data analysis
Artifact generation

"Using the Railways Bill, its explanatory notes and the government's rail freight factsheet, summarise the proposed changes affecting rail freight, including Great British Railways' responsibilities, freight growth and access to the rail network.

Who is affected? What are the implementation questions? Cite clauses and pages where available; distinguish proposals from current law and state territorial scope.

Start here: <https://www.gov.uk/government/publications/railways-bill/railways-bill-rail-freight>"

Worked for 1m 48s >

The proposals would make Great British Railways (GBR) responsible for network access and give freight explicit support through statutory duties and a growth target. Freight services would remain mainly privately operated. The government also promises a central GBR freight team and targeted discounts to encourage growth. These are policy commitments described in the [rail freight factsheet](#).

As at 18 September 2026, the Bill remains before Parliament. References below use HL Bill 25, brought from the Commons on 11 June 2026, and its accompanying explanatory notes; page references are printed pages. These are proposals, not enacted requirements. [Parliament's Bill page](#)

What would change?

Currently, an operator normally needs a track-access agreement with Network Rail approved by the Office of Rail and Road (ORR) under the Railways Act 1993. The existing framework also includes the 2016 access and management regulations. [ORR track-access guidance](#), pp. 5–8

Area	Proposed change and significance
GBR's responsibilities	GBR would manage, maintain, renew and improve infrastructure, undertake strategic

Share

Library / Education Committee hearing brief 15 September 2026.docx

Deep Research

Prepare for the Education Committee's 15 September 2026 hearing on "Every Child Achieving and Thriving". Using published inquiry evidence, draft an extremely detailed brief and questions for the announced witnesses.

Link questions to evidence. Flag conflicting accounts, gaps and follow-ups. Use only material available before the hearing.

Source:
<https://committees.parliament.uk/event/28200/formal-meeting-oral-evidence-session/>

Show less ^

or 3m 55s >

and the Education Committee hearing brief ».

-page brief uses material available by 14 September 2026. It contains 30 -linked questions for the announced witnesses », identifies conflicting and evidence gaps, and sets out written follow-ups for the Committee.

ChatGPT can make mistakes. Workspace data isn't used to train models.

ant se

GPT-6 Sol Medium v

Education Committee hearing brief on Every Child Achieving and Thriving

This brief supports the Education Committee's 15 September 2026 oral evidence session. It addresses the white paper's wider school reforms in England, with SEND discussed where it affects governance, inclusion, attendance or delivery; detailed SEND reform is being scrutinised separately. It uses material published by 14 September 2026. The 10:00 witnesses are Councillor Natalie Oliver of the Local Government Association (LGA) and Leora Craddas of the Confederation of School Trusts (CST). The 11:00 witnesses are Geoff Barton, chair of the Oracy Commission; Dr Ian Thompson of Oxford's Belonging in Education Research Network; and Sam Henson of the National Governance Association (NGA). [1]

Hearing priorities

1. Establish the mechanism by which universal trust membership would improve outcomes beyond effective collaboration already available to maintained schools. Test choice, timetable, conversion cost, the capacity of suitable trusts and the powers of local authorities. CST supports completion of a trust system; LGA opposes compulsion; earlier union witnesses disputed any inherent improvement effect. [2][3][4][5]
2. Resolve which body is accountable for each child and each decision in a trust-led locality: admissions, place sufficiency, alternative provision, exclusion, transport, SEND grouping, safeguarding, complaints and pooled budgets. Press for a published map of statutory duties, decision rights, appeal rights and information sharing. [2][3][4][6]
3. Identify what the promised trust inspection will inspect, how it will attribute outcomes to the trust rather than a school or its intake, and when school inspection burden will actually fall. Ask how local boards and parents can influence trust decisions. [2][6][7][8]
4. Separate the aims of belonging, attendance and attainment. The DIE linked study found an adjusted eight-point Attainment 8 difference between the extremes of a single belonging question, but the composite index was not significant after adjustment: the study is observational and measured belonging in the GCSE year. Do not treat the association as an intervention effect or a grade gain that a survey programme will produce. [9]
5. Ask for a costed delivery plan for enrichment, oracy and engagement, the replacement of sports funding, teacher and specialist time, and the interaction with curriculum, inspection and workforce reform. On 1 September school leaders and unions warned of cumulative load; CST itself highlights unfunded employer obligations. [2][4][10]

Policy baseline and the published record

The white paper is an English policy paper, not itself a change in law. It proposes all schools joining or forming high-quality trusts, new local authority-established trusts, trust-level inspection and trust standards, stronger local authority and trust partnership, and further engagement and enrichment frameworks. It expects every school to monitor belonging by 2029, compared with an estimated 60% currently, and aims for attendance above 94% from 2028–29. Its phases overlap: alignment with best practice in 2025–26, preparation for SEND and curriculum reform in 2026–27, and full implementation from 2028–29. Individual measures have separate consultations, legislation and delivery dates; witnesses should identify which claims are current duties, funded commitments or proposals. [3]

The 1 September session covered technical pathways, disadvantage, attendance, workforce, trust membership and belonging. The first panel stressed the interaction between school and wider causes of disadvantage. Julie McCulloch favoured a more direct family-income measure of disadvantage, with inflation review and attention to persistent poverty, but warned against making pupil premium administration too complex. The union and leader panel warned of multiple reforms landing together. Daniel Kebede and Darren Northcott disputed evidence that academisation itself raises standards; James Bowen reported effective collaboration in both trusts and maintained-school clusters. These are witness positions, not settled causal findings. [4]

CST's inquiry submission, ECA0163, argues that a single legal entity can pool expertise and resources and says 64.4% of pupils and 53.7% of state schools are in academies. It also says removing conversion and capacity grants impedes the proposed transition; raises questions about the speed and purpose of trust inspection; asks for transparency that preserves pooled-budget flexibility; and warns that the many reforms have not been costed for employers in the round. CST's claimed improvement effects should be examined against comparison groups, selection into trusts, prior trends and disadvantaged-pupil outcomes. [2]

The LGA's published white-paper briefing welcomes council-established trusts and local SEND groups, but asks that conversion remain a school choice and successful alternatives continue. It says school reform must be financed sustainably and points to a residual Dedicated Schools Grant deficit of roughly £500 million after a 90% historic write-off and a forecast £8.7 billion of new deficits in 2026–27 and 2027–28. These are its

Select committee preparation

- ↑ Faster hearing prep cycle
- ↑ Higher-quality questioning
- ↓ Evidence gaps made visible

Project

Prepare a select committee briefing using published inquiry evidence, witness submissions and previous reports. Draft questions and follow-ups, cite the supporting sources and flag gaps for human review.

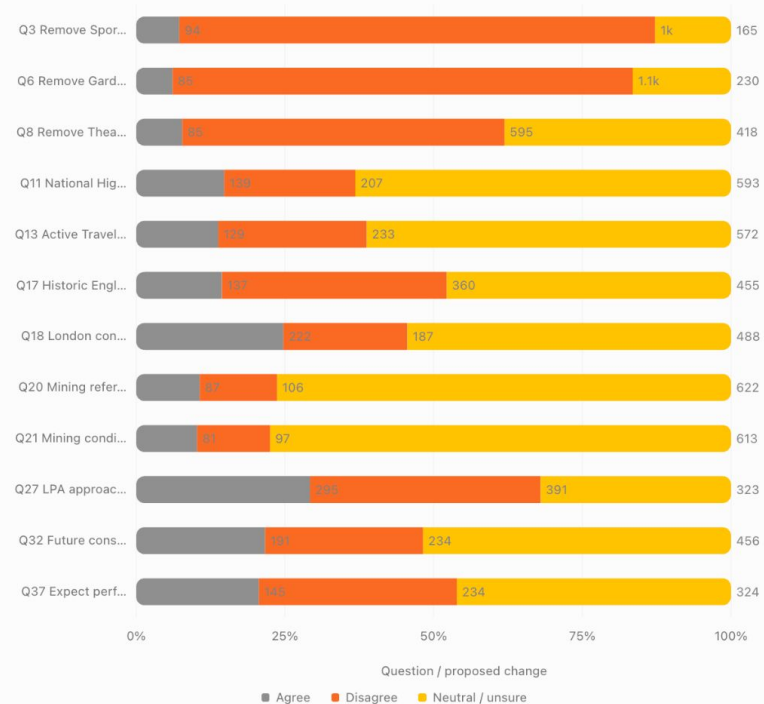
How

Deep Research

Public and stakeholder engagement

MHCLG reports a clear divide: respondents often favoured **fewer unnecessary referrals, clearer guidance and earlier engagement**, while opposing the loss of specialist scrutiny. The strongest opposition concerned removing named consultees. For several technical changes, “unsure” was the largest response group. The figures below are shares of those who answered each question, not of all 1,606 submissions. [MHCLG government response](#) ↗.

Views on proposals and expected performance, by question ⓘ



Read “agree” as agreement with each question’s proposal—including removal where that was proposed. “Neutral / unsure” combines the two labels for display only. Question 37 instead asks whether

- ↑ Faster copy turnaround
- ↑ Higher throughput with the same staff
- ↑ Better signal extraction from large-scale feedback

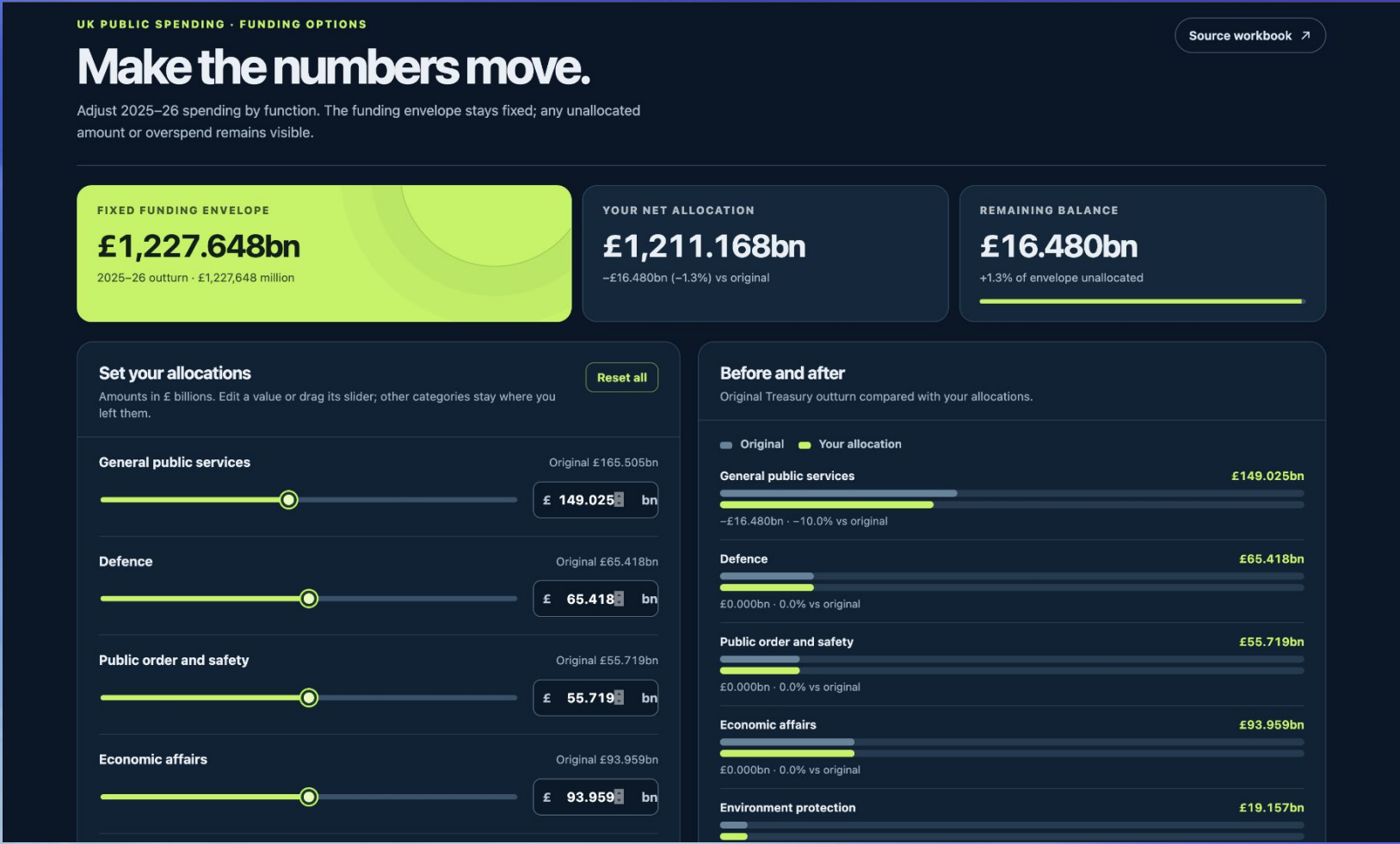
Goal Summarise public consultation themes and draft plain-English responses with source references and human review.

How Image Analysis & Generation
Canvas
Translation

UK funding options tool

- ↑ Build a tool to explore funding options
- ↑ Make assumptions and trade-offs visible

Goal	Streamline generation of valuable tools and applications and automate processes.
How	ChatGPT Work Sites



Let's try together:

 chat.com



Desktop app



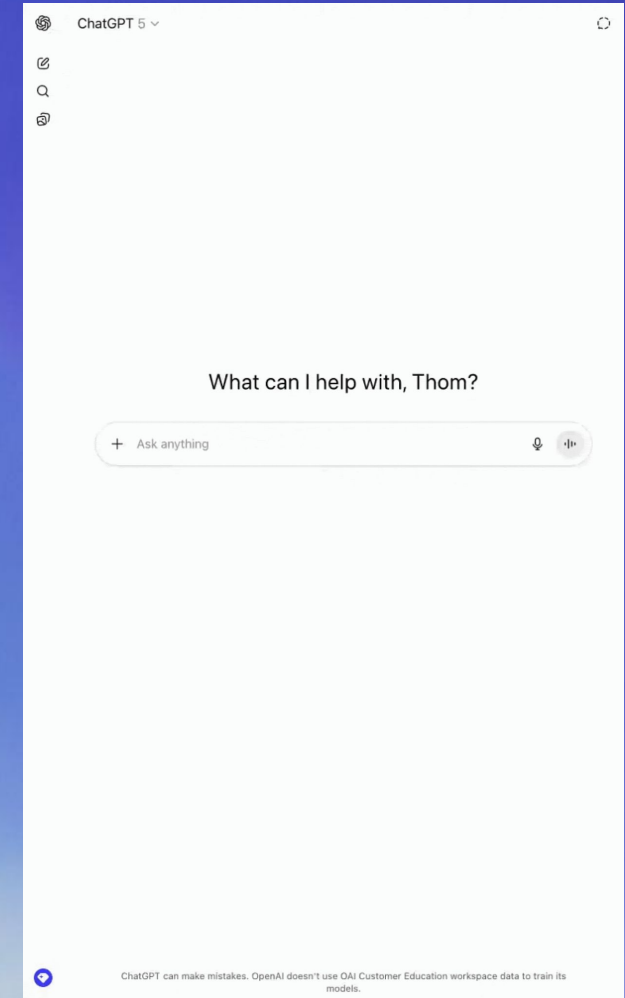
Mobile app

Download the ChatGPT app

Visit chatgpt.com/download

Choose the app for your device

Install and sign in with your account



UK open sources for today's tasks

Bills and explanatory notes

bills.parliament.uk

Select committee inquiries and evidence

committees.parliament.uk

Policy papers and consultations

gov.uk/search/policy-papers-and-consultations

Exercise 4: Investigate a Bill

Write your own prompt to:

1. Research a Bill using Parliament and stakeholder evidence.
2. Compare five key changes, affected groups and arguments for and against.
3. Investigate costs, trade-offs and evidence gaps.
4. Produce a ministerial brief, scrutiny questions, areas for exploration and sources.

Ministerial briefing: Railways Bill—implications for rail freight
18 September 2026 | For consideration

Assessment. The Bill offers a credible opportunity to improve freight planning and accountability. Its central trade-off is that stronger duties to support freight accompany greater GBR control over access, charges and operational rules. Success will depend on whether freight businesses can secure commercially useful capacity, predictable costs and effective remedies when decisions go wrong.

Status and scope. The Bill is in Lords committee stage and is **not current law**. Clause references below use **HL Bill 25, brought from the Commons on 11 June 2026**, rather than proposed Lords amendments. The principal freight reforms concern Great Britain; the new access regime concerns GBR infrastructure, with separate arrangements for other networks. [Parliamentary stages](#); [Bill and explanatory notes](#).

Two recent developments qualify older evidence: the government announced a **40% freight-growth target for 2040** on 8 September, and Network Rail opened consultation on the **draft Access and Use Policy** on 9 September. Both are relevant policy developments; neither means the Bill's proposed regime is already operating. [Ministerial statement](#); [consultation](#).

The five most consequential changes

1. GBR would become an integrated infrastructure and passenger operator, with an explicit freight duty.

Current position → proposal. Network Rail manages infrastructure separately from passenger operators. The Bill would integrate those functions within GBR and require GBR, ministers and ORR to promote rail freight alongside other duties. Freight operations would remain mainly private. The government also promises a central freight team; this organisational commitment should be distinguished from the statutory duty. **Clauses 1–3 and 18.** [Commons Library briefing](#); [government freight factsheet](#).

Who gains or bears burdens. Freight operators, ports and customers could gain a clearer

+ Work on anything

GPT-6 Astra High

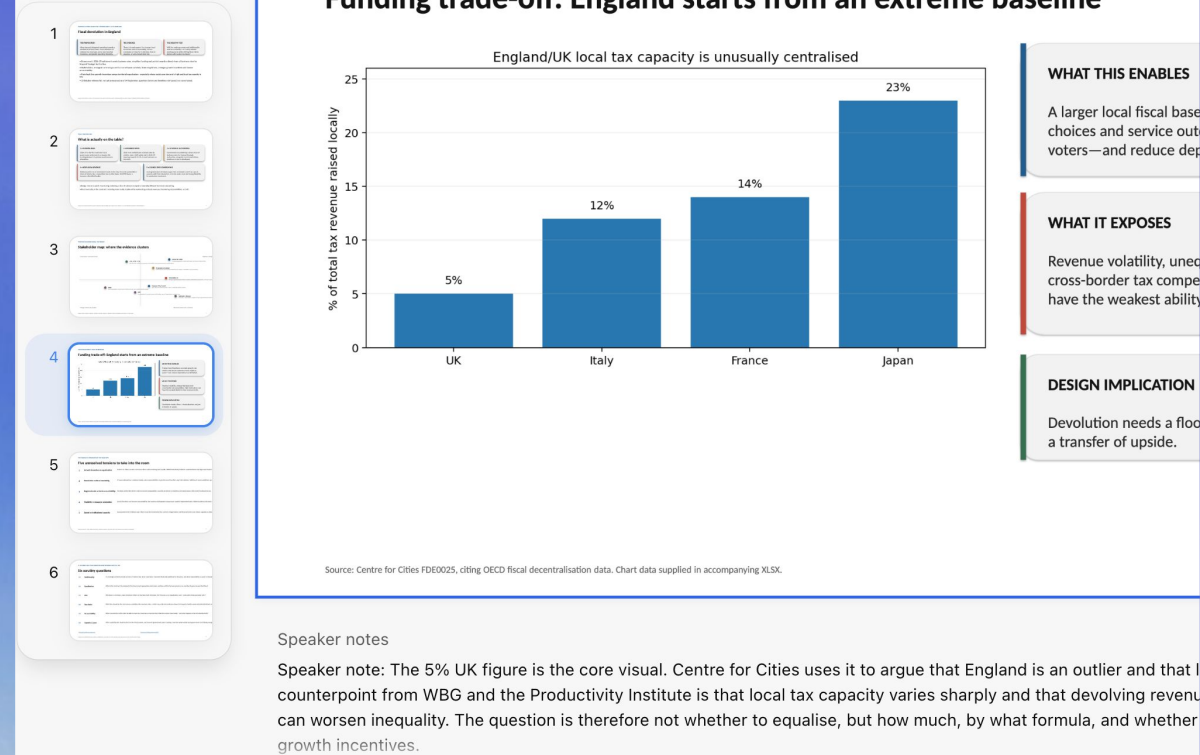


bills.parliament.uk

Exercise 5: Build a committee briefing deck

Write your own prompt to:

1. Prepare a committee member for a named hearing.
2. Research proposals, stakeholder views and funding trade-offs.
3. Create six slides with a stakeholder map, sourced chart and six scrutiny questions.
4. Add speaker notes and links; check the facts and slide design.

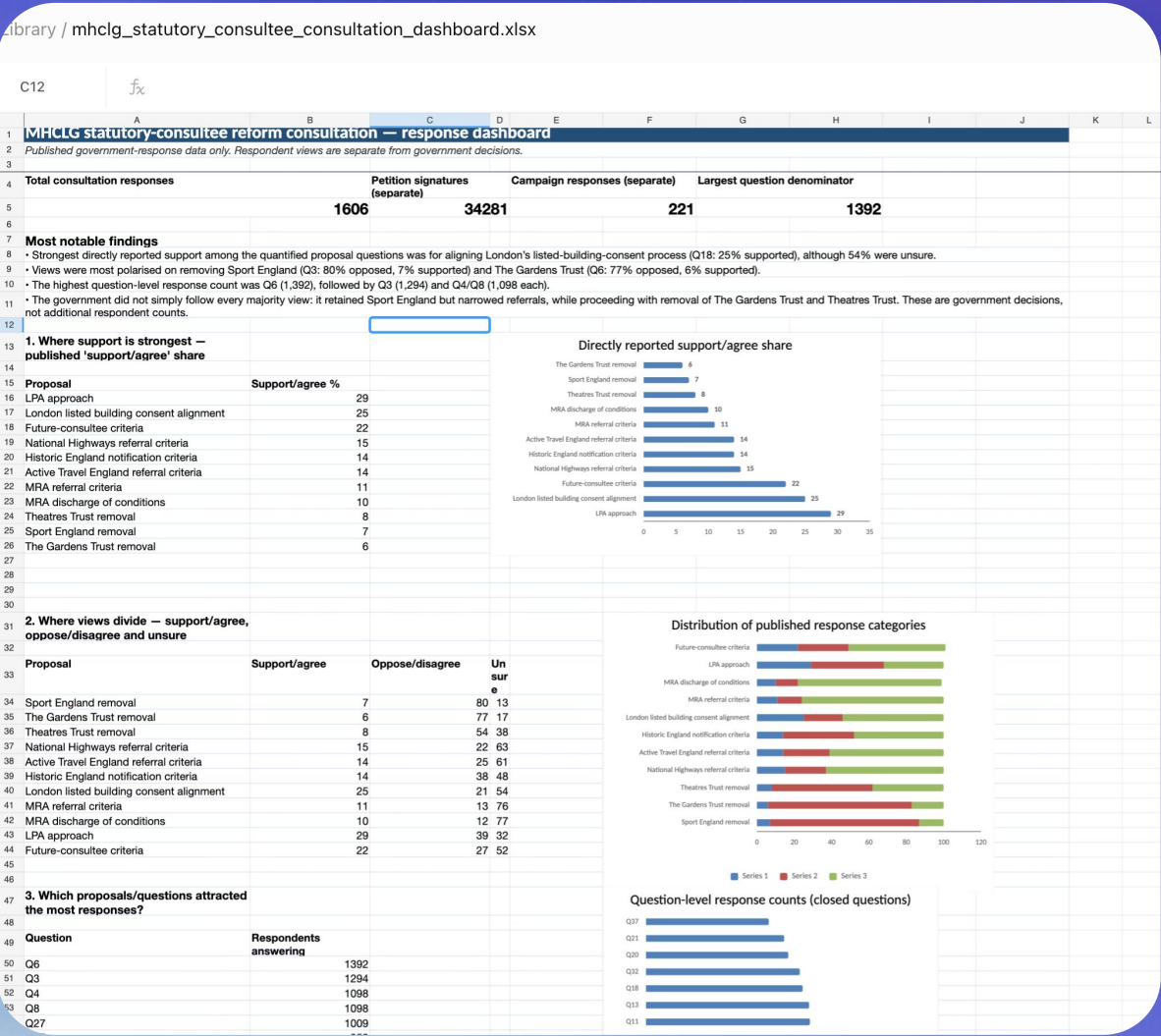


committees.parliament.uk/inquiries

Exercise 6: Find the patterns

Write your own prompt to:

- 1. Analyse published consultation results.
 - 2. Extract counts and percentages into a spreadsheet, with denominators and sources.
 - 3. Build three charts showing support, disagreement and response volumes.
 - 4. Explain the findings and missing data.
- Keep respondents' views separate from government decisions.



gov.uk/government/consultations

Today we...

Built confidence using AI in a policy context.

Discovered what AI
can do for policy

Recognised where
AI can help with
research, analysis
and
communication.

Turned better
questions into
better results

Gave clear context,
set useful goals
and refined
prompts through
practice.

Built confidence in
our judgement

Checked evidence,
recognised
limitations and
applied our own
judgement.