

# AI Literacy Plan & Training Log

TEMPLATE — drafted from your inventory answers to save you a blank page, not a certified filing. Review and adapt with your legal counsel before use; DiscloseAI (Vritah Technologies LLP) is not providing legal advice.

## Plan

Under Article 4 of the EU AI Act, [Organisation name] takes measures to support the development of AI literacy among staff and others dealing with the operation and use of AI systems on its behalf, taking into account their technical knowledge, experience, education and training and the context in which each AI system is used. This does not require guaranteeing any specific level of AI literacy of any individual.

Record below the measures you take, who they cover, and when. Keep this plan current as your AI tools change:

- [Describe onboarding/training content covering AI capabilities, limitations, and risks]
- [Describe who receives training, and at what frequency]
- [Describe how completion is tracked — see the training log below]

## Training log

Record each training session or briefing here. Add a row per person or per session — whichever your team actually tracks against.

- Name: \_\_\_\_\_ Date: \_\_\_\_\_ Topic: \_\_\_\_\_ Completed: Y / N

# AI Use Policy

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## Purpose

This policy sets out how [Organisation name] identifies, evaluates, and uses AI systems, in line with the EU AI Act (Regulation (EU) 2024/1689) and the organisation's own risk appetite. It applies to every employee, contractor, and team that selects, configures, or relies on an AI system in the course of their work.

## AI inventory

Every AI system used by [Organisation name] is recorded in a central AI inventory before it is relied on in production. As of this document's generation, the following systems are on file:

- No AI tools are recorded yet — add them to the inventory before relying on this policy.

## Prohibited practices (Art. 5)

No AI system may be used, or configured, to engage in a prohibited practice under Article 5 of the EU AI Act — manipulative or subliminal techniques, exploitation of vulnerable groups, social scoring, unauthorised biometric categorisation, or the other practices listed there. Any suspected prohibited use must be reported immediately and the system's use paused pending legal review.

## Transparency (Art. 50)

Any AI system that interacts directly with a person, or generates synthetic content shown to the public, must disclose its AI nature to that person before or at the start of the interaction, per the disclosure snippets generated in this document pack.

## AI literacy (Art. 4)

[Organisation name] takes measures to support the AI literacy of staff and others using AI systems on its behalf, taking into account their knowledge, experience and the context of use. No specific level of literacy is guaranteed for any individual. See the accompanying AI Literacy Plan for the specific measures in place.

## Review

This policy, and the AI inventory it references, is reviewed at least annually and whenever a new AI system is adopted or an existing one's use changes materially.