

# SkillFusionAI

## Training Content Compliance and AI Use Policy

*Effective Date: 24 April 2026 | Reviewed Annually*

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### Purpose

This policy sets out how SkillFusionAI approaches training content quality, the role of artificial intelligence in content development, the qualifications and experience requirements for content developers, and how compliance with government body requirements and industry standards is maintained.

SkillFusionAI's AI tools are designed to assist qualified human professionals, not replace them. This policy makes that principle explicit and binding for all users of the platform who develop training content for delivery to learners.

### 1. The Human-First Principle

SkillFusionAI operates on a human-first principle in all training content development. Artificial intelligence on this platform functions as an assistant, a time-saving tool, and a first-draft generator. It does not function as a subject matter expert, a compliance authority, or a final decision maker.

Every piece of training content published through SkillFusionAI for delivery to learners must be reviewed, verified, and approved by a qualified human professional before use. The human professional is the project manager of the content development process. AI is one of the tools they use, alongside their own expertise, industry knowledge, and professional judgement.

This is not a limitation of our AI tools. It is a deliberate design philosophy that reflects the reality of how high-quality, compliant training content is produced in professional practice.

### 2. Qualified Content Developer Requirements

SkillFusionAI recommends and expects that training content developed using the platform for formal delivery to learners, clients, or workplace teams is developed or reviewed by a person who meets the following minimum qualifications and experience standards:

#### Minimum Experience Standard

Content developers should hold a minimum of 5 years of practical experience in their industry or subject area, with 10 years or more being the preferred standard for content used in accredited or regulated training contexts. Experience means direct, hands-on work in the relevant industry or discipline, not solely academic study.

#### Recommended Qualifications

- Certificate IV in Training and Assessment (TAE40116 or TAE40122) or equivalent for vocational education and training (VET) content.
- Relevant industry qualification at Certificate III level or above in the subject matter being taught.

- For accredited RTO training: compliance with ASQA's Standards for Registered Training Organisations 2015 regarding trainer and assessor qualifications and vocational competency.
- For non-accredited workplace training: demonstrated industry expertise and professional standing in the relevant field.

### **Currency of Knowledge**

Content developers must maintain current knowledge of their industry. For rapidly changing fields including technology, AI, healthcare, and compliance-heavy industries, currency of knowledge should be demonstrated through recent professional development, industry engagement, or direct workplace experience within the past 2 years.

## **3. How AI Assists Content Development**

SkillFusionAI uses Anthropic Claude for text generation and ElevenLabs for voice synthesis. Here is exactly how these tools assist the content development process and where human oversight is required:

### **AI as First Draft Generator**

AI can generate an initial structure and draft content based on your input, notes, or uploaded documents. This draft is a starting point only. It must be reviewed line by line by a qualified professional who checks it for accuracy, relevance, compliance with standards, and suitability for the intended learners.

### **AI as Research Assistant**

AI can help identify key concepts, summarise information, and suggest content structures. The qualified developer must verify all claims, statistics, and procedural information against authoritative sources before including them in training materials.

### **AI as Narration Tool**

ElevenLabs voice synthesis converts your reviewed and approved text into professional audio narration. The human developer approves the script before narration is generated. The voice is a delivery tool, not a content authority.

### **AI as Formatting Assistant**

AI helps structure content into scenes, sections, and flipbook layouts. The human developer makes all decisions about content sequence, emphasis, and learning design.

### **What AI Does Not Do**

AI does not verify compliance with ASQA standards, workplace health and safety legislation, industry codes of practice, or any government regulatory requirements. AI does not replace the professional judgement of a qualified trainer or industry expert. AI does not guarantee accuracy. AI outputs can contain errors, outdated information, or content that is contextually inappropriate for specific learner groups.

## **4. SkillFusionAI as Project Management Tool**

The correct way to understand SkillFusionAI is as a project management and content production platform for training professionals. It organises, accelerates, and professionalises the content development workflow. It does not replace the professional at the centre of that workflow.

- You bring the expertise, industry knowledge, and compliance awareness.
- SkillFusionAI provides the tools to structure, generate, narrate, and publish that expertise efficiently.
- You review everything the AI generates before it reaches a learner.
- You are accountable for the accuracy, safety, and compliance of the content you publish.
- SkillFusionAI supports your workflow. You manage the project.

This model mirrors how professionals use other productivity tools. A lawyer uses document automation software but remains responsible for legal advice. An engineer uses CAD software but remains responsible for structural integrity. A trainer uses SkillFusionAI but remains responsible for training quality and compliance.

## 5. Compliance with Government and Regulatory Standards

SkillFusionAI training content may be used in a range of regulatory contexts. The following principles apply to all users who develop content for regulated or compliance-sensitive training:

**Accredited VET Training (ASQA):** Content used in accredited VET training under an RTO's scope of registration must comply with the Standards for Registered Training Organisations (SRTOs) 2015. SkillFusionAI does not hold RTO registration and does not independently verify compliance with ASQA standards. The RTO and its trainers are solely responsible for ensuring their training materials meet ASQA requirements. SkillFusionAI is a content production tool, not an ASQA-registered provider.

**Workplace Health and Safety Training:** Training content related to workplace health and safety must comply with the Work Health and Safety Act 2011 (Cth) and relevant state and territory WHS legislation. AI-generated safety content must be reviewed by a person with appropriate WHS qualifications and industry experience before delivery.

**Industry-Specific Regulations:** Some industries have specific regulatory requirements for training content including but not limited to food safety, aged care, childcare, financial services, and healthcare. Users in these industries are responsible for ensuring their content meets all applicable regulatory standards. AI-generated content does not automatically comply with industry-specific regulations.

**Non-Accredited Training:** Training delivered outside of an accredited VET framework still carries obligations around accuracy, safety, and fitness for purpose. The human content developer remains responsible for ensuring non-accredited training content is appropriate for the intended learners and context.

## 6. Content Review and Audit Process

SkillFusionAI recommends that all training content developed using the platform undergo the following review process before delivery to learners:

**Step 1 — Subject Matter Review:** A qualified industry professional reviews all content for technical accuracy and currency. This person should have at minimum 5 years of industry experience.

**Step 2 — Learning Design Review:** A qualified trainer or learning designer reviews the content structure, sequence, and alignment with learning outcomes. For VET content, this person must hold TAE40116 or TAE40122 or equivalent.

**Step 3 — Compliance Check:** For regulated content, a compliance-aware reviewer checks the material against applicable standards, legislation, and codes of practice.

**Step 4 — Learner Appropriateness Review:** The content is checked for suitability for the intended learner group including language level, cultural appropriateness, and accessibility considerations.

**Step 5 — Final Approval:** The content developer or their authorised representative gives final approval before the content is published or delivered. This approval should be documented.

## 7. SkillFusionAI's Role and Limitations

SkillFusionAI provides tools. We do not provide professional training advice, compliance certification, regulatory approval, or legal assurance that any content generated using our platform meets any particular standard or regulatory requirement.

Users of the platform are solely responsible for the accuracy, compliance, safety, and fitness for purpose of the training content they create and deliver. SkillFusionAI's liability for content quality is limited as set out in our Terms and Conditions.

Where SkillFusionAI staff deliver Done For You content creation services, those services are provided by experienced training content developers. However, the client remains responsible for verifying that the delivered content meets their specific regulatory and operational requirements before use.

## 8. Policy Review and Contact

This policy is reviewed annually or when there are significant changes to relevant legislation, standards, or the platform's AI capabilities. Questions about this policy should be directed to [info@skillfusionai.com.au](mailto:info@skillfusionai.com.au).