SIAS Qualification Specification

SIAS Level 1 Award in Using Artificial Intelligence to Support Study Skills

Qualification Number: 610/7654/5

Operational Start Date: 19th June 2026

Operational End Date:

Certification End Date:

Contents

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	19/06/2026	First published

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 guidance 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 1 Award in Using Artificial Intelligence to Support Study Skills
Qualification Number	610/7654/5
Guided Learning Hours (GLH)	10
Total Qualification Time (TQT)	12
Assessment Methods	Multiple Choice Question Examination
Operational Start Date	19/06/2026
Review Date	31/05/2029
Operational End Date	-
Certification End Date	-
Regulation	This qualification is regulated by Ofqual

Qualification Objective

The objective of the SIAS Level 1 Award in Using Artificial Intelligence to Support Study Skills is to develop learners' understanding of how Artificial Intelligence (AI) can be used safely, responsibly and appropriately to support learning and study activities.

The qualification introduces learners to basic AI concepts and common uses of AI in educational settings, enabling them to recognise how AI can support study tasks such as planning, revision, idea generation and accessibility. Learners will develop awareness of organisational expectations and rules relating to AI use in education.

The qualification also aims to build understanding of online safety, data protection and academic integrity, including recognising risks associated with AI use, protecting personal information, identifying plagiarism and understanding appropriate and inappropriate uses of AI in study. Learners will explore how clear prompts influence AI outputs and why AI-generated content must be checked for accuracy, relevance and suitability.

On completion, learners will be better prepared to make informed and responsible decisions about using AI as a study support tool, while recognising its advantages, limitations and the importance of independent thinking.

The SIAS Level 1 Award in Using Artificial Intelligence to Support Study Skills has been developed by SIAS and in partnership with Oaklands College.

Entry Requirements

This qualification is available for learners aged 16 and over.

There are no formal entry requirements for the SIAS Level 1 Award in Using Artificial Intelligence to Support Study Skills. However, learners should have basic literacy and digital skills appropriate to study at Level 1 and above.

Centres should take reasonable steps to ensure learners are able to complete this qualification, for example by carrying out an initial assessment to confirm 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 within a new qualification. SIAS supports the use of RPL, and centres must work to the principles included in the SIAS Recognised Prior Learning (RPL) Policy which is available on the SIAS website. This policy should be reviewed alongside this specification and all other relevant SIAS qualification documentation.

Qualification Structure

To achieve the SIAS Level 1 Award in Using Artificial Intelligence to Support Study Skills learners must achieve the following:

- mandatory unit contained in the table below.

Ofqual Unit Reference	Unit Title	Level	GLH	TQT
D/652/2256	Safe and Responsible Use of Artificial Intelligence for Study	1	10	12
TOTAL			**10**	**12**

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.

Use of Language

All learners must be assessed in English.

Progression Opportunities

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

Learners may also progress to the SIAS Level 2 Award in Applying Artificial Intelligence in Business or the SIAS Level 2 Award in Understanding Artificial Intelligence in Business.

Assessment Guidance

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

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.

The SIAS Level 1 Award in Using Artificial Intelligence to Support Study Skills contains the following unit.

Unit No.	Unit title
1	Safe and Responsible Use of Artificial Intelligence for Study

This unit is assessed as follows:

Component	Set by	Marked by	Assessment Method	Pass Requirement	Grading
Unit 1	SIAS	SIAS	One MCQ examination Duration: 30 Minutes Number of questions: 20	70%	Pass/Fail
Overall Award	**SIAS**	**SIAS**	**One MCQ examination**	**Unit 1 must be passed**	**Pass/Fail**

Multiple-choice Question Examinations

Multiple-choice examinations as set out in the table above are externally set and marked by SIAS. These assessments are available online through the SIAS XAMS platform.

The multiple-choice examinations must be undertaken in controlled conditions. This means:

- learners must complete the assessment unaided
- books and other training aids must not be accessed by the learners
- all assessments must be invigilated to maintain authenticity and security.

Resits and retakes

Learners who fail to achieve a pass will be permitted to retake the assessment in accordance with the table below:

Assessment Type	Resit Arrangements
Multiple Choice Test	A resit can be taken up to two times

Learners may only seek a resit for any previously failed assessment.

ID requirements

It is the responsibility of the centre to have systems in place to ensure that the person taking an assessment is the person they are claiming to be. All centres are therefore required to ensure that each learner's identification is checked before they undertake the assessment.

SIAS recommends the following as proof of a learner's identity:

- a valid passport (any nationality)
- a photocard driving licence
- another photographic ID card, e.g. employee ID card, student ID card, travel card etc.

Centre Requirements

All SIAS centres must be approved by SIAS to deliver they 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 competence and knowledge
- details of available resources

For the SIAS Level 1 Award in Using Artificial Intelligence to Support Study Skills centres are responsible for ensuring that their staff:

- are occupationally competent and/or knowledgeable in the role they are carrying out
- have current experience of training, assessing or internal quality assuring as appropriate to the role they are carrying out
- have access to appropriate training and support.

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

Tutor/Trainer requirements

For the SIAS Level 1 Award in Using Artificial Intelligence to Support Study Skills 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.

Evidence includes:

- CV and relevant occupational qualifications and experience
- Up-to-date CPD record including certification from any courses attended.

SIAS recommends as best practice for tutors/trainers to hold or be working towards a relevant education and training qualification. This includes:

- Level 3 Award in Education and Training or equivalent including Preparing to Teach in the Lifelong Sector (PTLLS), CertEd/PGCE, L4 Certificate in Education and Training, L5 Diploma in Education and Training.

Where this is not the case, SIAS will look at alternative sources of evidence for training competence, such as professional qualifications, relevant work experience or internal training records. For further guidance, please contact us.

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.

Quality Assurance Guidance

All SIAS qualifications require centres to have in place a robust mechanism for the quality assurance of training delivery and invigilated assessment arrangements.

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 and Special Considerations

Reasonable adjustments and special considerations are made in assessments for learners with disabilities, specific needs or other extenuating circumstances to ensure they are not disadvantaged in any way. Requests for reasonable adjustments and special considerations must be made according to the SIAS Reasonable Adjustments and Special Consideration Policy.

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 these 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: Safe and Responsible Use of Artificial Intelligence for Study

Unit Reference	D/652/2256		
Level	1		
GLH	10		
Aim	The aim of this unit is to introduce learners to the safe, effective and responsible use of Artificial Intelligence (AI) to support study. Learners will explore common AI tools used in education, how to protect personal data, how to use prompts to obtain useful responses, and how to avoid plagiarism and inappropriate use. The unit also develops understanding of the advantages and limitations of AI, including the importance of checking AI-generated content for accuracy, relevance and suitability.		
Assessment Methodology	Multiple Choice Question Examination		
Learning Outcomes *The learner will:*	Assessment Criteria *The learner can:*		Indicative Content/Guidance *The IC is non-exhaustive and should be used as an illustrative guide*
1. Know basic Artificial Intelligence (AI) concepts.	1.1	Recognise what Artificial Intelligence (AI) is.	AI is technology that can carry out tasks that would usually require human intelligence.
	1.2	Identify examples of tasks that can be carried out using AI.	For example: • answering questions • suggesting content • translating text • generating summaries.
	1.3	Identify what is meant by generative AI.	Generative AI is AI that can create new content (e.g., text, images or audio).
2. Know how common AI tools are used in education.	2.1	Identify examples of how AI can be used in education or study.	For example: • idea generation • study planning • revision • accessibility tools

			• supporting planning for next steps.
	2.2	Recognise why organisational rules relating to AI must be followed.	Schools, colleges and training providers may permit, limit or restrict particular AI tools.
3. Know how to use AI safely and protect personal data.	3.1	Identify risks linked to using AI tools.	Examples include: • false and/or misleading information – may be spread or amplified using AI • inappropriate content such as scams and deepfakes • over-reliance (AI should be used as a support tool rather than replace independent thinking) • unsafe sharing of information.
	3.2	Identify information that should not be shared with public AI tools (non-private).	Public AI is a shared tool available to anyone, where inputs may be used to train future models. Private AI is a dedicated, secure system, ensuring sensitive data never leaves its control. Examples of data that should not be shared with public AI include: • personal data such as names, addresses, email addresses, phone numbers, dates of birth, student numbers, photographs and account details. • sensitive or confidential information such as

			passwords, financial details, assessment content.
	3.3	Identify safe actions that reduce risks to personal data when using AI.	Examples include: • avoiding sharing personal data • use only information needed • checking whether a tool is suitable or approved • asking for help when unsure.
4. Know what plagiarism is and how AI can be misused in study.	4.1	Identify what is meant by plagiarism.	Plagiarism is presenting someone else's ideas or work as your own.
	4.2	Identify examples of appropriate and inappropriate use of AI in study.	Examples include: • appropriate for support, planning, revising, explaining terms, generating practice questions, suggesting ideas and structure • inappropriate for submitting AI-generated content as original work.
5. Know how to use generative AI appropriately to support study.	5.1	Identify suitable uses of generative AI for simple study tasks.	Generative AI tools used to support study, such as tools that generate text-based explanations, summaries, plans or practice questions.
	5.2	Identify the features of a clear prompt.	Instruction or question given to generative AI – features include clarity, purpose, topic, audience, level of detail.
	5.3	Identify how a prompt can be improved to obtain a better response.	Examples include: • being more specific • including a word limit • considering the purpose

			• providing information on tone required • adding detail • asking follow-up questions.
	5.4	Identify why AI-generated outputs should be checked before use.	Checking output for accuracy, relevance, suitability.
6. Know the advantages and limitations of using AI.	6.1	Identify the advantages of using AI to support study.	Examples include: • speed • accessibility • idea generation • study support • planning.
	6.2	Identify limitations of AI -generated outputs.	Examples include: • bias (unfair or distorted results stemming from human biases embedded in training data) • missing context • out-of-date information • may produce errors and hallucinations (where artificial intelligence generates false, misleading, or illogical information while presenting it confidently as fact).

Resources

SIAS provides the following additional resources for this qualification:

- Centre Qualification Guide
- Qualification Learner Logbook
- Mock Assessment
- Externally Set Assessments
- eLearning Delivery Resources

Further Information

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

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