Level 4 Management and AI Automation Specialist.

This apprenticeship develops forward-thinking managers who can lead, implement, and scale AI-driven automation. Made for those working in digital or operational environments, leaders build the practical skills needed to identify automation opportunities within their day-to-day processes, streamline workflows, and better connect the tools and data they use to manage performance, efficiency, and output.

The programme focuses on applying AI and automation to real operational challenges, helping managers improve consistency, reduce inefficiencies, and make better use of data to support decision-making. Alongside this, it develops core leadership behaviours, enabling managers to lead change, engage stakeholders, and embed new technologies successfully.

By combining management capability with real-world application, the programme supports organisations to streamline operations, reduce cost, and scale innovation without compromising control or quality.

Who's it for?

This programme is designed for managers working with automation, digital processes or AI-enabled systems, or those responsible for identifying and implementing process improvements. It is ideal for individuals operating in environments where manual, repetitive or data-driven processes are regularly reviewed, optimised or automated, and who have hands-on exposure to tools, systems or workflows that require integration, streamlining or performance improvement.

Best suited to those leading or scaling automation initiatives, it supports managers who address inefficiencies, work with digital or AI tools, balance innovation with governance and risk, and drive operational modernisation and efficiency.

Business impacts

- Free up teams to focus on higher-value work by automating repetitive tasks, improving productivity without increasing headcount or cost
- Improve consistency and accuracy by reducing human error and strengthening performance across teams, functions, and customer-facing operations
- Enable faster, more confident decision-making by giving managers real-time visibility and data-led insight
- Reduce cost by streamlining workflows, removing duplication, and improving efficiency through technology
- Support continuous improvement and embed a culture of efficiency across the organisation by identifying and scaling automation opportunities

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.** Datasets and case studies are 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 needs and interests

BPP LYCEUM EDUCATION GROUP

*This programme is only applicable to those whose day-to-day responsibilities include the list above. Disclaimer: This information is accurate as at the date of publication, June 2026. It is subject to change. This document is for guidance only and does not form part of any contract. For more, visit bpp.com.

Programme overview.

Apprenticeship standard: Artificial Intelligence (AI) and Automation Practitioner

Cost: £18,000

Duration: 17 months

Entry requirements

As a minimum learners will need to have:

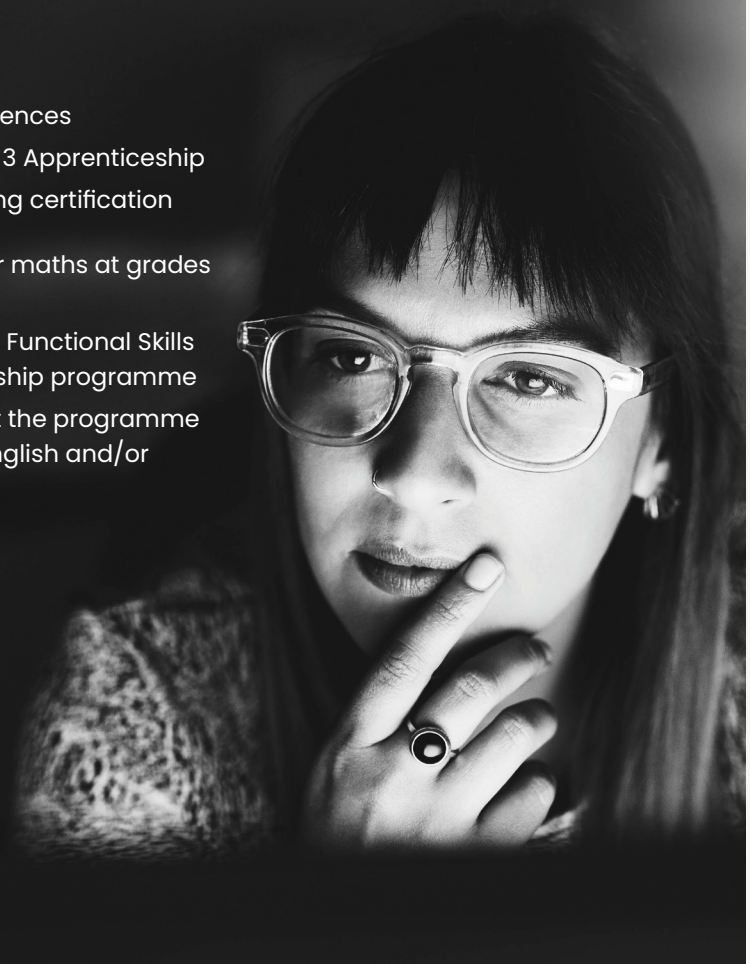
- Five GCSEs at grades 9 to 4 (A* to C), or
- Relevant work experience

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



CMI

Association for Coaching

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

xUnlocked

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)

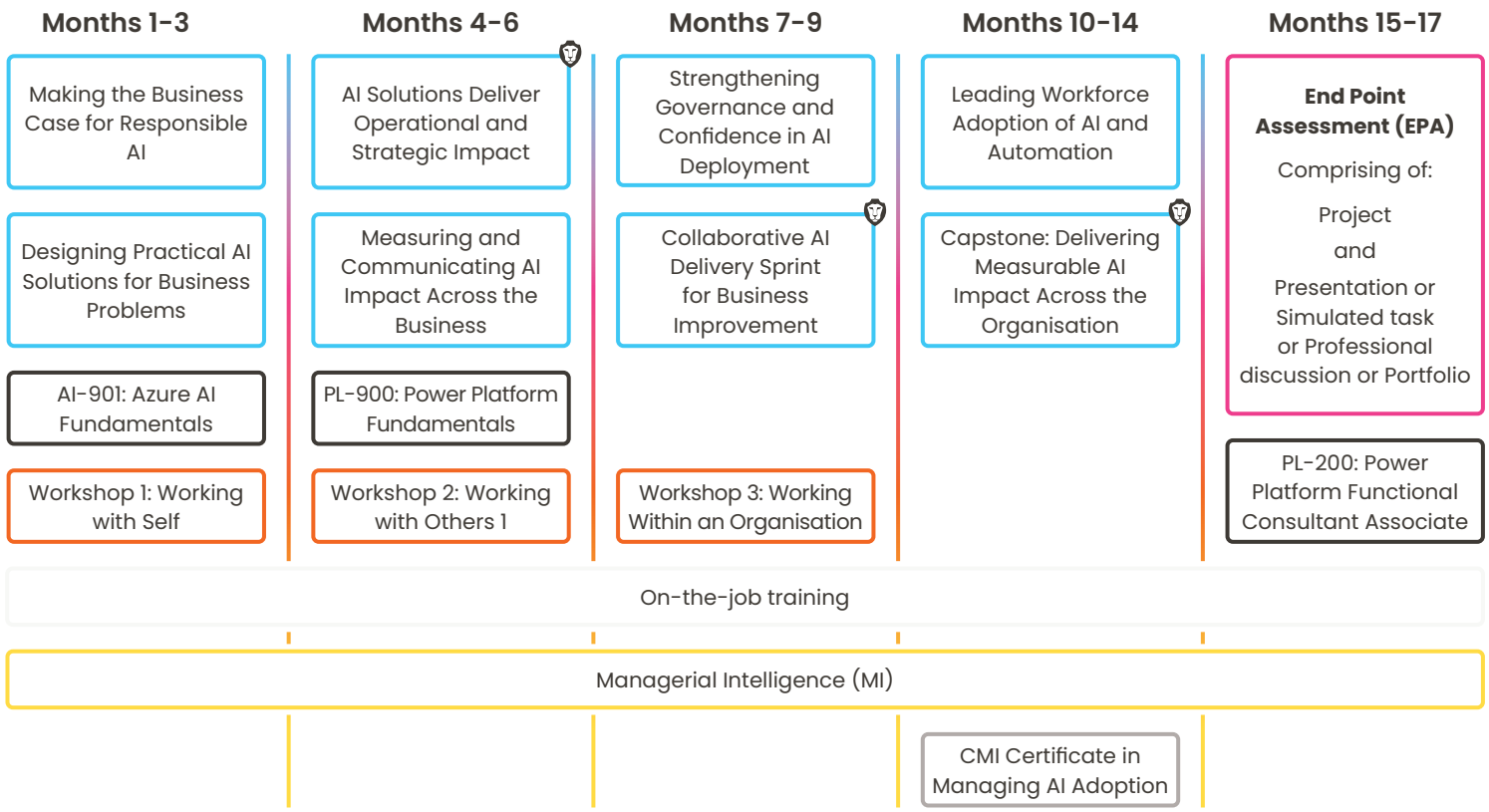
This course begins with a core AI Essentials pathway, followed by a choice between AI Fundamentals or Security. Microsoft digital badges are awarded throughout, with the option to earn a recognised Microsoft Certification upon completion.

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 4 Management and AI Automation Specialist.

17-month programme (inc. EPA)



Technical modules
On-the-job learning
Coaching Cartridge
End Point Assessment
Vendor Certification
BPP Digital Badge

Certifications

Microsoft Azure AI Fundamentals/
Microsoft Power Platform Fundamentals/
Microsoft Power Platform

Microsoft

CMI

Association for Coaching

Apprenticeship standard

Artificial Intelligence (AI) and Automation Practitioner

Delivered by

BPP

Qualifications

- CMI Certificate in Managing AI Adoption
- CMI Foundation Chartered Manager status
- Accredited Association for Coaching 'Leader as Coach'

Time commitment*

- **14 months** on programme
- **3 hours per week** in online live training sessions
- **3 online** 'Leader as Coach' workshops *(4 hours per workshop)*
- **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)* Dedicated learning time within working hours to build apprenticeship skills, including training, mentoring, online learning, and project work

- **Optional professional qualification** Professional exams are optional and not required to complete the apprenticeship. One attempt per certification is included; resits are covered by the employer. Learners sit exams only after passing a mock test

*On average.

Programme modules.

Making the Business Case for Responsible AI

Leaders develop the ability to assess where AI and automation can add value and build compelling business cases to support adoption. They explore how to balance opportunity with risk, considering cost, governance and ethical impact. This enables leaders to confidently justify AI investments, align initiatives with strategy and secure stakeholder buy-in for responsible, value-driven innovation.

Measuring and Communicating AI Impact Across the Business

Leaders strengthen their ability to assess the impact of AI initiatives and communicate outcomes clearly to stakeholders. They explore how to track performance, measure success and present results in a way that builds confidence and drives further adoption. This helps organisations make informed decisions, demonstrate value and scale successful automation efforts.

Leading Workforce Adoption of AI and Automation

Leaders develop the capability to guide teams through AI and automation-change effectively. They explore how to build understanding, address resistance and support adoption across different roles and functions. This enables organisations to embed new technologies successfully and ensure teams are confident, engaged and ready to work in automated environments.

Designing Practical AI Solutions for Business Problems

Leaders build the skills to identify real business challenges and design AI-enabled solutions that address them effectively. They explore how to translate operational needs into practical use cases, ensuring solutions are realistic, scalable and aligned to business priorities. This helps organisations move beyond theory and implement automation that delivers measurable improvements.

Strengthening Governance and Confidence in AI Deployment

Leaders develop a strong understanding of governance, risk and compliance in AI adoption. They explore how to implement controls, manage risk and ensure ethical use of automation technologies. This enables leaders to deploy AI confidently, protect the organisation and build trust in automated systems across teams and stakeholders.

Capstone: Delivering Measurable AI Impact Across the Organisation

Leaders strengthen their ability to scale AI initiatives and deliver consistent, measurable outcomes across the organisation. They explore how to align automation with business priorities, track impact and drive continuous improvement. This helps organisations move from isolated pilots to organisation-wide adoption that delivers efficiency, consistency and long-term value.

AI Solutions Deliver Operational and Strategic Impact

Leaders develop an understanding of how AI solutions can drive both day-to-day efficiency and long-term strategic value. They explore how automation supports productivity, quality and innovation, helping leaders connect technical solutions to wider business goals. This enables organisations to maximise return on AI investments and embed automation into core operations.

Collaborative AI Delivery Sprint for Business Improvement

Leaders apply their skills in a practical, collaborative environment to deliver a real AI-driven improvement. They work through the full life cycle from problem identification to solution design and delivery, building confidence in applying automation to real scenarios. This ensures organisations see tangible value as leaders translate learning into meaningful operational improvements.

Vendor certifications

AI-901: 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 Associate

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.

Coaching workshops

Workshop 1: Working with Self

Before working with others, leaders are encouraged to consider and reflect on who they are as a leader ('I') and how self-awareness can support personal growth and development. Leaders will consider Transactional Analysis, exploring parent, adult and child ego states and how they can help us to think about our own states before engaging with others.

Workshop 2: Working with Others 1

This workshop considers the relationship ('We') with the other person. The workshop recognises that coaching skills and behaviours will be used in everyday engagements. Leaders will practise holding coaching models like GROW and solutions focused lightly to reflect the different types of conversations and engagements they will have with others.

Workshop 3: Working Within an Organisation

This workshop will focus on the 'They' system, enabling individuals to reflect on their experiences of applying coaching approaches within the organisation and with key stakeholders. Participants will benefit from practical coaching strategies they could use with their teams. The workshop will also consider how coaching skills and behaviours can be used to support change and/or challenge within organisations.

Level 4 Management and AI Automation Specialist.

This programme combines core management capability with advanced AI and automation skills, bringing together leadership principles and practical application across automation tools, governance, and process optimisation. It equips managers to lead AI-driven change, streamline operations, and deliver scalable, efficient improvements with measurable impact.

Key Benefits	Operations Manager	Management and AI Automations Specialist
CMI Foundation Chartered Manager status (fCMgr)	✓	✓
CMI accredited Management modules: Navigating the Adoption of AI Technologies Nurturing a Culture of AI Readiness		✓ ✓
'I, We, They' coaching series	✓	✓
Accredited 'Leader as Coach' qualification (Association for Coaching)		✓
Emerging Skills learning package (AI, Sustainability, Cyber Security, Microsoft Essentials)	✓	✓
Experienced Performance Coach throughout the programme	✓	✓

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