

Apprenticeship Data Analyst Level 4



QUALIFICATION OBJECTIVES

This apprenticeship standard is designed for apprentices who wish to gain the skills, knowledge and behavioural competences required to work in a data analyst role.

A Data Analyst will be found in employers that use Data to drive business decision-making. The role of this occupation is to ascertain how data can be used in order to answer questions and solve problems. It involves the process of requirement-gathering, inspecting, cleansing, transforming and modelling data with the goal of discovering useful information, informing conclusions and supporting decision-making.

This qualification is suited to the following roles:

- Data Analyst
- Junior Analyst
- Marketing Data Analyst

QUALIFICATION OPPORTUNITIES

An employee in this occupation will be responsible for the creation and delivery of their own work, to meet business objectives. The data analyst will be responsible for working within the data architecture of the company and ensuring that the data is handled in a compliant, safe and appropriately secure manner, understanding and adhering to company data policy and legislation. Data analysis is a fast-moving and changing environment, and data analysts need to continue to stay abreast of, and engaged with, changes and trends in the wider industry; including data languages, tools and software, and lessons learnt elsewhere.

For this Apprenticeship Standard, Apprentice will be required to build a portfolio of evidence that will prepare them for Gateway once agreed between the Employer, Apprentice and Trainer to prepare for End Point Assessment.

QUALIFICATION DELIVERY

The completion of this Apprenticeship Standard will require blended training delivery. IPS will offer our employers and learners a versatile training experience, a flexible approach to employer and learner needs, a mix of virtual and face-to-face visits. Ongoing relationship building and support from a qualified IPS Trainer to help support the Apprentice develop skills and progress the Apprentice portfolio building to prepare the learner for End Point Assessment.

Employers involved in the development of this Apprenticeship Standard include:

- Estee Lauder
- UBS, Risual Ltd
- Network Rail
- DMG Media
- University of West London

Entry

The right candidate must have logical and creative thinking skills, with a strong focus on analysis and problem solving. The candidate should also have a good background in mathematics due to the use of statistics in data analysis. Individual employers will set selection criteria, but this might include GCSE's, A-levels, a Level 3 Apprenticeship or other relevant qualifications or relevant experience.

Duration

The minimum duration of this Apprenticeship Standard is 18 months.

Progression

Progression offers include other Level 4 Apprenticeships in different areas like for example cyber security, digital product manager or digital forensics. Learners may also progress into a level 5 Apprenticeship like Operations Departmental Manager.

Level

This qualification is completed via an Apprenticeship Standard at Level 4.

Functional Skills

Apprentices without Level 2 English and mathematics will need to achieve this level prior to taking the End Point Assessment.

Head Office:

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20% OFF THE JOB TRAINING

Details of how the 20% off-job-training will be met:

The Education and Skills Funding Agency (ESFA), on behalf of the government, have incorporated into the Apprenticeship funding rules a requirement that all Apprentices must have at least 20% of their Apprenticeship as “off the job training”. The reason for this is to ensure that a quality programme is delivered by the employer and the training provider, which adds value to the Apprenticeship. This will benefit not only the learner, but also the employer, who will then end up with a skilled, well-rounded employee by the end of the Apprenticeship. Off the Job Training (OJT) can include training that is delivered at the Apprentice’s normal place of work, but must not be delivered as part of their normal working duties. Training towards Functional Skills in maths and English is not allowed to count towards the 20%.

CORE OCCUPATIONAL DUTIES

- Duty 1** Identify data sources to meet the organisation’s requirement, using evidence-based decision making to establish a rationale for inclusion and exclusion of various data sets and models.
- Duty 2** Liaise with the client and colleagues from other areas of the organisation to establish reporting needs and deliver insightful and accurate information.
- Duty 3** Collect, compile and, if needed, cleanse data, such as sales figures, Digital Twins etc. solving any problems that arise, to or from a range of internal and external systems.
- Duty 4** Produce performance dashboards and reports in the Visualisation and Model Building Phase.
- Duty 5** Support the organisation by maintaining and developing reports for analysis to aid with decisions, and adhering to organisational policy/legislation.
- Duty 6** Produce a range of standard and non standard statistical and data analysis reports in the Model Building phase.
- Duty 7** Identify, analyse, and interpret trends or patterns in data sets.
- Duty 8** Draw conclusions and recommend an appropriate response, offer guidance or interpretation to aid understanding of the data.
- Duty 9** Summarise and present the results of data analysis to a range of stakeholders, making recommendations.
- Duty 10** Provide regular reports and analysis to different management or leadership teams, ensuring data is used and represented ethically in line with relevant legislation (e.g. GDPR which incorporates Privacy by Design).
- Duty 11** Ensure data is appropriately stored and archived, in line with relevant legislation e.g. GDPR.
- Duty 12** Practice continuous self learning to keep up to date with technological developments to enhance relevant skills and take responsibility for own professional development.

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END POINT ASSESSMENT

On Programme

Training supports the learner to develop the occupations standard's knowledge, skills and behaviours. The learner builds a portfolio of evidence based on real work projects.

• End-Point Assessment Gateway

The employer must be content that the apprentice is working at, or above, the occupational standard. Apprentices must have achieved English and mathematics Level 2. Apprentices must submit a portfolio of evidence to underpin the Professional Discussion.

• End-Point Assessment

1. Project with presentation and questioning

The apprentice will conduct a data analysis project and complete an electronic project report that is designed to ensure that their work meets the needs of the business, is relevant to their role and allows for the relevant knowledge, skills and behaviours assigned to this assessment method to be demonstrated. Apprentices will also prepare and deliver a presentation followed by questioning based on the project.

2. Professional discussion with portfolio

The professional discussion will be appropriately structured to draw out the best of the apprentice's competence and excellence and covers the knowledge, skills and behaviours assigned to this assessment method. The apprentice will be able to refer to and illustrate their professional discussion responses with evidence from their portfolio of evidence.

APPRENTICE COMPLETION CERTIFICATE

Upon completion, the Apprentice will be graded with a Fail, Pass, Merit or Distinction.

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