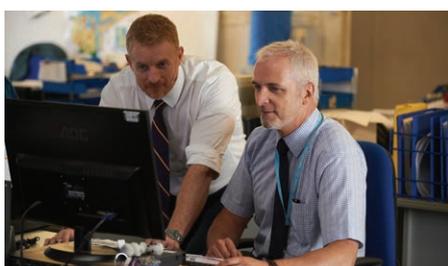
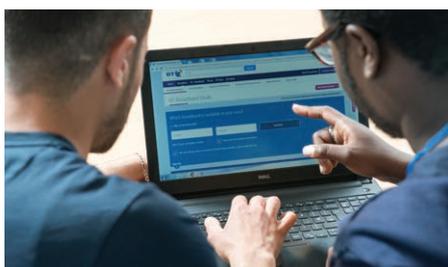


## Data Analyst Level 4

## New Apprenticeship Standard

At Skills Training UK we go further in fully understanding what it is that our employer clients want to achieve from their training. We work as their partner in delivering on that vision, developing stronger employees who work well as individuals and as part of a team.



The primary role of a Data Analyst is to collect, organise and study data to provide business insight. Data analysts are typically involved with managing, cleansing, abstracting and aggregating data, and conducting a range of analytical studies on that data.

They work across a variety of projects, providing technical data solutions to a range of stakeholders/customers issues. They document and report the results of data analysis activities making recommendations to improve business performance. They have a good understanding of data structures, database systems and procedures and the range of analytical tools used to undertake a range of different types of analyses.

**Typical Job Roles: Data Analyst, Data Manager, Data Scientist, Data Modeller, Data Architect, Data Engineer**

What apprentices will learn

- an understanding of data protection and the law
- how to apply analytical techniques for data visualisation and presentation
- how to identify and assess data quality issues
- using industry standard tools and methods
- identify, collect and migrate data from internal and external systems
- working with organisational data architecture

### Employer Commitment

The employer must be prepared to provide the learner with the opportunity to carry out work and be part of projects which will enable them to produce the substantial evidence required for completion. In order to ensure successful progression we request that employers participate in joint reviews of the learner's progress at regular intervals throughout the apprenticeship and have some involvement with the project(s) being undertaken.

### Duration

Typically this apprenticeship will take 19 months to complete.

### Training and Support from Skills Training UK

During the apprenticeship the learner will have a dedicated trainer-assessor who will visit them within the work place at least once per month in order to support their learning, development of competency and generation of evidence. The knowledge modules will require formal teaching sessions which may take place within an appropriate area within the workplace or off site. This will also be supported between visits by off-site information, advice, guidance and academic progress support. The trainer-assessor will work with the learner and the employer in order to ensure that all learning needs are being met for both parties.

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## << Eligibility

Individual employers will set the selection criteria. Level 2 English and Maths will need to be achieved, if not already, prior to taking the end point assessment.

## Technical Competencies

Be able to undertake the following in line with organisational procedures and under supervision

- identify, collect and migrate data to/from a range of internal and external systems
- manipulate and link different data sets as required
- interpret and apply the organisations, data and information security standards
- collect and compile data from different sources
- perform database queries across multiple tables to extract data for analysis
- perform routine statistical analyses and ad-hoc queries
- use a range of analytical techniques
- assist production of performance dashboards and reports
- assist with data quality checking and cleansing
- apply the tools and techniques for data analysis, data visualisation and presentation
- assist with the production of a range of ad-hoc and standard data analysis reports
- summarise and present the results of data analysis to a range of stakeholders making recommendations
- works with the organisation's data architecture

## Technical Knowledge and Understanding

- the range of data protection and legal issues
- the data life cycle
- the different types of data, including open and public data, administrative data, and research data
- the differences between structured and unstructured data
- the fundamentals of data structures, database system design, implementation and maintenance
- the importance of the domain context for data analytics
- the quality issues that can arise with data and how to avoid and/or resolve these
- the importance of clearly defining customer requirements for data analysis
- the processes and tools used for data integration

# Training in a different class

- the steps involved in carrying out routine data analysis tasks
- how to use and apply industry standard tools and methods for data analysis

## Underpinning Skills, Attitudes and Behaviours

- Logical and creative thinking skills
- Analytical and problem solving skills
- Ability to work independently and to take responsibility
- Can use own initiative
- A thorough and organised approach
- Ability to work with a range of internal and external people
- Ability to communicate effectively in a variety of situations
- Maintain productive and secure working environment

## Qualifications

### Knowledge Modules:

Module 1: Data Analysis Tools

Module 2: Data Analysis Concepts

Within this apprenticeship, learners must also achieve the internationally recognised vendor or professional qualification. The vendor qualification directly cross references against the Ofqual-regulated knowledge module 1 and as such, the completion of the vendor qualification then exempts the learner from the corresponding knowledge module.

### Professional/vendor qualifications:

EMC: Data Science Associate

## The independent End Point Assessment consists of:

- A portfolio -produced towards the end of the Apprenticeship, containing evidence from real work projects
- A business-related project which is completed over a one-week period away from the day-to-day workplace
- An employer reference
- A structured interview with an assessor – exploring what has been produced in the portfolio and the project

## Professional Recognition

This apprenticeship is recognised for entry onto the Register of IT Technicians confirming SFIA level 3 professional competence and those completing the apprenticeship are eligible to apply for registration.

Please get in touch

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