

05 **Evidence**  
A record of who learned what, and when.

04 **Role-specific application**  
Literacy taught against each team's real work.

03 **Judgment & oversight**  
Which decisions a machine must not make alone.

02 **Safe & effective use**  
What is safe to put in, and how to brief well.

01 **Foundational understanding**  
What these systems do, and what they do not.

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GUIDE & CHECKLIST · NO. 05

# The AI Literacy Starter

Make EU AI Act Article 4 real — literacy your team can actually use, not a policy nobody reads.

IN FORCE      PAGES      FOR  
Since Feb 2025      8      Teams using AI

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## THE REQUIREMENT

## Literacy is a behaviour, not a binder.

Since February 2025, organisations that use AI are expected to ensure a sufficient level of AI literacy among the people who operate it. The test is not whether you have a policy. It is whether your people can use these tools competently, and with judgment.

That distinction matters. A signed policy proves you wrote a document. Literacy proves your people can put the right thing in, read the output critically, and know which calls a machine must not make alone. One is paperwork; the other is capability. Article 4 is asking for the second.

**NOT LEGAL ADVICE**

This guide is a practical starting point, not a compliance opinion. Confirm your specific obligations with qualified counsel.

## THE MODEL

## Five tiers that build on each other.

Literacy is not one thing. It stacks — each tier rests on the one below it. Teach the top before the bottom is solid and you get confident misuse.

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**FIGURE 1** – BUILD FROM THE BOTTOM. EVIDENCE AT THE TOP IS ONLY AS REAL AS THE FOUNDATION UNDER IT.

THE CHECKLIST

## Where your team actually stands.

Tick what is genuinely true today – not what is written down somewhere.

01 · FOUNDATIONAL UNDERSTANDING

People can explain, in plain terms, what these systems do and do not do.  
Pattern and probability, not understanding. Confident output is not correct output.

People know where the organisation uses AI, and on what data.

02 · SAFE & EFFECTIVE USE

People know what is safe to put in – and what is not.  
Personal data, confidential material, regulated information.

People can brief a task well: intent, inputs, constraints, verdict.

03 · JUDGMENT & OVERSIGHT

People check outputs before they rely on them.  
Facts, sources, and bias – verified, not assumed.

People know which decisions a machine must not make alone.

04 · ROLE-SPECIFIC · 05 · EVIDENCE

Literacy is taught against each team's real work, not in the abstract.

You keep a record: who was trained, on what, and when.

SCORECARD

## Rate each tier, honestly.

For each tier, mark where your team sits today. The lowest score is where you start — literacy is only as strong as its weakest tier.

### 01 · Foundational understanding

RARELY      ALWAYS

### 02 · Safe & effective use

RARELY      ALWAYS

### 03 · Judgment & oversight

RARELY      ALWAYS

### 04 · Role-specific application

RARELY      ALWAYS

### 05 · Evidence & record-keeping

RARELY      ALWAYS

**READ YOUR SCORE**

Mostly left? Start at the foundation. A jagged line — strong somewhere, weak elsewhere — is normal, and tells you exactly where to spend the first month.

THE PLAN

## Building it, in ninety days.

30

### Days 1–30 · Foundation

Everyone can explain what the tools do, and what is unsafe to share.

60

### Days 31–60 · Practice

Teams brief and verify on their own real work, with a named owner per output.

90

### Days 61–90 · Evidence

Oversight rules written down; a record of training kept and current.

### Make it real

- Teach on the work people actually do — abstract literacy does not transfer.
- Name a human accountable for every AI-assisted output. Accountability is the fastest teacher.
- Revisit it. Literacy is not a certificate; the tools change, and so must the team.

EVIDENCE

## What to keep.

The top tier is a record. If you cannot show it, you cannot evidence it. Keep these current.

- Who was trained, on what, and when.
- The standards people were trained against.
- The oversight rules: which decisions require a human, and who.
- A named owner for each AI-assisted output or workflow.
- A review date – when literacy gets refreshed as the tools change.

**MAKE IT BEHAVIOUR, NOT PAPER**

The Literacy Track turns this checklist into trained, evidenced behaviour across a whole company – Article 4 with a soul. [blankcollar.university/literacy](https://blankcollar.university/literacy).