

# Qualification Factsheet

## Qualification overview

|                                       |                                                                                                                                                                                                                                                                             |                                    |                               |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-------------------------------|
| <b>Qualification title</b>            | NCFE Level 2 Award in Artificial Intelligence (AI) for the Workplace<br>QN: 610/7671/5<br>NCFE Level 2 Certificate in Artificial Intelligence (AI) for the Workplace<br>QN: 610/7672/7                                                                                      |                                    |                               |
| <b>Total qualification time (TQT)</b> | Award: 80<br>Certificate: 130                                                                                                                                                                                                                                               | <b>Guided learning hours (GLH)</b> | Award: 60<br>Certificate: 100 |
| <b>Entry requirements</b>             | Learners must be aged 14 or over. There are no specific prior skills/knowledge a learner must have for these qualifications. However, learners may find it helpful if they have already achieved a level 1 digital qualification. Entry is at the discretion of the centre. |                                    |                               |

## About these qualifications

These qualifications are designed to develop foundational AI knowledge and practical capability. Learners will gain knowledge, skills and understanding to support their use of AI for the workplace. These qualifications will support learners in a number of sectors and job roles where an understanding of AI may be required.

## Qualification structure

### Award

To be awarded this qualification, learners are required to successfully achieve 4 mandatory units.

### Award mandatory units

|                                                                         |
|-------------------------------------------------------------------------|
| Unit 01 Introduction to AI (D/652/2337)                                 |
| Unit 02 The use of AI tools and prompts (F/652/2338)                    |
| Unit 03 Data and AI systems (H/652/2339)                                |
| Unit 04 Ethical and responsible use of AI in the workplace (L/652/2340) |

### Certificate

To be awarded this qualification, learners are required to successfully achieve 6 mandatory units.

### Certificate mandatory units

|                                                                         |
|-------------------------------------------------------------------------|
| Unit 01 Introduction to AI (D/652/2337)                                 |
| Unit 02 The use of AI tools and prompts (F/652/2338)                    |
| Unit 03 Data and AI systems (H/652/2339)                                |
| Unit 04 Ethical and responsible use of AI in the workplace (L/652/2340) |
| Unit 05 Human oversight when working with AI systems (M/652/2341)       |
| Unit 06 Continuous learning in AI for the workplace (R/652/2342)        |



## **Assessment**

Internally assessed and externally quality assured portfolio of evidence.

## **Progression opportunities**

Learners who achieve this qualification could progress to level 2 and level 3 digital/data qualifications.



## Contact us

NCFE  
Q6  
Quorum Park  
Benton Lane  
Newcastle upon Tyne  
NE12 8BT

Tel: 0191 239 8000\*  
Fax: 0191 239 8001  
Email: [customersupport@ncfe.org.uk](mailto:customersupport@ncfe.org.uk)  
Website: [www.ncfe.org.uk](http://www.ncfe.org.uk)

**NCFE © Copyright 2026 All rights reserved worldwide.**

Version 1.0 September 2026

Information in this Qualification Factsheet is correct at the time of publishing but may be subject to change.

NCFE is a registered charity (Registered Charity No. 1034808) and a company limited by guarantee (Company No. 2896700).

CACHE; Council for Awards in Care, Health and Education; and NNEB are registered trademarks owned by NCFE.

All the material in this publication is protected by copyright.

***\* To continue to improve our levels of customer service, telephone calls may be recorded for training and quality purposes.***