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AI IN YOUR RTO: FROM OVERWHELMED TO UNSTOPPABLE

Participant Workbook

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CEO & Founder | Vivacity Coaching & Consulting | ComplyHub.ai

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Name: _____

Role: _____

RTO: _____

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How to Use This Workbook

This workbook is your companion for the entire webinar. Use it to capture notes, complete the hands-on activities, build your personal AI Action Plan, and keep all your tool links and prompt templates in one place.

What's Inside

- The 3 Zones of AI Use — your framework for the afternoon
- Activity sheets for every hands-on exercise
- Prompt templates you can use immediately
- Tool reference guide — all 13 tools with links and costs
- AI Task Audit worksheet
- Live Build Challenge planning page
- Your 30-Day AI Action Plan (3-2-1 template)

A note on notes

You don't need to write down everything — the slides, tool links, and prompt templates are all included in this workbook and in your digital Resource Pack. Focus on what surprises you, what excites you, and what you want to try first. Those are the notes that matter.

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The 3 Zones of AI Use

Every tool and activity today sits in one of these three zones. Use this page to capture which zone matters most to YOUR role — and any tools that jump out at you.

ZONE 1 — CREATE	ZONE 2 — COMMUNICATE	ZONE 3 — OPERATE
Training materials, presentations, video, images, graphics, written resources	Emails, policies, student comms, social posts, reports, marketing content	Workflows, audit prep, compliance, data analysis, student support, governance

Which zone matters most to YOUR role?

My biggest opportunity:

Tools I want to explore first:

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Part 2 — AI for Training Materials

1:30 – 2:15 PM

The Prompt Formula — Unit Contextualisation

Use this formula in Claude.ai or ChatGPT to contextualise any unit of competency:

Copy this prompt — then customise it for your unit:

```
I am a trainer delivering [UNIT CODE AND TITLE] to [DESCRIBE YOUR LEARNERS]
working in [INDUSTRY / WORKPLACE CONTEXT].

Please contextualise the performance criteria, knowledge evidence,
and assessment conditions to this specific context.
Include realistic workplace scenarios and examples relevant to [INDUSTRY].
```

ACTIVITY: Try It Now — Unit Contextualisation

Open Claude.ai or ChatGPT in a second browser tab.
Choose a unit you actually deliver.
Run the prompt above — then drop your best result in the chat!

My contextualisation activity — notes:

Unit I used:

Industry/context:

What worked well / what surprised me:

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NotebookLM — Your RTO Knowledge Assistant

Upload any document. Ask anything. Get answers with citations from YOUR content.

What to upload to NotebookLM for your RTO:

- Training package documents (units of competency)
- Standards for RTOs 2025 (download from asqa.gov.au)
- Your policies and procedures
- Student feedback and surveys
- Trainer resource files
- Meeting minutes and reports

Questions I want to ask NotebookLM about my RTO:

Assessment Tools — AI as Your Co-Pilot

AI can draft knowledge questions, observation checklists, third-party report templates, and assessment mapping matrices. Your job is to brief it well and review the output critically.

ACTIVITY: Chat Activity — Assessment Questions

Ask Claude or ChatGPT:
"Write 3 knowledge questions for [YOUR UNIT] mapped to specific performance criteria.
Include the performance criteria reference for each question."
Drop your favourite question in the chat!

Assessment tools I want AI to help me build:

Part 2 — Tools at a Glance

Tool	What it does	Link	Cost
Claude.ai	AI chat — best for nuanced training content and prompting	claude.ai	Free / Paid
ChatGPT	AI chat — great for education tasks and formatting	chatgpt.com	Free / Paid
NotebookLM	Upload your docs and ask AI questions with citations	notebooklm.google.com	Free
MagicSchool AI	Educator-specific AI — lesson plans, rubrics, activities	magicschool.ai	Free / Paid
Descript	Record, transcribe, and edit training sessions as video	descript.com	Free / Paid

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Part 3 — AI for Presentations & Video

2:15 – 3:00 PM

Gamma.app — Slide Decks Built by AI

From a topic description or outline to a fully designed, professional presentation in under 2 minutes.

How to build your deck in Gamma:

1. Go to gamma.app and sign in (free account)
2. Click "Create new" then "Generate with AI"
3. Type your topic or paste your outline
4. Choose a theme, adjust the number of slides
5. Review, edit, and export to PDF or PowerPoint — or share as a link

ACTIVITY: Gamma Challenge — Build a 5-Slide Deck!

Go to gamma.app in your second browser tab.
Build a 5-slide presentation on any training or RTO topic.
Share your favourite slide in the chat — or volunteer to screen share!

My Gamma experiment — notes:

Topic I chose:

What I liked / what I'd change:

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HeyGen + ElevenLabs — AI Video Without a Camera

Turn any script into a professional training or marketing video with an AI avatar and lifelike voice.

HeyGen	ElevenLabs
AI avatar video from a script. Select or clone an avatar, paste your script, generate your video. heygen.com	AI voice generation. Clone your own voice or select a high-quality synthetic voice for any script. elevenlabs.io

Video content I could create for my RTO:

Google Whisk + Canva AI — Visuals on Demand

Try this in Canva AI right now:

1. Open canva.com and create a new social post (1080x1080)
2. Click the "Apps" tab and find "Text to Image"
3. Type a description of a visual for your RTO
4. Use Magic Write to generate a caption
5. Apply your RTO brand colours and share in the chat!

Part 3 — Tools at a Glance

Tool	What it does	Link	Cost
Gamma	AI slide decks — design, content, and speaker notes	gamma.app	Free / Paid
HeyGen	AI avatar video from scripts — no camera needed	heygen.com	Free / Paid
ElevenLabs	AI voiceover — clone your voice or choose one	elevenlabs.io	Free / Paid
Google Whisk	Text-to-image generation from Google Labs	labs.google/fx/tools/whisk	Free

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Tool	What it does	Link	Cost
Canva AI	Design + AI text and image generation in one	canva.com	Free / Paid
Opus Clip	Auto-clips long videos into short highlights	opus.pro	Free / Paid
Descript	Edit video by editing the transcript	descript.com	Free / Paid

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Part 4 — AI for Business Operations

3:15 – 4:00 PM

AI Task Audit — Group Activity

In your breakout group, complete this worksheet together. You have 8 minutes. Nominate one person to share your group's #1 finding back to the main room.

ACTIVITY: Breakout Room Activity — 8 Minutes

1. Each person names their TOP 3 most time-consuming weekly tasks
2. As a group, assess each: AI can FULLY handle / PARTIALLY handle / Humans-only
3. Agree on your group's #1 AI opportunity
4. One person reports back to the main room with your finding

My top 3 most time-consuming weekly tasks:

Task	AI potential	Best tool?
1.	Full / Partial / Human	
2.	Full / Partial / Human	
3.	Full / Partial / Human	
4.	Full / Partial / Human	
5.	Full / Partial / Human	

My group's #1 AI opportunity:

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Quick Reference — Operations Use Cases

Admin & Communications

- Draft and reply to emails in Claude or Copilot
- Summarise long email threads instantly
- Write student enrolment confirmations and re-engagement emails
- Generate workplace assessor correspondence

Policy & Compliance

- Draft policy clauses mapped to Standards for RTOs 2025
- Use Claude to review evidence against specific standards
- Generate audit narrative responses from evidence descriptions
- Use Perplexity AI to research regulatory updates with cited sources

Part 4 — Tools at a Glance

Tool	What it does	Link	Cost
Claude.ai	AI chat — best for compliance, policy, and nuanced comms	claude.ai	Free / Paid
ChatGPT	AI chat — great for drafting and summarising	chatgpt.com	Free / Paid
MS Copilot	AI built into Word, Outlook, Teams, Excel, PowerPoint	In your M365	M365 add-on
Perplexity AI	AI research with cited sources — great for staying current	perplexity.ai	Free / Paid
Otter.ai	Live meeting transcription + auto summaries and action items	otter.ai	Free / Paid
ComplyHub.ai	Purpose-built RTO compliance SaaS — AI evidence management	complyhub.ai	From $295/mo

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Part 5 — Live Build Challenge

4:00 – 4:40 PM

You have 25 minutes in your breakout group to use any AI tool from today to produce something your RTO could genuinely use. One person screen shares within the group. At 4:25 PM everyone returns to the main room for 90-second presentations.

> **The golden rule**
> Useful beats impressive every single time.

Your Group's Scenario

A	New Student Induction Package — AI-generated induction video script (HeyGen-ready) plus a 3-email welcome sequence. Use Claude for the script and emails.
B	Audit Prep in 25 Minutes — Draft a gap analysis narrative and evidence summary for Standard 2 (Training and Assessment) against the Standards for RTOs 2025. Use Perplexity to verify regulatory references.
C	Unit Relaunch Campaign — Social media post, course landing page blurb, and a one-page trainer resource overview using Canva AI and Claude. Make it ready to publish.
D	Staff PD Deck — Use Gamma to build a 5-slide presentation on a compliance update or AI tool your team needs to know. Include speaker notes. Present live in 90 seconds.

My group's scenario: _____

Build planning notes:

What we're building:

Tools we're using:

How we'll split the work:

My takeaway from the challenge:

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Part 6 — Your 30-Day AI Action Plan

4:40 – 5:00 PM

Fill this in before you leave today. Specific, time-bound, and realistic. Share your #1 bigger project in the chat.

3 Tools I will try THIS WEEK

Start small. Start tomorrow. All of these have free plans.

1. Tool: _____ What I'll use it for: _____
2. Tool: _____ What I'll use it for: _____
3. Tool: _____ What I'll use it for: _____

2 Processes I will redesign THIS MONTH

Two tasks that eat your time — hand them (at least partially) to AI.

1. Process: _____ How AI will help: _____
2. Process: _____ How AI will help: _____

1 The bigger project I will champion IN MY RTO

One AI project you'll lead or advocate for by end of term.

My project:

Who else I'll bring along:

Share your #1 in the chat before we close!

Accountability starts now. Type your bigger project in the chat.
Then tell the person next to you (or drop them a message after the webinar).

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> "The RTOs that start now will set the standard."
> — Angela Connell-Richards

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Complete AI Tool Reference Guide

All 13 tools from today's webinar — with links, costs, and recommended use cases for RTOs.

AI Chat & Writing

Tool	What it does	Link	Cost
Claude.ai	Best for nuanced content, compliance writing, policy drafting, and complex reasoning	claude.ai	Free / Paid
ChatGPT	Excellent for education tasks, formatting, and iterative drafting	chatgpt.com	Free / Paid
MS Copilot	Built into Word, Outlook, Teams, Excel, PowerPoint — lowest barrier to entry	In your M365	M365 add-on
Perplexity AI	AI-powered research with cited sources — verify every claim	perplexity.ai	Free / Paid

Training Materials & Education

Tool	What it does	Link	Cost
NotebookLM	Upload your documents and get cited, accurate AI Q&A from YOUR content	notebooklm.google.com	Free
MagicSchool AI	Educator-designed AI for lesson plans, rubrics, assessments, and differentiation	magicschool.ai	Free / Paid
Descript	Record, transcribe, and edit training sessions — edit video by editing text	descript.com	Free / Paid

Presentations

Tool	What it does	Link	Cost
Gamma	AI-generated slide decks — content, design, and speaker notes from a text prompt	gamma.app	Free / Paid
Canva AI	Design + AI text and image generation — Magic Write, Text to Image, Magic Resize	canva.com	Free / Paid

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Video, Avatars & Voice

Tool	What it does	Link	Cost
HeyGen	AI avatar video — select or clone an avatar, paste your script, generate a video	heygen.com	Free / Paid
ElevenLabs	AI voice generation — clone your voice or choose from lifelike synthetic voices	elevenlabs.io	Free / Paid
Opus Clip	Auto-clips long videos into short captioned highlights for social media	opus.pro	Free / Paid
Descript	Video editing by transcript editing — captions, cuts, and cleanup made simple	descript.com	Free / Paid

Images & Design

Tool	What it does	Link	Cost
Google Whisk	Text-to-image generation from Google Labs — free and easy to use	labs.google/fx/tools/whisk	Free
Canva AI	Text to Image, Magic Write, and full design suite with brand kit	canva.com	Free / Paid

Meetings & Transcription

Tool	What it does	Link	Cost
Otter.ai	Live meeting transcription + auto-generated summaries and action items	otter.ai	Free / Paid
MS Copilot	Meeting notes and summaries built into Microsoft Teams	In your M365	M365 add-on

RTO Compliance

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Tool	What it does	Link	Cost
ComplyHub.ai	Purpose-built Australian RTO compliance SaaS — AI evidence management, risk tracking, governance, workforce compliance, and audit preparation all in one platform	complyhub.ai	From $295/mo

Where to start — Angela's recommendation

Week 1: Claude.ai + Gamma.app + NotebookLM (all free to start)
Week 2: Canva AI (you probably already have an account)
Week 3: Otter.ai for your next staff meeting or governance session
Month 1: HeyGen for your first AI training or induction video
Ongoing: ComplyHub.ai for your compliance and governance workflows

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BUILT WITH AI. RUN ON AI. BUILT FOR RTOS.

ComplyHub.ai

The only RTO compliance platform in Australia built with AI at its core.

What is ComplyHub.ai?

ComplyHub.ai is not a compliance tool with AI features bolted on top. It was built from the ground up using artificial intelligence — and every module, every register, every workflow runs on AI every single day. Angela Connell-Richards built it after 30 years in the VET sector and 400+ RTOs guided, because she could not find a platform that actually worked the way Australian RTOs work.

Traditional compliance tools	ComplyHub.ai
x Manual data entry and filing	**+ AI maps evidence to Standards automatically — with citations**
x You search for the gaps	**+ AI flags compliance gaps before ASQA does**
x Evidence stored but not analysed	**+ Evidence reviewed, linked, and cited by AI in real time**
x Reactive — problems found at audit	**+ Proactive — issues surfaced and flagged continuously**
x Reports you write yourself	**+ AI generates improvement narratives from your own data**

The AI Modules — Every One Mapped to the Standards for RTOs 2025

AI Evidence Management
Upload evidence and AI maps it to the Standards automatically — with citations you can show an auditor.

Risk Register
AI monitors your compliance position and flags emerging risks before they become audit findings.

Governance Workflows
AI-assisted meeting summaries, action tracking, and reporting for Governing Persons.

Workforce Compliance
Trainer currency, qualifications, and professional development tracked and flagged automatically by AI.

Student Support Register
AI monitors engagement patterns and flags at-risk students before they disengage or withdraw.

Continuous Improvement
AI generates improvement narratives and self-assurance reports directly from your own compliance data.

EMPOWERING RTOS FOR EXCELLENCE

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"We make Compliance Simple!" | ***"Changing Lives Through Education."***

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