



Your skills. Your advantage.

Tosa Generative AI

Exam Blueprint

Table of Contents

Table of Contents	2
Introduction to the Tosa® Exam Blueprint	3
Tosa® (Test on Software Applications)	4
Tosa® Exam Blueprint Objective	4
Unique Tosa® Scoring	5
About the Tosa® Generative AI certification	6
Isograd Learning Lab	7
Tosa® Generative AI Level Descriptions	8
Business Applications	9
Domain 1: Foundations and Evolution of AI	10
Sub-domain 1: AI History, Paradigms, and Evolution	10
Sub-domain 2: Machine Learning Principles	11
Domain 2: Technologies and Applications	12
Sub-domain 1: Introduction to Deep Learning	12
Sub-domain 2: Generative AI, Limitations and Recent Developments	13
Sub-domain 3: Applications, Solution Selection, and Project Lifecycle	14
Domain 3: Operational AI Use and Understanding	15
Sub-domain 1: AI Use Literacy and Tool Selection	15
Sub-domain 2: Effective Interaction with AI Systems	16
Sub-domain 3: Reliability, Integration, and Use Management	17
Domain 4: Economic and Societal Issues	18
Sub-domain 1: Economic and Organizational Transformations	18
Sub-domain 2: Regulation, Governance, and Digital Sovereignty	19
Sub-domain 3: Ethics, Information Integrity, and Contemporary Debates	20
Sub-domain 4: Sustainability and Environmental Impact	21

Introduction to the Tosa[®] Exam Blueprint

For Tosa[®] Assessment and Certification

Tosa® (Test on Software Applications)

Tosa® assessments and certifications are designed to determine a candidate's proficiency level by evaluating their skills in office software and digital tools commonly used in a professional or educational environment.

These tests are specifically developed to validate the professional competencies of candidates looking to enhance their employability (employees, students, job seekers, and individuals undergoing career transitions).

Tosa® assessments and certifications are adaptive tests, developed using scientific methodologies. The scoring is based on Item Response Theory (IRT). The test algorithm adapts to each candidate's response in real time, adjusting the difficulty level of subsequent questions until it precisely determines the candidate's skill level by calculating the upper limit of their competencies. As a result, the tests provide a detailed and unique diagnosis of each candidate's abilities.

The rigor and reliability of Tosa® tests stem from the combination of a mathematical model for analyzing question difficulty and the relevance of the questions selected for each candidate (IRT).

Tosa® Exam Blueprint Objective

This exam blueprint outlines all the skills assessed within the domains and sub-domains of the Tosa® assessment and certification tests for Generative AI.

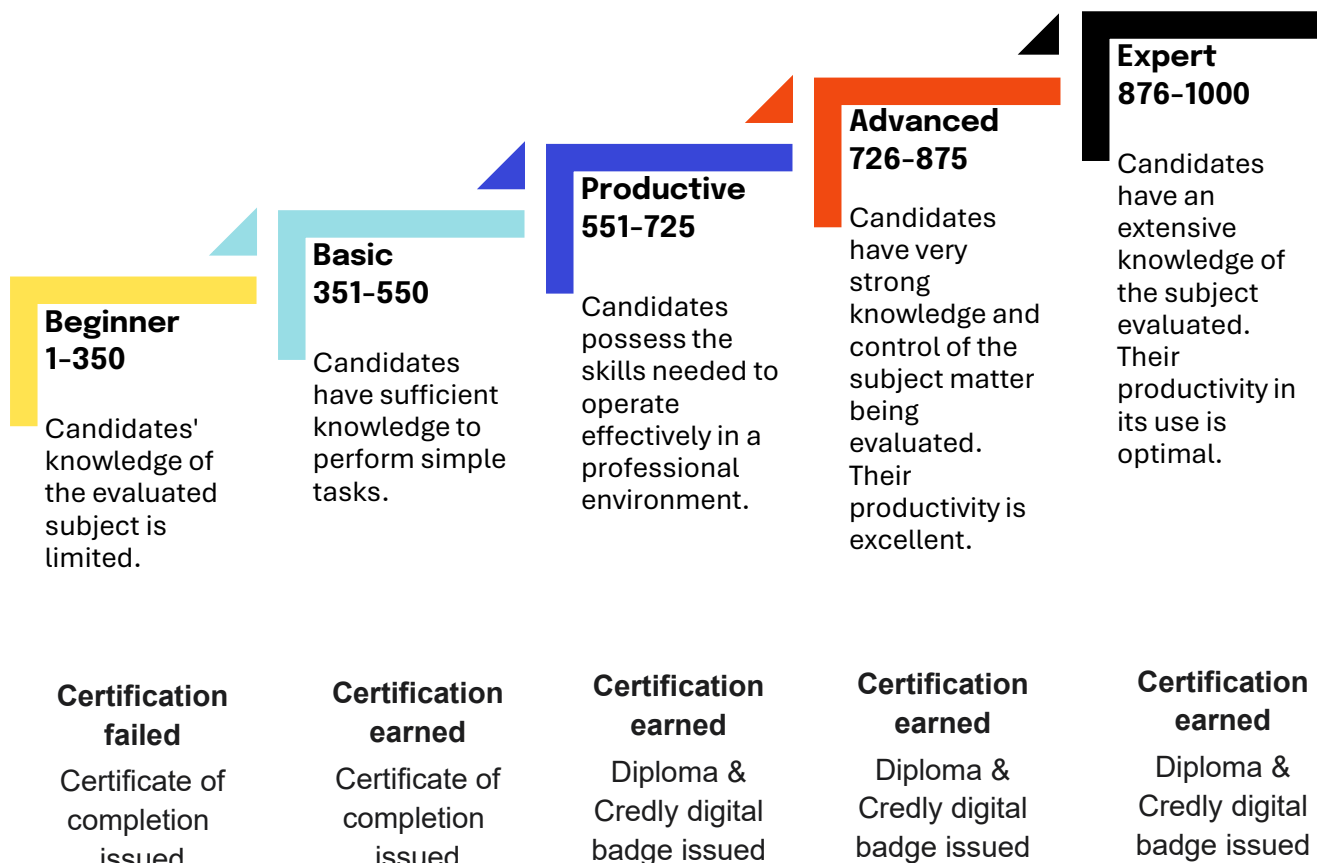
Tosa® assessment and certification solutions are designed to determine learners' proficiency levels using a single scoring scale—ranging from 1 to 1000 for certification—and divided into five levels, from “Beginner” to “Expert,” for the assessment.

The purpose of this blueprint is to specify the technical knowledge expected at each level and within each of the four main skill categories of Generative AI. It is intended to help identify the most appropriate teaching or training programs to match a learner's target score.

Unique Tosa® Scoring

The Tosa® assessments and certifications are based on a unique score, divided into five levels.

- Ranging from 1 to 1000 for the certification.
- Divided into five levels, from Beginner to Expert, for the assessment.



About the Tosa® Generative AI certification

The Tosa Generative AI Certification relies on a database of more than 150 questions. It is composed of 35 questions from the question database and lasts for 1 hour and 30 minutes. The algorithm adapts to each of the candidate's answers to adjust the difficulty level of the questions until reaching the candidate's skill limit. This ensures a precise and accurate result.

Since the test is adaptive, the series of questions that a candidate gets is unique for each test. This algorithm allows for a more accurate evaluation of the candidate's level. It also limits cheating and the memorization of questions on different passages.

Our platform allows individuals to take the certification in a classroom setting, an approved testing center, or remotely via our integrated asynchronous online proctoring solutions.

Our remote proctoring solutions provide added flexibility for both the administrator and the candidate, allowing the certification exam to be taken anywhere, at any time. The candidate only needs an internet connection and a computer equipped with a working webcam and microphone.

Candidates receive a numeric score out of 1000 points. This score corresponds to one of five proficiency levels. Candidates who score between 1 and 550 points do not earn the certification. They receive a certificate of completion in lieu of a diploma. Candidates who score 551 points or above earn the certification and will receive a diploma by email within five business days. If a candidate scores 551 points or above, they will also be eligible to receive a digital Credly badge.

There are no prerequisites to be eligible to take the exam, but to ensure a candidate is well prepared on exam day, we suggest they:

- Take at least one Tosa Generative AI adaptive assessment to estimate their level and get familiar with the test format
- Use the free practice tests on our website for training
- Follow an e-learning or training course (average duration per level is between 10 and 15 hours per certification, so around 150 hours total including hands-on experience)

Tosa certification diplomas are valid for three years from the date of issue. This three-year period has been set to ensure that our certifications are consistently accurate and relevant, taking into account software version updates as well as the natural evolution of a candidate's skills over time. Limiting the certification period also reflects the need for life-long learning and continual professional development.

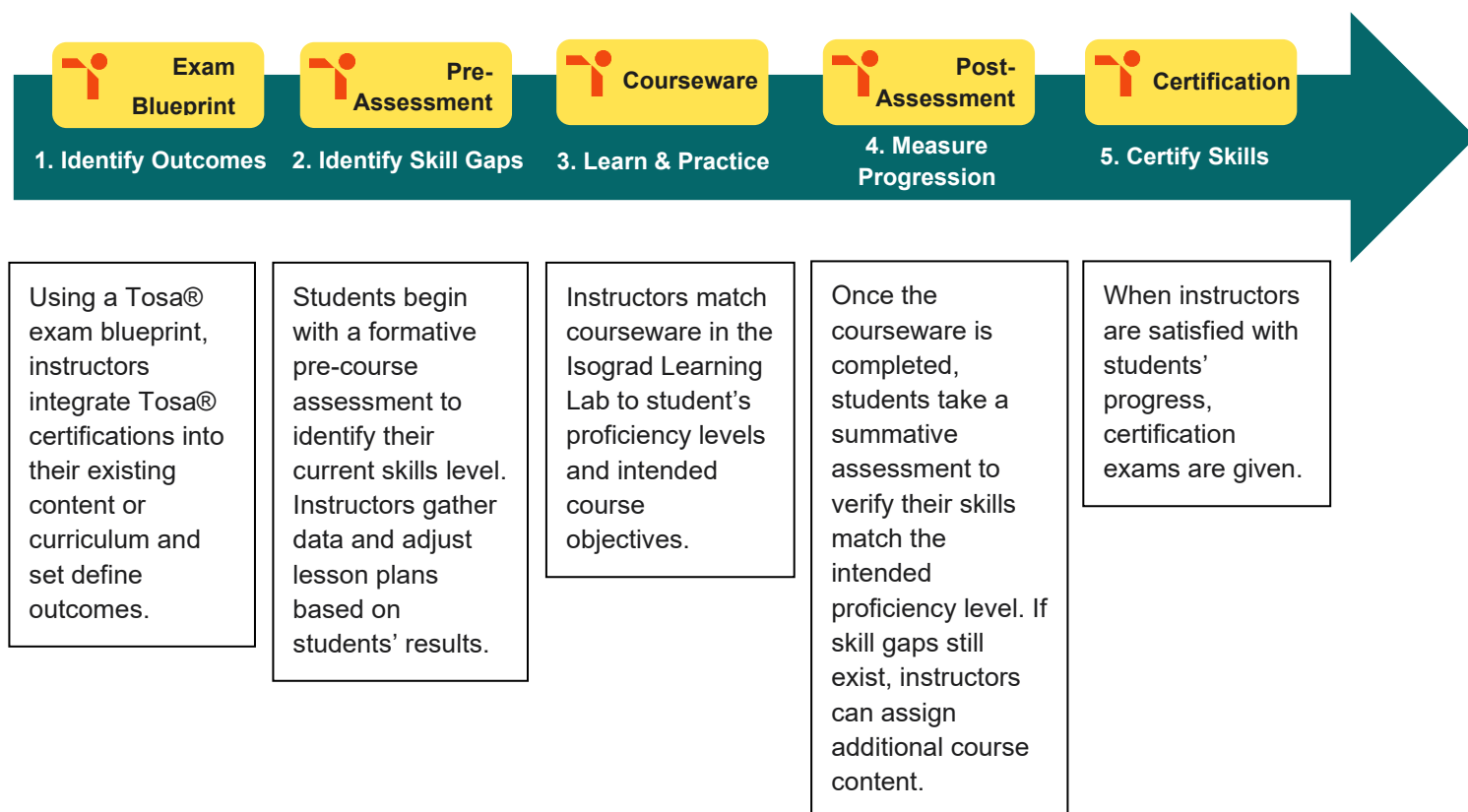
Tosa certifications can be retaken when they expire. Earners willing to improve their score and proficiency level can retake the exam at any time.

Isograd Learning Lab

The Isograd Learning Lab is a multifaceted and adaptable courseware solution designed to help learners prepare for Tosa certification exams. It offers personalized, self-paced, and fully interactive learning experiences, equipping candidates with the essential digital skills that employers seek. These skills span a wide and varied range, applicable to learners just starting their career journey to those wishing to advance on their path.

The browser-based platform supports all learning styles with a wide array of features, including in-application exercises. These in-application capabilities allow learners to experience real-world examples of specific tasks within a given software environment. The lab includes inclusive learning resources, along with extension activities and project-based learning challenges that foster creativity and critical thinking.

All course content on the Isograd Learning Lab is aligned to a Tosa exam blueprint, which is the foundation of any Tosa certification exam. By aligning course content to an exam blueprint, learners will be prepared to take the exam once they complete the courseware.



Tosa® Generative AI Level Descriptions

At each level, candidates can:

Beginner

- Recognizes basic AI concepts, outputs, and common use cases.
- Uses simple prompts and knows AI outputs need human review.
- Identifies basic risks: inaccuracy, bias, privacy, harmful use, and environmental impact.

Basic

- Identifies core AI, ML, deep learning, and generative AI concepts.
- Selects tools and approaches based on task, context, and input/output needs.
- Writes basic prompts, checks outputs, and recognizes responsible-use issues.

Productive

- Explains key model concepts, including data, training, customization, alignment, and constraints.
- Evaluates AI solutions for feasibility, reliability, accessibility, and impact.
- Applies advanced prompting, basic traceability, and workflow analysis.

Advanced

- Analyzes model performance, architectures, multimodality, and emerging trends.
- Selects and improves AI solutions based on needs, policies, risks, and deployment criteria.
- Designs reliable workflows and evaluates governance, ethics, workforce, and environmental impacts.

Expert

- Demonstrates mastery of AI approaches, architectures, tool selection, prompting, verification, and governance.
- Guides responsible AI use, automation choices, documentation, and human oversight.
- Critically evaluates AI risks and impacts, including ethics, bias, misinformation, work, and sustainability.

Business Applications

Achievement of Beginner score defines little or limited knowledge of generative AI, including basic terminology, common tools, prompting, output verification, and responsible use, indicating that the candidate still needs support to use AI effectively in academic or professional environments.

Student, administrative assistant, office support employee, customer service representative, educator, or any individual beginning to use generative AI for simple tasks such as drafting text, summarizing information, generating ideas, or recognizing basic risks related to accuracy, bias, and privacy.

Marketing assistant, instructional support employee, content creator, project coordinator, operations assistant, or any role requiring regular use of generative AI to support communication, research, content creation, media generation, productivity, and basic output verification.

Instructional designer, digital project coordinator, technical writer, business analyst, marketing specialist, educator, or any position requiring confident use of generative AI to select tools, write effective prompts, verify outputs, integrate AI into workflows, and apply responsible-use practices.

AI project lead, digital transformation specialist, senior instructional designer, business intelligence professional, AI governance specialist, or any role requiring advanced generative AI knowledge to evaluate tools, manage AI-assisted workflows, assess risks and limitations, support governance practices, and guide responsible AI adoption.

Domain 1: Foundations and Evolution of AI

Sub-domain 1: AI History, Paradigms, and Evolution

Establish foundational AI literacy by defining key terminology, tracing the evolution of AI, comparing major paradigms and core AI ideas, and explaining how AI systems are developed, combined, and shaped by rapidly changing capabilities and limitations.

Beginner

- Recognizes basic AI-related terminology and simple examples of AI systems
- Identifies that AI has evolved over time through periods of progress and limitation
- Recognizes that AI systems can follow different approaches and that their capabilities change over time

Basic

- Identifies key milestones in the history of AI and its periods of growth and AI winters
- Distinguishes between symbolic and connectionist paradigms
- Recognizes the development cycles of an AI system, distinguishing between symbolic approaches and statistical learning

Productive

- Distinguishes between narrow AI and artificial general intelligence
- Interprets the evolution of AI system capabilities
- Explains the role of data and computing power

Advanced

- Analyzes major historical milestones in AI
- Puts technological evolutions and disruptions into perspective

Expert

- Demonstrates critical understanding of AI growth and winter cycles
- Relates symbolic and statistical paradigms to better understand current technological choices

Sub-domain 2: Machine Learning Principles

Introduce the core principles of machine learning by explaining how AI systems learn from data, how different learning approaches are used, and how concepts such as generalization, overfitting, optimization, and regularization affect model performance.

Beginner

- Recognizes that machine learning systems learn patterns from data
- Identifies simple examples of training data, inputs, and outputs
- Recognizes that model results can be inaccurate or may not work well on new data

Basic

- Distinguishes between supervised and unsupervised learning
- Identifies the role of training and test datasets
- Recognizes the concepts of generalization and overfitting

Productive

- Explains the principle of regularization
- Interprets the role of optimization in training

Advanced

- Analyzes a model's performance metrics
- Distinguishes between features and labels and interprets the training iteration process

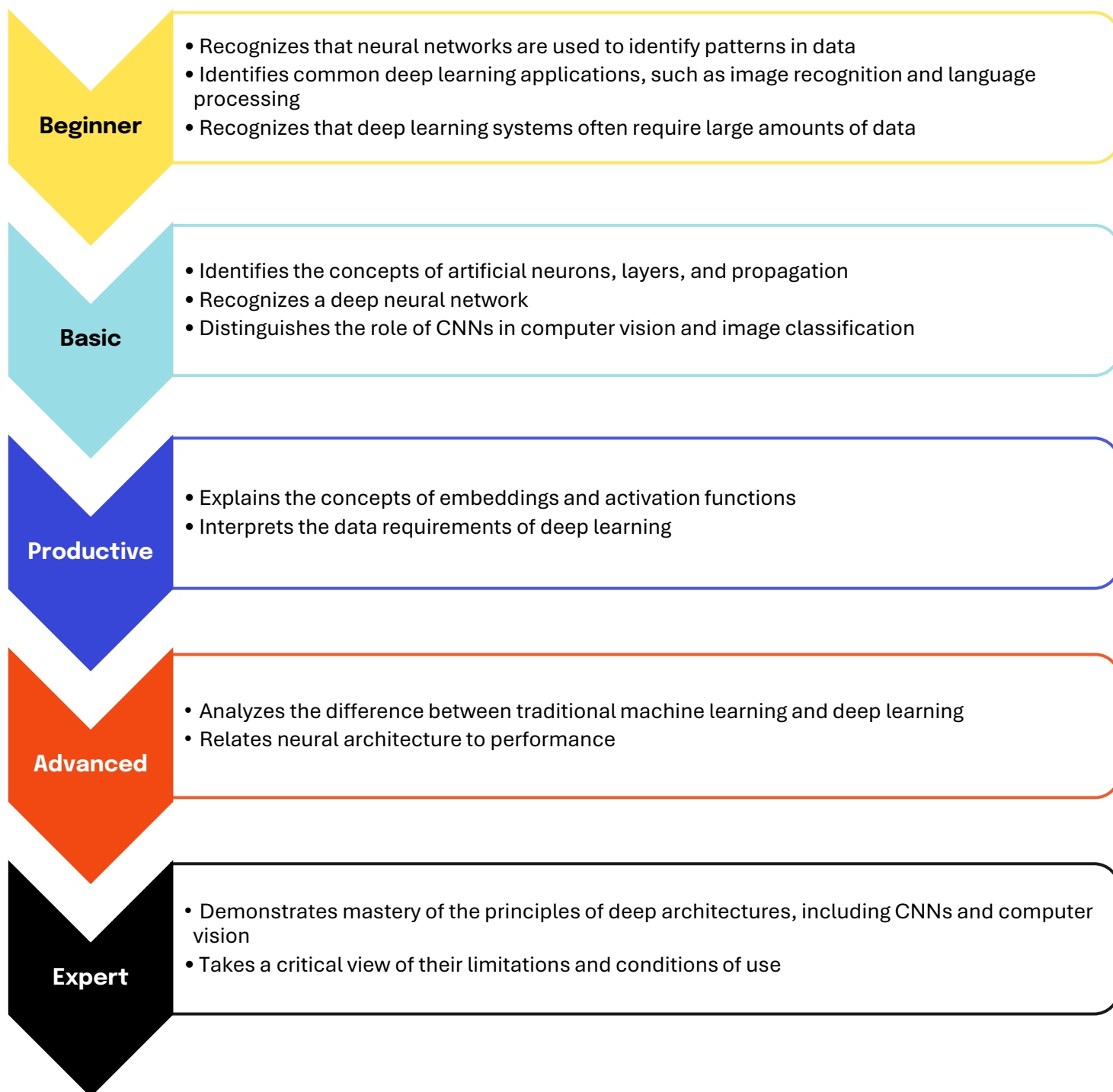
Expert

- Demonstrates mastery of the foundations of learning paradigms
- Makes informed choices about the type of learning to use depending on the problem

Domain 2: Technologies and Applications

Sub-domain 1: Introduction to Deep Learning

Introduce the core deep learning concepts behind modern AI systems, including neural networks, computer vision, natural language processing, and Transformer-based architectures.



Sub-domain 2: Generative AI, Limitations and Recent Developments

Explain the core technologies behind generative AI, including LLMs, Transformer-based models, model training and customization, diffusion models, and the limitations and rapid changes that affect generative AI systems.

Beginner

- Identifies common types of generative AI outputs, such as text, images, audio, or video
- Recognizes that LLMs generate responses based on patterns and context
- Recognizes basic limitations of generative AI, such as hallucinations, outdated information, or unreliable outputs

Basic

- Identifies the concepts of NLP and transformers
- Recognizes the principle of an LLM and its context window
- Identifies the phenomenon of hallucination

Productive

- Explains, at a conceptual level, how models can be adapted or customized, including fine-tuning
- Interprets how human or AI feedback can support model alignment, including RLHF and RLAIF
- Recognizes that customization can raise data, privacy, reliability, and cost concerns

Advanced

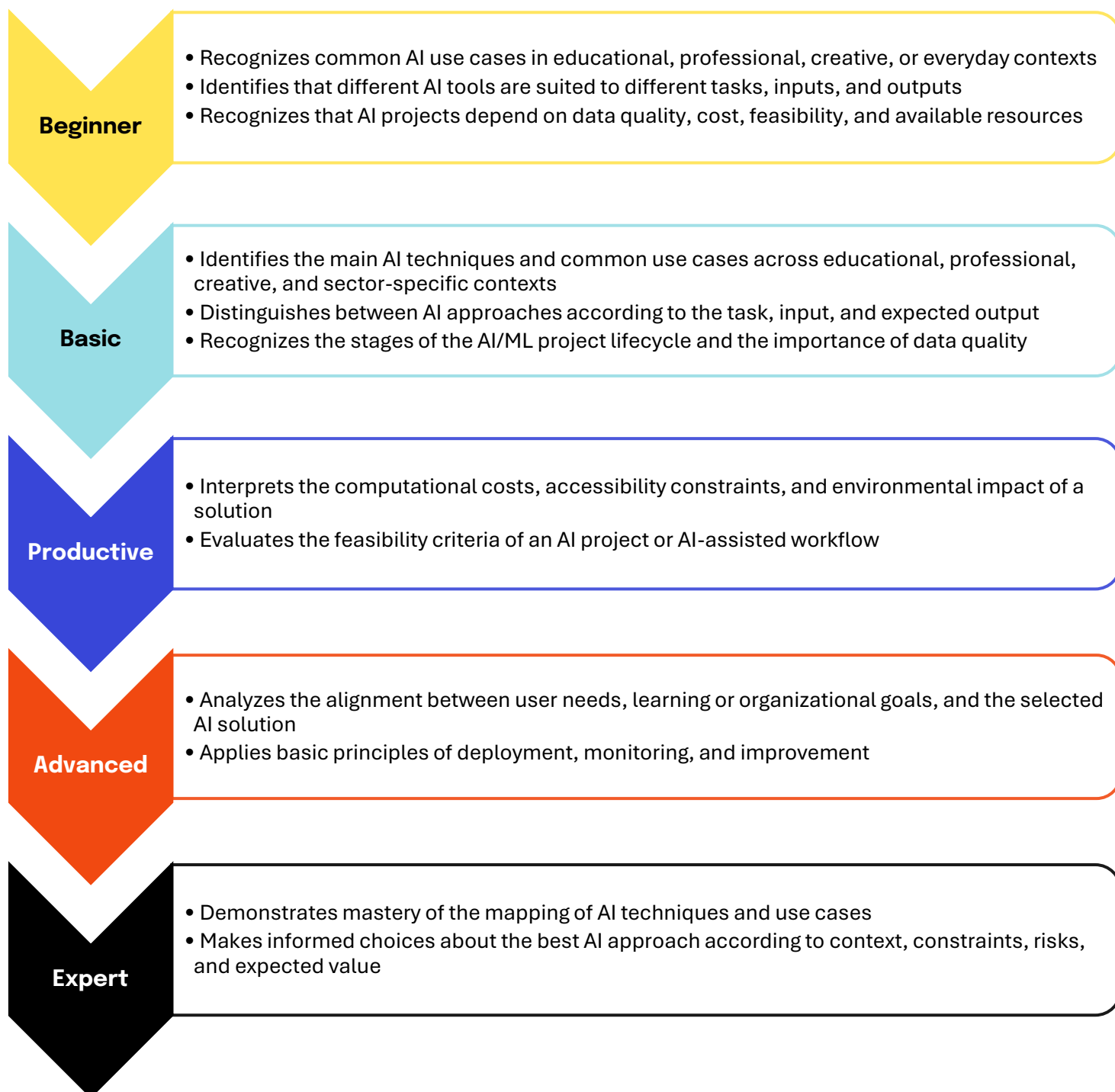
- Analyzes diffusion models and multimodality
- Situates emerging trends, such as agents, and their use cases

Expert

- Demonstrates mastery of the foundations of NLP and transformer architecture
- Critically evaluates the capabilities and limitations of generative AI

Sub-domain 3: Applications, Solution Selection, and Project Lifecycle

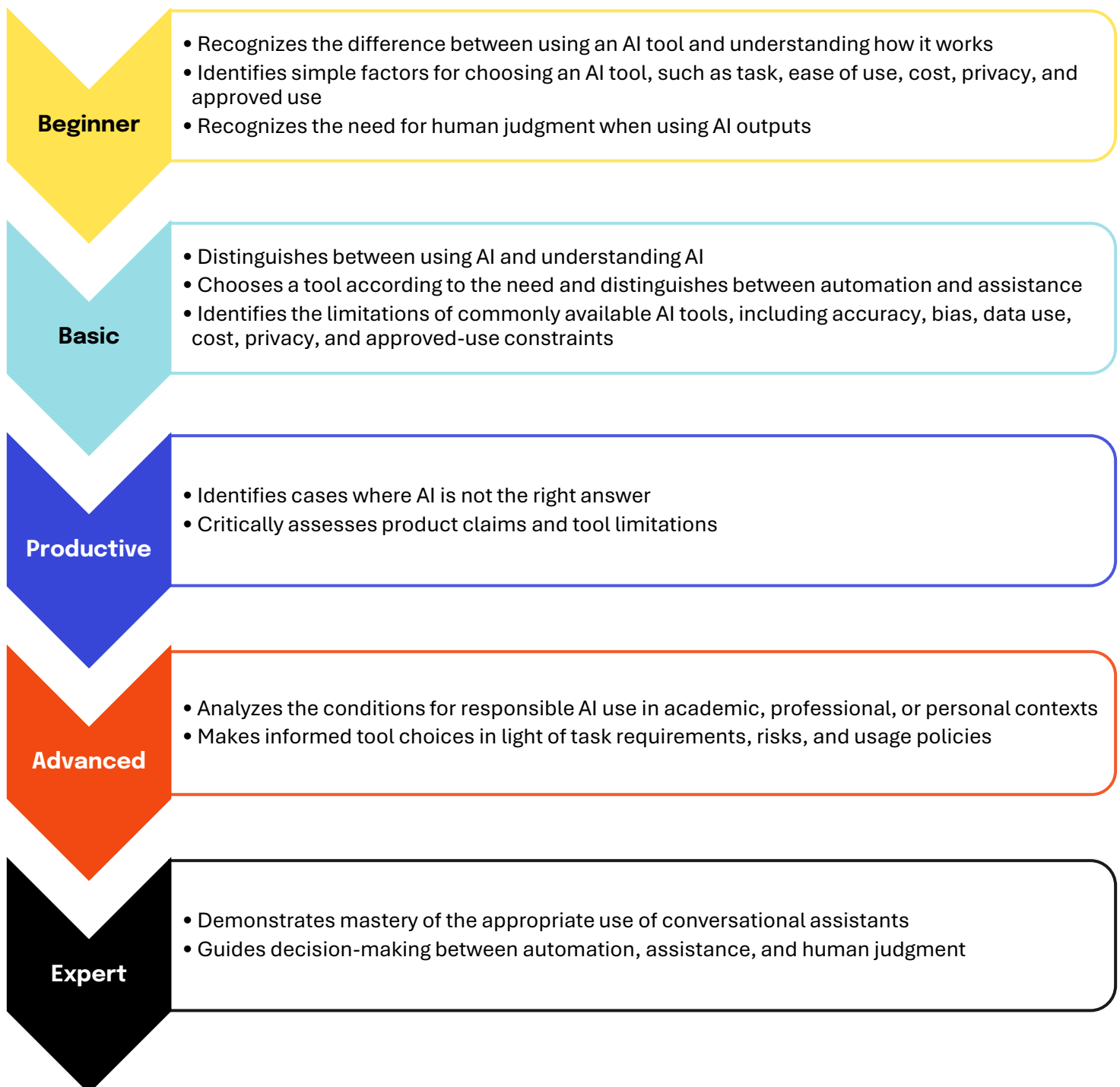
Guide candidates in selecting appropriate AI tools, matching inputs and outputs to practical use cases, applying AI across text, media, data, academic, professional, and sector-specific contexts, and understanding emerging trends, project lifecycle considerations, and computational or environmental impacts.



Domain 3: Operational AI Use and Understanding

Sub-domain 1: AI Use Literacy and Tool Selection

Develop AI-use literacy by helping candidates distinguish between using and understanding AI, choose appropriate tools for specific needs, and recognize limitations, bias, overreliance, and the continued need for human judgment.



Sub-domain 2: Effective Interaction with AI Systems

Assess that candidates know how to interact effectively with AI systems by writing clear prompts, controlling content, style, persona, and context, and applying basic and advanced prompting techniques to improve the relevance, structure, and quality of AI-generated outputs.

Beginner

- Writes a simple prompt for a basic task
- Identifies basic prompt elements, such as task, context, and expected output
- Recognizes that revising a prompt can improve the quality of the response

Basic

- Formulates clear instructions, including context, role, objective, and constraints
- Writes basic prompts
- Breaks down a task and iterates on prompts

Productive

- Applies advanced prompting techniques
- Structures output formats and manages ambiguities

Advanced

- Manages a complex conversational interaction
- Compares prompt variants to optimize the result

Expert

- Demonstrates mastery of prompting best practices and formalizes them
- Guides the formulation of instructions in academic, professional, or collaborative contexts

Sub-domain 3: Reliability, Integration, and Use Management

Develop candidates' ability to use AI outputs reliably by grounding responses in context, verifying information with credible sources, recognizing privacy and hallucination risks, understanding AI system integration, and managing AI use within academic, professional, or organizational workflows.

Beginner

- Recognizes that AI-generated outputs should be checked against reliable sources
- Identifies basic risks such as hallucinations, unsupported claims, and privacy issues
- Recognizes that AI can support repeated workflows when human review is maintained

Basic

- Verifies the outputs of an AI system and applies fact-checking practices
- Identifies the principles of RAG and AI APIs
- Recognizes ways AI can be integrated into academic, professional, or organizational workflows

Productive

- Documents AI use and applies basic traceability practices
- Defines criteria for monitoring reliability, usefulness, privacy, and source quality

Advanced

- Designs acceptance criteria for AI-assisted workflows
- Identifies common errors, integration risks, and the need for human review

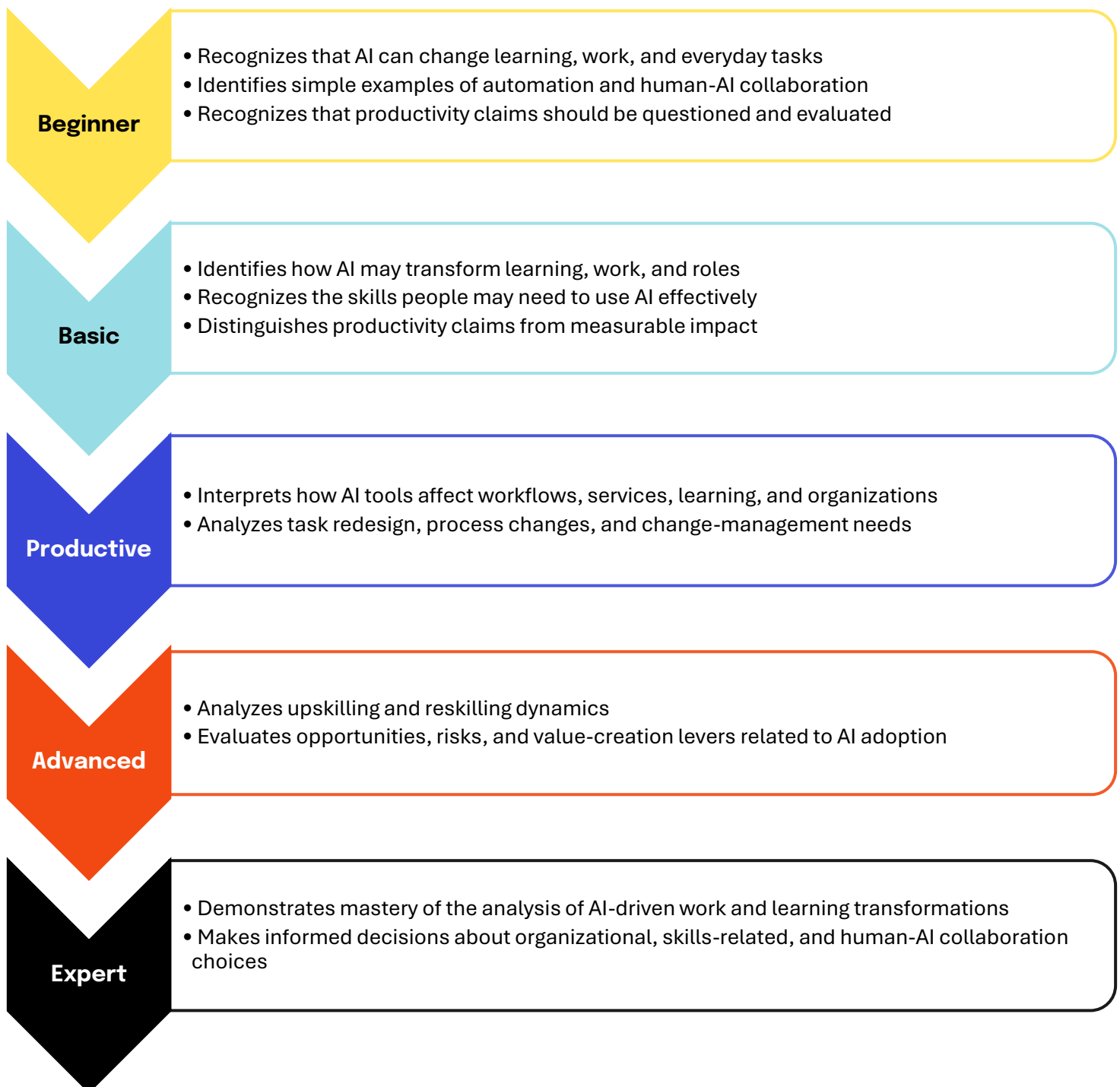
Expert

- Demonstrates mastery of verification and reliability practices
- Guides best practices for controlling, documenting, and improving AI-generated outputs

Domain 4: Economic and Societal Issues

Sub-domain 1: Economic and Organizational Transformations

Analyze how AI affects work, learning, organizations, productivity, skills, labor markets, and business models, including both opportunities and risks related to automation, human-AI collaboration, accessibility, overreliance, and economic change.



Sub-domain 2: Regulation, Governance, and Digital Sovereignty

Explain how AI use is shaped by legal, privacy, governance, and policy considerations, including harmful or inappropriate use, personal data protection, transparency, human oversight, organizational accountability, risk management, and broader issues of data control, infrastructure, and digital dependence.

Beginner

- Recognizes that AI use may be subject to rules, policies, and privacy expectations
- Identifies simple examples of inappropriate, harmful, or unauthorized AI use
- Recognizes the importance of protecting personal, student, or sensitive information

Basic

- Identifies key privacy, transparency, human oversight, and responsible-use considerations related to AI
- Recognizes the importance of compliance, documentation, and accountability practices
- Situates basic principles of AI risk management

Productive

- Interprets issues related to data control, digital dependence, and vendor reliance
- Analyzes how institutional or organizational policies affect AI use

Advanced

- Analyzes risk classification, documentation, oversight, and acceptable-use requirements
- Applies internal or institutional AI usage policies

Expert

- Demonstrates mastery of AI governance, compliance, and risk-management practices
- Guides responsible and compliant AI use within an organization or institution

Sub-domain 3: Ethics, Information Integrity, and Contemporary Debates

Examine the ethical and societal debates surrounding AI, including responsible use, bias and fairness, harmful or misleading content, copyright and creative ownership, digital access, long-term AI risks, public trust, and the distinction between evidence-based concerns and speculation.

Beginner

- Identifies basic ethical issues related to AI use and AI-generated outputs
- Recognizes simple examples of bias, misinformation, or harmful AI-generated content
- Recognizes that AI access, copyright, and public trust can raise societal questions

Basic

- Identifies ethical and responsibility-related issues
- Recognizes the risks of bias and discrimination
- Identifies issues related to the digital divide, misinformation, disinformation, and harmful AI-generated content

Productive

- Interprets copyright, authorship, and creative ownership issues
- Analyzes debates on AGI, societal risks, and public trust

Advanced

- Analyzes transparency, disclosure, fairness, and accountability requirements
- Evaluates issues related to consent and responsible communication of AI use

Expert

- Demonstrates mastery of the critical analysis of ethical issues
- Guides practices that help prevent bias, discrimination, misinformation, and other AI-related harms

Sub-domain 4: Sustainability and Environmental Impact

Evaluate the environmental impacts of AI, including energy consumption, digital sustainability, carbon footprint, resource use, and AI for Green approaches, in order to support more sustainable AI practices.

Beginner

- Recognizes that AI systems require energy, computing infrastructure, and resources
- Identifies that AI can both support environmental goals and create environmental costs
- Recognizes that simpler or more efficient AI use can reduce resource consumption

Basic

- Distinguishes between “AI for Green” and “Green for AI” approaches
- Identifies issues related to energy consumption and resource-efficient AI use
- Recognizes the value of more efficient or frugal architectures

Productive

- Interprets environmental impact measurement
- Analyzes the trade-off between performance and resource use

Advanced

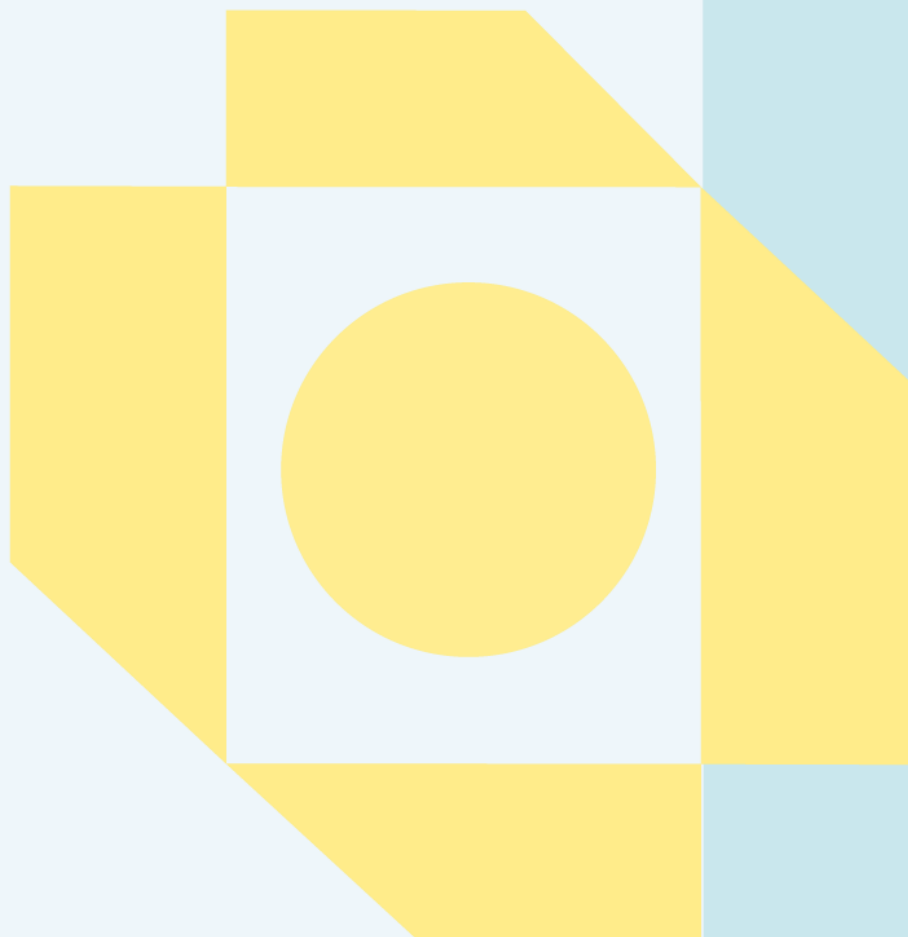
- Analyzes the environmental externalities of AI
- Evaluates “AI for Green” and “Green for AI” levers

Expert

- Demonstrates mastery of carbon footprint assessment for AI models
- Makes informed usage decisions in light of energy consumption



Your skills. Your advantage.



contact@isograd.com

www.tosa.org