

# AI LITERACY

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Become an

AI Professional.

Master the future

of efficiency

& making informed

AI decisions.

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# Our Mission

To support you, the future of tech talent.

“Our mission at Tech Educators is to cultivate the tech talent of tomorrow by making high-quality digital education accessible to everyone, regardless of their level or personal circumstances.

Our comprehensive courses, expert instructors, cutting-edge curriculum, and hands-on approach, equip people with the practical skills they need to succeed right away, and the know-how to stay relevant as their career develops. From ‘hello world’ to world class.

Supporting beginners to experienced practitioners, we’re committed to ensuring that no one gets left behind in the rapidly evolving digital landscape. We provide a supportive and inclusive community where everyone can learn, grow, and thrive, as they build a better future.

Learning to master new digital tools is a journey, and through this course we’ll show you how that journey with Tech Educators can unfold. Whether you join us at one of our locations across the country or prefer the flexibility of learning online, our courses are always instructor-led and focused on real-world outcomes”.

James Adams, Founder & CEO



Norwich Campus



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# The Course

## Exploring AI, LLMs, and Effective Prompting

### Week 1: Introduction to ML, LLMs & AI

This week introduces the fundamentals of ML, LLMs, and AI, exploring their differences, applications, and practical use in professional contexts.

#### Learning Outcomes:

- Explain the difference between AI, ML, and LLMs.
- Use an LLM to retrieve information and refine prompts.
- Understand AI's impact, including bias and its role in career and business applications.

### Week 2: Exploring LLM Types, Brands, and Models

Learners will explore different LLMs, comparing types, brands, and models to select the most suitable for professional or business use.

#### Learning Outcomes:

- Describe differences between LLM types, brands, and models.
- Evaluate which LLMs are most relevant for business or professional use.
- Apply critical thinking to assess risks and benefits of LLM use.

### Week 3: Effective Prompts

Learners focus on crafting effective prompts for LLMs, using frameworks and cheat sheets to generate accurate, relevant, and unbiased responses for professional use.

#### Learning Outcomes:

- Use prompt frameworks to get effective responses from LLMs.
- Identify key elements of an effective prompt.
- Develop a personal prompt cheat sheet to improve efficiency and accuracy.

### Week 4: The Ethics of AI

This week examines the ethical and legal considerations of AI, guiding learners to develop frameworks for responsible and trustworthy AI use in their industry.

#### Learning Outcomes:

- Identify key ethical considerations in AI use for themselves and their industry.
- Develop an ethical framework for AI to build trust with customers and stakeholders.
- Evaluate ethical implications of AI applications in business contexts.

# The Course

## AI Safety, Planning & Creative Tools

### Week 5: Understanding AI Risks and Legal Frameworks

We explore the risks associated with AI, including legal regulations like the EU AI Act, and develop strategies to manage and mitigate these risks effectively.

#### Learning Outcomes:

- Identify and explain laws and regulations governing AI use in business.
- Assess AI risks and determine appropriate risk appetite for different applications.
- Apply risk management strategies to protect business operations and stakeholders.

### Week 6: Exploring AI Tools

Learners discover emerging AI tools like Gemini Gems, Vibe Coding, and Teachable Machine, applying them to prototype solutions and enhance digital projects.

#### Learning Outcomes:

- Identify key ethical considerations in AI use for themselves and their industry.
- Develop an ethical framework for AI to build trust with customers and stakeholders.
- Evaluate ethical implications of AI applications in business contexts.

### Week 7: Notebook LM

We will explore how NotebookLM and AI tools can support organisation, problem-solving, and business innovation while developing responsible digital and project management skills.

#### Learning Outcomes:

- Explain how creating a Notebook or knowledge base improves learning, productivity, and business.
- Use NotebookLM to build and manage a knowledge base for decision-making and problem-solving.
- Use AI tools responsibly to generate ideas, improve workflows, and protect data.

### Week 8: Driving Innovation in Business

We will uncover the role of innovation in business, showing how different models and practical examples can inspire creative solutions and growth.

#### Learning Outcomes:

- Explain what innovation means and why it matters in business.
- Describe at least two models of innovation and their applications.
- Identify opportunities to use AI and other tools to support innovation responsibly.

# The Course

## AI Thinking to AI Making

### Week 9: Building the Right Thing

We will apply models of innovation and design thinking to develop practical solutions, creating “How Might We...” statements to guide ideation and problem-solving.

#### Learning Outcomes:

- Explain the concept and process of design thinking.
- Give examples of how design thinking shapes effective solutions.
- Apply innovation models to ideate and refine project ideas collaboratively.

### Week 10: What AI Can Do with Data

This week’s focus is on applying AI to synthesise and clean datasets, and on creating an internal company chatbot to support business operations and decision-making.

#### Learning Outcomes:

- Analyse and format data effectively using AI.
- Develop and train a functional chatbot for internal use.
- Extract insights from datasets to inform decisions and optimise processes.

### Week 11: How Will I Use AI

We will reflect on learning so far and create a clear plan for how to use AI ethically, strategically, and effectively after the bootcamp.

#### Learning Outcomes:

- Identify learning gaps and areas to improve.
- Create a 3-point plan for future AI use in learning, work, or business.
- Use critical and ethical thinking to plan responsible, secure, and innovative AI use.

### Week 12: AI-Generated Media

Blending creativity with technology, learners explore how AI can produce images, audio, and video—and develop the skills to recognise, evaluate, and use generated media responsibly.

#### Learning Outcomes:

- Create simple digital media using AI image, audio, or video tools.
- Identify key indicators that help distinguish AI-generated content from human-made media.
- Apply ethical and safe practices when producing or sharing AI-generated media.

# The Course

## Designing, Building, and Preparing to Present Your AI Solution

### Week 13: Building a Tool

Bringing together previous weeks' learning, learners begin turning ideas into practical AI tools while refining their presentation skills to confidently pitch their solutions.

#### Learning Outcomes:

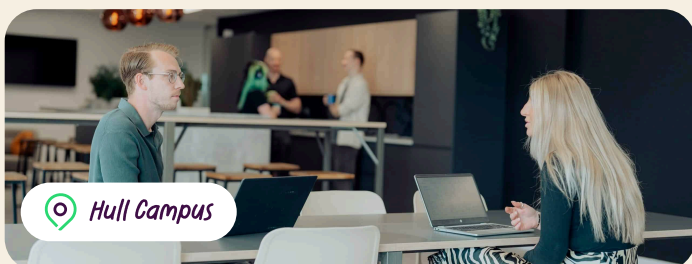
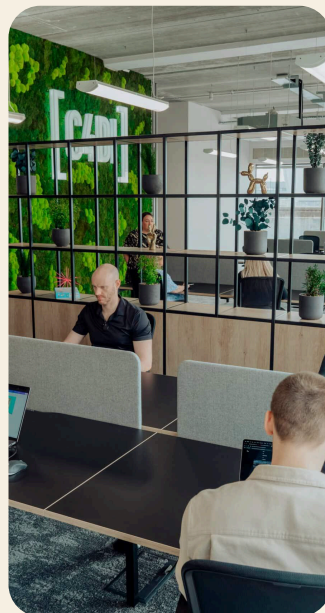
- Apply the Deliver phase of Design Thinking to shape and refine a workable AI tool concept.
- Present a clear and compelling pitch that communicates the value of their solution.
- Launch their project with a defined plan, resources, and next steps.

### Week 14: Preparation & Reflection Week

This is a dedicated week for independent learning, where learners focus on preparing their presentations and accessing one-to-one support as needed. It provides time to consolidate progress and strengthen understanding before final submissions.

#### Learning Outcomes:

- Evaluate personal progress and identify areas for further development.
- Reflect on the overall learning experience and how it applies to future career goals.
- Describe which aspects of building an AI tool were most challenging and why.



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# Graduation

## & Final Project Weeks

Weeks 15 & 16

The final two weeks focus on applying everything students have learned to analyse, design, and present an AI-enhanced business opportunity. Learners will explore how AI can be used to improve real-world business processes, evaluate peers' ideas, and demonstrate their communication and presentation skills through a professional pitch.

### Learning Outcomes:

- Problem-Solving & Research: **Analyse business opportunities** using AI to identify where it can provide meaningful improvements.
- AI Integration: **Develop** and present a **practical AI solution** using defined datasets, prompts, and simple AI tools.
- Evaluation & Critical Thinking: **Review** peers' AI solutions and identify which are most effective or innovative, explaining why.
- Presentation Skills & Communication: **Present** an AI-enhanced business opportunity clearly and give constructive, inclusive **feedback**.
- Collaboration & Professional Skills: Use digital tools **securely** and communicate **effectively** with peers and stakeholders.
- Data & Digital Skills: Use data **accurately** and securely, define datasets for AI tools, and analyse data to **inform** recommendations.

"This part of the course can be intense, but our goal is to help you master the concepts and achieve your goals. We combine our instructors' industry knowledge with educational excellence to ensure you have a positive and exciting learning experience, equipped with the tools to succeed".



Tim Smith, Course Director

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# Careers Focus

## Weekly Sessions

We help students build the skills and knowledge for a career in the tech industry. Our weekly career sessions cover essential soft skills and feature guest speakers who share insights on what a career in tech is like. We tailor our guidance to each student's unique skills and aspirations.

### Learning Outcomes:

- Articulate with some certainty the type of career path you would like to take as you step into the modern digital landscape.
- Develop a professional portfolio, showcasing your projects and skills to stand out to future employers.
- Understand and have visibility of your own strengths and areas for improvement.
- Have a fully formed CV & cover letter and be able to understand how to search for tech specific jobs and actively be applying for and attending interviews.



*Suqyan Malik, Careers Advisor*

"We have developed the entire career preparation program around our students and industry needs. Here, we focus on embedding both the digital skills and transferable soft skills, like teamworking, project management, computer literacy, and critical thinking, while encouraging students to consider where this new knowledge can take them!"

### Previous speakers from...

We invite guest speakers from leading tech companies to share career insights with our students.



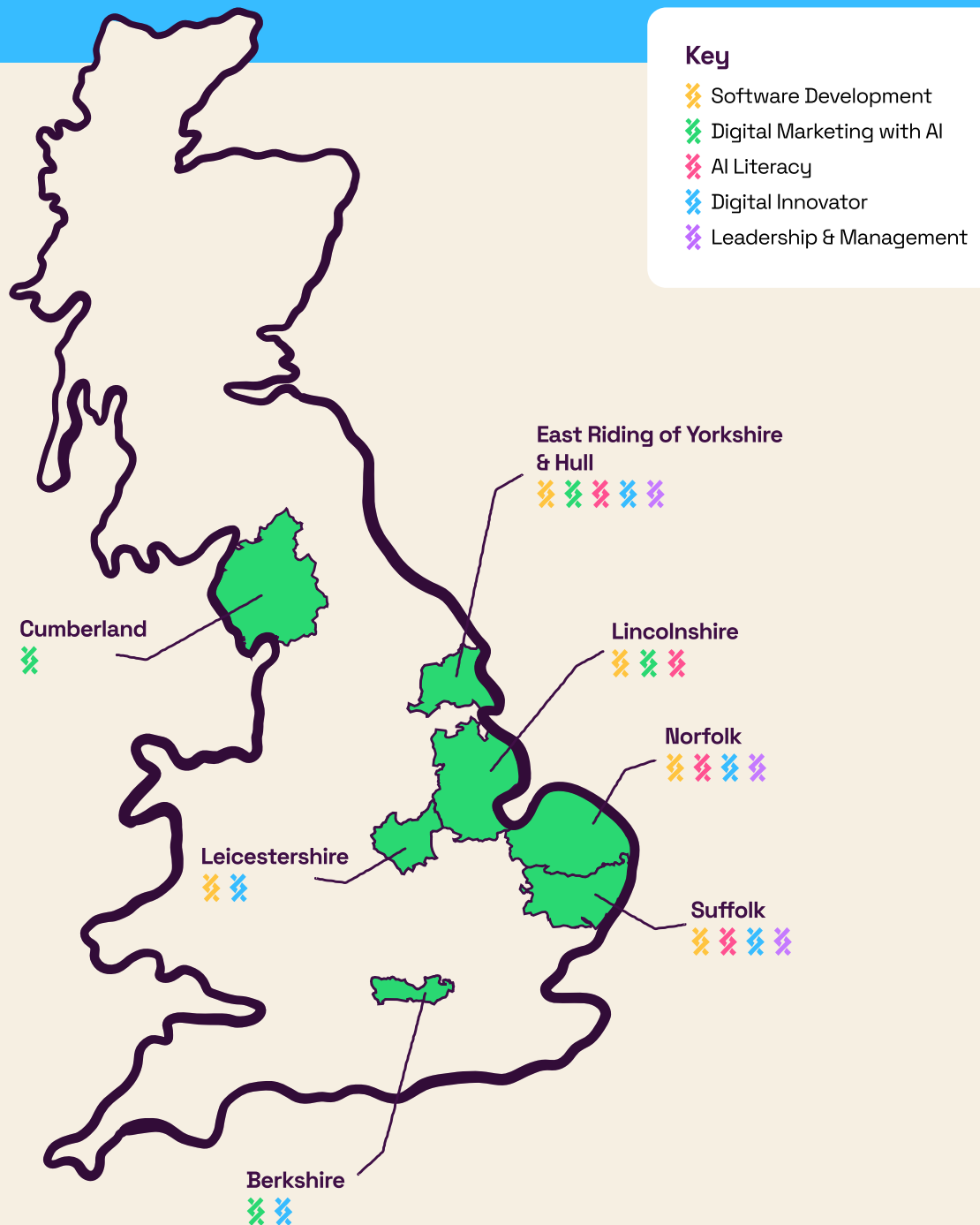
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# Our Locations

Explore Tech Educators funded areas



## Don't see your region?

Don't worry about the distance—our bootcamps come to you! Dive into our instructor-led training from the comfort of your home, and take advantage of our easy 12-month payment plan.

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You don't have to  
be a **young**  
**smart** **hipster**  
with the very latest  
**macbook-pro**  
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