



WHY IT WORKS FOR YOUR BUSINESS



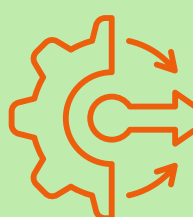
RECRUIT NEW TALENT
Bring in an automation practitioner and grow your own digital capability.



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.

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 Level 4	DURATION 16 months plus EPA	ROUTE Digital
OFF THE JOB Min 6 hours a week	STUDY MODE Remote & face to face	EPA BCS: Awarding Body

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.

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 $\frac{2}{3}$ of the way through the programme. The 2nd part is a showcase assessment; professional discussion with presentation / portfolio. Graded fail, pass, merit or distinction.

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.

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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