

THINK & RICHMOND TRAINING PRESENT

# AI-ENABLED DATA TECHNICIAN

NEXT START 28<sup>TH</sup> APRIL 2026

## KEY BENEFITS:

- ✓ DELIVER ACCURATE, RELIABLE DATA FOR DECISION-MAKING
- ✓ WORK CONFIDENTLY WITH AI TOOLS AND AUTOMATION TECHNOLOGIES
- ✓ SOLVE OPERATIONAL CHALLENGES USING DATA-DRIVEN METHODS
- ✓ SUPPORT DIGITAL AND AI ADOPTION ACROSS THE BUSINESS
- ✓ IMPROVE EFFICIENCY AND REDUCE LOW VALUE WORKLOAD

**LEVEL 3 / 15 MONTHS + EPA  
FUNDED BY THE LEVY**

# POWER MODERN AI-DRIVEN ORGANISATIONS

Businesses today run on data – but the real value comes from people who can collect it accurately, analyse it confidently, and use AI tools to turn information into insight.

This apprenticeship develops **job-ready Data Technicians** who can support teams, automate tasks, and improve decision-making across the organisation from day one.

Learners build strong data foundations *and* gain practical AI capability, preparing them for a world where intelligent systems drive productivity, accuracy, and innovation.



## Programme Overview

The **Data Technician Apprenticeship with AI Foundations** is a hands-on, business-focused programme that blends traditional data skills with modern AI tools. Apprentices learn to gather, validate, and prepare data, whilst also using the latest AI-powered applications to automate workflows, enrich reporting, and accelerate insight delivery.

By the end of the programme, learners will be able to:

- ✓ Collect, clean, and prepare data to professional standards
- ✓ Use AI tools safely and responsibly to enhance accuracy and speed
- ✓ Build dashboards and reports that translate data into clear insights
- ✓ Support teams with evidence-based problem solving
- ✓ Improve processes through intelligent automation
- ✓ Contribute to digital transformation projects across the business

This apprenticeship is ideal for early-career professionals, technical support staff, administrators, customer service teams, and anyone looking to develop confident AI-enabled data skills.



## 1. Core Data Fundamentals

- Understanding data types, structures, and sources
- Data quality, validation, and governance using spreadsheets effectively
- Preparing reusable, structured data assets for analysis

## 2. AI Foundations for Data Work

- Introduction to AI concepts and workplace applications
- Using AI tools to collect, clean, and summarise data
- Prompting skills for accuracy, reliability, & repeatability with AI-assisted research

## 3. Data Analysis & Visualisation

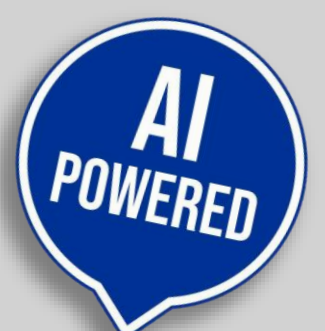
- Interpreting data to identify trends and insights, visualising information using AI
- Building dashboards that support decision-makers
- Designing communication that works for non-technical users

## 4. Intelligent Workflows & Automation

- Low code/no code automation tools
- Using AI assistants to streamline repetitive tasks
- Creating automated reports and insight summaries to improving processes

## 5. Compliance, Governance & Ethical AI

- GDPR, data handling protocols, and audit ready documentation
- Safe, transparent, and responsible use of AI
- Understanding AI risks and limitations
- Supporting organisational data governance standards



## WHY THIS PROGRAMME STANDS OUT

Smart, practical, and immediately useful – this apprenticeship is built for real world impact.

Your organisation will benefit from apprentices who can:

- ✓ Automate repetitive, time-consuming tasks
- ✓ Improve reporting accuracy and consistency
- ✓ Enhance team productivity with AI supported workflows
- ✓ Strengthen compliance and governance
- ✓ Deliver immediate value through live workplace projects
- ✓ Boost organisational confidence in AI adoption

Learners are supported by expert coaches with backgrounds in data, analytics, AI, and digital transformation – ensuring that every apprentice is guided, challenged, and supported throughout the journey.

### **Collaborative Cohort Model**

Small groups create a supportive learning community where apprentices share ideas, tools, and explore solutions to real business challenges.



### **Coach Led Development**

Specialist coaches provide 1 to 1 mentoring, technical guidance, and structured feedback throughout the programme.

### **Real Workplace Application**

Every apprentice completes a practical AI powered project that demonstrates measurable business impact – reducing process time, enhancing insight, improving accuracy, or strengthening compliance.

### **Blended Learning**

A mix of virtual workshops, online resources, workplace practice, and applied coaching ensures learning is flexible, rich, and immediately relevant.

# ENTRY REQUIREMENTS

Suitable for employees who:

- Handle data as part of their role
- Use spreadsheets, systems, or CRM tools
- Want to develop digital confidence
- Have a passion for technology and problem-solving
- Are ready to adopt AI as part of daily work

No formal qualifications required beyond baseline English and maths.



***“Empower your team with the data confidence and AI skills to work smarter, solve problems faster, and drive meaningful impact across the business – fully funded by the Levy”***

## Programme Duration & Funding

- Level: 3
- Duration: 15 months + End Point Assessment
- Funding: £13,000 (Levy funded; up to 95% government support for non levy organisations)

### **Why us?**

This apprenticeship is brought to you by Think and Richmond training partners. We've been running training and apprenticeship programmes since 2007, and we work closely with universities, business schools and employers across the UK. We are proud to have developed confident and transformational leaders; leaders who inspire others and influence change to drive organisational success.

Our work with HE institutions has enabled us to:

- Work with over 450 employers across the UK
- Be instrumental in delivering over 3,000 apprenticeship starts
- Gain accreditation in the Matrix Standard - DfE Approved for our qualified coaches
- Gain Ofsted rating of 'Good' provider

**LinkedIn:** [Think Profile](#)

**Email:** [hello@think.uk.com](mailto:hello@think.uk.com)