Programme Specification

Artificial Intelligence (AI) and Automation Practitioner (Apprenticeship: Corporate - Open) (Level 4)

For students entering Part 1 in September 2027 **UATAIAPZZBA**

This document sets out key information about your Programme and forms part of your Terms and Conditions with the University of Reading.

Awarding Institution	
Teaching Institution	University of Reading
Length of Programme	18 Months
Accreditation	
QAA Subject Benchmarking Group	The programme is aligned to the Artificial Intelligence (AI) and Automation Practitioner apprenticeship standard, ST1512 version 2.1 (Skills England, approved for delivery December 2025), and its Assessment Plan.

Programme information and content
The Artificial Intelligence (AI) and Automation Practitioner Apprenticeship develops practical, responsible AI and automation capability within the existing workforce. Apprentices learn to identify opportunities for improvement, map and analyse business processes, design and build solutions using low-code, no-code and AI tools, apply governance and risk frameworks, enable colleagues through change, training and communication, and measure and sustain the value created. The programme is grounded in real organisational challenges: learning is applied in the workplace from week one, and each module produces an applied module project anchored in the apprentice's own organisation. The programme comprises six modules, each mapped to one of the six Assessment Outcome areas in the ST1512 assessment plan, followed by a post-Gateway to Completion Applied Project that consolidates the six module projects into the work-based project submission for the Apprenticeship Assessment. The Apprenticeship Assessment will also include a Professional Discussion. Each module follows a ten-week rhythm: structured self-paced learning on Canvas (seven sessions), a one-day in-person workshop in week 3 (or, alternating in person and online across the modules, in the case of a closed cohort where this is the employer’s preference), two facilitated Action Learning Sets in weeks 5 and 7 (in groups of five to eight), and a module presentation delivered to the line manager and stakeholders in weeks 8 to 10. Every apprentice is supported throughout by an Apprenticeship Tutor providing 1:1 progress monitoring, pastoral support, off-the-job hours tracking and employer liaison. The programme requires a minimum of 420 off-the-job learning hours across the 15-month practical period.

Part 1:	The programme is delivered as a single stage of six consecutive ten-week modules plus the post-Gateway to Completion Applied Project and Professional Discussion, as the Apprenticeship Assessment.

Programme Learning Outcomes - Artificial Intelligence (AI) and automation practitioner (Apprenticeship: Corporate - Open) (Level 4)

During the course of the Programme, you will have the opportunity to develop a range of skills, knowledge and attributes (known as learning outcomes) For this programme, these are:

	Learning outcomes
1	Evaluate the opportunities, risks and responsibilities of AI and automation adoption and make responsible, value-led adoption decisions aligned with organisational values, ethical principles and workforce needs (AO1).
2	Identify and qualify opportunities for AI and automation, map and analyse business processes, and apply sound design considerations to develop evidence-based proposals for change (AO2).
3	Design, configure and test practical AI and automation solutions using low-code and no-code platforms, prompt design and AI services and integrations (AO3).
4	Apply governance, assurance, security and risk-management frameworks across the AI and automation lifecycle to ensure solutions are transparent, accountable, compliant and secure (AO4).
5	Engage diverse stakeholders to support inclusive adoption, delivering training, accessible communication and support for colleagues through change (AO5).
6	Measure, report and sustain the value created by AI and automation, applying continuous improvement, monitoring for drift and degradation, and horizon scanning for emerging technologies (AO6).
7	Communicate technical concepts clearly and collaborate effectively with technical and non-technical colleagues and stakeholders.
8	Exercise professional judgement, responsibility and autonomy in applying AI and automation safely, ethically and effectively in the workplace, in line with the behaviours defined in the ST1512 standard.

You will be expected to engage in learning activities to achieve these Programme learning outcomes. Assessment of your modules will reflect these learning outcomes and test how far you have met the requirements for your degree.

To pass the Programme, you will be required to meet the progression or accreditation and award criteria set out below or in the Apprenticeship Assessment Plan.

Module information

The programme comprises six compulsory modules. The programme is non-credit-bearing; all modules are at Level 4, and there are no optional modules. The Applied Project and

Professional Discussion (post-Gateway to Completion) consolidate learning from the six module projects and form the Apprenticeship Assessment.

Part 1 Modules:

Module	Name	Credits	Level
MQ1CCI	Delivering Sustainable Change Through Continuous Improvement	0	4
MQ1CTC	Enabling People: Change, Training and Communication	0	4
MQ1GRM	Responsible Governance and Risk Management	0	4
MQ1LNT	Building Solutions with Low-Code, No-Code and AI Tools	0	4
MQ1OPD	Identifying Opportunities, Mapping Process and Design Considerations	0	4
MQ1SEA	Strategic and Ethical Adoption of AI and Automation	0	4

All six modules are compulsory and are taken consecutively, each over ten weeks.

Placement opportunities

This is a work-based apprenticeship programme; apprentices are employed throughout and learning is applied directly in the workplace. There are no separate placement or Study Abroad opportunities.

Teaching and learning delivery:

The programme is delivered through blended, work-integrated learning. Each ten-week module combines: structured self-paced learning on Canvas (seven sessions of approximately six to seven hours each); a short online module introduction in week 1; a one-day workshop in week 3, (in-person, or alternating in person and online across the modules at the client's request, for closed cohorts; two facilitated Action Learning Sets in weeks 5 and 7, held in workplace groups of five to eight apprentices, which use structured questioning and reflection to apply the learning to live workplace challenges; and preparation and delivery of a module presentation to the line manager and stakeholders in weeks 8 to 10.

The programme opens with a one-day in-person orientation workshop attended by apprentices, faculty and relevant stakeholders. Elements of the programme are delivered via digital technology, including the Canvas virtual learning environment and the Aptem apprenticeship delivery platform. Throughout the programme each apprentice is supported by an Apprenticeship Tutor through regular 1:1 progress reviews, and by their module convenors and employer. Off-the-job learning of at least 420 hours across the 15-month practical period is planned into the programme schedule and tracked. Information about module study hours is indicated in the relevant module description.

Assessment

On-programme assessment is formative and developmental. Each module concludes with an annotated module presentation delivered to the line manager and stakeholders, generating feedback that builds towards the Applied Project. This also supports the apprentice in showcasing their learning through the Professional Discussion; there is no separate portfolio requirement. Apprentices therefore rehearse the presentation format six times before the Apprenticeship Assessment.

Progression and Gateway to Completion

To progress to Apprenticeship Assessment, apprentices must pass through Gateway to Completion at month 15. At Gateway to Completion, the employer and Henley confirm that the apprentice has completed the taught programme, met the minimum 420 off-the-job hours requirement, satisfied all other requirements applicable under the apprenticeship funding rules, and is ready for Apprenticeship Assessment.

Apprenticeship Assessment

The Apprenticeship Assessment is conducted by an independent Assessment Organisation in accordance with the ST1512 v2.1 Assessment Plan and comprises two components: (1) a Work-Based Project Report, based on the post-Gateway to Completion Applied Project, and (2) a Professional Discussion, opening with a ten-minute presentation by the apprentice. Performance is assessed against the six Assessment Outcome areas and the performance categories in the Assessment Plan (Applied Knowledge; Applied Skills; Regulatory and Procedural Awareness; Communication and Collaboration; Information Use and Decision Making; Responsibility and Autonomy). The apprenticeship is graded Fail, Pass or Distinction. Apprenticeship Assessment components and arrangements are subject to confirmation with the appointed AO.

Classification

On successful completion of the Apprenticeship Assessment, apprentices receive the apprenticeship certificate for the L4 Artificial Intelligence (AI) and Automation Practitioner standard (ST1512). Apprenticeship Assessment is conducted by an independent Assessment Organisation (BCS proposed, to be confirmed), and the apprenticeship certificate is awarded by the Department for Education (DfE).

University honours classification scheme does not apply to this non-credit-bearing apprenticeship programme. No Award is provided by Henley Business School, University of Reading.

Additional costs of the programme

All core learning materials are provided digitally. Programme fees are met through the apprenticeship levy or employer co-investment; there is no fee liability for the apprentice. Travel costs to in-person workshops are met by the apprentice or their employer in line with the employer's normal policies.

Costs are indicative and may vary according to optional modules chosen and are subject to inflation and other price fluctuations. Estimates were calculated in 2026.

Students may consider purchasing a laptop to help support their learning. Information on recommended device specifications can be found on the DTS Student Hub.

For further information about your Programme please refer to the Programme Handbook and the relevant module descriptions, which are available at http://www.reading.ac.uk/module/. The Programme Handbook and the relevant module descriptions do not form part of your Terms and Conditions with the University of Reading.

Artificial Intelligence (AI) and automation practitioner (Apprenticeship: Corporate - Open) (Level 4) for students entering Part 1 in session 2027/28
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