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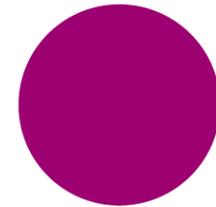
Supporting Education Group

AI Practitioner for Schools

Level 4 Apprenticeship

Programme overview

A fully funded apprenticeship that helps school and trust staff lead the safe, ethical and practical use of AI and automation in real day to day operations.

Apprentices build confidence with AI and low code automation, then deliver a substantial workplace project that solves a genuine workload or data challenge in your setting.

Programme features
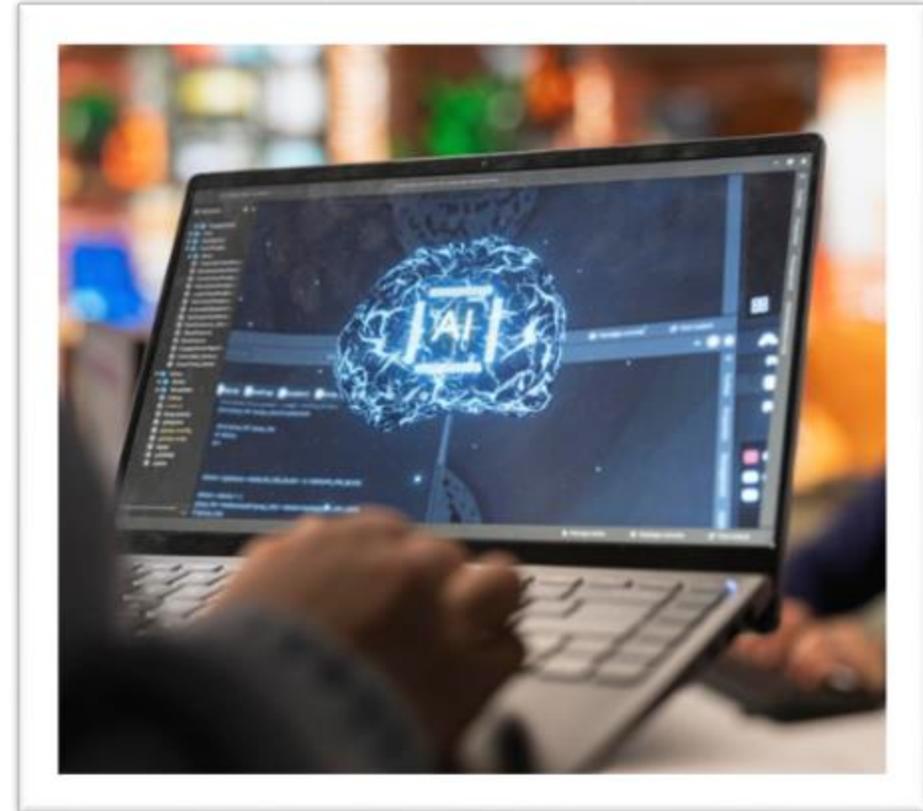
- 14 months on programme

- 9 modules

- Virtual classroom delivery – practical sessions

- On programme assessment (project and professional discussion)

- Funded through the **Apprenticeship Levy**

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Who is the programme for?

AI Practitioner in Schools

- Teachers with an interest in AI
- AHTs, DHs and Headteachers
- School Business Managers
- Operations Managers
- Data or MIS Leads
- Trust Operations or Central Services Staff
- Administrative or Business Support Staff with responsibility for systems and processes

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Modules

Strategic and ethical adoption: Awareness and principles

Strategic and ethical adoption: Human-centred implementation and governance

Governance, assurance and risk management: Risk identification and control design

Governance, assurance and risk management: Impact assessment and ongoing monitoring

Project design: Solution design and development

Testing, Evaluation & Iteration

Stakeholder engagement and workforce enablement

Driving change and sustainable improvement

Future-focused change

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Our Delivery Plan

Virtual classrooms and online learning (SCORMS)

Progress reviews every 6 weeks

1-2-1 Tutor Support

BPN boost – personal development, career information advice and guidance and welfare programme

Regular reflections on learning and practice

Partnership working between BPN, the apprentice and the employer

Benefits for apprentices and schools

- Coordinate the ethical and responsible use of AI and automation within education
- Identify opportunities to reduce workload through automation of administrative and operational processes
- Improve data quality, reporting and information flow across systems
- Design, build and manage low-code automation solutions using commonly used school technologies
- Lead change safely and effectively, including staff engagement, risk management and compliance
- Apply safeguarding, data protection and GDPR principles to the use of AI and digital tools in schools
- Deliver a substantial workplace project that creates measurable impact for their school or trust
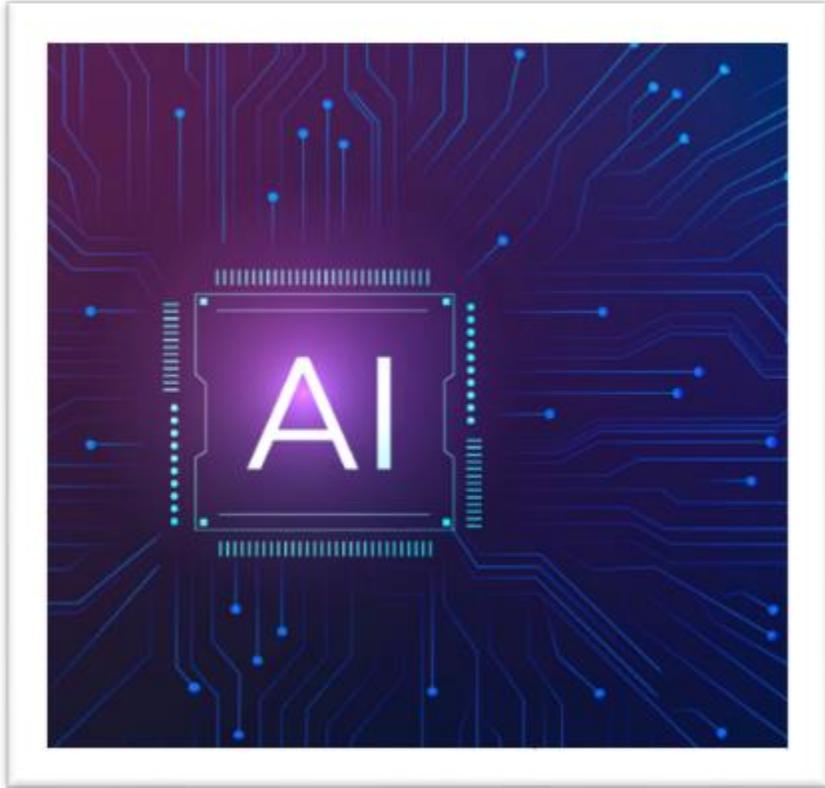
Assessment

- All assessment is completed on programme for this apprenticeship

- Professional discussion – completed at month 10 on programme

- Project – worked on throughout the apprenticeship from month 6 – to write up and finish by the end of the programme.

- Behaviours are all assessed by the employer.

Project examples

AUTOMATION PROJECT EXAMPLE

Project Name: Automating Staff Onboarding and Pre-Employment Compliance

Project Manager: AI Apprentice

Project Date: Summer Term

Project Overview

This project streamlines recruitment-to-start workflows by automating documentation requests, safeguarding checks tracking and induction communications. It reduces delays and improves consistency in safer recruitment processes.

Scope

- Review current HR onboarding steps
- Automate DBS and reference tracking alerts
- Build compliance dashboard
- Implement secure document storage process
- Deliver staff guidance on new workflow

Success Metrics

- Estimated 40+ hours annual time saved
- Reduction in onboarding delays
- Improved compliance visibility
- Reduced manual follow-up emails
- Clear safeguarding audit trail

Objectives

- Map end-to-end onboarding workflow
- Automate document collection reminders
- Introduce centralised compliance tracking
- Standardise induction communications
- Improve visibility of pre-employment checks

Key Stakeholders

- ✓ HR Officer
- ✓ Safeguarding Lead
- ✓ Line Managers
- ✓ School Business Manager

Target Audience

HR and school leadership teams responsible for safer recruitment.

Project Outcome

- ✓ Improved statutory compliance monitoring
- ✓ Reduced risk of missed deadlines
- ✓ Measurable administrative time savings
- ✓ Strengthened inspection readiness

Project examples

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Project examples

AUTOMATION PROJECT EXAMPLE

Project Name: Enhancing Behaviour Monitoring and Escalation Processes

Project Manager: AI Apprentice

Project Date: Summer Term

Project Overview

This project strengthens behaviour reporting workflows by automating threshold alerts, centralising incident tracking and improving leadership visibility to support earlier intervention and consistent responses.

Objectives

- Map behaviour incident reporting process
- Introduce automated escalation alerts
- Develop leadership dashboards
- Improve consistency in reporting
- Strengthen safeguarding oversight

Scope

- Review current behaviour reporting systems
- Reduce spreadsheet duplication
- Automate threshold-based notifications
- Ensure compliant data management
- Deliver staff training materials

Key Stakeholders

- ☑ Behaviour Lead
- ☑ Safeguarding Lead
- ☑ Line Managers
- ☑ Pastoral Team

Target Audience

Pastoral teams and school leaders responsible for behaviour monitoring.

Success Metrics

- Faster identification of repeat incidents
- Improved consistency in reporting
- Reduced manual data reconciliation
- Strengthened safeguarding audit trail
- Estimated 75+ hours annual time saved

Project Outcome

- ✓ Improved early intervention capability
- ✓ Stronger safeguarding visibility
- ✓ Reduced reporting burden
- ✓ Clear measurable impact

What is Off the Job Training?

Off-the-job training examples

- Training events
- Inset days
- Interactive online learning
- Coaching and mentoring
- Research
- Reflective learning
- Project activity
- Shadowing
- Networking and moderation events

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Employer requirements

Attend learner reviews

Allow time for apprentices to attend monthly virtual classrooms

Provide apprentice with 420 off the job training hours across the programme

Provide your apprentice with a mentor

Provide regular support, feedback and guidance to the apprentice

Provide apprentices with opportunities to develop their knowledge, skills and behaviours
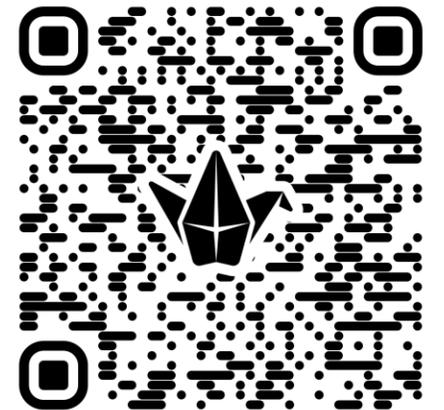
Have your say on our curriculum!

What do you think of the modules and delivery model?

What times of day would work well for the virtual classrooms?

Which roles in your school do you think the programme may be suitable for?

Is there anything specific you would like to see included?

Do you have any additional feedback?

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Funding

AI Practitioner for Schools L4
£18,000

Maximum employer contribution: £900

What is the levy fund?

The English apprentice levy fund is controlled by the Department for Education and was created as a long-term funding solution for companies to hire and train apprentices.

Our apprenticeship programmes qualify for funding from the English apprentice levy fund. Best Practice Network provides support to candidates and their employers to access this funding.

For guidance on how the funding routes apply to your setting, speak to one of our apprenticeship experts on **+44 (0) 117 920 9428** or email **enquiries@bestpracticenet.co.uk**

Enrol your employees

Employers should contact Best Practice Network via **enquiries@bestpracticenet.co.uk** to reserve a place on the required programme.

We will then support you with gathering all necessary information, recruitment, registering with Apprenticeship Service Account and funding applications.

£ Funding routes

If your setting contributes to the apprenticeship levy fund	Levy paying employers can access their fund contributions through their **Apprenticeship Service Account.** You can use this service to manage the funds you have available for apprenticeship training in England.
If your setting does not contribute to the apprenticeship levy fund	**You pay 5%** towards the cost of the training for your apprentice. The remaining **95% will be paid by the government.**
Apprenticeship levy transfer	Employers with unspent funds can **transfer up to 25%** of that contribution to another employer. That means you can benefit from the levy contributions of a different organisation to cover the full costs of an apprenticeship for your setting.

Additionally, for non-levy employers: You will receive 100% of the funding where the apprentice is 16-21 years old or is between 22 and 24 years old and has an education, health and care plan. Employers will receive an additional £1000 where the apprentice is between 16 and 18 years old.

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Any questions?

Will apprentices be required to build full AI systems?

No. Apprentices are **not** expected to develop production-ready AI systems. The focus is on demonstrating sound professional judgement - identifying appropriate problems, selecting the right level of AI or automation, considering cost and risk, and understanding implementation, adoption and change within the organisation.

Could this apprenticeship lead to AI replacing humans in schools?

No. This apprenticeship is centred on **supporting and enhancing existing processes**, not replacing people. AI is positioned as a tool to improve efficiency, reduce administrative burden and strengthen decision-making - enabling staff to focus more on teaching, learning and pupil support.

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Next steps

Apply by March 29 for an April start!

👉 Apply here

Any questions?