

RPA FOUNDATION

2-day
course

THE BASICS OF AUTOMATING BUSINESS PROCESSES WITH RPA

As organizations embrace digital transformation, automation is fundamentally reshaping industries by driving efficiency, reducing costs, and enhancing productivity, making RPA knowledge an essential skill for professionals looking to stay ahead in the intelligent enterprise landscape.

The Robotic Process Automation Foundation (RPAFF) course, part of the DASCIN® Service Automation Framework, provides professionals with the fundamental knowledge needed to harness automation and drive efficiency within organizations. This vendor-neutral certification introduces core RPA concepts, technologies, and best practices, enabling candidates to understand how automation can reduce costs, enhance quality, and streamline operations. RPAFF course equips learners with practical insights into designing workflows, managing bots, and implementing automation strategies aligned with the DASCIN Service Automation Framework.

With no prerequisites required, this course is accessible to anyone eager to explore the potential of RPA and gain hands-on experience in automation implementation. It serves as a strong foundation for those looking to optimize business processes, improve operational performance, and stay ahead in an increasingly competitive business environment.

SYLLABUS SCOPE

The Robotic Process Automation (RPA) Foundation course offers a structured introduction to applying RPA in business environments. Participants learn the history, benefits, and strategic impact of RPA, as well as its relationship with Service Automation and Business Process Automation. The program covers RPA components, workflow design, and techniques for automating common functions such as Excel, databases, and email. It also addresses best practices in governance, security, monitoring, and exception handling. By the end, professionals will be equipped to design sustainable RPA solutions that enhance efficiency and align with business goals.

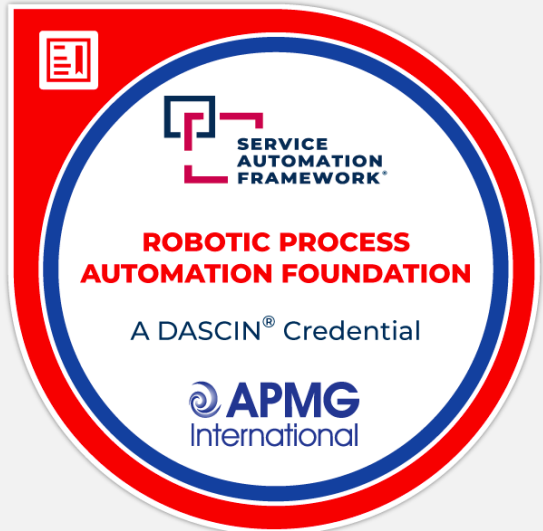
EXAM DETAILS

PASSING MARK

26 OUT OF 40

FORMAT

MULTIPLE CHOICE



FORMAT

Instructor-Led Training (Live or Virtual) | Self-Paced Online Training

KEY FEATURES

- **Comprehensive RPA Curriculum** – Covers essential principles, benefits, and applications of RPA.
- **Industry-Relevant Content** – Addresses automation trends across business, IT, and operational domains.
- **Hands-on Process Automation** – Practical techniques for designing and deploying RPA bots.
- **Governance & Compliance** – Best practices for managing bot security, compliance, and monitoring.
- **Globally Recognized Certification** – Accredited by APMG International, ensuring worldwide credibility.
- **Lifetime Certification** – No renewal required, offering long-term validation of expertise.



+60%

60% year-over-year
increase in job postings
requiring Robotic
Process Automation
skills.

- LinkedIn Jobs Report

JOB DEMAND

1. **Gartner (2024)** – Predicts that by 2026, over 70% of organizations will integrate RPA to optimize operations.
2. **Forrester (2023)** – Reports that businesses investing in RPA achieve up to 50% process efficiency gains.
3. **World Economic Forum (2025 Future of Jobs Report)** – Identifies RPA specialists as one of the fastest-growing job roles globally.
4. **McKinsey & Company (2024)** – States that 80% of enterprises plan to scale up their RPA initiatives in the next two years.
5. **LinkedIn Jobs Report (2024)** – Highlights a 60% year-over-year increase in job postings requiring RPA skills.

TARGET AUDIENCE

The RPA Foundation (RPAFF) course is designed for a broad range of professionals across industries who want to understand, apply, and benefit from automation:

1. **Business Analysts** – Professionals looking to understand how RPA can be applied to automate business processes and improve operational efficiency.
2. **IT Professionals** – Individuals in IT support or system administration roles who want to expand their knowledge of automation technologies and how they integrate with existing systems.
3. **Project Managers** – Managers responsible for overseeing automation projects who need to grasp the fundamentals of RPA technology, platform selection, and implementation.
4. **Process Improvement Specialists** – Professionals involved in identifying process inefficiencies who seek practical solutions to optimize workflows through automation.
5. **Managers in Financial Services & Insurance** – Professionals in industries like finance and insurance, where RPA has demonstrated significant impact in reducing operational costs and enhancing service quality.
6. **HR & Administrative Professionals** – Automating repetitive tasks such as onboarding, payroll, and reporting.
7. **Entrepreneurs & Start-Up Founders** – Using RPA to scale operations cost-effectively and stay competitive.
8. **Operations Managers** – Driving efficiency and scalability in day-to-day business functions.
9. **Career Changers** – Building future-ready skills in automation to enter a high-demand field.

FREQUENTLY ASKED QUESTIONS

Q: What are the benefits of earning the RPAFF certification?

A: The RPAFF certification validates your ability to design, implement, and manage RPA solutions, enhancing career prospects and organizational efficiency.

Q: Do I need prior technical knowledge to take this course?

A: No advanced technical skills are required. However, a basic understanding of IT systems, business processes, or digital transformation concepts is recommended.

Q: How long is the certification valid?

A: The RPAFF certification is valid for a lifetime, with no renewal requirements.

Q: Can I continue my studies after completing this course?

A: Yes! While RPAFF is not a prerequisite, successfully completing this course provides a strong foundation for RPA Practitioner (RPAP) certification course under the DASCIN Service Automation Framework.

TARGET INDUSTRY

1. **IT & Digital Services** – Professionals automating IT support, helpdesk functions, and system integrations.
2. **Finance & Banking** – Institutions leveraging RPA for transaction processing, fraud detection, and regulatory compliance.
3. **Healthcare & Insurance** – Organizations using automation for claims processing, patient records, and administrative tasks.
4. **Retail & E-commerce** – Companies optimizing customer service, order fulfilment, and inventory management through RPA.
5. **Government & Public Services** – Agencies automating citizen services, document processing, and administrative workflows.

CONCLUSION

The Robotic Process Automation Foundation (RPAFF) course equips professionals with essential skills in process automation, bot deployment, and governance. Whether for IT, finance, customer service, or business operations, this certification enables individuals and organizations to streamline workflows, improve accuracy, and drive digital transformation through RPA.



CONTACT & MORE INFORMATION

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