

# AI Literacy Programme Starter Kit

Meeting Article 4 of the EU AI Act. Free resource from AI Act Ready - [aiactready.co.uk/ai-literacy/starter-kit/](https://aiactready.co.uk/ai-literacy/starter-kit/)

## Why this matters

Article 4 of the EU AI Act requires providers and deployers to ensure a sufficient level of AI literacy among staff and others operating AI on their behalf. This obligation has applied since 2 February 2025.

## Role-based content outline

- General staff: what AI is, its limits, your acceptable-use policy, and how to raise concerns.
- AI operators (people using AI tools day to day): the specific systems they use, oversight duties, and escalation routes.
- Board and directors: enough literacy to challenge management and oversee AI risk effectively.

## Core curriculum topics

- What AI is and how it can go wrong (bias, hallucination, drift).
- Your organisation's AI policies and approved-tools list.
- Human-oversight duties for AI-assisted decisions.
- How and when to escalate a concern.

## Delivery options

- Short e-learning module (20-30 minutes) for general staff.
- Workshop format for AI operators, with real examples from your own AI inventory.
- Board briefing (60-90 minutes) covering oversight duties and reporting expectations.

## Evidencing compliance

Keep training records, role-based curricula, completion rates and policy acknowledgements. Run training at onboarding and at least annually, refreshing content whenever tools or rules change.