

AI Traceability for Audit Readiness

8 instructional hours**\$995 per participant**

Live virtual, instructor-led

8 hours: Part 1 and Part 2, four hours each. Private onsite delivery by quote. Contact us for upcoming dates.

What you'll work on

Trace an AI-assisted work product from approved sources through validation, human decisions, and changes.

What you will be able to do

1. Record an AI-assisted work product's sources, instructions, and outputs in an AI-use record.
2. Document validation steps and human decisions in an approval and change log.
3. Assemble an evidence index that a reviewer can follow.

What you leave with: work products & reusable resources

- AI-use record
- Source register
- Validation checklist
- Approval and change log
- Evidence index

Who it is for

Program owners, governance teams, risk partners, and reviewers.

Before you enroll

Basic AI and governance familiarity. Documentation follows organizational access and retention rules; no audit guarantee.

How the 8 hours run

Part 1 · Design the evidence trail · 4 hours

Assess and eXplore (3½ hours), then begin the applied exercise (½ hour). Work products: A documentation-gap review and starter traceability record for sample AI-assisted work.

Part 2 · Build a traceable evidence package for review · 4 hours

Continue Implement (3½ hours), then Sustain (½ hour). Work products: A sample traceability record, evidence index, and validation checklist aligned to the scenario's review requirements.

Tuition: \$995 per participant for both parts, or \$675 per part purchased separately. Part 2 builds on Part 1; contact Axis about equivalent preparation before enrolling in Part 2 alone. Full-course completion requires both parts and the course work products.

A Assess 1 hr	Review how AI-assisted work is documented today and what a reviewer would ask for.
X eXplore 2 hr 30 min	What to record, when to record it, and how it follows your organization's access and retention rules.
I Implement 4 hr	Trace a sample work product from approved sources through validation and changes.
S Sustain 30 min	Build the evidence index and adopt the validation checklist.

Complete this course

Attend the live instructional hours and submit the course work products listed above.

This individual course has no formal assessment or capstone requirement. The hands-on activities help you practice and apply what you learn.

Digital badges and certificates of completion are issued through Certifier with a verification link.

Formal capstone assessment applies only when completing a full AI Mastery or role certificate pathway through AXL-30.

[Course completion and full-pathway requirements →](#)

Pathway fit

- AI Mastery

Often taken next

- AXL-03 Responsible AI in Everyday Work
- AXL-14 Evaluating AI Outputs

Enrollment & pricing

Private team training — quoted by scope. Pricing includes program preparation and facilitation, plus participant materials and resources.

Customization, travel and split-session delivery are scoped separately. Individual tuition: four-hour courses \$675; eight-hour courses \$995 for both four-hour parts, or \$675 per part purchased separately. Full-pathway pricing is listed separately.

Request enrollment → · [View this course online →](#) · hello@axisadvisoryco.com

[Read enrollment, cancellation and accessibility policies →](#)

Individual course credentials recognize completion. Full AI Mastery and role certificate credentials also require passing the AXL-30 capstone. They are not academic credit, a professional license, or an accredited, government-endorsed or continuing-education-approved credential. Tuition is standard commercial pricing, not a GSA Schedule rate.