SIAS Qualification Specification

SIAS Level 2 Award in Applying Artificial Intelligence in Business

Qualification Number: 610/6612/6

Operational Start Date: 24th October 2025

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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 Guide is in use.

Version	Date	Comments
1.0	23/10/2025	First published
1.1	26/11/2025	Revised wording to progression opportunities
1.2	11/12/2025	Regulated by CCEA Regulation
1.3	19/03/2026	Cover page title updated

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 Applying Artificial Intelligence in Business
Qualification Number	610/6612/6
Guided Learning Hours (GLH)	16
Total Qualification Time (TQT)	30
Assessment Methods	Centre Devised Assessment
Operational Start Date	24th October 2025
Review Date	23rd October 2028
Operational End Date	-
Certification End Date	-
Regulation	This qualification is regulated by Ofqual and CCEA Regulation.

Qualification Objective

The aim of this qualification is to prepare learners to use Artificial Intelligence (AI) tools confidently, responsibly, and effectively in routine workplace situations. It aims to equip learners with a foundational understanding of AI and its practical applications in both everyday and workplace contexts. Learners will explore key AI concepts, emerging technologies, and real-world uses, while developing the skills to identify, trial, and evaluate AI tools responsibly.

Entry Requirements

This qualification is available for learners aged 18+.

It is suitable for learners who are in employment. Learners should have access to a workplace or realistic simulated environment in order to complete the qualification.

No specific prior qualifications are required. However, learners would benefit from:

- Basic digital literacy (e.g. ability to use common software and online tools).
- An interest in technology, business processes, or workplace improvement.
- Basic literacy skills to Level 2 Functional Skills or equivalent.

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 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 Applying Artificial Intelligence in Business learners must achieve all mandatory units contained in the table below:

Unit reference	Unit title	Level	GLH	TQT
R/651/8258	Foundations of Artificial Intelligence: Concepts and Applications	2	4	8
T/651/8259	Using Artificial Intelligence in Business	2	12	22
TOTAL			**16**	**30**

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 pass/fail.

Delivery and Assessment

Geographical Coverage

This qualification is regulated in England.

Use of Language

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

Progression Opportunities

Following completion of this qualification, learners will be able to progress into further qualifications and training in digital skills, business innovation and improvement, or technology-related areas.

Assessment Guidance

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

To achieve the qualification, learners must successfully pass the 2 mandatory units listed below:

Component	Set by	Marked by	Suggested assessment method(s)	Grading
Unit 1: Foundations of Artificial Intelligence: Concepts and Applications	Centre	Centre	Assessment methods that can be used for this qualification include: • Multiple Choice Examination • Presentation and Questioning • Portfolio of Evidence • Project.	Pass/Fail
Unit 2: Using Artificial Intelligence in Business	Centre	Centre	Assessment methods that can be used for this qualification include: • Portfolio of Evidence • Presentation and Questioning • Project.	Pass/Fail

Overall Award		Pass/Fail

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 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 staff 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

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

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

Evidence includes:

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

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

- 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, assessment and quality assurance.

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

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 these risks and implement procedures so that qualifications are delivered safely, minimizing 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: Foundations of Artificial Intelligence: Concepts and Applications

Unit Reference	R/651/8258	
Level	2	
GLH	4	
Aim	This unit introduces the fundamentals of Artificial Intelligence (AI), its key concepts, and real-world applications. Learners will explore how AI is used in daily life and business, understand its benefits and challenges, and examine emerging technologies shaping the future across various industries.	
Assessment Methodology	Centre-Devised Assessment	
Learning Outcomes *The learner will:*	**Assessment Criteria** *The learner can:*	
1. Know the key features and concepts of Artificial Intelligence and its impact on 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	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.

Unit 2: Using Artificial Intelligence in Business

Unit Reference	T/651/8259	
Level	2	
GLH	12	
Aim	This unit introduces learners to the use of Artificial Intelligence (AI) in a workplace context. Learners will identify opportunities for AI, explore simple tools, trial their use, and evaluate their impact. The unit also develops awareness of the responsible and strategic adoption of AI, including ethical, legal, and organisational considerations.	
Assessment Methodology	Centre-Devised Assessment	
Learning Outcomes *The learner will:*	**Assessment Criteria** *The learner can:*	
1. Be able to identify a workplace challenge or opportunity where Artificial Intelligence (AI) could add value.	1.1	Identify a task, process, or goal within a business context that could be improved using Artificial Intelligence (AI).
	1.2	Outline how AI could be used to improve the identified task, process or goal.
	1.3	Explain the potential benefits of using AI in the identified task, process or goal.
2. Be able to select and justify an appropriate AI tool to address a workplace challenge or opportunity.	2.1	Select a simple AI tool or system to address a workplace challenge or opportunity.
	2.2	Justify the selection by linking features of the AI tool to the identified need or opportunity.
3. Be able to trial and evaluate the AI tool in a workplace context.	3.1	Create a basic implementation plan to trial the selected AI tool, including arrangements for authorisation and safe use of data.
	3.2	Carry out a basic trial of the selected AI tool, following agreed authorisation and safe data practices, including recording the process, successes, challenges, and user input.
	3.3	Evaluate the effectiveness of the trial, including benefits, limitations and lessons learned.
4. Understand the strategic and	4.1	Describe ways in which AI adoption can support organisational goals and transformation.

responsible use of AI in a workplace context.	4.2	Identify potential strategic risks and limitations of using AI in the workplace.
	4.3	Explain ethical and legal considerations when implementing AI solutions.

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Resources

SIAS provides the following additional resources for this qualification:

- Centre Qualification Guide
- Qualification Achievement Record

Further Information

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

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