



elvante



Department
for Education

AI and Automation Practitioner Funded Training Programme

Future-proof Your Team with AI.

Upskill your workforce with **government-funded AI & Automation Practitioner** training programme that helps teams automate processes, improve efficiency, and apply AI safely across your business.

What is the – AI & Automation Practitioner Training

This programme is part of a wider **government investment** to help UK businesses keep up with **how work is changing through AI and automation**.

Many teams are already using AI tools, but without a clear structure, it often stays at the surface level. This training helps your employees understand where automation actually makes a difference and **how to apply it in your day-to-day operations**.

It runs alongside their current role, so **what they learn is applied in real time within your business**.

Who is it for?

For businesses that **want to go beyond basic AI use** and start seeing **real impact in how work gets done**.

Ideal for teams looking to **reduce manual work, improve efficiency, and build simple automations** using no-code and low-code solutions, **without needing a technical background**.

It's designed for existing employees who want to apply what they learn directly to their role, **helping your business stay competitive, adapt faster, and make practical use of AI**.



How this **benefits** your business:



Reduced manual work through automation

Employees build real automations that remove repetitive admin and manual reporting from daily work using low-code/no-code solutions.



Improved decision-making using AI-driven insights

Employees apply AI tools to analyse data, surface insights, and support better business decisions.



Stronger digital and analytical capability across teams

Employees automate follow-ups, data updates, and pipeline workflows to improve cross-team collaboration.



Increased productivity without increasing headcount

Training focuses on removing bottlenecks across operations with practical automation projects.



A cost-effective way to build in-demand AI skills using apprenticeship funding

Teams learn how to deploy AI safely, ethically, and in line with organisational policies.



Areas Commonly Automated – Using AI

Sales & Business Development

Automate how leads are captured, followed up, and managed, so opportunities are never missed.

- Lead capture and routing
- Automated follow-ups and reminders
- CRM updates and pipeline tracking
- Proposal and document generation

Marketing & Customer Acquisition

Reduce repetitive campaign work while improving consistency and performance tracking.

- Email marketing and nurturing
- Social media scheduling
- Content drafting and repurposing
- Campaign reporting

Customer Service & Support

Improve response times while allowing staff to focus on higher-value interactions.

- AI chat and FAQs
- Ticket routing and prioritisation
- Customer onboarding journeys
- Feedback and review collection

Operations & Administration

Remove bottlenecks and reduce manual errors across internal processes.

- Document creation and filing
- Task and approval workflows
- Internal reminders and alerts
- Process tracking

Areas Commonly Automated – Using AI

Finance & Back Office

Support finance teams with automation that improves visibility and accuracy.

- Invoicing and payment chasing
- Expense tracking
- Data reconciliation
- Monthly and quarterly reporting

HR, Recruitment & People Management

Automate high-volume tasks while keeping decisions human-led.

- CV screening and shortlisting
- Interview scheduling
- Employee onboarding
- Leave and absence tracking

Training, Compliance & Governance

Ensure consistency and audit readiness without extra admin.

- Training reminders and tracking
- Evidence and document collection
- Policy acknowledgements
- Compliance reporting

Management Reporting & Decision Support

Give leaders better insight without manual spreadsheets.

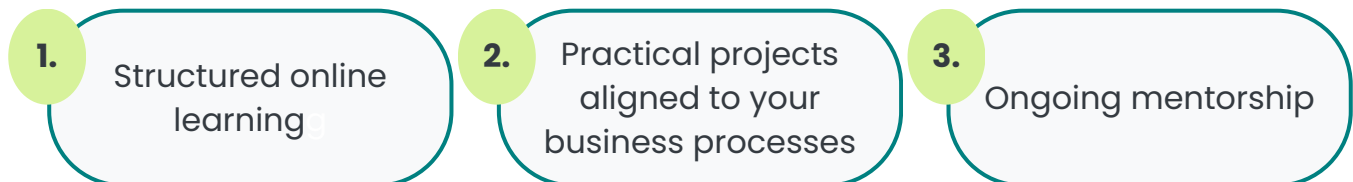
- KPI dashboards
- Automated management reports
- Trend analysis
- Forecasting and alerts

Why Employers Choose This Training:

- **Employer-focused delivery**, not learner-only training
- **Practical, business-led** AI and automation capability
- **12-month mentorship support**, like having an expert working alongside your team to identify repetitive tasks, improve processes, and implement automation step by step
- **We offer full support** with funding, compliance, and onboarding
- **Our experience** delivering apprenticeship and workforce development programmes
- **You own the intellectual property** of every solution your employees build
- **No need to pay external consultants** to create your automations
- **Your competitors** are going to be looking at AI automations. Be ahead of them.

How The Programme is delivered:

The training is delivered through a blended approach:



Training is designed to fit around work commitments, ensuring minimal disruption and maximum value for your business.

AI and Automation Practitioner – Elvante Framework



Month	Phase	Key Topics Covered	Employer Outcome / How This Helps Business	Key Tools & Platforms Covered
1	Phase 1: Strategy & Analysis 1. Responsible AI & Induction	Ethics, GDPR, legal frameworks, and organisational values.	Risk Mitigation: Ensures all AI projects are compliant and ethically sound, protecting the company's reputation.	Governance & AI Ethics Frameworks
2	Phase 1: Strategy & Analysis 2. Process Mapping & Opportunity ID	Workflow analysis, identifying bottlenecks, and opportunity shortlisting.	Operational Visibility: Provides a clear map of business inefficiencies and a vetted pipeline of automation ideas.	Lucidchart, Visio, or Process Mapping tools
3	Phase 1: Strategy & Analysis 3. Automation Viability & Business Case	Feasibility studies, workforce impact, and ROI forecasting.	Strategic Spend: Prevents wasted investment by focusing resources only on high-value, viable opportunities.	ROI & Impact Assessment Templates

Month	Phase	Key Topics Covered	Employer Outcome / How This Helps Business	Key Tools & Platforms Covered
4	Phase 2: Design & Build 4. Tools, Platforms & Solution Options	Tool-agnostic overviews vs. employer-specific stacks (Low-code/No-code).	In-house Independence: Reduces dependency on expensive external consultants for software selection.	OpenAI, Anthropic, Microsoft Copilot
5	Phase 2: Design & Build 5. Workflow & Solution Design	User-centered design (UCD), accessibility, and human-augmentation.	High Adoption: Solutions are designed with the end-user in mind, ensuring high usability and team buy-in.	UI/UX Design Principles
6	Phase 2: Design & Build 6. Low/No-Code Automation Build	Iterative build cycles, technical implementation, and Prompt Engineering.	Immediate Productivity: Rapid deployment of live automations that save staff time and improve output quality.	Zapier, Make.com, Power Automate
7	Phase 2: Design & Build 7. Testing, Feedback & Iteration	Quality assurance (QA), user feedback loops, and technical debugging.	Operational Reliability: Ensures automated solutions are robust, error-free, and fit for purpose before scaling.	QA & Testing Frameworks

Month	Phase	Key Topics Covered	Employer Outcome / How This Helps Business	Key Tools & Platforms Covered
8	Phase 3: Adoption & Governance 8. Stakeholder Communication & Adoption	Change management, demos, and securing leadership buy-in.	Cultural Transformation: Minimises internal resistance and builds excitement for AI integration across departments.	Presentation & Demo Tools
9	Phase 3: Adoption & Governance 9. Training, Documentation & Change Support	Creating user guides and supporting non-technical staff through the transition.	Scalability: Enables the wider team to use new tools without requiring constant technical support.	Scribe, Notion, or Documentation Suites
10	Phase 3: Adoption & Governance 10. Measuring Impact & Value	Productivity metrics, data review, and benefit realisation reports.	Clear ROI Evidence: Provides hard data on efficiency gains and cost savings to justify further AI scaling.	Data Analytics & Dashboards
11	Phase 3: Adoption & Governance 11. Governance & Long-Term Monitoring	Bias monitoring, equality auditing, and long-term technical assurance.	Compliance Mastery: Ensures the business remains audit-ready and protected against AI-driven bias.	AI Governance & Auditing Tools
12	Phase 4: Mastery 12. Consolidation & EPA Preparation	Portfolio finalisation, mock professional discussions, and project review.	Sustainable Capability: A fully qualified practitioner ready to lead your internal automation strategy long-term.	Portfolio Platforms (e.g., OneFile)

AI and Automation Practitioner – Tools Training Framework

Month	Phase	Focus	Tools Introduced	What Learners do	Output
1	Tools	AI foundations and safe use	AI assistants (ChatGPT, Copilot, Gemini), organisation AI policies	Practise safe prompting, summarisation, drafting, classification, decide what should and should not use AI	AI suitability and risk notes
2	Tools	Process mapping and design	Miro, Lucidchart, Draw.io or similar	Map a real current-state process, identify waste, hand-offs, and automation boundaries	Process map of one live workflow
3	Tools	Simple automation	Trigger-action tools (Zapier-style platforms)	Build basic automations such as notifications, task creation, data transfer	One simple working automation
4	Tools	Advanced workflow automation	n8n, Make or similar visual workflow tools	Create multi-step workflows with branching and basic error handling	Multi-step automation flow
5	Tools	Data and AI integration	AI nodes or APIs, no-code data tools (Parabola-style), spreadsheets	Add AI summarisation or classification, clean and transform data in workflows	AI-enhanced workflow component
6	Tools	Enterprise and governance-aware automation	Microsoft Power Automate, UiPath Studio Web	Build approvals, logging, permissions, compare SME vs enterprise approaches	Governance-ready automation example

Month	Phase	Focus	Tools Introduced	What Learners do	Output
7	Mini Project	Task automation	Tools selected from Months 1-6	Automate one manual task used daily by the organisation	Mini Project 1 completed
8	Mini Project	Multi-system workflow	n8n, Make, Power Automate or equivalent	Connect at least two systems end-to-end	Mini Project 2 completed
9	Mini Project	AI-enhanced workflow	AI assistants, AI nodes, automation tools	Add AI decision support such as classification or prioritisation	Mini Project 3 completed
10	Mini Project	Human-in-the-loop automation	Approval tools, forms, workflow platforms	Add approvals, exception handling, user checkpoints	Mini Project 4 completed
11	Mini Project	Monitoring and reporting	Logs, alerts, dashboards, reporting tools	Track usage, failures, time saved, basic performance metrics	Mini Project 5 completed
12	Final Project	Integrated organisational automation	Combination of all selected tools	Combine all mini projects into one end-to-end automation solving a real business problem	Final integrated automation solution

About Elvante

Elvante helps organisations build **real AI and automation capability in-house**. We specialise in upskilling teams to use **low-code and no-code AI tools to automate processes**, increase productivity, and unlock immediate business value. Our programmes are practical, employer-led, and designed for companies that want results, not theory. Through our **government-funded** training programs, businesses can adopt cutting-edge AI skills without stretching their budgets.

AI and automation are not a single course at Elvante. They are the foundation of everything we deliver. From AI & Automation to Sales, Content Creation, and Multi-Channel Marketing, every programme is built around the latest tools, workflows, and real-world use cases. Training is tailored to each organisation and delivered by industry practitioners who actively use these technologies, ensuring teams leave with skills they can apply from day one.

Why employers choose us:



Tailored programmes aligned with your goals.



Trainers with proven industry expertise



Support with recruitment to find the right talent



Clear business benefits: better performers, higher retention, increased revenue

Funding Overview

Elvante programmes are funded under the UK apprenticeship system. For eligible employers, training may be fully funded (Free), while in some cases, a small employer contribution of 5% is required. Levy-paying organisations can use their levy balance to cover the full cost.

To give you a clear sense of the value of our training, here is the full fee for each programme:

AI and Automation
Practitioner

£18,000

AI-Optimised
Content Creator

£10,000

AI-Enabled
Multi-Channel Marketer

£11,000

AI-Enhanced
Business Administrator

£5,000

AI-Supported
Team Leader/Supervisor

£5,000

AI-Optimised
Operations Manager

£9,000

AI-Driven
Sales Executive

£6,000

AI-Enabled
IT Solutions Technician

£15,000

Employee Eligibility

Our programmes are open to employees working at least **16 hours per week** who are eligible to work in the UK and have been ordinarily **resident in the UK for at least 3 years** prior to the start date.

They can be new recruits or existing staff, and there is **no upper age limit**. Employees must not already hold a qualification in the same field at the same level or higher, and they **must not be enrolled on another training programme, funded or non-funded, at the same time as the apprenticeship**. This ensures that every learner gains real, measurable new skills for your business.

Funding Your Team's Development

Whether you pay the Apprenticeship Levy or not, Elvante helps you access government-backed training with little to no cost to your organisation.

What is the Apprenticeship Levy?

The Apprenticeship Levy is a UK government initiative designed to boost workforce training. If your business has a **payroll of over £3 million**, you already contribute **0.5%** of that total into a dedicated training fund. Money you can use to upskill your team through approved programmes.

- ✓ **No extra budget required**
- ✓ **Covers 100% of programme costs**
- ✓ **Funds expire after 12 months if unused**

We can help you review your skills gaps, choose the right training, and maximise the return on your existing contributions.



What if you don't pay the Levy?

Even if you don't contribute to the Apprenticeship Levy, **you can still access government funding.**

Small and medium-sized businesses (SMEs) can receive up to **95% of training costs covered** by the government, and in many cases, training can be **fully funded.**



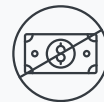
95% co-funding

You only pay **5%** of the training cost, typically between **£250 and £600**, depending on the programme.



100% funding

If you employ fewer than 50 people and the learner is **under 25**, the government covers **100%** of the training costs.



No NI contributions

Employers don't pay National Insurance on learners **under 25**, offering additional savings for new hires.

Invest in People. Unlock Growth.



“

**The best investment you
can make is in your people.**

”

Elvante – Training for a Better Future

elvante

Skills that matter. Training that delivers.



**Department
for Education**