

## # CFTE AI Proficiency Framework

**\*\*Subtitle:\*\*** A reference framework for defining, assessing, and developing AI proficiency

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## ## Abstract

The CFTE AI Proficiency Framework is a public reference framework for defining, assessing, and developing AI proficiency across the professional workforce. It provides a common model built around three public proficiency levels, ten capability domains, and three assessment dimensions - knowledge, skills, and behaviours. The framework is designed to remain durable as AI tools evolve, while supporting diagnostics, sector profiles, and broader capability development.

## ## Why the framework exists

Artificial intelligence is becoming embedded across the full spectrum of knowledge work. Employers ask whether people are AI-ready, individuals try to signal that they are, and sectors are beginning to define their own expectations. What is still missing is a common framework that explains what AI proficiency actually means.

The CFTE AI Proficiency Framework addresses that gap. It provides a shared reference model for defining, assessing, and developing AI proficiency across the professional workforce.

## ## Core concepts

### ### Proficiency

The core focus of the framework. Proficiency defines structured levels of capability across domains and through increasing autonomy, judgement, and responsibility.

### ### Tool fluency

Current practical familiarity with specific tools or tool families, such as Copilot, ChatGPT, or Claude.

### ### Applied capability

The ability to translate proficiency and tools into meaningful outcomes in real work contexts.

### ### Readiness

The broader, market-facing conclusion about whether an individual, team, or workforce appears prepared to work effectively with AI in a given context.

## ## The three public levels

### ### Level 1 - AI Literacy

Safe and disciplined use in professional contexts.

### ### Level 2 - Applied AI Practitioner

Independent application, output validation, and workflow use.

### ### Level 3 - AI Systems and Decision Leader

Systems reasoning, orchestration judgement, and high-level implementation and governance capability.

## ## Internal developmental bands

- Band 0 - No meaningful response / unmeasured baseline
- Band 1 - Awareness
- Band 2 - Basic Proficiency
- Band 3 - Working Proficiency
- Band 4 - Advanced Application
- Band 5 - Strategic Mastery

## ## Capability domains

1. AI Foundations
2. AI Applications and Use Cases
3. AI Tools and Methods
4. Data
5. AI Risks and Limitations
6. Regulation, Ethics, and Accountability
7. AI Implementation and Operationalisation
8. AI Strategy and Business Impact
9. Emerging Trends and Industry Evolution
10. Technology Landscape

## ## Assessment dimensions

- Knowledge
- Skills
- Behaviours

## ## Public use and adaptation

The CFTE AI Proficiency Framework is intended to be used. It is published as a public reference framework so that organisations, professionals, educators, and sector bodies can cite it, discuss it, teach from it, and use it as a foundation for further work.

Others may reuse and adapt the framework content, including for professional or commercial purposes, provided that they credit CFTE, indicate where changes have been made, and apply the same licence to adapted versions.

Adaptations may be based on the framework, but they should not present themselves as official CFTE profiles unless that recognition has been granted explicitly.

## ## Reference and access

**DOI:** <https://doi.org/10.5281/zenodo.19652972>

**ResearchGate:**

[https://www.researchgate.net/publication/403968176\\_CFTE\\_AI\\_Proficiency\\_Framework](https://www.researchgate.net/publication/403968176_CFTE_AI_Proficiency_Framework)

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[https://www.academia.edu/165780051/CFTE\\_AI\\_Proficiency\\_Framework](https://www.academia.edu/165780051/CFTE_AI_Proficiency_Framework)

## ## Suggested citation

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