

Take the toolkit home.

28 PAGES

Every Learn-by-Doing artifact, the AI Canvas, the maturity and ethics templates, and the capstone roadmap brief — plus the full syllabus and exam blueprint. The working toolkit you keep and reuse long after the course.

01 Every Learn-by-Doing artifact

02 AI Canvas template

03 AI maturity model

04 AI ethics checklist

05 Capstone roadmap brief

06 Full syllabus & exam blueprint

Issued by the Global Skill Development Council — companion to the Artificial Intelligence Toolkit certification program.

ORIENTATION

How to use this toolkit

This is a working kit, not a textbook. The templates are built to be copied, filled, and reused on real work. Read the short context for each one, then put it to use the same day.

What is inside

A	The Toolkit at a Glance	p. 3–4
B	The Learn-by-Doing Artifacts	p. 5–9
C	The AI Canvas Template	p. 10–12
D	The AI Maturity Model	p. 13–15
E	The AI Ethics Checklist	p. 16–18
F	The Capstone Roadmap Brief	p. 19–21
G	The Official Syllabus	p. 22–24
H	The Exam Blueprint	p. 25–26
I	Putting the Toolkit to Work	p. 27–28

Copy, don't admire. Each template is designed to be redrawn on a whiteboard or in a doc. The value is in filling it, not in reading it.

SECTION A

The Toolkit at a Glance

Four reusable templates, eight portfolio artifacts, and one capstone brief — the working instruments behind the certification.

AI Canvas

1

A one-page frame to scope any AI use case before you build it.

Maturity Model

2

A five-level scale to rate where your AI capability stands.

Ethics Checklist

3

A go/no-go gate for fairness, privacy and oversight.

Capstone Brief

4

The structured brief that turns skills into one shippable project.

How the pieces fit

THE WORKFLOW

```
CANVAS    -> scope the use case
MATURITY  -> check you are ready to build it
ETHICS    -> clear it before you ship
CAPSTONE  -> assemble it into one deliverable
```

One kit, repeatable. Run any AI idea through the same four instruments and you get a consistent, defensible result every time.

SECTION A

How to Read a Template

Every template in this toolkit is laid out the same way, so you can pick up any one and start in seconds.

PURPOSE What the template is for, in one line.

WHEN The moment in your work to reach for it.

FIELDS The blanks you fill, with a prompt for each.

DONE What a completed template looks like.

A note on the blanks

The grey prompt under each line is a hint, not a limit. Replace it with your own content. Lines are sized for a whiteboard marker or a single text field — keep answers short and concrete.

Reusable by design. Redraw these on a wall, in a doc, or in a slide. The structure is the asset; the layout here is just one rendering of it.

RELATED CERTIFICATION

These templates are the working core of the AI Toolkit Certification

50% OFF

Every artifact in this guide is taught, applied and credentialed inside the program.

[Explore the Toolkit >](#)

SECTION B

The Learn-by-Doing Artifacts

Eight artifacts make up your portfolio. Each is a small, finished piece of evidence that you can apply AI — not just describe it. They build on each other toward the capstone.

1. Use-case canvas

One AI opportunity, fully scoped on a page.

2. Tool evaluation

Compare AI tools against your requirements.

3. Prompt library

Reusable, structured prompts for a workflow.

4. Automation map

A process redrawn with AI steps inserted.

5. Data readiness check

A small dataset prepared and assessed.

6. Output evaluation

An AI result judged against a rubric.

7. Ethics review

One use case run through the checklist.

8. Capstone deliverable

All of the above, assembled and presented.

LEARN-BY-DOING

Artifacts 1–3, In Detail

1

Use-case canvas

Use the AI Canvas (Section C) to scope a single opportunity: problem, users, data, value and risks on one page. This is the seed of your capstone.

2

Tool evaluation

Score two or three AI tools against the needs of your use case — capability, cost, fit and limits — and recommend one with reasons.

3

Prompt library

Build a small set of structured, reusable prompts for the workflow, each with its purpose, inputs and an example of a good output.

Keep each artifact small. A tight, finished artifact beats a sprawling, half-done one. Aim for one page or one screen each.

LEARN-BY-DOING

Artifacts 4–6, In Detail

4

Automation map

Take a real process you know, draw it step by step, and mark where AI removes, speeds up or augments a step. Note the human checkpoints that stay.

5

Data readiness check

Prepare a small dataset for the use case: clean it, label it where needed, and write a short note on its quality, gaps and fitness.

6

Output evaluation

Run the AI on a real input and judge the result against a simple rubric — accuracy, completeness, tone and safety — recording where it fails.

Show your judgement. Evaluators look for the thinking, not just the output. Document why you accepted or rejected each result.

LEARN-BY-DOING

Artifacts 7–8, In Detail

7

Ethics review

Run your use case through the AI Ethics Checklist (Section E). Record any fairness, privacy or oversight concerns and the mitigation for each.

8

Capstone deliverable

Assemble artifacts 1–7 into one coherent project guided by the Capstone Brief (Section F), then present it clearly to a non-expert audience.

The thread that connects them

FROM CANVAS TO CAPSTONE

1 Canvas -> 2 Tools -> 3 Prompts -> 4 Automation
-> 5 Data -> 6 Evaluation -> 7 Ethics
-> 8 CAPSTONE (all assembled)

It is one project, in pieces. Each artifact is a part of the same capstone. Build them in order and the final deliverable assembles itself.

LIMITED-TIME OFFER

LIMITED
TIME

Turn these take-home templates into a recognized credential

A globally recognized AI Toolkit certification — enrollment open for a limited window.

[Claim Your Seat >](#)

TEAR-OUT

Artifacts — Reference Card

All eight artifacts, what each proves, and the template it uses. Track your portfolio here.

#	Artifact	Proves you can...	Uses
1	Use-case canvas	scope an AI opportunity	AI Canvas
2	Tool evaluation	choose the right tool	—
3	Prompt library	direct AI reliably	—
4	Automation map	redesign a process	—
5	Data readiness	prepare data	—
6	Output evaluation	judge quality	—
7	Ethics review	ship responsibly	Ethics Checklist
8	Capstone	deliver end-to-end	Capstone Brief

SECTION C

The AI Canvas Template

PURPOSE

Scope a single AI use case on one page, before any tool or model is chosen.

WHEN

At the very start of any AI idea — to test whether it is worth building.

FIELDS

Nine cells covering the problem, users, data, value, risks and success.

DONE

A page anyone can read in two minutes and understand the whole idea.

Scope before you build. Most failed AI projects were never properly scoped. The Canvas forces the hard questions to the front.

Use it like this

Draw the nine cells on a whiteboard or in a doc. Fill them top to bottom with one team, in one sitting. If a cell is blank, that is your next piece of homework — not a reason to start building.

SECTION C

AI Canvas — The Template

Copy this grid. One use case per canvas.

1. Problem

What specific problem are we solving?

2. Users

Who is affected and who decides?

3. Current state

How is this done today, without AI?

4. AI approach

What type of AI could help, and how?

5. Data

What data do we have and need?

6. Value

*What changes if this works?
Measure how.*

7. Risks

What could go wrong — bias, error, harm?

8. Human role

Where must a person stay in the loop?

9. Success

What result means "keep going"?

SECTION C

AI Canvas — Worked Example

An illustrative fill for a support-ticket triage use case.

Cell	Example entry
Problem	Support tickets are sorted by hand and queue too slowly.
Users	Support agents; the team lead owns the decision.
AI approach	Classify and route incoming tickets by topic and urgency.
Data	Two years of labelled past tickets.
Value	Faster first response; measured in median reply time.
Risks	Mis-routing urgent cases; bias against certain phrasing.
Human role	Agent confirms routing on high-urgency tickets.
Success	20% faster median response with no rise in errors.

Concrete beats clever. Notice every cell is specific and measurable. Vague answers are the signal an idea is not ready to build.

50% OFF

HALF-PRICE ENROLLMENT

Fill every template with guided, graded feedback

Move from blank canvas to assessed artifacts that end in certification.

[Get Certified >](#)

SECTION D

The AI Maturity Model

PURPOSE Rate honestly where your team or organisation stands on AI capability.

WHEN Before planning — to set realistic ambitions and spot the next gap.

FIELDS Five levels, scored across people, process, data and governance.

DONE A single current level and a clear "next level" target with actions.

Know your level. Skipping levels is how AI programs over-promise. The model keeps ambition tied to reality.

Use it like this

Score each of the four dimensions against the five levels. Your overall maturity is roughly the lowest dimension — the weakest link sets the pace. Target one level up, not three.

SECTION D

AI Maturity — The Five Levels

Level	Name	What it looks like
1	Aware	Curiosity and ad-hoc experiments; no plan.
2	Active	Isolated pilots; individuals using AI tools.
3	Operational	AI in production for some workflows, with owners.
4	Systemic	Shared platforms, governance and reuse across teams.
5	Transformative	AI reshapes the operating model and strategy.

Score across four dimensions

PEOPLE

Skills, roles and literacy

PROCESS

How AI work gets done

DATA

Quality, access, governance

GOVERNANCE

Oversight and control

SECTION D

AI Maturity — Scoring Sheet

Copy this sheet. Circle a level (1–5) for each dimension, then set one target.

Dimension	1	2	3	4	5
People	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Data	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Governance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Current overall level (lowest dimension)

e.g. Level 2 — Active

Target level for the next 6 months

e.g. Level 3 — Operational

The single biggest gap to close first

e.g. no data governance

The weakest link wins. Your real maturity is your lowest dimension, not your average. Fix that one first.

SECTION E

The AI Ethics Checklist

PURPOSE A go/no-go gate that surfaces fairness, privacy and oversight issues before launch.

WHEN Before any AI use case ships — and again whenever it materially changes.

FIELDS Yes/no checks across five areas, each with a required mitigation if "no".

DONE Every item is either a clear "yes" or has a documented mitigation and owner.

A gate, not a formality. If any item is an unmitigated "no", the use case does not ship. That is the whole point of a gate.

Use it like this

Walk the checklist with the people who built the use case and at least one who did not. Disagreement is useful here — it is cheaper to surface a concern now than after launch.

**48
HOURS
ONLY**

OFFER VALID 48 HOURS

Your enrollment discount expires in 48 hours

Lock in the Artificial Intelligence Toolkit program before the window closes.

[Secure My Spot >](#)

SECTION E

AI Ethics — The Checklist

Copy this list. Each item is a yes/no; any "no" needs a mitigation before you proceed.

Fairness Have we tested outcomes across the groups this affects?

Transparency Can we explain how a decision was reached, in plain terms?

Privacy Is personal data minimised, secured and used with consent?

Accountability Is there a named owner who can override the system?

Human oversight Does a person review high-impact decisions?

Safety Have we considered how this could be misused or fail badly?

Data source Do we have the right to use the training data?

Monitoring Will we watch for drift and harm after launch?

Any unmitigated "no" = stop. A single open item is enough to hold a launch. Document the mitigation and the owner before it clears.

SECTION E

AI Ethics — Decision Record

Copy this record. It is the evidence that the gate was actually walked.

Use case reviewed

name of the AI use case

Date & reviewers

who walked the checklist, and when

Open concerns found

the items that came back "no"

Mitigations & owners

what will be done, and by whom

Decision

go / go-with-conditions / no-go

Write it down. An ethics review that leaves no record did not happen, as far as an auditor is concerned. The record is the deliverable.

SECTION F

The Capstone Roadmap Brief

PURPOSE Turn your seven artifacts into one coherent, presentable project.

WHEN Once artifacts 1–7 are drafted — the capstone assembles them.

FIELDS Goal, scope, plan, evidence and presentation, on a single brief.

DONE A project an employer could review in ten minutes and trust.

The capstone is the proof. It is the one piece that shows you can take an AI idea from scoped to shipped — the strongest line on your portfolio.

Use it like this

Fill the brief first, then build to it. The brief is your contract with yourself: it fixes scope so the capstone stays finishable instead of sprawling.

SECTION F

Capstone Brief — The Template

Copy this brief. Fill it before you build; revisit it whenever scope creeps.

Project title

a clear, specific name

Problem & goal

the problem, and what success looks like

Scope (in / out)

what you will and will not build

AI approach & tools

the chosen approach and why

Artifacts included

which of 1–7 feed this capstone

Risks & ethics notes

key risks and the mitigations

Presentation plan

how you will show it to a non-expert

RELATED CERTIFICATION

50% OFF

Build every Learn-by-Doing artifact in the labs

Each artifact in this toolkit maps to a hands-on, assessed exercise in the program.

[Start the Labs ›](#)

SECTION F

Capstone — A Four-Week Plan

A suggested cadence to take the capstone from brief to presentation without stalling.

1

Week 1 — Scope

Fill the brief. Lock the problem, scope and success measure. Pull in your canvas and tool evaluation.

2

Week 2 — Build

Assemble the working artifacts — prompts, automation map, data check — into a first version.

3

Week 3 — Test & clear

Run the output evaluation and the ethics review. Fix what they surface; record decisions.

4

Week 4 — Present

Write the story, build the walkthrough, and present to a non-expert. Capture their questions.

Finish beats perfect. A complete, presented capstone outperforms an ambitious one that never shipped. Protect the scope.

SECTION G

The Official Syllabus

What the Artificial Intelligence Toolkit program covers, module by module. Each module produces an artifact you keep.

Module	Focus
M1 · AI Tool Landscape	The categories of AI tools and what each is for.
M2 · Scoping with the Canvas	Framing use cases with the AI Canvas.
M3 · Prompting & Tools	Effective prompting and tool selection.
M4 · Automation	Mapping and redesigning processes with AI.

Every module ships an artifact. You finish each module with a tangible piece of your portfolio — not just notes.

SECTION G

The Official Syllabus — cont.

Module	Focus
M5 · Data Readiness	Preparing and assessing data for AI tasks.
M6 · Evaluation	Judging AI outputs against rubrics.
M7 · Maturity & Strategy	Rating capability with the maturity model.
M8 · Responsible AI	Running the ethics checklist as a gate.
M9 · Capstone	Assembling and presenting the deliverable.

Module-to-template map

WHICH TEMPLATE, WHICH MODULE

AI Canvas -> M2
Maturity Model -> M7
Ethics Checklist-> M8
Capstone Brief -> M9

SECTION G

Syllabus — Skills & Outcomes

What each module proves you can do — phrased for your résumé and a hiring manager.

Module	You can demonstrate...
M1–M2	Mapping the AI tool landscape and scoping a use case on a canvas.
M3–M4	Prompting effectively and redesigning a process with AI.
M5–M6	Preparing data and evaluating AI outputs against a rubric.
M7	Rating AI maturity and setting a realistic next-level target.
M8	Running an ethics gate and recording the decision.
M9	Delivering and presenting a complete AI capstone.

Portfolio-ready. Every row is a finished artifact you can show and a line you can defend in an interview.

LIMITED-TIME OFFER

ENDS
SOON

A working AI toolkit is a certified skill

Validate the templates, maturity model and ethics checks with an industry credential.

[Get Certified >](#)

SECTION H

The Exam Blueprint

How the certification exam is weighted, so you study to the test instead of guessing at it.

Domain	Weight	What it tests
Tool Landscape	15%	Categories, selection, fit
Scoping & Canvas	20%	Framing use cases
Prompting & Automation	25%	Tools, prompts, process redesign
Data & Evaluation	20%	Readiness, quality, rubrics
Maturity & Ethics	20%	Maturity model, ethics gate

Where to spend your time. Prompting, automation and evaluation are nearly half the exam — weight your revision there.

SECTION H

Exam Format & Preparation

Format at a glance

Item	Detail
Style	Multiple-choice and scenario questions
Basis	The nine syllabus modules, by blueprint weight
Mode	Online, remotely accessible
Result	Digital certificate and shareable badge on passing

A four-step prep plan

- ✓ Fill every template in this toolkit on a real use case.
- ✓ Complete all eight Learn-by-Doing artifacts.
- ✓ Drill the high-weight domains: prompting, automation, evaluation.
- ✓ Sit a practice run, then close your weakest domain.

Study to the blueprint. Let the weightings, not your comfort zone, decide where your revision hours go.

SECTION I

Putting the Toolkit to Work

Four templates. Eight artifacts. One capstone. One credential.

AI Canvas Scope any use case on one page

Maturity Model Rate capability, target the next level

Ethics Checklist A go/no-go gate before you ship

Capstone Brief Assemble artifacts into one deliverable

8 artifacts A portfolio that proves applied skill

Credential Certificate + shareable badge

HALF-PRICE ENROLLMENT

HALF
PRICE

Take the capstone from brief to certified deliverable

The official syllabus and blueprint — backed by the certification, now at half price.

[Join the Toolkit >](#)

FROM TEMPLATES TO CERTIFIED

Take the toolkit home today

You have the whole kit. The next step is to use it — on real work.

- ✓ Pick one real use case and fill the AI Canvas.
- ✓ Score yourself on the maturity model; set one target.
- ✓ Run the ethics checklist before anything ships.
- ✓ Enroll to turn your capstone into a recognized credential.

A toolkit is only worth carrying if you use it. Everything here is built to be applied this week — and to end in a certification you can show.

48
HOURS
LEFT

OFFER VALID 48 HOURS

Last call: take the toolkit home and the credential with it

The 48-hour enrollment window is closing. Become a Certified AI Toolkit Professional.

[Enroll Now >](#)