



Developing Tomorrows Workforce, Today.

About Us

Basingstoke ITEC is a charity that is primarily funded through the Government Apprenticeship programmes and charitable contributions. We have been working with employers and learners successfully for over 40 years.

We think it is really important to support the community by providing a solid foundation of personal development for the corner stone of everyone's future careers. We want learners to recognise their innate characteristics and suitability for their future careers. We help employers develop tomorrow's workforce today.

Our vision is for Basingstoke ITEC to be recognised as the Digital and IT training provider who can be relied upon to provide an outstanding learning experience. Although we are based in Basingstoke, we work predominantly across the South East but have the ability to work across England.



AI and Automation Practitioner Programme Overview



AI and Automation Practitioner Level 4 Curriculum

This is an overview of the AI and Automation Practitioner Level 4 curriculum. We want to work with you to develop a bespoke learning plan to enable us to deliver the knowledge in a logical sequence.

We will complete an initial assessment, skill scan and math and English assessment to determine the needs of the apprentices. Our aim is for the apprenticeship programme to have a positive impact for you and for the apprentice so that they receive a great learning experience.

This plan is fully adaptable to support those with special educational needs or disabilities.

What is the AI and Automation Practitioner Standard?

The role of the Artificial Intelligence (AI) and Automation Practitioner is to help organisations improve productivity, efficiency, and business processes through the responsible use of AI, automation, and digital technologies. They work with stakeholders, operational teams, and technology specialists to identify opportunities for improvement, implement automation solutions, and support the successful adoption of AI and digital tools across the organisation. Core skills include:

- Review, establish, follow and or amend policies and procedures on data and information security.
- Follow ethical, responsible and safe working practices respecting confidentiality and sensitive organisational matters.
- Undertake analysis to identify if automation is viable. Including assessing risks such as data quality, process maturity and unintended consequences of AI automation projects, such as the impact on job roles.

Who is this for?

The roles associated with this role can vary but typical job titles include:

- AI integration officer.
- Automation enablement consultant.
- Digital automation specialist.
- Digital operations technician.
- Junior innovation consultant.
- Process automation analyst.

Delivery

The delivery of this apprenticeship will include:

- One to one support on a monthly basis from your Trainer.
- Monthly workshops with your trainer to develop the knowledge, skills and behaviours of the standard.
- All apprentices will have access to an e-portfolio.
- Maths and English functional skills training – If required depending on GCSE results.

Duration

- The duration of the AI and Automation Practitioner Level 4 Apprenticeship will typically take 21 months to complete.
- The learning phase in the first 18 months is known as being 'On Programme' this is where the Knowledge, Skills and Behaviours required for the standard will be developed.
- The final 3 months of the apprenticeship will be the completion of the 'End-Point Assessment' phase.



What is covered in AI and Automation Practitioner?



Core Occupation Duties

- Identify opportunities for automation to drive operational improvement and cost savings. Advocate for responsible implementation, balancing the pursuit of efficiency with fairness, transparency, and a commitment to supporting workforce wellbeing.
- Provide input into the implementation of AI and automation solutions that extend beyond low-or no-code platforms. Collaborate when needed with technical teams such as architects and leads to enable the successful delivery of automation opportunities.
- Evaluate available AI, automation tools and platforms.
- Facilitate and support with the design and delivery of workshops and solution design sessions.
- Simplify processes and design workflows that exploit AI and automation.
- Configure and adapt low-or no-code tools to solve problems and drive efficiencies.
- Apply AI automation solutions to add value. For example, chatbots, summarisation, and automation platforms such as cloud SaaS and PaaS services.
- Develop, document and test integrated digital workflows. Produce documents to meet audience requirements such as technical and end-user materials.
- Keep colleagues, stakeholders and line managers informed on progress.
- Provide training and or user guides for adopted tools, adapting content and format to audience needs.
- Support teams with change management and adoption activities.
- Monitor and refine automations incorporating feedback from end- users to improve.

Gateway and End Point Assessment

Once all the duties have been completed along with any maths and English exams, and the portfolio is completed, the apprentice, employer and Basingstoke ITEC will make the decision to progress to the End-Point Assessment.

Apprentices will enter a period called 'Gateway' they will be prepped and supported by Basingstoke ITEC for each stage of their End-Point Assessment. Certificates will be released upon completion of the end-point assessment and the apprenticeship will then be considered achieved.

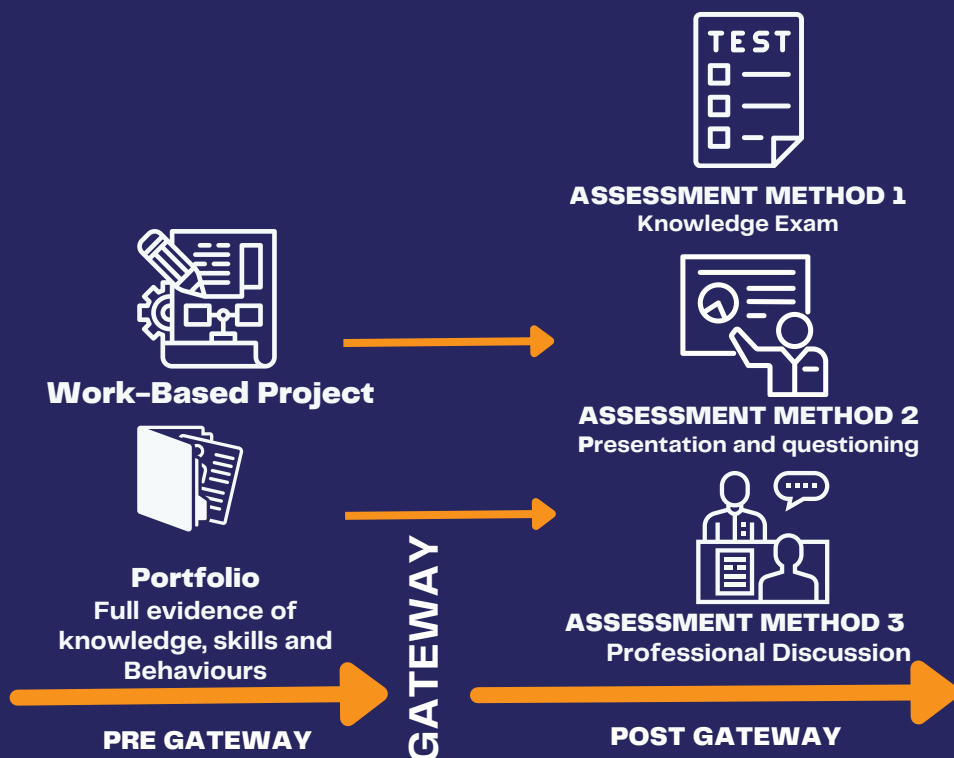
End-Point Assessment

Progression Opportunities

On completion of the AI and Automation Practitioner Level 4, there is the opportunity for progression, depending on your job role.

What will apprentice gain upon completion?

- AI and Automation Practitioner Level 4 – Pass or Distinction grade
- Level 2 Functional Skills in Maths (if required)
- Level 2 Functional Skills in English (if required)



Learner Journey – Delivery Process



1-3

4-6

7-10

11-13

14-17

18-21

Months

Induction

Development of Knowledge, Skills and Behaviours for standard

Accounts Exam

Develop showcase portfolio for assessment

End Point Assessment

Maths and English Functional Skills (If Required)

Monthly trainer sessions and workshops – face to face and remote

Feedback