



COURSE
AI-SAVVY MANAGER



KEY COURSE INFORMATION



DURATION

18 Months



LEVEL

4



**SKILLS ENGLAND
STANDARD REFERENCE NO.**
ST1512



SKILLS ENGLAND LINK
[Artificial intelligence \(AI\) and automation practitioner / Skills England](#)



SKILLS FUNDING GROUP LINK
<https://www.skillsfundinggroup.com/funded-courses/>



FULL FUNDING VALUE
£18,000



5% Contribution (if applicable)
£900



TIME COMMITMENT
This programme blends immersive learning, applied workplace projects, peer collaboration and structured one-to-one coaching across 18 months.



FUNDING AVAILABLE FOR
Upskilling Existing Members of Staff and the Recruitment of Fresh Candidates



FUNDING TYPE
Higher Apprenticeship



DELIVERY STYLE
Meet your cohort — managers and supervisors facing the same performance pressures.
Month 2: AI-Savvy Bootcamp
Two intensive days focused on practical AI application for management, visibility and time efficiency.
Months 3–14: Monthly Modules & Mini-Projects
Each month focuses on a defined management theme. Every module results in a practical implementation that improves how you manage your team.
Months 9–15: Strategically Significant Major Project
A substantial improvement initiative delivering measurable operational and team performance impact.

CANDIDATE PROGRESSION

AFTER COMPLETING THIS COURSE



Completion of the AI-Savvy Manager programme positions candidates as data-informed, digitally confident managers capable of leading AI adoption within teams and progressing into senior operational roles.

Progression Opportunities

Candidates may progress into:

- ◆ Senior management roles
- ◆ Operational leadership positions
- ◆ Department head roles with responsibility for performance oversight
- ◆ Roles driving digital transformation within their teams or departments

Further Development

Many learners progress onto:

- ◆ Advanced capability in performance tracking, workflow automation, and structured decision-making
- ◆ Expertise in process improvement initiatives and cross-team coordination
- ◆ Skills in leading digital implementation projects
- ◆ Confidence in presenting data-driven insights
- ◆ Preparation for leadership roles with broader organisational accountability

Professional Readiness

Following completion, candidates will:

- ◆ Confident, ethical, and commercially aware AI use in management contexts
- ◆ Effective preparation for appraisals and performance reviews
- ◆ Ability to build dashboards to track objectives and outcomes
- ◆ Responsible implementation of automation solutions
- ◆ Leadership in driving change with clarity
- ◆ Clear communication of improvements to teams and senior leadership

EMPLOYER BENEFITS



Employers benefit from managers who use AI to improve team visibility, streamline reporting and increase productivity while maintaining strong human leadership and accountability.

Employers benefit from staff who:

- ◆ Automate repetitive reporting tasks and build dashboards to track objectives
- ◆ Gain real-time visibility on team and organisational performance
- ◆ Identify inefficiencies and implement workflow improvements
- ◆ Ensure responsible use of AI tools across teams
- ◆ Reduce reactive management and increase proactive performance oversight

The apprenticeship provides:

- ◆ Integrate practical AI capabilities with real management applications
- ◆ Implement improvements within their team through each module
- ◆ Prepare for appraisals efficiently and confidently
- ◆ Monitor performance data consistently
- ◆ Present measurable impact to senior leadership

Employers typically see:

- ◆ Improved clarity around team performance
- ◆ Reduced time spent on manual reporting
- ◆ Stronger accountability across departments
- ◆ Managers reclaiming time previously lost to administrative tasks
- ◆ Time reinvested into coaching, staff development, and strategic planning

The programme supports:

- ◆ Workforce performance optimisation
- ◆ Digital transformation initiatives
- ◆ Structured AI adoption within operational teams

COURSE OVERVIEW

The AI-Savvy Manager programme develops the knowledge, skills and behaviours required to manage people effectively in an AI-enabled workplace.

Managers learn to automate repetitive administrative tasks, build dashboards for performance visibility and prepare for appraisals using data-driven insight. The programme moves beyond theory, focusing on real-world implementation within each manager's team.

A two-day intensive bootcamp establishes practical AI capability. Monthly modules explore workflow automation, performance analytics, ethical AI use, communication, reporting and change management. Each module results in a mini-project applied directly within the workplace.

A strategically significant major project consolidates learning into a high-impact initiative that improves team efficiency and performance measurement.

Ethical governance, data protection and responsible AI adoption are embedded throughout.

By completion, managers shift from reactive oversight to proactive, data-informed leadership.

ELIGIBILITY CRITERIA

- ◆ UK/EU Citizen for 3+ years
- ◆ Work 16+ hours per week on average
- ◆ Employed on a PAYE Scheme
- ◆ Not on any other government-funded course





WHO IS THIS COURSE FOR

Designed for managers and supervisors responsible for team performance who want to gain time back and lead with greater clarity and confidence.

This course is ideal for:

- ◆ Team leaders, supervisors, operations managers, and middle managers responsible for performance management and reporting
- ◆ Individuals who feel time-poor and want structured tools for proactive management
- ◆ Professionals who rely on instinct for oversight and want data-driven approaches
- ◆ Employers seeking improved team visibility and measurable productivity gains

Typical Job Roles Include:

- ◆ Team Leader
- ◆ Operations Manager
- ◆ Department Manager
- ◆ Supervisor
- ◆ Customer Service Manager
- ◆ Project Manager
- ◆ Business Support Manager
- ◆ Performance Manager

This course is suitable for employers operating in:

- ◆ Professional Services
- ◆ Retail & Hospitality
- ◆ Healthcare
- ◆ Education
- ◆ Public Sector
- ◆ Financial Services
- ◆ Technology
- ◆ SMEs & Enterprise Organisations

This programme aligns with nationally recognised AI and digital occupational standards and promotes responsible, ethical and performance-focused AI implementation.

SKILLS

Candidates will be able to:

- ◆ Identify time-consuming tasks suitable for automation
- ◆ Design AI-enabled workflows and build dashboards to track team performance
- ◆ Apply advanced AI prompting techniques and analyse AI-generated outputs critically
- ◆ Use AI tools to support decision-making, appraisal preparation, and reporting

KNOWLEDGE

On completion of the course, candidates will have knowledge of:

- ◆ Artificial intelligence applications within operational environments, including generative AI, workflow automation, and performance analytics tools
- ◆ Data protection regulations, governance frameworks, and ethical boundaries for AI implementation
- ◆ Performance measurement methodologies and objective tracking systems
- ◆ Change management principles and risk mitigation strategies
- ◆ Integrating AI with existing systems, including understanding limitations and automation risks

BEHAVIOURS

Candidates will demonstrate the following core behaviours in their work:

- ◆ **Accountability** – taking responsibility for AI use, decisions, and team outcomes
- ◆ **Critical Thinking** – analysing AI outputs and operational challenges thoughtfully and effectively
- ◆ **Ethical Responsibility** – using AI in a manner that is fair, transparent, and compliant with regulations
- ◆ **Openness to Innovation** – embracing new technologies and methods to improve team performance
- ◆ **Clear Communication** – engaging with teams and senior leaders clearly, respectfully, and responsibly
- ◆ **Commitment to Continuous Improvement** – modelling responsible AI use and balancing automation with human judgement



DELIVERY MODEL

The delivery model for the AI-Savvy Manager programme blends immersive practical learning, peer collaboration, applied workplace projects and structured one-to-one coaching.

1:1 AI Skills Masterclass (2-Day Intensive Bootcamp)

Early in the programme, managers attend a two-day practical AI bootcamp AI Savvy 2 Day Masterclass focused on real management application. Across two immersive days, managers:

- ◆ Understand AI fundamentals and real business applications
- ◆ Explore the AI tool landscape safely and responsibly
- ◆ Master advanced prompting techniques
- ◆ Develop AI risk management and governance guidelines
- ◆ Apply AI to reporting, communication and analysis
- ◆ Design workflow automation plans
- ◆ Build a structured 3-month AI implementation roadmap

The outcome is immediate practical capability and a defined action plan for team application.

1:1 Remote Coaching Sessions

Managers participate in sessions to:

- ◆ Take part in flexible one-to-one remote coaching aligned to operational commitments
- ◆ Follow an individual development plan linked to workplace objectives
- ◆ Refine dashboard design and evaluate automation workflows
- ◆ Strengthen performance analytics skills
- ◆ Prepare for assessment milestones
- ◆ Ensure practical implementation, accountability, and measurable improvement

Online Peer Manager Workshops

Learners attend online peer group workshops alongside other apprentices. These sessions:

- ◆ Attend interactive sessions alongside peers managing similar challenges
- ◆ Discuss implementation experiences and share practical solutions
- ◆ Refine strategies collaboratively
- ◆ Gain exposure to different sectors, broadening perspective and commercial awareness
- ◆ Build confidence, accountability, and sustained professional networks

ASSESSMENT

END POINT ASSESSMENT (EPA)



The End-Point Assessment (EPA) independently confirms competence against the occupational standard. It ensures managers can apply AI responsibly and effectively within their teams.

What the End Point Assessment Consists Of:

The EPA typically includes:

- ◆ A portfolio of workplace evidence
- ◆ A significant project report
- ◆ A professional discussion with an independent assessor

Assessment evaluates practical implementation, performance improvement impact and responsible AI governance.

How the End Point Assessment Is Completed:

- ◆ Undertake the EPA conducted by an independent assessment organization
- ◆ Submit project documentation demonstrating applied skills and improvements
- ◆ Participate in a structured professional discussion
- ◆ Showcase competence in real-world management and AI implementation

CONTACT INFORMATION & USEFUL LINKS

PREPARATION AND SUPPORT

Throughout the programme, learners are supported to:

- ◆ Build evidence of competence
- ◆ Prepare for assessment requirements
- ◆ Understand what to expect at EPA

This ensures apprentices approach the End Point Assessment with confidence and clarity.

Skills England Technical Information:



AI-Savvy Manager – Skills England Standard

[Artificial intelligence \(AI\) and automation practitioner / Skills England](#)

Setting Up Online Digital Account:



Create an Apprenticeship Service Account (Employers)

<https://www.skillsfundinggroup.com/digital-account>

Applying for Apprenticeship Levy Transfer:



Receive or Transfer Levy Funds – GOV.UK Guidance

<https://www.skillsfundinggroup.com/levy-transfer/>

Enrol on this Course



Enrolment For This Course:

<https://www.skillsfundinggroup.com/enrolment>

Book a Video Call



To book a video call about this course;

<https://www.skillsfundinggroup.com/start-the-conversation/>

GENERAL ENQUIRIES ABOUT COURSE OR FUNDING



01174 635063



info@skillsfundinggroup.com