Level 3 AI and Data Foundations.*

This apprenticeship programme equips your organisation with essential AI and data skills to automate routine tasks, unlock insights, and inform smarter decisions. Our apprenticeship accelerates business impact by embedding practical, ethical, and scalable data and AI capabilities across your teams.

Who's it for?

Anyone across your organisation who works with data every day – especially in Excel – and wants to make faster, smarter decisions with confidence.

Suitable for anyone who is managing spreadsheets, generating reports, or analysing business performance, this programme bridges the gap between traditional Excel use and modern business intelligence. Your workforce will move beyond formulas and pivot tables and learn to leverage advanced tools like Power Pivot and Power BI to gain deeper insights, automate workflows, and create dynamic, interactive dashboards.

Business impacts

- Use AI tools to turn complex data into faster, smarter business decisions
- Tell compelling stories with data to influence decisions and drive action
- Unlock new revenue opportunities by connecting data insight to business strategy
- Boost productivity and reduce costs by automating routine tasks with AI
- Ensure your business is ready for AI – with people who understand both the risks and the opportunities

Built for performance

- Programmes designed and delivered by industry experts
- Dedicated Performance Coach, qualified in both coaching and their specialist subject area
- Backup from a multidisciplinary performance team
- Market-leading online live learning experience
- 24/7 access to programme materials, enrichment resources, study support and specialist insight via our virtual learning platform
- Mentoring, networking and peer support through BPP Community, including our Student Ambassador Network
- Learning pathways built using a 'stretch and challenge' model by design, meaning each learner is pushed to their maximum abilities
- Progression pathways that can take you from entry level to specialist expert
- Dedicated Functional Skills support if required

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Programme overview.

Apprenticeship standard: Data Technician

Cost: £12,000

Duration: 16 months

Entry requirements

As a minimum learners will need to have:

- Five GCSEs at grades 9 to 4 (A* to C)

For learners that do not have GCSE English and/or maths at grades 9 to 4 (A* to C):

- Learners aged 16-18 years must study and pass Functional Skills English and/or maths as part of the apprenticeship programme
- Learners aged 19 or above on the day they start the programme do not need to study or pass Functional Skills English and/or maths, unless required by their employer

Prepare for the challenges of tomorrow

Get ahead of evolving workforce skills needs

Every BPP apprentice has access to our exclusive Emerging Skills programme.

Comprised of three bespoke courses, the programme combines expertise from BPP, Microsoft and xUnlocked to give learners essential knowledge and skills in the rapidly emerging areas of AI and sustainability.

- ⊘ Available to all learners at no extra cost
- ⊘ Accessible anytime, anywhere via our virtual learning platform
- ⊘ Self-paced learning to fit into any busy schedule

⊙ xUnlocked

Programme contents

Generative AI Fundamentals (Four modules)

Developed by BPP's expert data scientists, this course offers an introduction to working with Generative AI effectively, safely and ethically.

Introduction to Sustainability (Six modules)

Developed in partnership with sustainability experts, xUnlocked, this course builds fundamental knowledge on sustainability and sustainable working practices.

Microsoft AI and Security Essentials (Seven modules)

This official Microsoft learning pathway is comprised of a core pathway on AI Essentials, followed by either an AI Fundamentals pathway or Security pathway. Dedicated Microsoft experts guide learners to gain Microsoft digital badges as they progress, with the option to gain a recognised Microsoft Certification on completion.

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AI skills, *for all.*

Embedded AI training modules for every data and tech programme. Empowering every learner to drive AI-centric transformations within their business.

- ✓ Available to all learners at no extra cost
- ✓ Bespoke to BPP, developed by our expert data scientists
- ✓ Self-guided online learning to fit into any busy schedule
- ✓ Accessible anytime, anywhere via our virtual learning platform

| Generative AI Foundations | Advanced Prompt Engineering | AI Strategy and Business Implementation | AI Tools, Platforms and Customisation |

Knowledge and skills gained

Focusing on practical application of technical and non-technical AI skills, the modules explore AI's capacity to optimise structured interactions, align governance frameworks, and deploy scalable solutions, with a significant focus on ethical considerations and operational efficiency.

- ✓ Ability to design and implement complex prompts for diverse use cases
- ✓ Understanding and application of HITL techniques and fact-checking principles
- ✓ Ability to conduct prompt A/B testing
- ✓ Understanding of AI governance frameworks and compliance requirements
- ✓ Ability to adapt AI messaging for different stakeholders
- ✓ Ability to assess AI ecosystems
- ✓ Understanding of API-driven generative AI (GenAI) benefits

Tools

Large language models (LLMs)
(for example Copilot or Google Gemini)

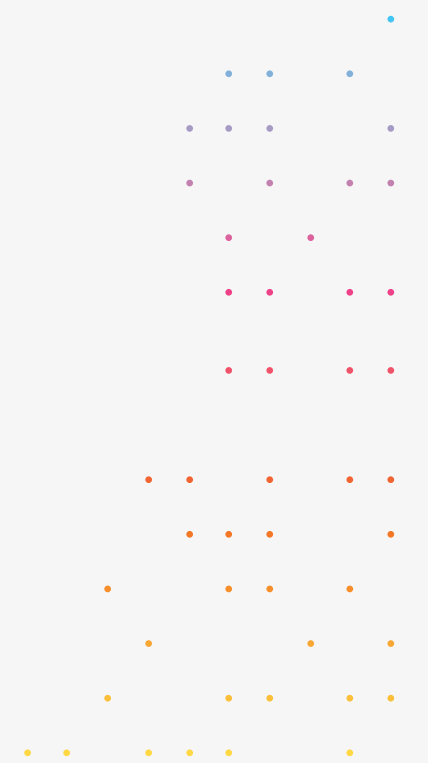No-code AI automation platforms
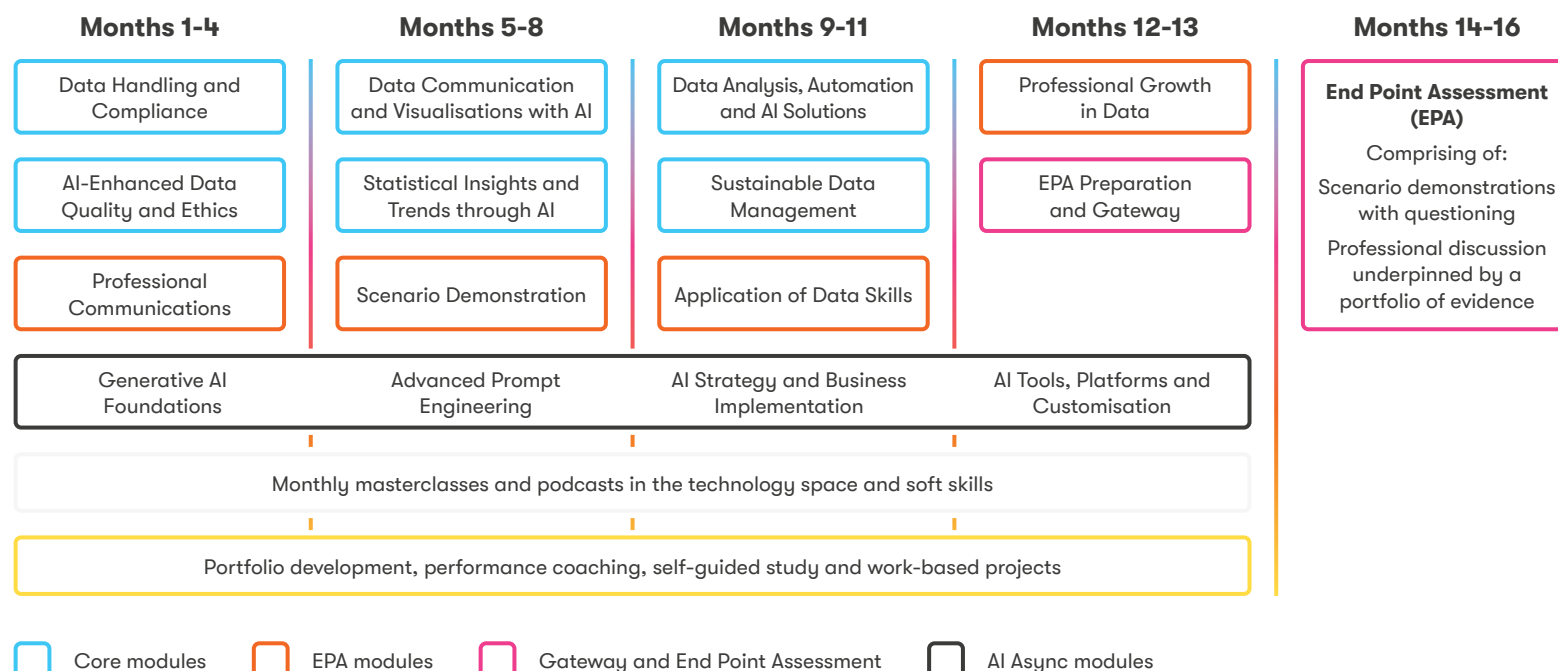(no prior coding knowledge required)

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Level 3 AI and Data Foundations (Core Pathway).

Study mode

Online weekly: flexible learning that fits busy schedules, with two to three hours of online live lectures and seminars.

16-month programme (inc. EPA)

Months 1-4	Months 5-8	Months 9-11	Months 12-13	Months 14-16
Data Handling and Compliance	Data Communication and Visualisations with AI	Data Analysis, Automation and AI Solutions	Professional Growth in Data	**End Point Assessment (EPA)**
AI-Enhanced Data Quality and Ethics	Statistical Insights and Trends through AI	Sustainable Data Management	EPA Preparation and Gateway	Comprising of: Scenario demonstrations with questioning
Professional Communications	Scenario Demonstration	Application of Data Skills		Professional discussion underpinned by a portfolio of evidence

Generative AI Foundations	Advanced Prompt Engineering	AI Strategy and Business Implementation	AI Tools, Platforms and Customisation

Monthly masterclasses and podcasts in the technology space and soft skills

Portfolio development, performance coaching, self-guided study and work-based projects

- Core modules
- EPA modules
- Gateway and End Point Assessment
- AI Async modules

Apprenticeship standard

Data Technician

Delivered by

BPP

Time commitment**

- **13 months** on programme
- **115 hours** (*2-3 hours per week*) in online live training sessions (*42 sessions in total*)
- **2-3 hours** guided self-study, per module, via our virtual learning platform
- **1 hour** performance coaching session, every month
- **1 hour** progress review, every eight weeks
- **6 hours** per week in off-the-job learning, during working hours
- **1 hour** EPA preparation session
- **3 months** in End Point Assessment

Programme modules (Core).

Data Handling and Compliance

Learners will be able to source, prepare, and store data efficiently using AI, helping the business make faster decisions while staying fully compliant with data regulations.

- Learn how to quickly source high-quality data using AI tools, reducing time spent on manual data gathering
- Convert raw data into usable formats to support seamless analysis and collaboration
- Use AI to identify the best ways to store data securely and efficiently, aligned with privacy laws and compliance standards
- Understand how data structure affects accuracy and insight quality, enabling more reliable business decisions
- Recognise ethical risks in data sourcing and storage to protect your organisation's reputation and avoid regulatory issues

Data Communication and Visualisations with AI

Learners will be able to communicate insights clearly using Excel, Power BI and AI-powered tools, helping teams across the business make informed decisions quickly and confidently.

- Use AI-powered dashboards and templates to tailor insights for different business audiences
- Visualise data in a way that protects sensitive information while still driving decisions
- Share insights inclusively by using accessible, audience-friendly formats that support collaboration
- Understand how to mitigate privacy risks when presenting or publishing data
- Apply ethical standards in how data is communicated, helping build trust and transparency

Data Analysis, Automation and AI Solutions

Learners will be able to automate complex data tasks with AI, helping the business save time, reduce manual errors, and uncover valuable insights more quickly.

- Learn how to use advanced techniques like Power Query to simplify processes and improve data manipulation
- Gain insights into how AI can filter data, reduce noise, and extract valuable insights to support better decision-making
- Understand the key ethical frameworks behind AI, ensuring its responsible and fair use
- Develop the skills to use AI-powered audit tools for data accuracy, completeness, and integrity

AI-Enhanced Data Quality and Ethics

Learners will be able to clean, merge, and validate data using AI tools, ensuring the business can rely on accurate information to drive performance and reduce risk.

- Use Excel and AI tools to merge and clean data quickly, reducing errors and saving time on manual prep work
- Anonymise sensitive information effectively to protect personal data and support compliance efforts
- Validate data accuracy and integrity using AI-driven checks, ensuring reliability for decision-making
- Detect and address potential data biases to support fair and ethical business practices
- Automate compliance checks with AI to reduce legal risk and maintain regulatory standards at scale

Statistical Insights and Trends through AI

Learners will be able to identify key trends and patterns using AI, supporting more strategic thinking and better forecasting across the organisation.

- Use AI and dashboards to filter data, calculate key statistics, and check consistency with ease
- Highlight trends and patterns through visual tools that bring clarity to complex information
- Detect hidden bias and flag ethical concerns using AI to support fair decision-making
- Improve prompts and evaluate outcomes to draw stronger conclusions
- Strengthen data storytelling skills while maintaining high standards of integrity and privacy
- Enhance workflow efficiency by combining strong communication with smart technology use

Sustainable Data Management

Learners will be able to use AI to manage data more sustainably and ethically, reducing environmental impact and supporting compliance with global data standards.

- Understand how AI can optimise storage, recommend eco-friendly cloud solutions, and help reduce environmental impact
- Learn to use SQL and AI tools to improve data efficiency, ensuring faster and more cost-effective data management
- Gain skills in managing data ethically, focusing on privacy, security, and responsible handling of information
- Discover how to ensure compliance with data sovereignty laws, ensuring data stays within legal and geographical boundaries
- Develop strategies for equitable data access, ensuring fairness and equal opportunity for all stakeholders

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Programme modules (EPA).

Professional Communications

Learners will be able to communicate insights and recommendations effectively, using AI tools to improve productivity and engagement across teams and stakeholders.

- Build a powerful portfolio that showcases applied skills and supports career development
- Apply the STAR method to solve problems clearly and confidently in professional settings
- Communicate effectively across business environments, tailoring messages for diverse audiences
- Use AI tools to manage time, prioritise tasks, and automate repetitive work for better productivity

Application of Data Skills

Learners will be able to demonstrate their skills in real-world scenarios, showing how they can add immediate value to business operations and future initiatives.

- Gain hands-on experience through scenario demonstrations and apply knowledge in real-world simulations
- Learn how to prepare effectively for assessments by creating personalised practice plans tailored to strengths and areas for improvement

Required Tools

This course requires learners to have access to Microsoft Excel (ideally 2016 or later) and Power BI Desktop (free, no license required). Additionally, learners must have access to free generative AI (GenAI) tools such as OpenAI's ChatGPT, Google's Gemini, Anthropic's Claude, or Microsoft's Copilot.

As organisational policies on generative AI tools vary, learners must secure approval from their employer and confirm access before applying to this programme.

Scenario Demonstration

Learners will be able to apply their data skills in simulated business scenarios, building confidence and highlighting clear opportunities for real-world improvement.

- Apply data handling skills in a realistic simulation to solve a business-relevant challenge
- Use real-time results to conduct a structured SWOT analysis that highlights performance strengths and gaps
- Identify opportunities for improvement based on hands-on data work, not just theory
- Build confidence in applying data skills to strategic business assessments
- Learn how to turn analysis into action, guiding next steps for both personal and team development

Professional Growth in Data

Learners will be able to track industry trends and plan their own development, ensuring your workforce is ready to adapt to new technologies and stay competitive.

- Explore the evolution of emerging technologies, their benefits, and the challenges they present in practical, real-world contexts
- Understand how to address digital disruption and use horizon scanning to anticipate and adapt to future trends
- Learn how to effectively engage in personal development planning (PDP) to enhance skills and career progression

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Specialist pathways.

Choose from three role-based pathways to tailor learning to specific teams and functions across the business. Learners will study the same technical modules as the core pathway, alongside specialist tailored content that explores how data can be used specifically within their role.

AI and Data Foundations for Managers

Leading Data-Driven Decision Projects
Learn how to effectively manage and lead projects that leverage data to drive decision-making and achieve strategic goals

Data-Driven Leadership
Understand how to use data insights to inform leadership decisions, enhance team performance, and drive organisational success

Leadership in Action
Develop practical leadership skills to inspire and guide teams, fostering a collaborative and productive work environment

Leading Sustainably
Explore strategies for integrating sustainability into leadership practices, promoting environmentally responsible and socially conscious business operations

AI and Data Foundations for Finance Professionals

Managing Financial Data
Organising and preparing data for analysis

Detecting Financial Risks and Fraud
How data helps keep finances secure

Tracking Business Performance
Use data to make better financial decisions

AI and Data Foundations for HR Professionals

HR Workshops

Enhancing HR Decision-Making with Data
Learn how to leverage data to make informed HR decisions, improving recruitment, retention, and overall employee satisfaction

Unlocking your HR Data Analysis Skills
Develop skills to analyse HR data effectively, uncovering insights that drive strategic human resource initiatives

Data Storytelling for HR
Master the art of creating compelling narratives with HR data to communicate insights and influence stakeholders

HR Case Studies

Tracking Employee Satisfaction using Data Analytics

Measuring the Gender Pay Gap using Data Analytics

Ethical Considerations in HR Recruitment Analytics

Cracking the Code of Employee Turnover