

AI Kompetenz — Art. 4 Nachweis

Muster Treuhand AG — Muster / sample

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Company: Muster Treuhand AG

HR contact: hr@muster-treuhand.ch

Employees: 25

Generated: 2026-10-12

Legal basis: EU AI Act Art. 4 and Swiss nDSG

EU AI Act Art. 4 (AI literacy): providers and deployers of AI systems take measures to ensure, to their best extent, a sufficient level of AI literacy of their staff and other persons dealing with AI systems on their behalf, taking into account technical knowledge, experience, education and training and the context in which the AI systems are used. This record documents that training.

Swiss nDSG (revised Federal Act on Data Protection): the record holds training metadata only (name, role, modules, quiz score, dates, certificate reference). No exercise answers and no customer data. Purpose: competence evidence under Art. 4; processing is proportionate and purpose-bound. Keep it with the competence register and delete it when it is no longer needed for that purpose.

One row per employee: modules, quiz score, completion date

1. Anna Keller — Leadership

Modules: Approving AI briefings; Team policy for AI tools; Preparing evidence for audits (3/3 completed)

Quiz score: 7/10 (70 %) · quiz date: 2026-09-01

Completion date: 2026-09-11

Certificate reference: AIK-MT-2026-0001

2. Beat Brunner — Office / Administration

Modules: Reviewing an email draft; Structuring meeting notes; Data limits in office work (3/3 completed)

Quiz score: 10/10 (100 %) · quiz date: 2026-09-02

Completion date: 2026-09-12

Certificate reference: AIK-MT-2026-0002

3. Claudia Baumann — Sales

Modules: Checking a proposal draft against terms; Follow-up without personal-data risk; Securing claims and references (3/3 completed)

Quiz score: 9/10 (90 %) · quiz date: 2026-09-03

Completion date: 2026-09-13

Certificate reference: AIK-MT-2026-0003

4. Daniel Zimmermann — Finance

Modules: Cost overview against records; Stating finance tasks clearly; Completion and certificate (3/3 completed)

Quiz score: 8/10 (80 %) · quiz date: 2026-09-04

Completion date: 2026-09-14

Certificate reference: AIK-MT-2026-0004

5. Eva Huber — People / HR

Modules: HR policy for AI tools; Review a job ad; Evidence and certificate (3/3

completed)

Quiz score: 7/10 (70 %) · quiz date: 2026-09-05

Completion date: 2026-09-15

Certificate reference: AIK-MT-2026-0005

6. Fabian Frei — Marketing / Communications

Modules: Check claims; Phrase a campaign brief clearly; Evidence and certificate (3/3 completed)

Quiz score: 10/10 (100 %) · quiz date: 2026-09-06

Completion date: 2026-09-16

Certificate reference: AIK-MT-2026-0006

7. Gabriela Widmer — IT / Engineering

Modules: Keep secrets out of prompts; Review an AI patch; Evidence and certificate (3/3 completed)

Quiz score: 9/10 (90 %) · quiz date: 2026-09-07

Completion date: 2026-09-17

Certificate reference: AIK-MT-2026-0007

8. Hans Meier — Legal / Compliance

Modules: Cross-check sources; Draft a policy note; Evidence and certificate (3/3 completed)

Quiz score: 8/10 (80 %) · quiz date: 2026-09-08

Completion date: 2026-09-18

Certificate reference: AIK-MT-2026-0008

9. Irene Gerber — Customer service

Modules: Check a reply before send; Practise data minimisation; Evidence and certificate (3/3 completed)

Quiz score: 7/10 (70 %) · quiz date: 2026-09-09

Completion date: 2026-09-19

Certificate reference: AIK-MT-2026-0009

10. Jonas Moser — Operations

Modules: Write a process checklist; Document approval; Evidence and certificate (3/3 completed)

Quiz score: 10/10 (100 %) · quiz date: 2026-09-10

Completion date: 2026-09-20

Certificate reference: AIK-MT-2026-0010

11. Karin Keller — Leadership

Modules: Approving AI briefings; Team policy for AI tools; Preparing evidence for audits (3/3 completed)

Quiz score: 9/10 (90 %) · quiz date: 2026-09-01

Completion date: 2026-09-21

Certificate reference: AIK-MT-2026-0011

12. Lukas Brunner — Office / Administration

Modules: Reviewing an email draft; Structuring meeting notes; Data limits in office work (3/3 completed)

Quiz score: 8/10 (80 %) · quiz date: 2026-09-02

Completion date: 2026-09-22

Certificate reference: AIK-MT-2026-0012

13. Monika Baumann — Sales

Modules: Checking a proposal draft against terms; Follow-up without personal-data risk; Securing claims and references (3/3 completed)

Quiz score: 7/10 (70 %) · quiz date: 2026-09-03

Completion date: 2026-09-23

Certificate reference: AIK-MT-2026-0013

14. Nico Zimmermann — Finance

Modules: Cost overview against records; Stating finance tasks clearly; Completion and certificate (3/3 completed)

Quiz score: 10/10 (100 %) · quiz date: 2026-09-04

Completion date: 2026-09-24

Certificate reference: AIK-MT-2026-0014

15. Olivia Huber — People / HR

Modules: HR policy for AI tools; Review a job ad; Evidence and certificate (3/3 completed)

Quiz score: 9/10 (90 %) · quiz date: 2026-09-05

Completion date: 2026-09-11

Certificate reference: AIK-MT-2026-0015

16. Patrick Frei — Marketing / Communications

Modules: Check claims; Phrase a campaign brief clearly; Evidence and certificate (3/3 completed)

Quiz score: 8/10 (80 %) · quiz date: 2026-09-06

Completion date: 2026-09-12

Certificate reference: AIK-MT-2026-0016

17. Regula Widmer — IT / Engineering

Modules: Keep secrets out of prompts; Review an AI patch; Evidence and certificate (3/3 completed)

Quiz score: 7/10 (70 %) · quiz date: 2026-09-07

Completion date: 2026-09-13

Certificate reference: AIK-MT-2026-0017

18. Simon Meier — Legal / Compliance

Modules: Cross-check sources; Draft a policy note; Evidence and certificate (3/3 completed)

Quiz score: 10/10 (100 %) · quiz date: 2026-09-08

Completion date: 2026-09-14

Certificate reference: AIK-MT-2026-0018

19. Tanja Gerber — Customer service

Modules: Check a reply before send; Practise data minimisation; Evidence and certificate (3/3 completed)

Quiz score: 9/10 (90 %) · quiz date: 2026-09-09

Completion date: 2026-09-15

Certificate reference: AIK-MT-2026-0019

20. Urs Moser — Operations

Modules: Write a process checklist; Document approval; Evidence and certificate (3/3 completed)

Quiz score: 8/10 (80 %) · quiz date: 2026-09-10

Completion date: 2026-09-16

Certificate reference: AIK-MT-2026-0020

21. Vreni Keller — Leadership

Modules: Approving AI briefings; Team policy for AI tools; Preparing evidence for audits (3/3 completed)

Quiz score: 7/10 (70 %) · quiz date: 2026-09-01

Completion date: 2026-09-17

Certificate reference: AIK-MT-2026-0021

22. Walter Brunner — Office / Administration

Modules: Reviewing an email draft; Structuring meeting notes; Data limits in office work (3/3 completed)

Quiz score: 10/10 (100 %) · quiz date: 2026-09-02

Completion date: 2026-09-18

Certificate reference: AIK-MT-2026-0022

23. Yvonne Baumann — Sales

Modules: Checking a proposal draft against terms; Follow-up without personal-data risk; Securing claims and references (3/3 completed)

Quiz score: 9/10 (90 %) · quiz date: 2026-09-03

Completion date: 2026-09-19

Certificate reference: AIK-MT-2026-0023

24. Reto Zimmermann — Finance

Modules: Cost overview against records; Stating finance tasks clearly; Completion and certificate (3/3 completed)

Quiz score: 8/10 (80 %) · quiz date: 2026-09-04

Completion date: 2026-09-20

Certificate reference: AIK-MT-2026-0024

25. Sandra Huber — People / HR

Modules: HR policy for AI tools; Review a job ad; Evidence and certificate (3/3 completed)

Quiz score: 7/10 (70 %) · quiz date: 2026-09-05

Completion date: 2026-09-21

Certificate reference: AIK-MT-2026-0025

nDSG note

Training metadata only; no exercise answers, no customer data. Single-employee PDFs carry the same data plus the certificate reference.

Not legal advice; not an accredited qualification.