



NCFE Level 2 Award in Artificial Intelligence (AI) for the Workplace

A practical introduction to using AI at work: what it is, how to prompt AI tools, how data moves through them, and ...

**Study it online.
Finish with a qualification
that is on your record for life.**

WHERE IT SITS

- Entry
- Level 1
- **Level 2**
- Level 3
- Level 4
- Level 5

Level 2
REGULATED LEVEL

60
LEARNING HOURS

4
UNITS

100%
ONLINE



Delivered online

Tutor support. Start when you are ready.



Assessed on your work

A portfolio of your own work. No written exam.



Awarded by NCFE

Ofqual-recognised. We are approved centre.



Ask us

For the fee and the next start date.



Start when you are ready

60 guided learning hours, 80 total qualification time; self-paced online study



Tutor support throughout

Questions answered within 2 working days, feedback within 10.



Nothing paid at application

Payment only after you accept an offer.

WHAT YOU WILL STUDY

4 units, 60 guided learning hours



- Introduction to AI 15 h · 25%
- The use of AI tools and prompts 15 h · 25%
- Data and AI systems 15 h · 25%
- Ethical and responsible use of AI in the workplace 15 h · 25%

UNIT BY UNIT

What each unit covers

01. Introduction to AI

15 hours

- ✓ Understand key concepts related to AI
- ✓ Understand the influence and impact of AI-generated content
- ✓ Be able to apply strategies and tools to check content authenticity

02. The use of AI tools and prompts

15 hours

- ✓ Understand how AI tools can be used in the workplace
- ✓ Understand how to effectively prompt and interact with AI
- ✓ Be able to select and apply AI tools to achieve required outputs
- ✓ Be able to review the use of AI tools and prompts against required outputs

03. Data and AI systems

15 hours

- ✓ Understand data in the context of AI
- ✓ Understand how AI depends on data
- ✓ Understand AI governance
- ✓ Be able to handle workplace data responsibly for AI use

04. Ethical and responsible use of AI in the workplace

15 hours

- ✓ Understand the principles of ethical and responsible use of AI in the workplace
- ✓ Understand personal responsibilities when using AI in the workplace
- ✓ Be able to use AI in an ethical and responsible manner

The learning outcomes NCFE publishes for each unit. The assessment criteria beneath them are on the qualification page.

4

UNITS TO COMPLETE

14

LEARNING OUTCOMES

60

GUIDED LEARNING HOURS

Guided learning hours are the taught time NCFE specifies. Your own study time is on top, and how long you take is up to you.

HOW IT WORKS

From your first unit to your certificate

01

You produce evidence

A portfolio of your own work, against the published criteria.

02

An assessor marks it

Qualified, and required to show current competence in the sector they assess.

03

The marking is checked

Sampled internally each term, and quality assured by NCFE from outside the school.

04

NCFE certificates you

Claimed through the NCFE portal. Recognised independently of us.

WHAT WE COMMIT TO

Answers, in working days



Within 2 working days

General questions



Within 10 working days of submission

Assessment feedback



Within 1 working day

Technical problems



Within 1 working day

Urgent welfare concerns

Published in DAIS-POL-024 Online Learning and Digital Delivery, and on every qualification page.

GETTING ON

Entry requirements



There are no specific prior skills or knowledge a learner must have for this qualification.



Learners should be aged 14 or above to undertake this qualification.



Learners may find it helpful if they have already achieved a Level 1 qualification in digital skills or information technology.



The course is delivered wholly online, so you will need a computer with internet access and a web browser.



Registration is at the discretion of the centre, in accordance with equality legislation.

THE COST

How paying works

TWO WAYS

Pay in full, which costs less than the published fee, or pay monthly. No interest and no credit agreement, and the payments stop on their own.

THE CURRENT FEE

On the qualification page at dataaischool.com, or ask us and we will tell you. It is not printed here, so nothing in this guide can quote you a price we are no longer charging.

Nothing is paid when you apply. Payment is taken only after you accept an offer, and we confirm the amounts with you first.



How long it takes. 60 guided learning hours, 80 total qualification time; self-paced online study

BEFORE YOU START

What you need to take part



Device

Laptop or desktop computer



Operating system

Windows 10 or macOS 10.15 or later



Browser

Google Chrome or Mozilla Firefox, latest version



Internet speed

10 Mbps download and 5 Mbps upload



Webcam

Required for live sessions and identity verification



Microphone

Required for live sessions

Published in DAIS-POL-024, and told to every learner before enrolment.

IN MORE DETAIL

About this qualification

This is a regulated Level 2 qualification (NCFE qualification number 610/7671/5). It introduces artificial intelligence as it is actually met at work: what AI is and where it is already in use, how to write and refine prompts for AI tools, how data flows through an AI system, and what responsible and ethical use looks like in a workplace. It is made up of four mandatory units and carries 8 credits. It is assessed by a portfolio of evidence, internally assessed and externally quality assured by NCFE, and graded achieved or not yet achieved. There is no exam and no work placement is required, so it can be completed wholly online. The Award is the first part of a nested ...

ASKED BEFORE

Questions people ask

Who awards NCFE Level 2 Award in Artificial Intelligence (AI) for the Workplace, and how do I get my certificate?

NCFE Level 2 Award in Artificial Intelligence (AI) for the Workplace is awarded by NCFE, an Ofqual-approved awarding organisation, and sits on the Regulated Qualifications Framework (RQF). The qualification number is 610/7671/5. The Data and AI School of London is an NCFE approved centre. We ...

How long does NCFE Level 2 Award in Artificial Intelligence (AI) for the Workplace take?

This qualification carries 60 guided learning hours and a total qualification time of 80 hours. It is studied online at your own pace, so how long it takes in calendar time depends on how much you can commit each week.

What do I need before I can start?

There are no specific prior skills or knowledge a learner must have for this qualification. We assess every applicant individually and will tell you if a different level would suit you better.

Can I study this entirely online?

Yes. Teaching, materials and assessment are all delivered through our Moodle-based virtual learning environment, so you can study from anywhere in the UK. You need a laptop or desktop computer, a current version of Chrome or Firefox, and a broadband connection of at least 10 ...

Can I enrol now, and when do I pay?

Enrolment is open, so you can apply online today. Nothing is paid at application: payment is taken only after you accept an offer. The current fee is on the qualification page at dataaischool.com, or ask us and we will tell you.

The same answers as the qualification page, built from the same record.

NEXT STEP

Apply, or ask us first

Applying costs nothing and commits you to nothing. Eight short steps, no card details and no deposit. We check the qualification suits you and say so if another fits better, and payment is taken only after you accept an offer.

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We reply within 2 working days

The Data and AI School of London. NCFE approved centre. Office LG06, 1 Quality Court, Chancery Lane, London WC2A 1HR. Company 16953235. ICO ZC086597.



Scan for the full details

