Powering Skills Organisation Ltd
Public AI Statement
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Chief Operating Officer
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How Powering Skills Organisation Uses Artificial Intelligence

Last reviewed: June 2026 | **Next review:** June 2027

Powering Skills Organisation (PSO) is committed to using Artificial Intelligence (AI) responsibly, transparently, and in accordance with our legal and ethical obligations. This statement explains how and why we use AI systems, and what safeguards we have in place.

Why we use AI

PSO uses AI tools to support our workforce intelligence and training product work — including research, analysis, consultation summarisation, internal productivity, and stakeholder communications. AI helps us work more efficiently and deliver higher-quality outputs, while freeing our team to focus on the judgement, expertise, and stakeholder relationships that only humans can provide.

What AI tools we use

PSO uses only AI systems that have passed our internal governance process — covering privacy, security, supplier transparency, and data protection. Our primary AI tool is Microsoft Copilot, which operates within our secure Microsoft 365 environment. We may also use other approved tools for specific research and productivity tasks. A full list of approved tools is maintained internally and available on request.

How we protect your data

PSO's data governance approach to AI includes the following commitments:

- PSO data is not used to train AI models. We only work with AI suppliers who contractually confirm that our data is never used to improve their systems.
- Our data stays in Australia. All AI tools approved for use with PSO data are hosted and process data within Australia.
- We do not upload sensitive or personal information to consumer AI web tools. Staff are required to check data classifications before submitting any information to an AI system.
- Human review is always required. A member of the PSO team reviews, validates, and takes accountability for all AI-influenced outputs before they are used or published.
- We comply with the *Privacy Act 1988 (Cth)* and Australian Privacy Principles. Our AI governance is also designed to meet DEWR's Third-Party AI Assessment Framework requirements.

Human oversight — always

PSO does not rely on AI as the final word on any matter. Every output produced with AI assistance is reviewed by a qualified member of our team before it is published, submitted, or acted upon. Where AI has played a material role in a specific output, we are committed to being transparent about that.

Equity and cultural safety

PSO is committed to ensuring that AI outputs do not disadvantage equity groups, including women and First Nations peoples. Content relating to First Nations communities is handled with cultural care and appropriate consultation. We actively review AI outputs for bias as part of our human oversight process.

Our policy

PSO's AI usage is governed by our AI Usage Policy (PSO-049), which sets out staff obligations, governance arrangements, data classification requirements, and accountability frameworks. This policy is reviewed annually.

Questions or concerns?

If you have questions about how PSO uses AI in a specific output or project, or if you wish to raise a concern, please contact our AI Accountable Executive:

Chief Operating Officer
Powering Skills Organisation Ltd
Eml: coo@poweringskills.com.au
poweringskills.com.au

This statement applies to Powering Skills Organisation Ltd. It is reviewed annually by the AI Accountable Executive and updated when PSO's AI usage materially changes.