

■ LEVEL 4 APPRENTICESHIP · ST1512 · 12 MONTHS DELIVERY + 3 MONTHS EPA

AI & *Automation* Practitioner.

The flagship AI apprenticeship for every department. Turn your team into in-house AI practitioners who use Copilot, ChatGPT, Claude and Gemini safely, then design, build and maintain the AI agents that take real work off the team. No coding. 100% levy-funded at £18,000.

3-5

Accredited qualifications included free

15^{mo}

Delivery + Gateway & EPA

100%

Apprenticeship Levy funded

4.9★

689+ verified reviews

12 12 AI & Automation modules — ST1512 curriculum across 12 months

B BCS Foundation Certificate in AI — Chartered Institute for IT

M Microsoft AB-730 AI Business Professional (or Google AI Essentials)

N NCFE Level 3 AI Prompt Mastery — TESS exclusive CQ

C Coachy AI tutor — 24/7, built on Claude, EPA-safe by design

★ NEXT COHORT · 9 JUNE 2026

Reserve a place for your team.

Open cohort starts every month. 12 spots open on the June intake — scan to book a 30-min discovery call with TESS.



SCAN TO BOOK

FOR EVERY DEPARTMENT

Built for the people who
actually run your business.

HR, Finance, Operations, Marketing, Sales, Admin, Compliance, L&D. No coding. No technical prerequisites. Plain-English AI prompting, no-code workflow automation, real workplace projects. **12 months delivery + 3-month BCS End-Point Assessment.**

<p>Operations Process leads · COOs · service managers · operations PAs</p>	<p>People & HR HR partners · L&D leads · talent · people ops PAs</p>	<p>Finance FP&A · controllers · bookkeepers · finance PAs</p>	<p>Marketing Brand · content · CRM · social media · marketing PAs</p>
<p>Sales & CX Account managers · CX leads · support · BDRs · sales PAs</p>	<p>Admin & PA EAs · PAs · office managers · document control</p>	<p>Compliance & Risk Compliance analysts · risk · DPOs · audit · governance PAs</p>	<p>L&D and Training Training coordinators · learning designers · LMS · L&D PAs</p>

WHY NOW Six reasons this matters in 2026.

<p>01 Reclaim 10+ hrs / week AI-powered automation eliminates repetitive tasks across every role.</p>	<p>02 Every department Built for the people who run your business — not just IT.</p>	<p>03 Measurable ROI Real workplace projects from Month 3. Results visible in weeks, not years.</p>
<p>04 3-5 qualifications BCS, Microsoft, NCFE bundled inside the £18,000 levy spend.</p>	<p>05 100% levy-funded Out-of-pocket cost: zero. Non-levy employers pay just 5%.</p>	<p>06 Coachy AI tutor 24/7, built on Claude, scoped to ST1512. Included free.</p>

THE STACK

Up to five accredited qualifications. *All bundled, all funded.*

The apprenticeship is the **ST1512 AI & Automation Practitioner Level 4** standard. Industry-recognised credentials from **Microsoft, BCS and NCFE** are bundled inside the £18,000 apprenticeship levy spend — at no extra cost.



STANDARD

BCS Foundation Certificate in AI

The chartered industry body for IT. Foundation-level AI literacy across machine learning, ethics and responsible use — awarded by the same body that runs the End-Point Assessment for ST1512.

CHARTERED

LIFETIME



STANDARD

Microsoft AB-730 AI Business Professional

Microsoft's globally-recognised Applied Skills credential. Demonstrates working fluency on Copilot — the platform most UK enterprises already pay for. **Or Google AI Essentials** for Google Workspace organisations.

PROFESSIONAL

LAB-ASSESSED



STANDARD

NCFE Level 3 AI Prompt Mastery

NCFE-accredited credential in prompt engineering — the skill that turns a generic AI subscription into a daily productivity multiplier across the team. **TESS-exclusive Customised Qualification.**

LEVEL 3 CQ

PORTFOLIO



OPTIONAL

NCFE Level 3 Certificate in Data

Working with data: cleaning, analysing, visualising and drawing defensible conclusions. The natural pair with AI — stops AI being a black box for your team.

LEVEL 3

OPTIONAL EXTRA



OPTIONAL

NCFE Level 3 Cyber Security Practices

Workplace cyber security fundamentals. Particularly relevant once AI is touching customer data — a credibility signal for any organisation with a CISO.

LEVEL 3

OPTIONAL EXTRA



PLUS · INCLUDED FREE WITH EVERY LEARNER

Coachy — your AI tutor, 24/7.

Built on Claude. Scoped to the ST1512 standard and EPA-safe by design. Ask questions about AI tools, automation concepts, EPA prep or your workplace project — any time, mobile or desktop.

12 MODULES · 5 PHASES

From AI-curious team to *AI-confident operators.*

Five phases. Twelve modules. By Month 4 they've built a working AI agent. By Month 8 they've piloted it safely. **By Month 11 they've shipped a real solution on the platforms you already use.**

MONTH 0

Get on the start line

M00 Onboarding · AI diagnostic · Coachy & OneFile set up

MONTH 1

Find your bearings

M01 AI Foundations — Copilot, Claude, Gemini side by side. RICF prompting. DPO-signable AUP by week 4.

MONTHS 2-5

Discover & Build

M02 Process Discovery — SIPOC, swimlane, value-stream mapping

M03 Workflow Automation — Power Automate, Make, Zapier, Lovable

M04 Agentic AI — Copilot Studio, multi-agent, RAG, ReAct reasoning

M05 AI Integration & Assurance — APIs, ISO 42001, guardrails

MONTHS 6-8

Govern & Deliver

M06 Data, Decisions & Data Law — UK GDPR, DPIAs, retention

M07 Responsible AI — bias auditing, Equality Act, accessibility

M08 Pilot, Test & Assure — control groups, regression, bias testing

MONTHS 9-10

Take the team with you

M09 Leading AI Adoption — change frameworks · centre of excellence

M10 AI Strategy & Value — TCO · ROI · board business case

MONTH 11

Ship something real

M11 Applied AI Mastery — ambitious capstone build, live in your business. Copilot, Gemini & Claude hands-on day. Gateway readiness.

★ END-POINT ASSESSMENT WITH BCS

Independently assessed by BCS, *The Chartered Institute for IT.*

Two parts. A **Work-Based Project** scoped from Months 2-8, written up and submitted at Gateway. A **Professional Discussion** underpinned by a portfolio of evidence. Your TESS skills coach manages all EPA admin behind the scenes.

72% vs **~33%**
TESS DISTINCTION RATE UK NATIONAL AVERAGE

HOW TESS COMPARES

How TESS compares *to the rest of the market.*

The same ST1512 standard. Very different delivery. **3–5 qualifications, no coding, 72% distinction rate, Coachy AI tutor.** No other UK provider matches the stack.

What you get	TESS AI & Automation L4	Typical AI L4 provider	Generic AI workshop
BCS Foundation Certificate in AI (Chartered)	✓	✗	✗
12 AI & Automation modules across 12 months	✓	Partial	✗
Microsoft AB-730 OR Google AI Essentials	✓	✗	✗
NCFE Level 3 AI Prompt Mastery (TESS exclusive)	✓	✗	✗
Chartered, lifetime, portable credential	✓	✓	✗
Coachy AI tutor — 24/7, free	✓	✗	✗
Levy-funded (Sep 2026 onwards)	✓	Defunded	✓

FUNDING BAND

£18,000

100% drawn from the Apprenticeship Levy.
SMEs: 95–100% government co-investment.

- ✓ **Levy payers:** £0 out-of-pocket. Cost drawn from your monthly Levy.
- ✓ **SMEs (under £3M wage bill):** 95–100% DfE co-investment.
- ✓ **All qualifications complimentary** — BCS + NCFE + NCFE L3 + Microsoft AB-730 + BCS Foundation.
- ✓ **No transition cost** — open enrolment on a live ST1512 standard.

READY WHEN YOU ARE

Book a 30-min discovery call with TESS.

No obligation. We'll walk you through how the programme works for your team, your sector and your Levy.

0333 0523 003 info@thetessgroup.com



SCAN WITH YOUR PHONE
Book in 30 seconds