

# Level 4 AI Automation Specialist.

This apprenticeship develops professionals who can spot high-impact opportunities for AI and automation, removing repetitive tasks, reducing duplicate data entry and streamlining inefficient workflows. Learners assess real operational challenges, apply the right tools safely and embed automation into everyday processes, freeing teams to focus on higher-value work. Organisations gain faster, more accurate and more efficient ways of working, with measurable improvements in time, cost and overall productivity.

## Who's it for?

This programme is for practitioners in tech-driven and digital roles who want to transform how work gets done using automation and AI. It's ideal for those leading or supporting real automation initiatives in automation, digital transformation, operational excellence, IT, or change. Learners must be in a role where they can apply automation and AI solutions directly in a live business environment.

### Business impacts

- ✓ Improve productivity and efficiency through AI-enabled automation
- ✓ Accelerate adoption of AI technologies with governance and control built in
- ✓ Deliver stronger return on investment from automation initiatives
- ✓ Reduce dependency on external suppliers by building in-house capability
- ✓ Support scalable, secure automation aligned to organisational needs
- ✓ Improve workforce engagement through better tools and processes

## Built for performance

- ✓ **AI embedded across every programme.** Equipping your workforce to develop job-ready skills that boost productivity and drive business impact.
- ✓ **Measurable business impact, not just learning outcomes.** Learners complete real workplace projects, supported by coaches who help translate skills into demonstrable ROI.
- ✓ **Hands-on learning through virtual labs.** Guided virtual labs allow learners to safely experiment with real tools and technologies, mirroring real-world technical environments.
- ✓ **Relevant, tailored learning.** Data-sets and case studies can be adapted to ensure learning remains relevant to the individual and the sector or business area they work in.
- ✓ **Verified digital credentials employers can trust.** Digital badges and vendor-aligned certifications provide secure, shareable evidence of skills and progression.
- ✓ **Personalised Continuous Development.** Learners have the 'digital edge' - masterclasses, podcasts, guest speakers, in-person meet-ups, on demand e-learning tech modules - all available according to their need and interest.

# Programme overview.

**Apprenticeship standard:** Artificial Intelligence (AI) and Automation Practitioner

**Cost:** £18,000

**Duration:** 15 months

## Entry requirements

As a minimum learners will need to have:

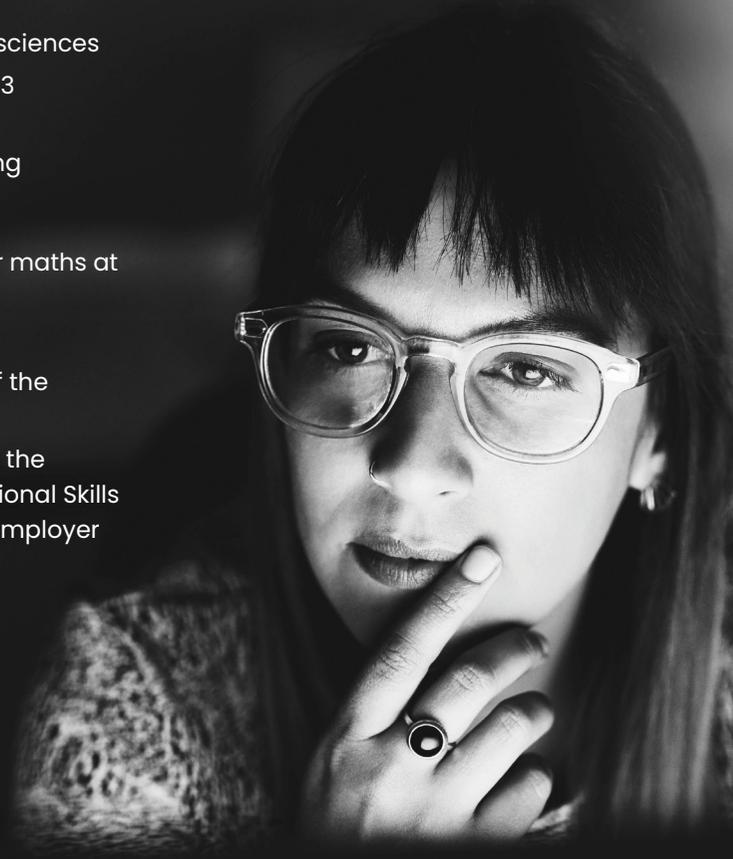
- Five GCSEs at grades 9 to 4 (A\* to C)

AND one of the following:

- A-Level in computer science / maths / applied sciences
- NVQ/SVQ Level 3, BTEC National or related Level 3 Apprenticeship
- Equivalent IT, computing, statistics or engineering certification

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 four 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, cyber security 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



## 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 course begins with a core AI Essentials pathway, followed by a choice between AI Fundamentals or Security. Microsoft digital badges are awarded throughout, with the option to earn a recognised Microsoft Certification upon completion.

### Cyber Security (Three modules)

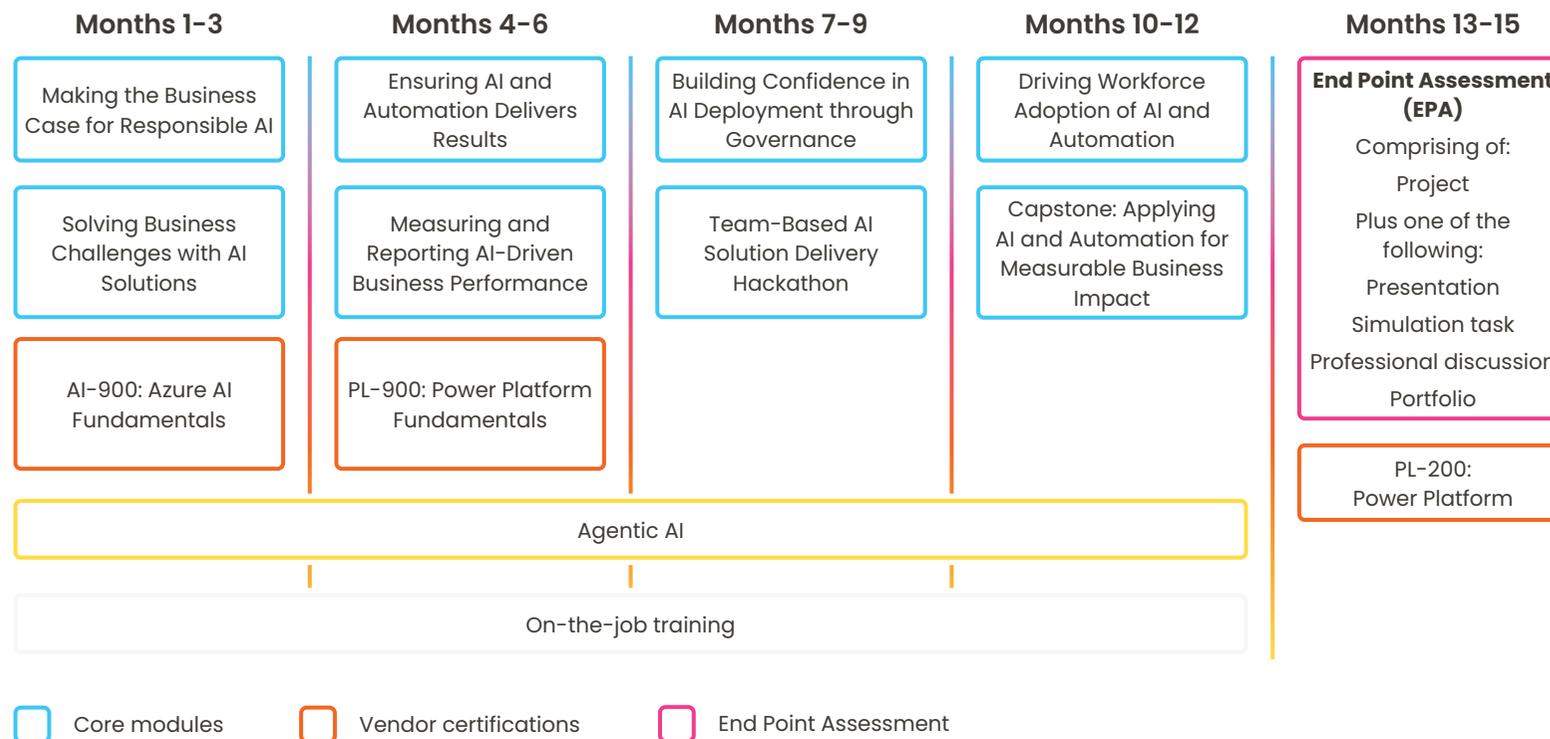
Designed by BPP's cyber experts, this course provides a clear and practical introduction to the importance of cyber security, the most common attack techniques everyone should be aware of, and the fast-changing digital threat landscape.

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## Study mode

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

## 15-month programme (inc. EPA)



## Apprenticeship standard

Artificial Intelligence (AI) Automation Practitioner

## Delivered by

BPP

## Time commitment\*

- 12 months on programme
- 1 hour EPA preparation session
- 3 months in End Point Assessment
- Off-the-job training (average 6 hours a week) Apprentices have dedicated learning time within their normal working hours to develop new skills directly linked to their apprenticeship. Training, mentoring, online learning and project work all count toward this time, and sit alongside their normal duties, not outside them.

## Additional benefits

- Agentic AI is embedded across every module, giving learners hands-on experience with the next generation of intelligent, autonomous technology that is transforming how work gets done.

## Optional certification exams

- Certification exams are optional and not required to pass the apprenticeship. One exam attempt per certification is included at no extra cost. Resit fees are covered by the employer. Learners will only be encouraged to sit exams once they have shown they are ready by passing a mock test.

\*On average.

# Programme modules.

## **Making the Business Case for Responsible AI**

This module establishes the strategic foundations for AI and automation adoption. Learners examine how AI initiatives align with organisational objectives, regulatory expectations and workforce impact. They work with real business scenarios to assess value, risk and feasibility, using data and structured reasoning to support decision-making. The focus is on developing commercially credible proposals that balance innovation with responsibility.

## **Solving Business Challenges with AI Solutions**

This module moves from strategy to practical solution design. Learners identify real business challenges and translate them into structured automation or AI-enabled workflows using low-code platforms and AI services, such as PowerBI and Power Platform. They consider usability, accessibility and operational constraints while configuring solutions that deliver measurable improvement. The focus is on building workable systems that respond directly to business needs rather than technical experimentation.

## **Ensuring AI and Automation Delivers Results**

This module develops the discipline required to test, evaluate and continuously improve AI-enabled solutions once deployed. Learners examine performance data, user feedback and quality indicators to assess whether automation is delivering its intended outcomes. Structured testing and evaluation approaches are applied to improve reliability, usability and stakeholder confidence.

## **Measuring and Reporting AI-Driven Business Performance**

This module strengthens the ability to quantify impact and evidence the commercial value of AI automation. Learners analyse operational processes, calculate return on investment and interpret performance metrics linked to AI and automation initiatives. They practise communicating outcomes clearly using organisational data, dashboards and structured reporting techniques.

## **Building Confidence in AI Deployment through Governance**

This module explores the governance structures that support safe and accountable AI deployment. Learners examine risk management, assurance processes and compliance expectations, considering how organisations maintain trust when introducing AI-enabled systems. Practical scenarios are used to assess accountability, transparency and oversight mechanisms, strengthening confidence in deployment decisions through structured governance thinking.

## **Team-Based AI Solution Delivery Hackathon**

This module introduces a collaborative, time-bound delivery challenge. Learners work in teams to design, build, test and present an AI-enabled automation solution under realistic constraints. The experience develops their ability to tackle structured problem-solving, technical configuration, governance awareness and professional communication. It mirrors workplace delivery pressure while maintaining focus on quality and measurable outcomes.

# Programme modules.

## **Driving Workforce Adoption of AI and Automation**

This module focuses on the human dimension of AI implementation. Learners develop approaches to communication, stakeholder engagement and structured training that supports confident adoption across teams. They consider resistance, skills gaps and organisational culture, strengthening their ability to guide colleagues through change. The emphasis is on building trust and capability rather than simply introducing new tools.

## **Capstone: Applying AI and Automation for Measurable Business Impact**

This final module integrates strategy, solution design, governance, performance measurement and workforce adoption into a coherent delivery project. Learners apply the full AI and automation lifecycle to a realistic workplace scenario, demonstrating structured thinking, responsible decision-making and measurable value creation. The capstone consolidates technical capability and professional judgement in a single, end-to-end exercise.

## **AI-900: Azure AI Fundamentals**

This beginner-level certification helps learners understand core AI ideas, the basics of machine learning, and how to use Azure AI services. It builds practical skills to spot AI opportunities, use simple no-code tools, and apply vision, language, and conversational AI to create real value for the business.

## **PL-900: Power Platform Fundamentals**

This beginner-level certification gives learners the skills to create simple apps, automate everyday workflows, and produce clear data insights using Microsoft Power Platform. It builds practical low-code expertise to streamline processes, enhance productivity, and deliver scalable digital solutions that drive meaningful business improvement.

## **PL-200: Power Platform Functional Consultant**

This intermediate-level certification develops the capability to design, configure and implement more advanced Power Platform solutions. Learners work with Power Apps, Power Automate and Dataverse to build structured, secure and scalable applications that respond to defined business requirements. It strengthens practical solution design skills, enabling learners to move beyond simple workflows and deliver integrated, data-driven automation that supports operational efficiency and measurable business outcomes.

# Transformative *technologies*.

Designed to make real-world impact, our on-demand, self-paced asynchronous modules build awareness of transformative technologies, with coverage of Artificial Intelligence and an evolving roadmap to explore Digital Twins, Edge Computing and other emerging technologies.

- ✓ 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



## 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)

## Optional masterclasses

 Live online sessions available every month

Example topics include:

- Data Leadership
- Ethical Hacking and Cyber Security
- Discovering and Analysing Market Trends
- Sustainable Technology and Green Computing
- Responsible AI
- Setting AI Strategy
- Emerging Landscapes – AI
- Quantum Computing Fundamentals

