

AI Kompetenz — Art. 4 Nachweis (Person)

Muster Treuhand AG — Muster / sample

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Company: Muster Treuhand AG

Employee: Beat Brunner (beat.brunner@muster-treuhand.ch)

Role: Office / Administration

Generated: 2026-10-12

Training record

Modules completed (3/3):

1. Reviewing an email draft
2. Structuring meeting notes
3. Data limits in office work

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

Completion date: 2026-09-12

Policy acknowledged: 2026-09-12

Certificate reference

Certificate reference: AIK-MT-2026-0002

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.

Not legal advice; not an accredited qualification.