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COURSE BROCHURE

AI and Machine Learning Policy and Oversight Training Course

jupiterprime.uk

info@jupiterprime.uk

Registered in the United Kingdom and Saudi Arabia

AI and Machine Learning Policy and Oversight Training Course

AI and Machine Learning Policy and Oversight is a 1-week training course for policy officers, governance and risk managers and compliance and audit professionals, who leave with a drafted AI policy and oversight framework. Staff use chat assistants, vendors embed models in software and boards ask who answers for automated decisions. Jupiter Prime Training runs this course on AI and machine learning policy and oversight for those who write and enforce the rules.

Why AI and Machine Learning Policy and Oversight Matters Now

Three groups shape AI and machine learning policy and oversight today: employees adopting generative tools faster than rules are written, suppliers shipping models inside products already under contract, and boards, auditors and customers who expect to see who approved each system and how it is watched. Organisations with a clear policy and a working register know where models run and can show their checks; those without one discover shadow tools after a leak or a complaint. Examples come from insurance claims handling and hospital administration. The course rests on ISO/IEC 42001 for AI management systems and the NIST AI Risk Management Framework AI RMF.

Who Gains Most from AI and Machine Learning Policy and Oversight

- Policy officers who draft, consult on and publish organisational rules
- Governance and risk managers responsible for risk registers, appetite statements and committees
- Compliance professionals who interpret obligations and monitor adherence across departments
- Internal audit professionals who plan assurance reviews and test controls
- Data protection and information security leads who approve data use and system access

The strongest gain comes when a policy officer, a risk manager and an internal auditor from one organisation attend together.

AI and Machine Learning Policy and Oversight Capabilities

Participants learn to turn principles into enforceable clauses, a living model register and oversight duties that auditors can test.

- Write acceptable use clauses for generative tools and in-house models — policy approvers
- Build an AI system inventory with owners, purpose, data and supplier details — risk committees
- Apply risk tiering criteria that set review depth for each system — governance boards
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Specify human oversight points, override rights and monitoring indicators — business owners
- Design an incident escalation path for model failures and misuse — executive management
- Test policy adherence through audit procedures and evidence requests — audit committees

Key AI and Machine Learning Policy and Oversight Terms

- AI Acceptable Use Policy — the organisational rules on which AI tools staff may use, for which tasks and with which data.
- AI System Inventory — a register recording every AI system in use, its owner, purpose, data sources, supplier and risk tier.
- Risk Tiering — classifying AI systems by potential harm so higher tiers receive deeper review, approval and monitoring.
- Human Oversight — the defined points where a person reviews, approves or can override an AI system's output.
- Model Monitoring — ongoing checks of an AI system's accuracy, drift, fairness and usage after it goes live.
- AI Incident — an event where an AI system causes or nearly causes harm, error, data exposure or policy breach.

AI and Machine Learning Policy and Oversight Day by Day

Day 1: The Policy Landscape for AI

- Machine Learning and Generative AI Basics — What Policy Must Cover
- Shadow AI and Embedded Vendor Models — Scoping the Policy Perimeter
- ISO/IEC 42001 Clause Structure — Policy, Roles and Management Review
- NIST AI RMF Govern, Map, Measure, Manage — Oversight Duties
- Stakeholder Expectations From Boards, Auditors and Customers — Policy Objectives

Day 2: Writing the AI Policy

- Policy Architecture of Principles, Standards and Procedures — Document Hierarchy
- Acceptable Use Clauses for Generative Tools — Permitted and Prohibited Tasks
- Data Handling Rules for Prompts and Training Sets — Confidentiality Limits
- Roles and Accountabilities Matrix — System Owner, Reviewer and Approver
- Exceptions and Waivers Procedure — Controlled Deviations From Policy

Day 3: Inventory and Risk Tiering

- AI System Inventory Fields and Discovery Methods — Register Completeness
- Risk Tiering Criteria and Scoring — Review Depth per System
- Impact Assessment Templates — Fairness, Safety and Privacy Questions
- Third-Party and Procurement Clauses for AI Suppliers — Contract Controls
- Approval Gates Before Deployment — Committee Sign-Off Decisions

Day 4: Human Oversight, Monitoring and Incidents

- Human-in-the-Loop and Human-on-the-Loop Designs — Override Authority
- Monitoring Indicators for Drift, Errors and Complaints — Review Triggers
- AI Incident Classification and Escalation Path — Response Ownership
- Audit Procedures and Evidence Requests — Testing Policy Adherence
- Board and Committee Reporting Packs — Oversight Transparency

Day 5: Practising the AI Policy and Oversight Framework

- Organisation Profile and Policy Scope — Applying Perimeter and Objectives
- Policy Clauses and Roles Matrix — Applying Drafting Methods
- Inventory Extract and Tier Assignments — Applying Risk Tiering
- Oversight, Monitoring and Incident Procedures — Applying Escalation Design
- AI Policy and Oversight Framework — Presentation to the Governance Committee

Applying AI and Machine Learning Policy and Oversight After the Course

- Run a discovery survey of AI tools in two departments and load the results into a draft system inventory
- Tier three systems from that inventory and agree their human oversight points with the business owners

AI and Machine Learning Policy and Oversight Questions FAQ

What is AI and machine learning policy and oversight and why does it matter now?

AI and machine learning policy and oversight is the set of rules, registers and review duties that control how an organisation uses models. It matters now because staff and suppliers introduce AI faster than traditional approval routes can track.

Which roles gain most from AI and machine learning policy and oversight training?

Policy officers, governance and risk managers, compliance professionals, internal auditors and data protection leads gain most. They write the rules, keep the registers and test whether systems follow them.

How does AI and machine learning policy and oversight training differ from a technical machine learning course?

It works with clauses, registers, tiers and audit evidence rather than algorithms and code. You learn to govern systems others build, instead of building or tuning models yourself.

What do you bring back from AI and machine learning policy and oversight training?

You bring back a drafted policy and oversight framework. It holds acceptable use clauses, a roles matrix, inventory fields, tiering criteria, oversight points and an incident path ready for committee review.

AI and Machine Learning Policy and Oversight: The Way Forward

The AI policy and oversight framework first informs which systems need committee approval before further use, starting with the highest tier. Policy officers, risk managers and auditors use it to assign owners and schedule reviews. After the first inventory cycle, revisit the tiering criteria, since real systems often sit between the categories drafted on paper.