Dear,

Re: Information, advice and guidance related to Apprenticeships

Following our recent discussion, during which we explored apprenticeship opportunities, I have distilled the key points from our conversation.

Your expressed interest lies in the apprenticeship program for Artificial Intelligence (AI) and Automation Practitioner Level 4, offered by Alphabet Training Group, which you have identified as your preferred training provider. This type of apprenticeship entails a combination of employment and a structured training curriculum.

Specifically, the AI and Automation Practitioner apprenticeship is a 16-month programme and encompasses the development of Knowledge, Skills, and Behaviours. The knowledge-focused aspect of the program includes comprehensive coverage of the following modules:

Module 1 – Stepping Into AI
Module 2 – Under the Bonnet
Module 3 – Doing the Right Thing
Module 4 – Mapping the Process
Module 5 – Will It Work?
Module 6 – Designing for People
Module 7 – Fuel for the Machine
Module 8 – Building Your First Bot
Module 9 – Joining the Dots
Module 10 – Test, Learn, Repeat
Module 11 – Guardrails and Governance
Module 12 – Bringing People With You
Module 13 – Managing the Change
Module 14 – Proving the Value
Module 15 – Ready for Take-Off
Module 16 – What's Next?

As an apprentice you will be required to attend regular workshops and undertake any work or tasks allocated, this could include:

- Completing workbooks and set assignments
- Participating in professional discussions and reflections
- Undertaking research tasks and keeping a learning journal
- Demonstrating your skills in the workplace through observations and practical tasks
- Attending progress reviews with your tutor and employer to track your development
- Preparing for and completing your BCS assessments (the Project and the Showcase)

In addition, you will be required to compile a **portfolio of evidence**, with the support of Alphabet Training. Apprentices can only progress to the Gateway to completion once all on-programme learning (a minimum of eight months), your off-the-job training hours, the portfolio and the **Level 2 English and maths requirement** have been fully completed and achieved.

Your apprenticeship will therefore combine practical on-the-job training with structured off-the-job learning, giving you the opportunity to apply new knowledge and skills directly in the workplace.

Once you have successfully completed all your learning and development activities, you will progress to the **Gateway to completion**. At this point, your employer and tutor will confirm that you have met all the required elements of the apprenticeship. Your assessments are conducted by BCS, The Chartered Institute for IT, the independent awarding organisation.

Assessment:

There is no separate End-Point Assessment for this apprenticeship. Instead, you will need to demonstrate competency against Pass/Distinction criteria (with an overall apprenticeship grade of Pass, Merit or Distinction) through two BCS assessment methods completed during your programme:

1. A **Project**, comprising a 500-word proposal and a 3,000-word project report
2. A **Showcase**, delivered as a portfolio of evidence with a 60-minute professional discussion, where you will reflect on your knowledge, skills, and behaviours with an assessor.

Prior to the start of the apprenticeship, you as the apprentice will undertake initial assessments to identify your starting point, they will include:

- A vocational skill scan related to the apprenticeship standards. This will help to identify any skills or knowledge that you already have and indicate a starting point. An Initial assessment for Maths and English.
- Cognassist – to identify additional learning support if required.

The minimum requirement for **off-the-job training is 441 hours** across your apprenticeship. This equates to approximately **6–7 hours per week** if you are working more than 30 hours per week. All off-the-job apprenticeship activities will take place during your normal working hours, and you will be expected to maintain a log of these activities for audit purposes. The actual number of hours may be slightly higher depending on the specific activities planned throughout your programme. Please note, you are not required to make any financial contribution towards your apprenticeship.

As an employee, your employer will need to agree an Apprenticeship Agreement with you, and we will complete a training plan (your individual learning plan) which you the employer and ATG must agree and sign. This includes all the learning that you will go through and the support you will receive from ATG. We will also include what off the job activities you will undertake and how ATG will support you.

You will be on their payroll and supported for the duration of your apprenticeship. The employer will also allow for on the job learning which was also explained. There is no financial contribution from you. The duration of the apprenticeship programme will vary depending on how many hours worked and the minimum time required to complete.

We also require your permission to access your personal learning records, allowing us to gain insights into your educational qualifications and progress.

Please confirm you have read and understood all the above information and confirm giving us permission to access your personal learning records.

If you have any questions, please do not hesitate to call me.

Yours sincerely

Moosa Chohan