PROJECTING SUCCESS

COURSE OVERVIEW

Level 4 AI & Automation Practitioner

The only apprenticeship provider specialising in project management and delivery. We apply real world scenarios to the curriculum so that learners produce usable solutions ready to be adopted in your organisation.

The Level 4 AI & Automation Practitioner apprenticeship is a 15-month, levy funded, work-based programme that equips project professionals with practical AI and automation skills. The programme is designed so the project work produces useable solutions that improve how your organisation delivers projects.

The apprentice learns process mapping, low-code automation, Python, machine learning and agentic AI and, the part most providers leave out, the governance, assurance and change management that supports the deployment of the learning across your organisation.

Open to those at any career stage, no prior coding or data science background required, it's fully or largely funded through the levy programme, and assessed through genuine work-based projects rather than exams.

Designed for people working in all aspects of project delivery

Project managers, PMO analysts, planners, coordinators, commercial and risk leads… anyone who wants to fix the workflow problems slowing their teams down. No technical background needed. Just a clear view of where the friction is:

Function	Currently a Manual Task	What an Apprentice Typically Builds
Planning & project controls	Rekeying progress returns, assembling the monthly report from six sources	Automated progress capture and a reporting pack that builds itself
Commercial & QS	Chasing applications, reconciling valuations, compiling CVR inputs	Automated collection and validation across subcontract packages
Document control	Checking, naming, routing and chasing transmittals and O&M content	Rules-based QA and routing, with exceptions raised rather than missed
Risk & assurance	Maintaining registers and chasing owners for updates that never come	Early-warning triage, register hygiene, and predictive flags on drift
Health & safety	Collating inspection returns, chasing close-outs, compiling monthly stats	Automated collection and dashboarding, with escalation triggers
Quality	Compiling ITP records, snag lists and handover documentation	Structured capture and automated assembly of the handover pack
Bid & work-winning	Hunting for past content, rewriting answers that already exist somewhere	Retrieval across your own bid library, so good answers surface instead of being rewritten
PMO	Status collection, RAID maintenance, board pack assembly	Automated status collection and a board pack that assembles from source
Procurement & supply chain	Compliance checks, onboarding paperwork, supplier performance returns	Automated onboarding checks and supplier performance reporting

Our unique approach

We work in your tech stack, not ours

Learners develop transferable capability, but they apply it inside the environment you actually run. Where employers have asked, we have delivered against Tableau and Google Workspace as readily as the Microsoft stack. We continue to strive to make courses as accessible as possible by ensuring, where possible, different platforms that fulfil the same processes can be used and even prepare lists of software which can be used, rather than limiting companies to one fixed stack.

The governance is embedded

The reason most corporate AI activity stalls is what gets built cannot be trusted, adopted or maintained. Anything an apprentice builds is taken through a standard covering seven domains: framing and requirements; data sourcing, quality and lineage; analytical rigour and build quality; security, privacy and residency; ethics, governance and assurance; documentation and reproducibility; and handover and operational readiness. That last one is why you do not end up with an orphaned script nobody can maintain when the apprentice moves on – everything produced is production-ready.

Real-world application

Thirteen modules, built around a live work-based project in your organisation.

Course Module	What It Covers	Applied In Your Delivery Function
AI in Project Delivery	AI and automation in project environments; identifying opportunities, calculating benefits and ROI, evaluating workforce impacts	Build the opportunity list for your own function, with a benefits case attached to each
Data Quality, Governance and Ethics	GDPR, data quality, governance and bias in datasets	Establish what can and cannot be automated given your commercial and client data obligations
Process Mapping and GenAI Prompt Engineering	Mapping processes, identifying automation opportunities, using generative AI effectively	Map the process everyone complains about and find where the time actually goes
Automation Solution Design	Low-code and no-code platforms; designing automation solutions	Design the first solution against your own systems and approval routes
Automation Deployment and Testing	Deploying and evaluating low-code solutions	Put it live with real users, and prove it works before anyone depends on it
Python for Project Data Analysis	Python, GitHub and data analysis	Handle the cases low-code cannot reach — bulk extraction, reconciliation, awkward file formats
Machine Learning and Model Deployment	Developing, evaluating and deploying machine-learning solutions	Predict cost or programme drift from your own historic delivery data
NLP, RAG and Agentic AI	Retrieval-based and agentic solutions; optimising data sources for AI use	Make your document estate answerable — contracts, bid libraries, O&M content, lessons learned
Cloud AI and Robotic Process Automation	Evaluating and deploying cloud AI or RPA solutions	Automate across systems that have no integration and never will
Responsible AI, Assurance and Governance	Organisational governance frameworks, assurance approaches, AI leadership strategy and compliance review	Write the assurance framework your organisation is currently missing
Adoption, Training and Change Management	Supporting adoption across organisations; impact and sustainable AI	Get the solution used by people who did not ask for it — the step where most automation dies
Project Review, Workforce Strategy and Innovation	Continued implementation and review of outcomes	Measure what actually changed, and decide what the function does with the released capacity
Project Report Development	Benefits log consolidation, report writing and sponsor engagement	Present the benefits case to your leadership, with evidence rather than assertion

How we deliver

Who teaches it

Projecting Success tutors are specialists in their field. The AI and Automation tutor, Ryan Barrowman has vast experience designing practical AI solutions. His work has focused on responsible AI adoption and the development of AI-enabled learning systems. He uses a data-lead approach to development and improvement which has seen use in the space, engineering and education sectors. Ryan now works to make complex AI-technologies accessible, useful, and safe for businesses and their apprentices.

We deliver in small cohorts, typically 12-15 learners, and we provide lots of opportunity for personal advice and support. Ofsted noted that our curriculum is continually updated with fast-emerging digital content which apprentices then apply in their job roles, and that apprentices "become valuable employees" through applying their learning directly within those roles.

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 AI or automation solutions. 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.

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.