

PROGRAMME GUIDE

Level 4 AI & Automation Practitioner

For project management professionals looking to transform project delivery, using the power of data and AI

Enhance your personal and organisational efficiency.

Key facts:

- 15-month programme.
- Tutor-led training via remote online lessons.
- Off the job learning. Working on at least three projects to develop a portfolio that will help to transform your organisation, enhance your CV and inspire others.
- Award of a Level 4 AI & Automation Practitioner Standard on successful completion of the apprenticeship.
- The apprenticeship is either: 100% funded for levy payers with available funds; 100% funded for non-levy payers where the learner is under 25; 95% funded for non-levy payers where the learner is aged 25 or above.

Course structure

Apprentices working towards Functional Skills Level 2 in Maths and English will receive extra sessions and support, including a dedicated Functional Skills Tutor, BKS Learning Resources, workshops, 1-1 sessions, and activities to help with exam preparation in addition to the days shown below.

- Online Tutor-Led Sessions: 143 hours
- Self-Study & Guided Exercises: 208 hours
- PDA Playgrounds (Optional): 112 hours
- Applied Project Labs: 64 hours
- Hacks (Optional): 48 hours

The final assessment period will be conducted within three months after all teaching and learning is completed.

We meet with learners and employers every 8-12 weeks to measure progress made and ensure that you are getting appropriate support and the apprenticeship is delivering results for the business.

Who is the AI & Automation Practitioner Course aimed at?

The course provides practical, hands-on experience in digital automation and AI integration within project delivery. Participants range from those at the start of their careers through to experienced project professionals with over 30 years' delivery experience.

Past participants have included Project Managers, Engineers, Planners, PMO professionals, Quantity Surveyors, BIM Specialists, Document Controllers, Risk and Assurance Leads, H&S Managers, and professionals across commercial and support functions.

Technical Experience

You do not need to be a programmer or data scientist. A basic familiarity with digital tools and the ability to work with structured information is helpful. Experience using

systems, spreadsheets or reporting tools in a project environment will provide a useful foundation.

How the course is assessed

The course will be assessed through two components. A single work-based project, plus a presentation or a professional discussion. A workbook will be assigned to the learner during the project to support their progress. The project will assess the skills and knowledge gained through a genuine workplace opportunity to implement, enhance or evaluate an AI or automation solution.

The learner will have the choice to complete either a presentation; typically of the project, or a structured discussion. Either assessment will provide the opportunity to evidence achievement and provides a flexibility of approach for the learner.

Module	Overview
AI in Project Delivery	Understand AI and automation in project environments, identify opportunities, calculate benefits and ROI, and evaluate workforce impacts.
Data Quality, Governance and Ethics	Understand GDPR, data quality, governance and bias in datasets.
Process Mapping and GenAI Prompt Engineering	Map processes, identify automation opportunities and use Generative AI effectively.
Automation Solution Design	Understand low-code and no-code automation platforms and design automation solutions.
Automation Deployment and Testing	Deploy and evaluate low-code solutions.
Python for Project Data Analysis	Develop Python, GitHub and data analysis skills.
Machine Learning and Model Deployment	Develop, evaluate and deploy machine learning solutions.
NLP, RAG and Agentic AI	Build retrieval-based and agentic solutions and optimising data sources for AI use.
Cloud AI and Robotic Process Automation	Evaluate and deploy cloud AI or RPA solutions.
Responsible AI, Assurance and Governance	Develop organisational governance frameworks, assurance approaches alongside AI leadership strategies and compliance review.
Adoption, Training and Change Management	Support adoption of AI solutions across organisations, understanding impact and sustainable AI.
Project Review, Workforce Strategy and Innovation	Continue project implementation and review outcomes.
Project Report Development	Benefits Log consolidation, report writing and sponsor engagement.

*Programme content may be updated to reflect industry developments, regulatory requirements and awarding body guidance.

Core entry requirements

- Possess a valid passport / birth certificate / residence permit and NI number. Must be in employment.
- Must have lived in the UK and/or EEA (with relevant permission to remain), three years prior to start date and spend 50% of time in England when undertaking the apprenticeship.
- Must not be undertaking another apprenticeship or any other form of funded education, including a bootcamp, at the same time.
- The apprenticeship must offer significant new skills & knowledge in your existing or new role.

If you do not hold GCSE English and/or maths at grade 9–4 (A*–C), or an approved equivalent, you may be offered Functional Skills training alongside your apprenticeship. For apprentices aged 19 and over, this is optional unless required by the apprenticeship standard.

We take account of previous relevant experience and work with you to tailor the course.

Benefits of the apprenticeship

Employee

- Build practical capability in implementing AI and automation solutions within your organisation.
- Gain hands-on experience designing, configuring and integrating intelligent workflows to solve real business challenges.
- Develop a portfolio of live AI automation projects demonstrating responsible, compliant and effective adoption.
- Strengthen your career resilience in the rapidly evolving field of AI-enabled digital transformation.
- Connect with professionals leading responsible AI adoption and workforce enablement.
- Achieve a nationally recognised Level 4 Artificial Intelligence and Automation Practitioner Standard.

Employer

- Strengthen governance and operational insight by embedding responsible AI and automation within your organisation.
- Release capacity from repetitive, manual processes and redirect your workforce toward higher-value, strategic activity.
- Increase productivity by implementing intelligent workflows that streamline operations and improve service delivery.
- Develop in-house AI and automation capability, creating digitally confident practitioners who can drive sustainable transformation.
- Gain tangible organisational outputs, including integrated automation solutions, AI-enabled workflows and governance frameworks that deliver measurable impact.

This programme equips you to lead or deliver digital change in project delivery

- Build practical capability in digital automation and AI within project delivery.
- Analyse and reshape real business challenges.
- Extract, structure and integrate data to generate decision-ready insight.
- Become a digitally capable change agent within your organisation.
- Detect emerging project variance earlier and act with confidence.
- Improve personal and organisational performance through automation, integration and predictive insight.
- Futureproof your career and organisation in a rapidly evolving environment.

Why now?

Project delivery is changing rapidly. Automation and AI are reshaping reporting, forecasting and governance.

Every day, organisations face a choice. Continue operating through manual processes, fragmented systems and reactive reporting or build the capability to automate, integrate and anticipate.

By developing structured digital capability now, you position yourself ahead of the curve.

This programme equips you to apply automation and AI responsibly, improve productivity and strengthen decision confidence within real project environments.

Fewer people will be required for repetitive tasks, releasing capacity for higher-value activity and earlier problem anticipation. The goal is better judgement enabled by intelligent systems.

Career progression

As automation and AI adoption accelerates, new roles are continuing to emerge. Projecting Success alumni have progressed into roles such as:

- Head of Data Insights and Knowledge Management
- Senior Director-Global Head of Data, Insights and Analytics
- Senior Data Analyst
- Data Analyst, Power Platform Developer, Data Engineer

Others have redefined their project roles through digital and intelligent integration.

They are no longer producing reports. They are shaping intelligent delivery systems.

Project:Hack

Projecting Success learners have the opportunity to join likeminded people to solve shared challenges that face the profession.

Throughout the year we regularly run Project:Hack. We bring together 100s of project and data professionals to solve common challenges that face the project delivery profession.

At Project:Hack, you will have the chance to work on projects that have the potential

to revolutionise the industry. You will be given access to cutting-edge technology and tools, and have the opportunity to learn from experts in the field. Plus, you will get to network with a diverse group of professionals, share ideas, and gain valuable insights into the latest trends and developments in project delivery. An incredible opportunity to make a real difference and take your career to the next level.

Our credentials

// Projecting Success was the obvious choice for our apprenticeship program. As pioneers in project data analytics, they bring a wealth of personal experience leading megaprojects and portfolios. Their expertise in data analytics, AI, and data engineering is unmatched, and they've founded a community of over 7,500 like-minded individuals. It's clear they're at the forefront of this field, consistently demonstrating integrity, collaboration, and commitment.

Our partnership has already spurred a dramatic shift in our thinking, and we're seeing operational changes as a result. Our apprentices automate data collection, processing, and reporting, saving hours each day. This is just the beginning – a grassroots data culture is taking hold that will revolutionise our project delivery //

Gareth Parkes,
Head of Data & Analytics,
Sir Robert McAlpine Ltd

// Projecting Success has encouraged us to challenge our current business processes and helped us to realise that there are often more efficient ways of carrying out tasks helping to improve staff morale and reduce costs //

Anne-Marie Cobb,
Lead Development Manager,
Octavius

Talk to us

The future of project delivery will be shaped by automation and AI.

Build the capability to lead that change. Join the Project Data revolution and start transforming how projects are delivered.

Let us guide you into the wonderful world of AI and data driven project delivery.

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