DIGITEX ACADEMY

APPRENTICESHIP FOR EMPLOYERS

# AI AUTOMATION PRACTITIONER LEVEL 4 APPRENTICESHIP

Turn everyday manual work into automated, AI powered workflows. A practical Level 4 apprenticeship that builds the AI & automation skills your business can put to work straight away.

| LEVEL | DURATION | ROUTE |
|---|---|---|
| Level 4 | 16 months plus EPA | Digital |

| OFF THE JOB | STUDY MODE | EPA |
|---|---|---|
| Min 6 hours a week | Remote & face to face | BCS: Awarding Body |

## WHY IT WORKS FOR YOUR BUSINESS

### RECRUIT NEW TALENT
Bring in an automation practitioner and grow your own digital capability.

### FUNDED TRAINING
Training funded through the apprenticeship levy or government co investment.

### UPSKILL EXISTING STAFF
Turn a capable team member into your in house AI and automation specialist.

### REAL SAVING FROM LIVE PROJECT
Every module applied to real workplace processes, so value lands early.

## WHAT YOUR APPRENTICE WILL DO FOR YOU

### SPOT AUTOMATION OPPORTUNITIES
Map your processes and find the manual, repetitive work ready to automate.

### CONNECT YOUR SYSTEMS
Integrate tools and data through APIs and reliable workflows.

### KEEP AI SAFE AND RESPONSIBLE
Bias, security, governance and ethical use built into every solution.

### BUILD WORKING AUTOMATIONS
Low and no code bots, prompts and AI tools applied to your real tasks.

### UNLOCK TIME AND COST SAVINGS
Remove duplication & manual effort to deliver measurable efficiency.

### BRING PEOPLE WITH THEM
Stakeholder engagement, training and smooth change delivery.

# AI AUTOMATION PRACTITIONER LEVEL 4

# COURSE CONTENT

# SIXTEEN APPLIED MODULES

Sixteen taught modules, each applied directly to your own systems and processes. The programme moves from the role and how AI works, through ethics and law, finding and planning automations, data, building bots, integration and testing, governance, stakeholders and change, to proving value and a final showcase.

**01 Stepping Into AI**

The role, and working safely and professionally

**02 Under the Bonnet**

How AI and automation actually work

**03 Doing the Right Thing**

Law, ethics and responsible AI

**04 Mapping the Process**

Finding automation opportunities

**05 Will It Work?**

Feasibility, risk and project planning

**06 Designing for People**

Requirements, UX and human centred design

**07 Fuel for the Machine**

Data for automation

**08 Building Your First Bot**

Low and no code tools and prompts

**09 Joining the Dots**

Integration, APIs and workflows

**10 Test, Learn, Repeat**

Testing, feedback and iteration

**11 Guardrails and Governance**

Bias, security and assurance

**12 Bringing People With You**

Stakeholders, training and communication

**13 Managing the Change**

Workforce impact and change delivery

**14 Proving the Value**

Reporting, sustainability and staying current

**15 Ready for Take Off**

Showcase preparation and consolidation

**16 What's Next?**

Emerging AI, CPD and your career

## HOW IT IS DELIVERED

Delivered remotely and face to face and grounded in your workplace. A minimum of six hours per week of off the job training, 441 planned hours across the programme. Progress reviews every 8 to 12 weeks.

## ENTRY REQUIREMENTS

Suited to new recruits and existing staff in a digital/technological. Apprentices work towards English and maths qualifications (Functional Skills Level 2 or GCSE grade 4 and above) in line with the funding rules.

## END POINT ASSESSMENT

Assessed by BCS in two parts. A project assessment (3,000 words max) that has a real business application and benefit and completed no more than ⅔ of the way through the programme. The 2nd part is a showcase assessment; professional discussion with presentation / portfolio. Graded fail, pass, merit or distinction.

## ROLES AND PROGRESSION

Ai Integration Officer, Automation Enablement Consultant, Business Process Support Executive, Digital Automation Specialist, Digital Operations Technician, Digital Productivity Consultant, Junior Innovation Consultant, Process Automation Analyst, Technology Operations Coordinator.

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