



AI & Smart Data Capability

Data Technician Apprenticeship with AI Foundations

Level 3 / 15 Months + EPA
Funded by the Levy

“ Data sits at the heart of every business; it empowers users to interpret and present information using the very latest AI tools so it can be easily understood and leveraged to boost competitiveness ”



Sam Johnson
Smart Connecting Ltd

Developing AI-enabled talent to embrace data

Modern organisations don't just use data, they run on intelligent systems that automate tasks, discover insights, and accelerate decision-making. As AI transforms every sector, employers need people who can deploy, manage, and scale AI-powered solutions to turn data into knowledge.

The **Data Technician Apprenticeship with AI Foundations** is designed to build Smart Data Capability using AI. This programme develops employees with basic data fundamentals and know how to apply AI tools in real-world environments to improve performance, reduce workload, and deliver rapid operational impact. It's ideal for early-career talent, digital teams, and any organisation beginning its AI adoption journey.

AI in Today's Workplace

AI is no longer experimental, it's operational. Smart organisations are now using AI to:

- ✓ automate repetitive tasks
- ✓ improve service delivery and customer experience
- ✓ enhance workforce planning and forecasting
- ✓ ensure consistent compliance and reporting
- ✓ accelerate access to insights that improve decision-making
- ✓ To compete, organisations need employees who can bridge the gap between traditional data skills and emerging AI capability. This apprenticeship builds that bridge.

Programme Overview

This is a future-focused development pathway that equips learners with the practical skills to deploy, manage, & scale AI tools in real organisational settings. Grounded in essential data literacy but powered by modern intelligent technologies, the programme enables apprentices to automate workflows, enhance decision-making, and drive measurable operational improvements from day one. It develops confident, capable Data Technicians who can support teams, streamline processes, & unlock new opportunities for productivity and innovation.

Funding Overview

The total cost of the apprenticeship is £13,000. Organisations that pay into the Growth & Skills Levy can use their funds to cover the full programme cost. For employers that do not pay the Levy, the government will fund the entire cost for apprentices aged 16–24, or 95% of the cost for those aged 22 and over.

Programme Focus: Real AI Skills for Real Work

Our programme blends core data competency with powerful, practical applied AI skills, including:

AI Foundations

- How AI systems work and where they create value
- Safe, ethical, and responsible AI use
- Understanding model behaviour, bias, and risk
- Intelligent assistants and prompt engineering
- AI-Powered Data Handling

Automating data collection and validation

- Using AI to clean, structure, and prepare data
- Building AI-enhanced dashboards and reports
- Using natural-language interfaces to query data
- Automation & Intelligent Workflows

Low-code and no-code automation tools

- Design AI-driven workflows to replace manual tasks
- Identifying areas where AI creates efficiency
- Reducing admin burden and freeing teams for high-value work

Operational Impact

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

- Replace repetitive tasks with AI-powered processes that save time & money
- Prepare reliable data for strategic decision-making
- Use intelligent AI assistants to boost productivity
- Support teams with real-time insights and automated reporting
- Act as local AI champions inside their organisations

FREE
TABLET
for every
learner



“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”

Personal Development

Induction

Digital Workshops

1-1 Tutor sessions and reviews

Ongoing Professional Development

Gateway to End-point Assessment

End-point Assessment Up to 3 months

Total Duration 15-18 Months

Learning Journey

End Point Assessment

Learning Objectives

Data Analysis and Validation

- Performed statistical analysis: averages, variances, and trend identification on delivery data.
- Cross-checked results with historical datasets and reconciled anomalies to ensure data quality.
- Documented methods and findings for transparency.



Data Presentation and Integration

- Integrated data from different sources into a unified dataset, checking for inconsistencies.
- Created visualisations (tables, bar charts, line graphs) in Power BI and Excel to clearly present insights.
- Highlighted trends and patterns relevant to campaign performance.

Communication and Compliance

- Prepared tailored reports and presentations for internal and external stakeholders.
- Stored datasets securely using controlled access and version management, in line with GDPR and company policies.
- Engaged in self-learning via LinkedIn Learning and webinars to enhance analytics skills.
- Followed organisational policies and procedures in all activities.

Secure Data Selection and Collation

- Accessed pre-identified trusted sources while following GDPR and internal security policies.
- Extracted datasets in secure formats (CSV, Excel) and ensured consistent labelling, formatting, and date/currency standards.
- Checked for duplicates and missing values to prepare a clean dataset for analysis.

Self Learning and Development

Learner Journey

- 1 digital workshop per month
- Well planned approach to learner needs
- User friendly learner registration and enrolment process.
- Learner access to relevant and meaningful content by experienced practitioners.
- Easy to use, mobile first, learner management system; learners have full visibility and control of their learning plan from any device.
- Regular 1-1 tutor sessions and reviews

End Point Assessment

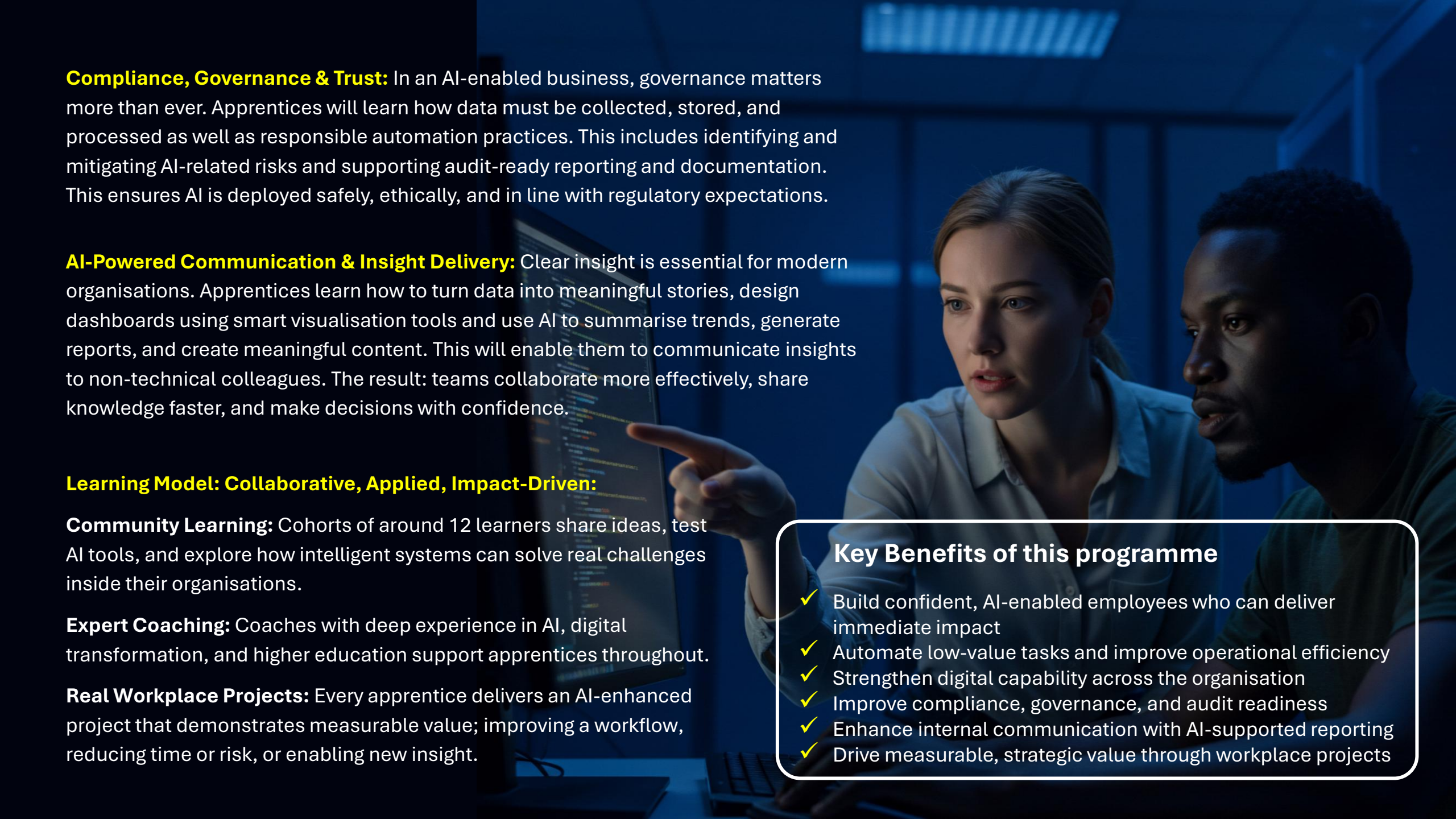
- An independent assessment of the industry knowledge, skills and behaviours.
- Skills Coaches support apprentices in building and planning their portfolio of evidence throughout the programme

Benefits of choosing Richmond as a provider

- Accredited and qualified coaches
- Support from a Data and AI expert for every enrolled learner
- Reliable learner management system; real-time business intelligence providing a complete view of an organisations performance and its learner progress

- Ofsted rated "Good" provider
- Cutting edge learner management system - getting people on programme quickly
- Maximum engagement whilst consistently delivering quality training
- Renewed accreditation in the Matrix Standard - Dfe Approved





Compliance, Governance & Trust: In an AI-enabled business, governance matters more than ever. Apprentices will learn how data must be collected, stored, and processed as well as responsible automation practices. This includes identifying and mitigating AI-related risks and supporting audit-ready reporting and documentation. This ensures AI is deployed safely, ethically, and in line with regulatory expectations.

AI-Powered Communication & Insight Delivery: Clear insight is essential for modern organisations. Apprentices learn how to turn data into meaningful stories, design dashboards using smart visualisation tools and use AI to summarise trends, generate reports, and create meaningful content. This will enable them to communicate insights to non-technical colleagues. The result: teams collaborate more effectively, share knowledge faster, and make decisions with confidence.

Learning Model: Collaborative, Applied, Impact-Driven:

Community Learning: Cohorts of around 12 learners share ideas, test AI tools, and explore how intelligent systems can solve real challenges inside their organisations.

Expert Coaching: Coaches with deep experience in AI, digital transformation, and higher education support apprentices throughout.

Real Workplace Projects: Every apprentice delivers an AI-enhanced project that demonstrates measurable value; improving a workflow, reducing time or risk, or enabling new insight.

Key Benefits of this programme

- ✓ Build confident, AI-enabled employees who can deliver immediate impact
- ✓ Automate low-value tasks and improve operational efficiency
- ✓ Strengthen digital capability across the organisation
- ✓ Improve compliance, governance, and audit readiness
- ✓ Enhance internal communication with AI-supported reporting
- ✓ Drive measurable, strategic value through workplace projects

Next Steps & Further Information

For Heads, Leaders and Line Managers. Please nominate candidates, those you feel are suitable. Nominees will be invited to register to one of our Information Sessions below. All stakeholders are welcome to join.

Data Technician Apprenticeship with AI Foundations

Nominations by: **1st April 2026**

Next Information Session: **9th April 2026**

Start Date: **16th April 2026**

Important information: This brochure was created in January 2026 and is aimed at individuals and organisations interested in booking an apprenticeship programme in 2026/27. This brochure outlines the programmes and services offered by Think. Every effort has been made to ensure that the information provided is accurate and up to date at the time of going to press. However, it may be necessary to make changes to programmes following publication – for example, for operational and/or academic reasons, to reflect changes in practice or theory in an academic subject as a result of emerging research, if an accrediting body requires certain changes, or if the UK Government introduces legislation and/or public health measures that require us to make changes to any of the published information. This brochure includes typical programme content at the date of publication, but this is not intended to be construed and/or relied upon as a definitive list of the topics that will be covered. Programme content may change due to developments in the curriculum, the research interests of staff, or the relocation of staff.

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Why us?

This apprenticeship is brought to you by Think and Richmond training partner. 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:

- Working with over 450 employers across the UK
- Been 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

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 **Richmond**


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