Five Questions Before You Press Enter

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1. Is this tool approved by your organisation?
2. Am I about to type anything that could identify a learner — a name, a description, a combination of details?
3. Who checks this output before it reaches anyone?
4. Does anything assessed depend on this?
5. What will you do if this goes wrong?

If any answer is “don’t know” — find out first. AI drafts; you decide.

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