University of Suffolk

DEFINITIVE COURSE RECORD

Course Title	**CertHE AI and Automation Practitioner [Higher Apprenticeship]**
Awarding Bodies	**University of Suffolk**
Level of Award[1]	**FHEQ Level 4**
Professional, Statutory and Regulatory Bodies Recognition	**None**
Credit Structure[2]	**Level 4: 120 Credits**
Mode of Attendance	**Part-time**
Standard Length of Course[3]	**12-18 months**
Intended Award	**CertHE AI and Automation Practitioner [Higher Apprenticeship]**
Named Exit Awards	**None**
Entry Requirements[4]	• **Around 48 UCAS tariff points (or equivalent Level 3 qualification)** • **OR relevant industry experience (considered on a case-by-case basis)** • **Employment in a relevant role that supports apprenticeship learning** • **Employer support and commitment to off-the-job training**
Delivering Institution(s)	**University of Suffolk**
UCAS Code	**N/A**

This definitive record sets out the essential features and characteristics of the Certificate of Higher Education (CertHE) in AI and Automation Practitioner (Higher Apprenticeship) course.

[1] For an explanation of the levels of higher education study, see the QAA Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (2024)
[2] All academic credit awarded as a result of study at the University adheres to the Higher education credit framework for England.
[3] Where the course is delivered both full-time and part-time, the standard length of course is provided for the full-time mode of attendance only. The length of the part-time course is variable and dependent upon the intensity of study. Further information about mode of study and maximum registration periods can be found in the Framework and Regulations for Undergraduate Awards.
[4] Details of standard entry requirements can be found in the Admissions Policy and further details about Disclosure and Barring Checks (DBS) can be found on the University's DBS webpage.

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The information provided is accurate for apprentices entering Level 4 in the 2027/28 academic year.

Course Summary

The AI and Automation Practitioner (Higher Apprenticeship) is a Level 4 course designed to develop practical skills in artificial intelligence, automation, and digital process improvement. The course supports apprentices in identifying opportunities to improve organisational workflows, designing and implementing AI-enabled solutions, and evaluating their effectiveness in real workplace contexts. The course combines academic learning with applied workplace practice, enabling apprentices to build technical understanding alongside business awareness. It focuses on process optimisation, low-code/no-code tools, data-driven decision making, and organisational change.

The course is suitable for both new entrants and existing employees seeking to develop digital capabilities and support organisational transformation. Successful completion prepares apprentices for roles in digital operations, process improvement, and AI-enabled business environments, and provides a foundation for further study.

Course Aims

- Prepare apprentices to identify, design, and implement AI and automation solutions that improve efficiency, accuracy, and productivity within real organisational contexts.
- Develop applied competence in low-code and no-code automation tools, enabling apprentices to analyse workflows, integrate systems, and reduce manual and repetitive processes.
- Embed responsible and ethical professional practice, ensuring apprentices apply AI and automation in line with legal, regulatory, data protection, and organisational governance requirements.
- Equip apprentices with the skills to work effectively with stakeholders, supporting change adoption, clear communication, and alignment of digital solutions with organisational objectives.
- Enable apprentices to deliver and evidence measurable business impact through the planning, evaluation, and continuous improvement of automation initiatives, supporting progression into sustained digital and automation roles.

Course Learning Outcomes

The following statements define what apprentices graduating from the AI and Automation Practitioner course will have been judged to have demonstrated in order to achieve the award. These statements, known as learning outcomes, have been formally approved as aligned with the generic qualification descriptor for level 4 awards as set out by the UK Quality Assurance Agency (QAA)[5].

- Describe and apply core concepts of artificial intelligence, data, and automation in organisational contexts.
- Use AI tools and techniques to support workplace tasks, decision-making, and process improvement.
- Analyse business processes and identify opportunities for improvement using data and automation.

[5] As set out in the QAA Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (2014)

- Evaluate the effectiveness, limitations, and risks of AI technologies, including ethical and governance considerations.
- Apply concepts, information, and data to analyse real-world workplace scenarios using structured approaches provided by the course team.

Course Design

The design of this course has been guided by:

- QAA Subject Benchmark Statements (Computing; Business and Management)
- AI and Automation Practitioner Apprenticeship Standard (ST1512) 2026
- Employer engagement and Course Design and Development Events (CDDE)

Course Structure
The AI and Automation Practitioner Higher Apprenticeship comprises modules at levels 4.

Module Specifications for each of these modules is included within the course handbook, available to apprentices on-line at the beginning of each academic year.

	Module	Credits	Module Type[6]
Level 4			
1	Engagement and Process Mapping	30	Mandatory
2	Solution Design and Development	30	Mandatory
3	Testing, Evaluation and Iteration	30	Mandatory
4	Continuous Improvement and Change	30	Mandatory

Awards
On successful completion of the course, apprentices will be awarded a Certificate of Higher Education (CertHE) in AI and Automation Practitioner (Higher Apprenticeship).

Course Delivery
The course is delivered at the University of Suffolk, Ipswich**.** Apprentices studying full-time on the Certificate of Higher Education (CertHE) in AI and Automation Practitioner (Higher Apprenticeship) are likely to have approximately 144 contact hours for Level 4**.** The contact hours will be a mix of lectures, seminars, workshops, tutorials, practical activities, and applied learning sessions and apprentices will also be required to participate in 128 hours of workplace-based learning within their employing organisation**.** Apprentices will normally be

[6] Modules are designated as either mandatory (M), requisite (R) or optional (O). For definitions, see the Framework and Regulations for Undergraduate Awards

expected to undertake approximately 928 hours of independent study across the course**,** but should be prepared for this to vary based on assignment deadlines and class exercises.

Course Assessment
A variety of assessments will be used on the course to enable apprentices to experience and adapt to different assessment styles. The assessment methods used will be appropriate to assess each module's intended learning outcomes. Assessment on the course overall will be approximately 100% coursework (including reports, portfolios, presentations, reflective learning journals, and applied project work)

Special Features
The Certificate of Higher Education (CertHE) in AI and Automation Practitioner [Higher Apprenticeship] has been designed in collaboration with employers and informed by regional workforce and digital skills needs. The course combines academic study with applied workplace learning, enabling apprentices to develop practical knowledge and skills in AI, automation, process improvement, and digital transformation within real organisational contexts. The programme is delivered through a blended learning model and incorporates workplace-based projects, employer engagement, and apprenticeship-focused support. The course also supports progression into higher-level study and professional roles related to digital operations, AI-enabled business improvement, and automation technologies.

End Point Assessment
All apprentices on the course undertake an Apprentice Assessment (formerly End Point Assessment) to complete their AI and Automation Practitioner Apprenticeship. Apprentices will be expected to undertake the Apprentice Assessment after the successful completion of their degree and Gateway requirements. The Apprentice Assessment will be delivered by a separate End Point Assessment Organisation (EPAO). The Apprentice Assessment will consist of: A written project report with presentation and questioning. And a professional discussion underpinned by a portfolio of evidence. Following successful completion of the Apprentice Assessment apprentices will achieve their AI and Automation Practitioner Apprenticeship.

Course Team
The academic staff delivering this course are drawn from a multidisciplinary team that includes teaching specialists and researchers with expertise in digital business, artificial intelligence, automation, computing, organisational change, and business process improvement. All staff are qualified in their subject areas and contribute specialist academic, technical, and industry knowledge to support apprentice learning and professional development.

Course Costs
Apprentices undertaking the Certificate of Higher Education (CertHE) in AI and Automation Practitioner [Higher Apprenticeship] will not be charged tuition fees directly. Tuition fees will be agreed between the University and the apprentice's employer. Apprentices will be required to sign a commitment statement before starting their apprenticeship which will detail the apprentice's, employer's, and University's expectations under the apprenticeship agreement. Apprentices are not expected to pay additional mandatory costs beyond normal participation in the course. Apprentices may incur minor optional costs associated with personal equipment, printing, travel, or optional activities, depending on individual circumstances.

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Academic Framework and Regulations

This course is delivered according to the Framework and Regulations for Undergraduate Awards and other academic policies and procedures of the University and published on the website.