



Artificial Intelligence (AI) and Automation Practitioner Apprenticeship

What is an Artificial Intelligence (AI) and Automation Practitioner Apprenticeship?

Artificial Intelligence (AI) and Automation Practitioners interact with internal stakeholders across a variety of teams such as operations, service delivery, customer support, or finance, depending on the organisation.

Their work is focused on solving real-world challenges that slow down business operations such as manual tasks, duplicated data entry, unintegrated tools, and inefficient workflows. AI and automation practitioners play a key role in unlocking time and cost savings supporting organisations to realise the potential for AI, automation and digital solutions to improve efficiency, accuracy or productivity.

The responsibilities of the role are to identify opportunities to improve workflow efficiency and productivity using a range of digital tools and analyse current systems and processes. The AI and automation practitioner would then be expected to make recommendations utilising low-or no-code solutions including AI-driven automations.

AI and automation practitioners work with integrity supporting with user adoption, facilitating the responsible, safe and ethical use of AI, automation and digital solutions, while ensuring they align with organisational policies and user needs.

Level 4	Typically runs for 18 months	Minimum of 420 off the job hours
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Topics covered:

- Strategic and ethical adoption of AI and automation
- Design and configure AI and automation solutions
- Apply technical understanding to apply solutions to business needs
- Testing, evaluation and iteration
- Governance, assurance and ongoing risk management
- Engaging with diverse stakeholders to support inclusive adoption of AI and automation
- Delivering training for workforce enablement
- Continuous improvement and change delivery

Who is it for?

This apprenticeship is suitable to individuals who are in or looking to progress into roles such as business process, digital products, change management, workflow improvement, process automation, and AI integration.

What qualification will you gain?

In addition to your apprenticeship you will have access to RHG's GROW Academy for the duration of your apprenticeship.

Want to know more?

Read more about the programmes we offer on our website at www.rhgconsult.co.uk or contact us directly and we will be happy to answer your questions and give you more details on the apprenticeship programmes, how to access funding or even how to hire an AI and automation practitioner apprentice.



The apprenticeship standard journey



What do our learners say?

The RHG team have always been approachable, supportive and meticulously professional. They have been world class brand ambassadors at every turn and I am immensely appreciative of this.

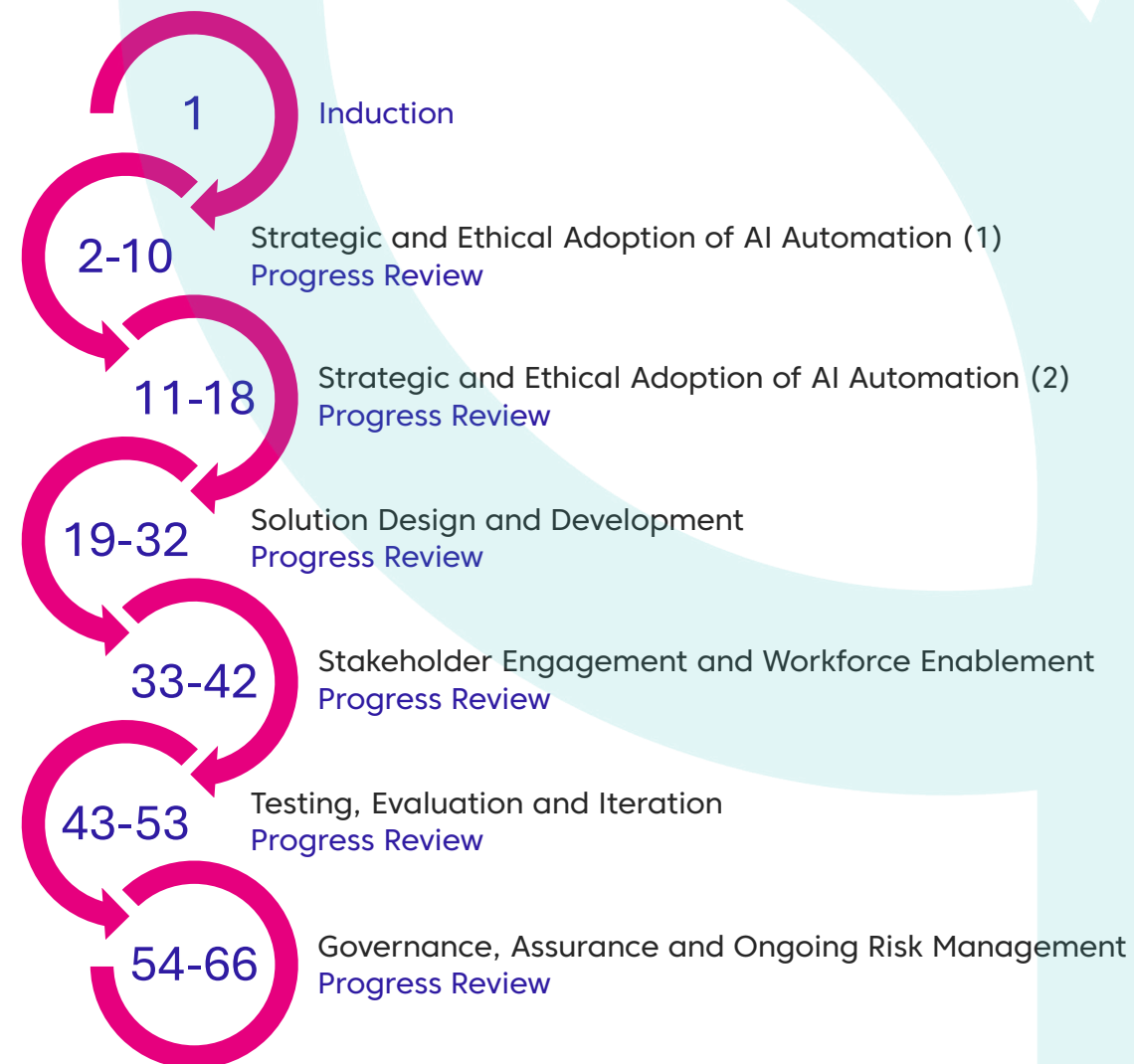
I mean it when I say it's been a great pleasure to work with them from in house to learning coach they go above and beyond to answer questions and give additional support.

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Artificial intelligence and automation practitioners understand, select, and implement digital solutions to address inefficiencies in existing systems. They work solve real world challenges that slow down business operations such as manual tasks, duplicated data entry, unintegrated tools, and inefficient workflows.

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Your apprenticeship journey mapped out in weeks:



**GATEWAY TO
ASSESSMENT**

**APPRENTICESHIP
ASSESSMENT**



Apprenticeship Assessment explained



Apprenticeship Assessment

You will complete a project and at least one additional assessment method from the following list to ensure the assessment outcomes are met in full:

- Presentation
- Simulated task
- Professional discussion
- Portfolio

Your chosen project will be agreed with your employer and the Assessment Organisation and will showcase your competence and confidence as an AI and automation practitioner.

You may be assessed at any appropriate point during your apprenticeship programme.

The Assessment Organisation is responsible for ensuring the timing of the assessment does not inhibit your opportunity to demonstrate achievement of either pass or distinction grades.

Did you know?

Your project and the other assessment method(s) chosen will contribute to your overall grade. You may achieve a Fail, Pass or Distinction in either part of your final assessment and achieve a Fail, Pass or Distinction as your overall grade



FAQs

We have compiled a list of frequently asked questions so whether you're looking to grow your team by hiring new members, or upskill your current workforce, you can gain maximum benefits from apprenticeship schemes.

Background

The Apprenticeship Levy was introduced from 6 April 2017 to inspire employees to expand existing and introduce new apprenticeship schemes.

Here at RHG, we help employers to deliver high-quality, professional apprenticeship programmes to grow existing employees by closing skills gaps and hire new team members.

What is the Apprenticeship Levy?

The Apprenticeship Levy is a compulsory levy on employers that is used to fund the delivery of and increase the quantity and quality of apprenticeships within the UK.

Who has to pay the levy?

From April 2017, UK employers within the private and public sector with a bill of over £3 million pay the Apprenticeship Levy.

Non-levy paying employers will contribute 5% towards the cost of training and assessing apprentices, with the government paying the remaining 95%.

How much do organisations pay?

The levy is set at 0.5% of an organisation's pay bill, however employers receive a £15,000 annual allowance to offset against the levy.

How are levy payments made?

HM Revenue and Customs (HMRC) will collect monthly payments. Businesses are required to calculate and report the levy that they owe each month.

What happens to the levy?

The payments made by levy-paying organisations go into the Digital Apprenticeship Service account where employers can get access to funding as well as find relevant apprenticeships and training providers.



How can funds be accessed?

Levy-paying employers can access their Apprenticeship Levy contributions through their Digital Apprenticeship Service (DAS) account to pay for their apprenticeship training.

For non levy-paying organisations please contact us or visit <https://www.apprenticeships.gov.uk/employer/funding-an-apprenticeship-non-levy#>

How are funds spent?

The funding can be put towards the cost of training and assessments within the apprenticeship and can only be used with an approved training provider who is on the register of apprenticeship training providers.

Are there any funding rules?

Yes, and a key one is that apprentices must be permitted dedicated time from their working week to achieve the programme off the job hours

Who can become an apprentice?

The apprenticeship scheme is available for both new and existing employees to enable you to develop existing team members, as long as they meet eligibility criteria. There are no age restrictions on the apprenticeship scheme.

Is there a time limit to spend the levy funds?

Levy funds will expire 24 months after they enter the account unless they are spent on apprenticeship training.



Did you know?

A 10% top-up is applied by the government to funds added into the account. So for every £1 an employer adds, the organisation has £1.10 to spend on apprenticeships.



How do I find out more?

Contact us today to discuss how you could fill skills gaps within your existing team, hire new team members through the apprenticeship scheme or for more information about the Apprenticeship Levy.

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