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## Guidance Note for Employers and Employees

### Introduction

SEATS AI courses are designed to enhance the skills and knowledge of employers and employees in the field of Artificial Intelligence (AI). You will gain valuable insights and practical knowledge that can significantly benefit individual's continuous professional development and an organisation's success. Below you will find essential information on how to access, navigate, and complete the SEATS AI courses.

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## For Employers

### Course Overview

Our AI courses offer 15 hours of Guided Learning Hours (GLH), delivered entirely online through the Learnworlds Learning Management System (LMS). It is designed to be flexible, allowing employees to learn at their own pace while gaining valuable insights into cutting-edge AI technologies and their applications in the workplace.

### Benefits for Your Organisation

- Equip your team with up-to-date knowledge in AI, a technology that is transforming industries.
- Improve your employees' capabilities in AI, leading to more innovative solutions and improved decision-making processes.
- Courses can be completed at any time, minimising disruption to daily operations while enabling continuous professional development.

### Monitoring Progress

As an employer, you can request regular updates on your employees' progress throughout the AI course. Supporting your employees by providing time and resources to complete the training will help them apply AI knowledge effectively in their roles.

## For Employees

### Course Details

- **Title:** As applicable (*Prompt Engineering for AI and / or AI Governance*)
- **Duration:** 15 hours (GLH)
- **Structure:** Entirely online

### Joining & Accessing the Course

Once your registration process is verified and your course is set up you will receive a welcome message including a course guidance note which supplements this information. To access the LearnWorld Learning Management System (LMS) the following processes will take place / be required:

- **Platform:** Learnworlds LMS
- **Access Link:** Upon signing up, a system-generated email will be sent to your registered email address, containing access details and instructions. Please check your junk folder in case your login email gets sent there.
- **Email:** Your registered email.
- **Password:** The link you receive when joining will prompt you to create your own password upon your first login.

### Navigating the LMS

- **Dashboard:** Your central workspace, showing your progress, upcoming modules, and announcements.
- **Modules:** The course content, which covers the latest developments in AI, and practical AI applications in the workplace. The modules include videos, interactive sessions, readings, and quizzes.
- **Support:** Access FAQs, and technical support in the 'Help' section.

### Pre-Course Preparations

- Ensure a stable internet connection and a suitable device (PC or laptop recommended).
- Test your audio and video settings.
- Familiarise yourself with the LMS interface using the available tutorials.

### Course Materials

- **Access:** Available 24/7 on Learnworlds LMS.
- **Supplementary Readings:** Additional resources on AI-related topics, and ethical AI practices.
- **Downloads:** Some materials are available for offline use.

### Assessment Guidelines

- Continuous Assessment: Quizzes, tasks, and assignments will be used to evaluate your understanding of AI concepts and their practical applications.
- Final Evaluation: A comprehensive assessment at the end of the course will measure your proficiency in AI and its real-world uses.
- Feedback: After each assessment, you will receive feedback to guide your learning and help you improve your AI skills.

### Course Completion

Upon successful completion of the AI course:

- You will be awarded a **City and Guilds Digital Badge**, which can be added to your professional portfolio and social media profiles.
- A **Certificate of Completion** will also be provided, demonstrating your expertise in AI.

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### Support

If you encounter any issues or have questions, please reach out:

- **Technical Support:** For any technical issues with the LMS, email us at [admin@seatshub.org](mailto:admin@seatshub.org).
- **Course Support:** For questions about the AI course content, contact us at [admin@seatshub.org](mailto:admin@seatshub.org).

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### Data Protection & Handling

Through the course registration process you will be required to give permission to SEATS and our AI partner R People Ltd, to handle your data. This includes sharing relevant information with the LMS host provider and City & Guilds for the purposes of completing the courses and for course assurance and awarding of the related course certificate and digital badge.

We aim to keep the data information we ask from you as an employer and / or as an employee as minimal as possible. All data will be handled in accordance with SEATS data protection and handling policies and in line with our AI partner and City & Guilds as applicable.