

Level 3 AI and Data Foundations.

This programme equips organisations with practical AI and data capability to improve efficiency, insight, and decision-making across everyday business operations. The programme also helps to understand the environmental impact of data and how businesses can apply principles for responsible, energy-efficient analysis. Learners develop core skills in data analysis, reporting, and visualisation, alongside using AI tools to automate routine tasks and reduce manual, Excel-heavy processes.

Learning is grounded in real workplace scenarios, with WorldSkills UK-inspired assessments that build confidence, accuracy, and job-ready performance. Our range of delivery models enables focused skill development, while minimising disruption to business operations.

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
- ✓ Strengthen data quality and governance to build trustworthy, reliable foundations for AI adoption

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 interests.

Programme overview.

Apprenticeship standard:

Data Technician

Cost: £13,000

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 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)

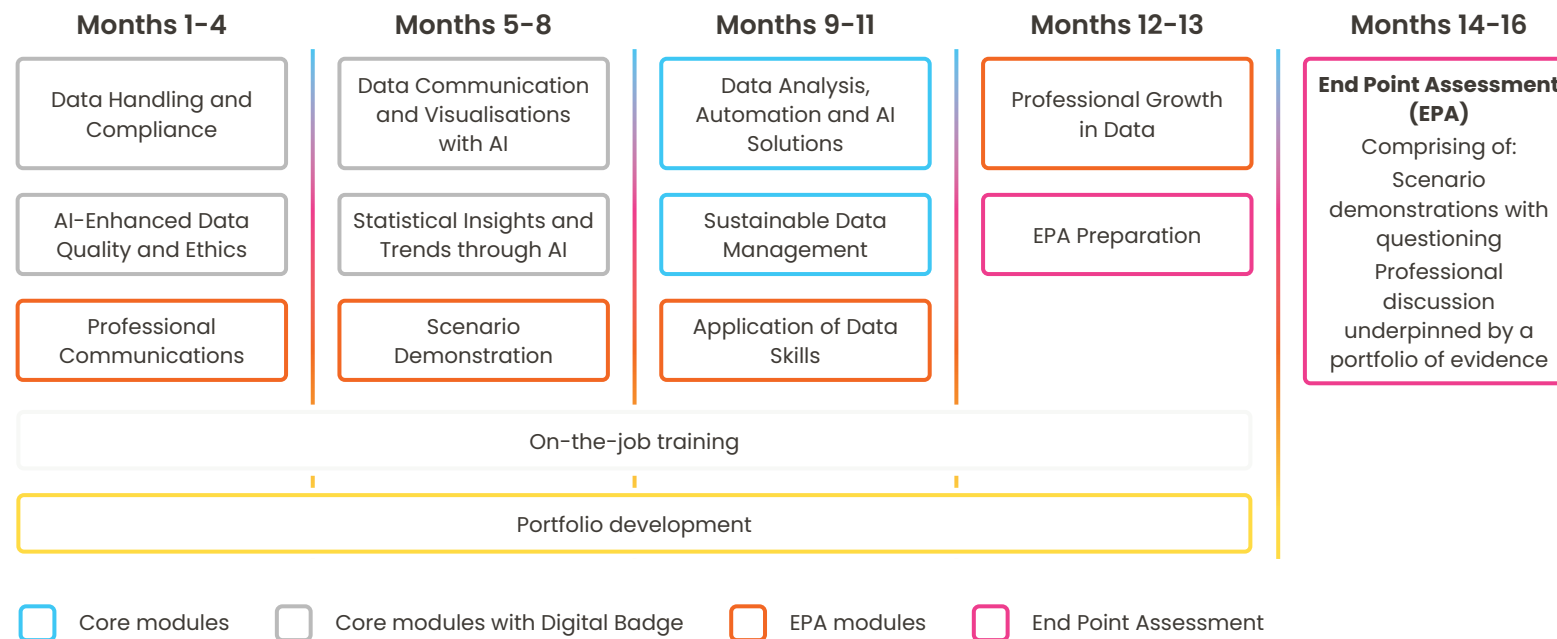
Designed by BPP's cyber experts, this course provides a clear and practical introduction to the importance of cyber security, the most common attack techniques everyone should be aware of, and the fast-changing digital threat landscape.

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)



Apprenticeship standard

Data Technician

Delivered by

BPP

Time commitment*

- 13 months** on programme
- 115 days** (two-three 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
- 1 hour** EPA preparation session
- 3 months** in End Point Assessment
- Off-the job training** (average six 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.

*On average.

Programme modules (Core).

Data Handling and Compliance

This module builds learners' confidence in sourcing, preparing and storing data responsibly. They explore how AI improves data accuracy, speeds up preparation and supports compliant storage practices. By understanding data structures, risks and ethical considerations, learners help the organisation make faster, safer decisions grounded in high-quality, well-managed information.

AI-Enhanced Data Quality and Ethics

This module strengthens learners' ability to deliver accurate, trustworthy data. They explore how AI supports cleaning, merging and validating information, alongside practices that protect privacy and uphold compliance. By understanding bias, anonymisation and ethical expectations, learners contribute to fair, reliable and responsible data use across the organisation.

Data Communication and Visualisations with AI

This module helps learners turn complex information into clear, meaningful insights using Excel, Power BI and AI tools. They explore how to communicate responsibly, protect sensitive data and tailor messages for different audiences. The focus is on building confidence in accessible, ethical insight-sharing that supports transparent, informed decision-making.

Statistical Insights and Trends through AI

This module helps learners identify trends and patterns that support forecasting and strategic decisions. They explore how AI enhances statistical analysis, highlights inconsistencies and flags potential bias. Learners also build storytelling skills that make insights clearer and more engaging, ensuring information is shared ethically and effectively across teams.

Data Analysis, Automation and AI Solutions

This module enables learners to streamline processes and improve insight quality through AI-driven analysis and automation. They explore how technology reduces manual effort, highlights meaningful patterns and enhances decision-making. Learners also examine ethical considerations and develop the ability to verify data accuracy, helping teams work more efficiently and with greater confidence.

Sustainable Data Management

This module develops learners' understanding of how to manage data ethically, efficiently and with reduced environmental impact. They explore AI-supported storage decisions, sustainable cloud practices and global compliance requirements. By balancing sustainability with security and accessibility, learners help create data ecosystems that are resilient, responsible and cost-effective.

Programme modules (EPA).

Professional Communications

This module develops learners' ability to communicate insights clearly and confidently in professional settings. They explore how to tailor messages for different audiences, present evidence effectively and build a portfolio that showcases their strengths. With support from AI tools, learners improve productivity, structure their thinking and engage more meaningfully with stakeholders.

Application of Data Skills

This module gives learners the chance to apply their data skills in realistic scenarios, helping them understand how their work creates immediate business value. Through simulation and guided reflection, learners build confidence, prepare effectively for assessments and identify where their strengths can drive impact across real projects and future initiatives.

Scenario Demonstration

This module gives learners the opportunity to test their data skills in a realistic business scenario, using results to evaluate performance and identify improvement areas. Through structured analysis and reflection, learners strengthen their decision-making, build confidence in applying data to strategic challenges and translate insights into clear, actionable next steps.

Professional Growth in Data

This module helps learners understand how emerging technologies, industry trends and digital disruption shape the modern workplace. They explore practical ways to prepare for future change through horizon scanning and structured development planning. The focus is on building long-term career agility and confidence in navigating evolving data and AI landscapes.

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.

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

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
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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

