



Assessment Methods Guide

AI and Automation Practitioner Apprenticeship
ST1512 v2.1 · Level 4

Assessment Guide · Assessed by Progress Minded

About Your Assessment

This guide explains how you will be assessed at the end of your AI and Automation Practitioner apprenticeship (ST1512 v2.1). Assessment is carried out independently by Progress Minded, our independent assessment organisation. They evaluate your ability to apply knowledge and skills in realistic workplace situations.

Good news!

This is not an exam. It is your chance to demonstrate all of the great work you have been doing in your organisation and achieve a government-recognised Level 4 qualification.

What Your Assessor is Looking For

Assessors focus on how well you apply your knowledge and skills in realistic situations. They want to see clear explanations, sound judgement, and professional behaviour. They want to understand how you think, solve problems, and apply your learning in practice:

- **Clarity:** Can you explain what you did, how you did it, and why you made certain decisions?
- **Application:** Can you apply your knowledge and skills effectively in realistic workplace situations?
- **Professionalism:** Can you communicate effectively, behave professionally, and demonstrate responsibility within your role?

Assessment Outcomes

Your qualification is structured around six Assessment Outcomes (AOs). Every AO must be achieved to at least Pass standard. AO2 and AO3 are assessed through the Project; AO1, AO4, AO5, and AO6 are assessed through the Flexible Method at Gateway to Completion.

AO	Description	Assessed By
AO1	Strategic and Ethical Adoption of AI Automation	Flexible method
AO2	Solution Design and Development	Project
AO3	Testing, Evaluation and Iteration	Project
AO4	Governance, Assurance and Ongoing Risk Management	Flexible method
AO5	Stakeholder Engagement and Workforce Enablement	Flexible method
AO6	Continuous Improvement and Change Delivery	Flexible method

Grading scale

Each assessment outcome is graded Fail, Pass or Distinction, and you must achieve at least a Pass in all six. For a Pass you need to meet all of the pass descriptors in that outcome's grading matrices; for a Distinction, all of the pass descriptors and all of the distinction descriptors. Each outcome is graded against **two sets of criteria**: one covering its ★ mandatory KSBs and one covering the others.

Assessment outcomes are the unit of grading: your result is recorded outcome by outcome.

Assessment Structure and Timing

Your assessment consists of two components delivered at different points in the apprenticeship. The project is completed during the programme; the flexible method takes place at the final checkpoint — Gateway to Completion.

Assessment	When	Key Deadline
Project Report (AO2 + AO3)	A work-based activity completed during the apprenticeship	Reviewed at Gateway to Completion
Flexible Method (AO1, AO4, AO5, AO6)	At Gateway to Completion	No certificate can be issued until Gateway to Completion is confirmed

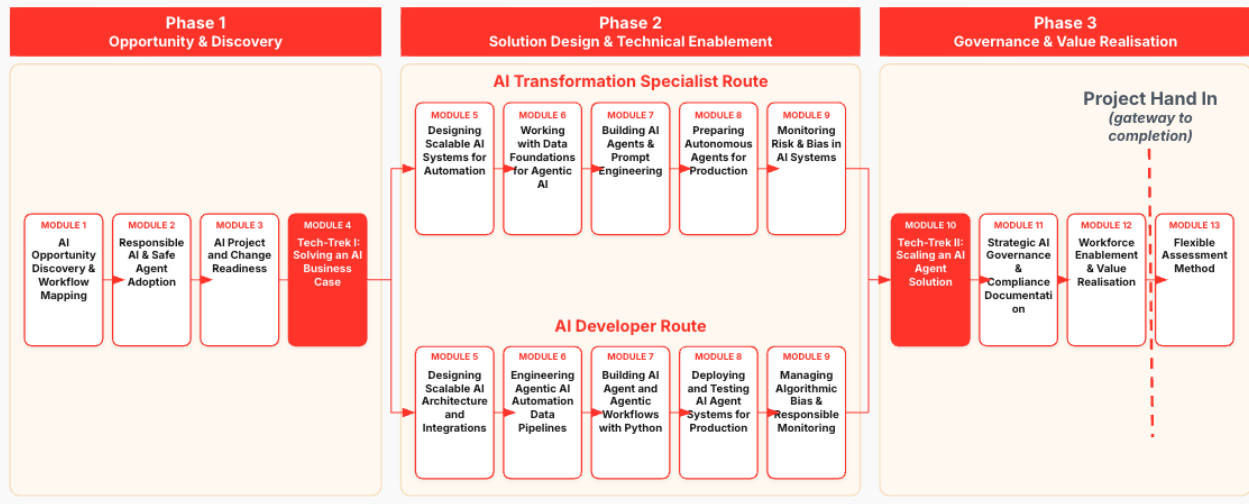
Gateway to Completion

Gateway to Completion is the final checkpoint at which your employer and AiCore confirm you have met all mandatory apprenticeship requirements and are ready to complete. At Gateway, Progress Minded:

- Completes and confirms the flexible method assessment (AO1, AO4, AO5, AO6)
- Reviews the project assessment already completed during the programme (AO2, AO3)
- Confirms all knowledge and skills have been evidenced and assessed
- **No apprenticeship certificate can be issued until Gateway to Completion is confirmed**

One programme, two pathways, thirteen modules

Designed for both technical and non-technical backgrounds



Component 1: Project Report

Key Facts

Report word count: 2,500 words $\pm$ 10%

Project timescale: typically completed within eight weeks of the project start date

Report format: Microsoft Word (.doc or .docx) or PDF

Your project must be implemented

For the project assessment, the solution you write about must have been put into practice in your workplace. If your solution runs into technical difficulties, working through those blockers is strong evidence for testing and evaluation (AO3).

What You Must Submit

- **A written project report** (2,500 words $\pm$ 10%) — the primary assessed output
- **Supplementary evidence** validating the work described in the report — for example screenshots, design documents, test plans and results, system outputs, deployment records, user feedback and configuration records
- **Supporting appendices** where referenced — excluded from the word count

Required Report Structure

#	Section	What to Cover
1	Introduction and Context	Your organisation, your role, and the context in which the project took place.
2	Problem, Opportunity or Requirement	The challenge or opportunity and why it mattered to the business.
3	Design and Development Approach	The tools, platforms, and methods you selected and why.
4	Implementation Activities	What you built or configured, step by step.
5	Testing and Evaluation	How you tested the solution, what feedback you gathered, and how you iterated.
6	Outcomes and Impact	The results — quantitative and qualitative — and the value delivered.
7	Reflection and Recommendations	What went well, what you would do differently, and your recommendations.

Example Project Ideas

Customer Enquiry Triage and Routing Automation

Analyse an existing customer support process and implement an AI-enabled workflow that categorises incoming enquiries, routes them to the appropriate team, and reduces manual handling. Evaluate effectiveness, user adoption, and impact on response times and operational efficiency.

Automated Document Processing Workflow

Implement and configure an automation solution that extracts, categorises, and routes information from incoming business documents. Test and evaluate to ensure accuracy, reliability, and alignment with business requirements.

Integrated Reporting and Data Collection Process

Analyse a process involving duplicated data entry across multiple systems and implement an integration or automation solution that synchronises information between tools. Evaluate the impact on data quality, efficiency, user experience, and productivity.

KSBs Evidenced by the Project

The tables below show the Knowledge and Skills assessed through each project AO. Those marked ★ are mandatory.

What the ★ mandatory marker means

★ **mandatory** means the assessment plan requires that KSB to be assessed in every version of the assessment that is made available. **The rest aren't optional:** each Assessment Outcome is graded against two sets of criteria, one covering its ★ KSBs and one covering the others, and you need to meet the criteria in both. **Evidence every KSB.**

Some criteria aren't KSBs at all

Four outcomes are also graded on a dimension with no KSB attached: how you use information and reach decisions (AO3), how you apply regulatory and procedural requirements (AO4), how clearly you communicate and collaborate (AO5), and how much responsibility and autonomy you show (AO6).

AO2: Solution Design and Development

Use AI or automation tools, platforms, and integration methods to configure solutions. Apply technical understanding to align solutions with business needs, supporting scalability, accessibility, and strategic fit.

Ref	Knowledge	Ref	Skills
K12 ★	Product development lifecycle including consideration of user experience (UX) principles such as user centred design (UCD), data informed design and experimental testing.	S10 ★	Integrate AI and automation technologies to collect, process, and manage data effectively, enabling intelligent and efficient system operation.
K11	User requirements when designing and implementing AI and automation solutions including accessibility considerations.	S11	Design, integrate, and test digital workflows and AI automation tools using APIs, connectors, or low-or no-code integration methods.
K22	Collaborative working principles to explore AI and automation solutions and implement prototypes, pilots or proof of concepts.	S26	Apply ethical and human-centred design principles when scoping, developing, and deploying automation and AI solutions, underpinned by robust governance.

Ref	Knowledge	Ref	Skills
K8	The capabilities, risks and implications of on-premise, cloud-based and third party solutions.	S27 ★	Apply technical understanding to help align business needs with technical capabilities, supporting the development of solutions that are scalable, efficient, and aligned with the organisation's strategic objectives.
		S7 ★	Use automation design tools to suit the organisational context to configure, adapt and implement AI or automation solutions, such as conversational agents, text processing AI, workflow automation platforms and cloud based SaaS or PaaS.
		S8	Create and refine prompts for AI tools, using iterative testing to achieve accurate and useful outputs.

A03: Testing, Evaluation and Iteration

Assess solution viability through testing, user feedback, and feasibility analysis. Iterate and refine solutions to improve security, accessibility, reliability, and alignment with organisational constraints and user requirements.

Ref	Knowledge	Ref	Skills
K13	How to assess the viability of solutions, for example testing and evaluating solutions, using test data and results, feasibility (time, cost, data quality and process maturity), and user testing.	S12 ★	Iterate solutions based on testing and feedback to ensure reliability, security, accessibility, and alignment with organisational needs.
K14	Principles and application of testing methodologies and their application in practice.	S3 ★	Undertake analysis to identify if automation is viable. Including assessing risks such as data quality, process maturity and unintended consequences of AI automation projects, such as the impact on job roles.
K16	Feedback and evaluation loops to improve systems, processes, productivity and performance including human in the loop safeguards.	S21	Undertake data analysis, preparation, and conversion to support automation solutions.
K4	Approaches for identifying and implementing incremental change, including piloting, evaluating solutions in relation to organisational constraints such as budget, time, and resources.		

Component 2: Flexible Assessment Method

AiCore's recommendation: the **Portfolio** is our most recommended option because the workbooks you have been completing throughout the programme will essentially form its basis — you have largely been building it already.

You can reuse your project work

You can draw on the same underlying work across both the project and your flexible method. As long as the evidence aligns with the relevant outcomes and grading criteria, reusing it is **encouraged** — you do not need to generate entirely separate examples for AO1, AO4, AO5, and AO6. For instance, you might reference your project during a professional discussion to evidence AO1 or AO4.

Choosing Your Flexible Assessment Method

All four methods assess the same outcomes (AO1, AO4, AO5, AO6) to the same standard — the method you choose does not affect the grade available.

Method	Duration	Format	Key Note
Portfolio	Compiled throughout apprenticeship	Written evidence collection	6–12 pieces; mapping appendix required; workbooks are a strong head start
Professional Discussion	Up to 60 min + 10%	Two-way conversation; video recorded	Min. 6 questions; open-book; you lead the conversation
Presentation	Up to 45 min	Delivered presentation; video recorded	No Q&A; slides submitted on day; must cover all 4 AOs
Q&A Session	Up to 45 min + 10%	Assessor-led questions; video recorded	Min. 10 questions; open-book; assessor leads throughout

Option A: Portfolio of Workplace Evidence

A collection of evidence generated through your normal work activities, brought together over the course of the apprenticeship.

Key Requirements

- Typically **6 pieces of evidence** — maximum 12
- All evidence must be generated **during** the apprenticeship
- **Must** include a **mapping appendix** linking each piece to the relevant KSBs
- Evidence may be mapped to more than one KSB where appropriate
- **There is no set format for the mapping appendix**, ask your instructor for the template

Acceptable Evidence Formats

- Workplace documents, reports, written statements
- Witness statements
- Screenshots, photographs, system outputs, configuration records
- Project documentation
- Videos (maximum 5 minutes total — you must remain visible throughout)

Tips for a Strong Portfolio

- Map each piece of evidence clearly to the KSBs it demonstrates
- Quality over quantity — fewer, richer, well-explained pieces outperform a large volume of thin evidence
- Include your own voice: explain your thinking, not just what happened
- Your AiCore workbooks are strong starting evidence

Option B: Professional Discussion

A structured two-way conversation with your assessor. You lead the conversation, drawing on your workplace experience, examples and reflections.

Key Requirements

- Duration: up to **60 minutes + 10%** (setup and introductions not included)
- Minimum of **6 questions** from the assessor
- Delivered remotely via video conferencing and **video recorded**
- **Open-book** — you may refer to notes, workplace documents, portfolio evidence etc
- Follow-up questions may be used to probe or clarify responses

How to Prepare

- Review your workbooks and reflect on key projects and decisions from the programme
- Practise using the STAR method (Situation, Task, Action, Result) to structure your answers
- Prepare specific workplace examples covering AO1, AO4, AO5, and AO6
- Bring notes and supporting materials — this is open-book

Option C: Presentation

You prepare and deliver a structured presentation to the assessor. There is no assessor questioning — the presentation itself is the evidence.

Key Requirements

- Duration: up to **45 minutes** (no minimum)
- Delivered remotely via video conferencing and **video recorded**
- **Open-book** — you may refer to notes, slides, workplace documents, and reference materials
- Presentation materials submitted to the assessor **on the day**; not reviewed by the assessor beforehand
- Must cover all four relevant AOs: AO1, AO4, AO5, and AO6
- **No assessor questioning** — your slides and delivery must stand alone

How to Prepare

- Map your slides explicitly to AO1, AO4, AO5, and AO6
- Build a clear narrative: the challenge, your approach, your decisions, and the outcome
- Include evidence of impact — data, metrics, stakeholder feedback where possible
- Practise your timing to ensure you stay within 45 minutes

Option D: Question and Answer Session

A structured assessment where the assessor asks planned questions and you respond to demonstrate your applied knowledge, skills, and professional judgement. The assessor leads throughout.

Key Requirements

- Duration: up to **45 minutes + 10%** (setup and introductions not included)
- Minimum of **10 questions** from the assessor
- Delivered remotely via video conferencing and **video recorded**
- **Open-book** — you may refer to notes, workplace documents, portfolio evidence, and reference materials
- Follow-up questions may be used for clarification; leading questions are not permitted

How to Prepare

- Prepare specific workplace examples across AO1, AO4, AO5, and AO6
- Expect structured, direct questions — practise giving clear, evidence-based answers
- Use the STAR method to keep answers focused and well-evidenced
- Prepare notes and supporting materials to reference during the session

KSBs Evidenced by the Flexible Method

A01: Strategic and Ethical Adoption of AI Automation

Supports leaders in adopting AI or automation responsibly by aligning solutions and benefits with organisational values, ethical principles, and workforce needs. Applies change management strategies and evaluates social, economic, and reputational impacts.

Ref	Knowledge	Ref	Skills
K2 ★	Legal and regulatory frameworks including employment rights, equality, and responsible automation, data protection and GDPR. Ethical principles and professional standards relevant to AI development such as fairness, transparency, and accountability.	S13 ★	Identify opportunities to deliver automation. Support leaders in integrating ethical, empathetic approaches when decision-making.
K7 ★	The capabilities, benefits and risks of automation, AI and digital tools including responsible use, ethical considerations and the potential impact on the workforce.	S2 ★	Follow ethical, responsible and safe working practices respecting confidentiality and sensitive organisational matters.
K1	The role of organisational leadership in responsible AI adoption, including setting values, policy, and strategy. The business case for ethical AI adoption, including reputational risk, staff morale, and long-term sustainability.	S20	Work collaboratively to deploy AI and automation strategies. Support where required to deal with the impact of automation for example retraining, redeployment, or upskilling of affected staff.
K15 ★	Principles of human oversight and human AI collaboration to achieve shared outcomes.	S23	Work with others to achieve agreed outcomes or outputs. Provide evidence-based analysis and insight to leaders on the likely human impacts of automation projects.
K24	Principles to support project and change management delivery.	S24	Use project management principles, techniques and tools to support the development of clear, balanced communications and briefings, articulating both opportunities and risks.
K26	The benefits of wellbeing and safe working practices.	S5 ★	Support with the introduction, adaption, and implementation of change. Contribute to constructive dialogue between leaders and

Ref	Knowledge	Ref	Skills
			employees about the adoption of AI and automation solutions.
K3 ★	Understand the potential social and economic impacts of AI and automation on different roles, particularly for non-technical staff including change management principles.		
K6	The importance of designing AI and automation systems that augment rather than replace human work, where feasible.		
K9	AI and automation concepts, models and limitations. The impact adoption may have on workplace culture and wellbeing.		

AO4: Governance, Assurance and Ongoing Risk Management

Implements assurance activities to evidence responsible AI or automation. Follows governance frameworks, risk mitigation strategies, and algorithmic impact assessments to support compliance, transparency, and accountability.

Ref	Knowledge	Ref	Skills
K10	Sources of error and algorithmic bias, including how they may be affected by choice of dataset and methodologies applied, and the impact on the user and or organisation. Fairness metrics and mitigation approaches.	S28 ★	Undertake assurance activities to evidence responsible AI and automation, including maintaining clear documentation of design and decision-making, contributing to risk assessments, and applying assurance frameworks to support compliance with organisational, regulatory, and ethical standards.
K18 ★	Governance principles to ensure accountability and compliance, including methods to identify system vulnerabilities and mitigate threats or risks to assets, data and cyber security.	S29	Apply algorithmic impact assessment and workforce equality monitoring techniques when scoping, implementing, and reviewing AI and automation projects. Gather and analyse relevant workforce data, identify potential equality risks, and contribute evidence-based recommendations to support fair and inclusive adoption.
K27 ★	Methods for assuring compliance in AI and automation projects, including documentation of model decision-making, conducting structured risk assessments, and aligning implementation with recognised AI assurance and governance frameworks. The importance of auditability, transparency, and accountability in organisational contexts.		
K29 ★	Principles and practices for the long-term monitoring of AI and automation solutions, including detection and mitigation of risks such as model drift, emerging bias, degraded performance, and security vulnerabilities.		

Ref	Knowledge	Ref	Skills
K23	Mitigation strategies for post-deployment issues such as overreliance and automation bias.		
K28	Principles and practices of algorithmic impact assessment and workforce equality monitoring, including methods to identify, assess, and mitigate potential disproportionate impacts of automation and AI systems on different workforce groups. Organisational responsibilities under equality and employment law, and methods to evidence fairness and transparency in adoption.		

A05: Stakeholder Engagement and Workforce Enablement

Engages with diverse stakeholders to encourage adoption of AI or automation. Delivers training, adapts resources, and communicates technical concepts in accessible formats to enable workforce understanding and participation.

Ref	Knowledge	Ref	Skills
K19 ★	Engagement and training approaches used with non-technical staff to understand their roles, responsibilities, and concerns when AI automation solutions are proposed. Including best practice and methods to deliver training.	S18 ★	Support with the delivery of training to technical and non-technical user groups or audiences adapting content and format responding to feedback and organisational context.
K20	Methods to develop resources such as manuals, short explainers, chat-based guidance, interactive wikis and training materials.	S19	Contribute to the creation and or adaption of resources such as user guides, training materials, process documents to meet user requirements.
K21	Strategies for inclusive communication with stakeholders from diverse and non-technical backgrounds.	S22	Present and communicate information including the translation of technical concepts into accessible materials to support clear dialogue with stakeholders.
		S4 ★	Engage with non-technical staff to understand their roles, responsibilities, and concerns when automation solutions are proposed and implemented. Adapt approach to support workforce needs when implementing solutions that impacts the workforce.

A06: Continuous Improvement and Change Delivery

Identifies opportunities to improve productivity and performance through automation. Contributes to sustainable change initiatives, supports improvement strategies, and reports on outcomes to support organisational decision-making.

Ref	Knowledge	Ref	Skills
K5 ★	Methods to identify opportunities to enhance productivity such as improve processes, reduce waste, increase user or customer satisfaction or optimise outcomes.	S15 ★	Make evidence based suggestions to support governance, outcomes and facilitate improvement for example cost benefit analysis.
K17	Principles for designing sustainable solutions to support organisational strategies and objectives.	S16 ★	Report on productivity and efficiency savings and the opportunities for automation and where applicable when automation does not improve experience or processes.
K25	Approaches to maintaining up-to-date knowledge of existing, evolving and emerging technologies and sector trends for example peer learning, online forums, AI tool release notes.	S25	Keep up to date with existing, evolving, emerging technologies and sector trends in AI, automation and technology including methods to evaluate vendor and supplier solutions.
		S6 ★	Review and complete workflow and process mapping to identify problems or inefficiencies and recommend solutions including pilots, incremental changes and scaling opportunities.
		S9 ★	Apply analytical and computational techniques using tools and datasets to design, evaluate, and optimise automation solutions.
		S1	Review, establish, follow and or amend policies and procedures on data and information security.
		S14	Support in the identification and evaluation of opportunities for increased productivity. For example, use of low-or no-code tools, streamlining processes and use of AI platforms.

Ref	Knowledge	Ref	Skills
		S17	Contribute to sustainable and efficient AI and automation solutions.

Fair Use of AI

Where AI can help

You may use AI tools to support your preparation, provided the work you finally submit is your own original thinking. Acceptable uses include:

- Explaining KSBs or grading descriptors in clearer terms, and breaking down complex requirements
- Exploring ideas, considering different perspectives, or brainstorming approaches to a task
- Helping you structure your thoughts before you draft your own work
- Gathering factual information or definitions to build your knowledge — much as you would use a search engine
- Checking grammar, spelling, clarity, or sentence structure — reviewing and understanding any suggestions before you apply them

Where AI must not be used

AI must never replace your own understanding or misrepresent your ability. The following are not permitted:

- Producing full or partial responses that you submit as your own — including copying AI-generated text into a submission without adapting and understanding it
- Completing written tasks on your behalf where you have not engaged with the learning or developed the competence yourself
- Presenting AI-supported work as entirely your own without acknowledging that support

If you use AI, be open about it

Where AI has been used in any significant way during preparation or drafting, state this clearly in your submission and reference the tool used. Only include content you genuinely understand and can explain, and make sure the final work meets the assessment requirements independently. Progress Minded uses AI-detection tools on submissions, and assessors may ask extra questions to verify your understanding — particularly where AI use is suspected. AI used in a way that is not permitted will be investigated as malpractice.

Conditions, adjustments and your rights

- **Recorded sessions** — the Professional Discussion, Presentation and Q&A Session are all video recorded, and both you and your assessor must stay visible on camera throughout.
- **Your own work** — you will confirm by declaration that the evidence you submit is your own. Your employer may also be asked to confirm its authenticity.
- **Anonymise anything sensitive** — where workplace information is confidential, commercially sensitive or personal, anonymise it. That is expected, and it will not count against your evidence.
- **Reasonable adjustments** — if a disability, health condition or additional need could affect your assessment, raise it with your instructor or consultant as early as you can. Adjustments remove unnecessary barriers without changing the competence being assessed, so asking for one never makes your assessment easier to pass or less credible.
- **Appeals and complaints** — if you believe an assessment decision is wrong, or that the process was not followed correctly, you have the right to appeal, and you can raise a complaint about any other aspect of the service you receive. Speak to your instructor first; both routes are set out in full in Progress Minded's policies at progressminded.co.uk/about/policies.

For more information about Progress Minded, our independent assessment organisation, visit **progressminded.co.uk**. For all queries about your apprenticeship, speak to your AiCore instructor in the first instance.