

SIAS Qualification Specification

SIAS Level 2 Award in Understanding Artificial Intelligence in Business

Qualification Number: 610/6298/4

Operational Start Date: 1st September 2025

Contents

Version History	3
Introduction	4
Welcome to SIAS.....	4
Feedback.....	4
About this Specification	4
Centre Recognition and Qualification Approval	4
About this Qualification	5
Key Facts	5
Qualification Objective.....	5
Entry Requirements	5
Recognition of Prior Learning.....	5
Qualification Structure	6
Total Qualification Time (TQT) and Guided Learning Hours (GLH)	6
Grading	6
Delivery and Assessment	7
Geographical Coverage	7
Use of Language.....	7
Progression Opportunities	7
Assessment Guidance	7
Centre Requirements	8
Tutor/Trainer requirements.....	8
Assessor Requirements	8
Internal Quality Assurance Requirements.....	8
Continuing Professional Development (CPD)	9
External Quality Assurance	9
Equality and Diversity.....	9
Reasonable Adjustments.....	9
Health and Safety.....	9
Qualification Content	10
Unit 1: Understanding Artificial Intelligence in Business.....	10
Resources	12
Further Information	13

Version History

This is a live document and as such will be updated when required. It is the responsibility of the approved centre to ensure the most up-to-date version of the Centre Qualification Specification is in use.

Version	Date	Comments
1.0	01/09/2025	First Published
1.1	15/09/2025	This qualification is regulated by CCEA Regulation

Introduction

Welcome to SIAS

SIAS is an Awarding Organisation regulated in England by the Office of Qualifications and Examinations Regulation (Ofqual) and in Northern Ireland by the Council for Curriculum, Examination and Assessment Regulation (CCEA Regulation).

We exist to drive positive change, and across STEM industries globally, we empower learners to achieve their full potential.

As the leading Awarding Organisation for the technical science, manufacturing, engineering and low carbon sectors, we are disrupting through innovative and collaborative approaches.

Our mission is to deliver transformational experiences and solutions that support the skills agenda.

Feedback

Customer experience and feedback is very important to us. We're always open to suggestions when it comes to enhancing and improving our services. If you have any comments or feedback on our services or products, please contact our team at info@siasuk.com or call us on 01925 515211.

About this Specification

This document has been developed to provide information for learners and centres undertaking, delivering or quality assuring this qualification.

Centre Recognition and Qualification Approval

To deliver this qualification, the centre must be recognised by SIAS.

Recognised centres must apply for approval for each qualification they intend to offer. Qualification approval must be obtained prior to conducting any learner assessments.

For details of our centre recognition and qualification approval process, visit our website or contact us at info@siasuk.com.

About this Qualification

Key Facts

Qualification Title	SIAS Level 2 Award in Understanding Artificial Intelligence in Business
Qualification Number	610/6298/4
Guided Learning Hours (GLH)	15
Total Qualification Time (TQT)	20
Assessment Methods	Centre Devised Assessment
Operational Start Date	1 September 2025
Review Date	31 August 2028
Operational End Date	-
Certification End Date	-
Regulation	This qualification is regulated by Ofqual and CCEA Regulation

Qualification Objective

The SIAS Level 2 Award in Understanding Artificial Intelligence in Business is designed to provide learners with a foundational understanding of Artificial Intelligence (AI) and its use in business environments. Learners will identify key concepts and terminology, understand at a high level how common AI systems work, and recognise typical business uses. The qualification develops awareness of current and emerging tools, the role of human oversight, and the ethical and legal principles for responsible use.

Entry Requirements

This qualification is available for learners aged 16+.

There are no formal entry requirements for the SIAS Level 2 Award in Understanding Artificial Intelligence in Business. However, learners should have a basic understanding of English and mathematics. Centres should also ensure learners are able to complete this qualification, for example, through completing an initial assessment to ensure they can work at the appropriate level.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is the process of recognising previous informal or experiential learning so that the learner avoids having to repeat learning or assessment within a new qualification. SIAS supports the use of RPL and centres must work to the principles included in the SIAS RPL Policy which is available on the SIAS website. This policy should be reviewed alongside this guide and all other relevant SIAS qualification documentation.

Qualification Structure

To achieve the SIAS Level 2 Award in Understanding Artificial Intelligence in Business learners must achieve the mandatory unit contained in the table below.

Ofqual Unit reference	Unit title	Level	GLH	TQT
M/651/7627	Understanding Artificial Intelligence in Business	2	15	20
TOTAL			15	20

Total Qualification Time (TQT) and Guided Learning Hours (GLH)

Note: Values for Total Qualification Time, including Guided Learning Hours, are calculated by considering the different activities that learners would typically complete to achieve and demonstrate the learning outcomes of a qualification. They do not include activities which are required by a learner’s teacher based on the requirements of an individual learner and/or cohort. Individual learners’ requirements and individual teaching styles mean there will be variation in the actual time taken to complete a qualification. Values for Total Qualification Time, including Guided Learning, are estimates.

Some examples of activities which can contribute to Total Qualification Time include:

- independent and unsupervised research/learning
- unsupervised compilation of a portfolio of work experience
- unsupervised e-learning
- unsupervised e-assessment
- unsupervised coursework
- watching a pre-recorded podcast or webinar
- unsupervised work-based learning
- all Guided Learning.

Some examples of activities which can contribute to Guided Learning include:

- classroom-based learning supervised by a teacher
- work-based learning supervised by a teacher
- live webinar or telephone tutorial with a teacher in real time
- e-learning supervised by a teacher in real time
- all forms of assessment which take place under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training, including where the assessment is competence-based and may be turned into a learning opportunity.

Grading

This qualification is assessed as a pass/fail.

Delivery and Assessment

Geographical Coverage

This qualification is regulated in England and Northern Ireland.

Use of Language

All learners must be assessed in English unless the qualification specification states that another language will be accepted.

Progression Opportunities

Upon successfully completing this qualification, learners may wish to progress into further development and training related to artificial intelligence and its applications in business contexts.

Learners may also progress to the SIAS Level 2 Award in Applying Artificial Intelligence in Business, which focuses on the practical application of AI in real-world business environments.

Assessment Guidance

All assessments must be accessible and produce results that are valid, reliable, transparent and fair.

The SIAS Level 2 Award in Understanding Artificial Intelligence in Business is internally assessed and marked by the centre.

To achieve the qualification, learners must successfully pass the one mandatory knowledge unit:

Unit Title	Assessment Method	Set by	Marked by
Unit 1: Understanding Artificial Intelligence in Business	Assessment methods that can be used for this qualification include: <ul style="list-style-type: none"> • Multiple Choice Examination • E-assessment • Written Examination • Presentation and Questioning • Professional Discussion • Project 	Centre	Centre

Centres should have systems in place to verify a learner is ready to undertake their assessment.

Centres must ensure that no part of the assessment of a learner including internal quality assurance and invigilation, is conducted by anyone with a personal interest in the assessment outcome.

Centre Requirements

All SIAS centres must be approved by SIAS to deliver the qualification(s) they wish to offer. This is to ensure centres have the processes and resources in place to deliver the qualification(s). Further information can be found in the SIAS Centre Handbook.

When a centre applies to offer a qualification, they will need to provide evidence that they have sufficient resources and infrastructure in place for delivery of that qualification:

- evidence of trainer, assessor and IQA competence and knowledge.
- details of available resources.

Information regarding the induction and continuing professional development must be made available to SIAS by centres through the external quality assurance process.

Tutor/Trainer requirements

Both tutor and assessor roles may be performed by the same person providing that the qualification requirements for both roles are met.

For the SIAS Level 2 Award in Understanding Artificial Intelligence in Business tutors/trainers are required to demonstrate they:

- have relevant occupational knowledge and competence.
- hold a recognised education and training qualification or have equivalent training experience.
- have completed recent, relevant CPD activities for the subject area.

Assessor Requirements

Both tutor and assessor roles may be performed by the same person providing that the qualification requirements for both roles are met.

For the SIAS Level 2 Award in Understanding Artificial Intelligence in Business assessors are required to demonstrate they:

- have relevant occupational knowledge and competence.
- hold or are working towards a recognised assessor qualification or have equivalent assessing experience.
- have completed recent, relevant CPD activities for the subject area.

Internal Quality Assurance Requirements

SIAS requires that centres implement a strong system for the internal quality assurance of their assessment processes and training delivery. This internal quality assurance must be carried out by a suitably qualified individual who has not participated in the delivery or assessment of the qualification they are evaluating.

For the SIAS Level 2 Award in Understanding Artificial Intelligence in Business IQAs are required to demonstrate they:

- hold or are working towards a recognised internal quality assurance qualification or have equivalent internal quality assurance experience.
- have completed recent, relevant CPD activities.

Continuing Professional Development (CPD)

Centres are expected to support their staff, ensuring that their subject knowledge remains current and is up to date with best practice in delivery, assessment and quality assurance.

External Quality Assurance

External quality assurance will be undertaken by SIAS. Centres will be required to provide documentation and other evidence to support this process upon request. Please refer to our Centre Handbook for further details.

Equality and Diversity

Delivery of any SIAS qualifications must comply with equality and diversity legislation. Learners should not experience any barriers to achievement in respect of:

- Age
- Disability
- Gender
- Gender reassignment
- Marriage and civil partnerships
- Pregnancy and maternity
- Race
- Religion and belief
- Sexual orientation

Reasonable Adjustments

All learners must be treated fairly and equally and be provided with every opportunity to achieve our qualification(s). For more information or guidance, please refer to the SIAS Reasonable Adjustments Policy available on our website.

Health and Safety

SIAS are committed to ensuring the safety and wellbeing of learners. Due to the nature of some of the sectors SIAS work in, there can be a high level of risk which we expect centres to manage effectively. Centres must take appropriate measures to assess and manage any risks and implement procedures so that qualifications are delivered safely, minimising risks to learners and those involved in the assessment process as much as possible. Working environments must comply with all required health and safety standards.

Qualification Content

Unit 1: Understanding Artificial Intelligence in Business

Unit Reference	M/651/7627	
Level	2	
GLH	15	
Aim	This unit introduces learners to the core principles of Artificial Intelligence (AI) and how it can be used across business sectors. Learners will understand what AI means and its key concepts (including machine learning and generative AI), recognise common applications across sectors with their main benefits and limitations, and know the role of human oversight and basic ethical principles for responsible use.	
Assessment Methodology	Centre-Devised Assessment	
Learning Outcomes <i>The learner will:</i>	Assessment Criteria <i>The learner can:</i>	
1. Understand the meaning of Artificial Intelligence, its core concepts and its use in modern technology.	1.1	Define Artificial Intelligence (AI) in simple terms.
	1.2	Identify key features of AI.
	1.3	Identify key concepts of AI.
	1.4	Identify key differences between rule-based AI systems and generative AI.
	1.5	Recognise how AI uses data in machine learning.
	1.6	List examples of how AI can be applied in everyday life.
2. Understand how AI is applied in business contexts.	2.1	Identify common uses of AI in core business functions across sectors.
	2.2	Identify the advantages and limitations of AI in business use.
3. Know the emerging AI technologies and their impact on industries.	3.1	Identify current emerging AI trends.
	3.2	Recognise how AI technologies are transforming industries.
	4.1	State how humans and AI work together.

4. Understand the role of humans in AI use.	4.2	State why human judgement can be important when using AI.
5. Understand responsible and fair use of AI in business.	5.1	Identify ethical considerations related to AI in business.
	5.2	Identify principles for responsible AI use.

Resources

SIAS provides the following additional resources for this qualification:

- Centre Qualification Guide
- Qualification Learner Logbook/ Achievement Record

Further Information

For information about SIAS and general enquiries please see our website: www.siasuk.com
or contact:

Telephone: 01925 515211

Email: info@siasuk.com



Floor 1, 720 Mandarin Court
Centre Park, WARRINGTON
WA1 1GG

T: 01925 515211
E: info@siasuk.com
W: www.siasuk.com