

# DATA ANALYST LEVEL 4



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; departmental data analyst; Energy Data Analyst; Problem Analyst; Junior Analyst; Marketing Data Analyst

## Delivery model

The delivery of the programme will be through a blend of online learning, video tutorials, virtual classrooms, 1-1 coaching and practical learning opportunities.

All learning will be supported by dedicated Learning Practitioners.

When you have completed all of the agreed learning you will be invited to attend a gateway meeting to discuss readiness for end point assessment (EPA). If no further learning is identified, you will progress

to EPA. You will be assessed against the requirements of the standard and awarded a final, overall grade for your apprenticeship.

## Your commitments

If you do not currently hold English and maths qualifications at level 2, you will undertake Functional Skills at Level 2 as part of your apprenticeship programme.

You are entitled to 20% of your working hours away from your job to complete work towards your apprenticeship programme. Your Learning Practitioner will support you and your employer to measure and record this across the whole of your apprenticeship.



## Entry requirements

Individual employers will set the selection criteria, but this might include five GCSEs and/or A levels; a Level 3 Apprenticeship; other relevant qualifications and experience; or an aptitude test with a focus on functional maths



## Delivery model

Virtual learning and coaching through:

- Online
- Zoom
- Microsoft Teams
- Smart Rooms
- Workplace Development Activities 1-1 coaching



## Typical duration

- 18 months + EPA



## End Point Assessment

- Assessment method 1: Project with presentation and questioning
- Assessment method 2: Professional discussion with portfolio

## Knowledge, skills & behaviours



- Range of data protection and legal issues
- The data life cycle and implement the stages of the data analysis life cycle
- Different types of data, including open and public data, administrative data, and research data
- Differences between structured and unstructured data
- Fundamentals of data structures, database system design, implementation and maintenance
- Importance of the domain context for data analytics
- Quality issues that can arise with data and how to avoid and/or resolve these
- Importance of clearly defining customer requirements for data analysis
- Processes and tools used for data integration
- Steps involved in carrying out routine data analysis tasks
- How to use and apply industry standard tools and methods for data analysis
- 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, professional, and secure working environment



**It's as easy as...**

**1.  
Sign-up**

**2.  
Launch  
Programme**

**3.  
Induction**

## Knowledge

Knowledge will be delivered through online webinars, 1-1 sessions and individualised learning resources by our Specialist Learning Coaches. You will learn about the data life cycle, fundamentals of data structures & transformation, apply advanced data analytics and assist with the production of a range of ad hoc and standard data analyst reports.

## Skills

Skills will be developed through underpinning knowledge delivered by online webinars, 1-1 coaching and workplace mentoring and experiences. Throughout the apprenticeship you will develop skills in analytical and problem-solving skills, logical and creative thinking skills and the ability to communicate effectively in a variety of situations.

## Behaviours

We will support you in developing key behaviours to be a Data Analyst including working with internal and external stakeholders and take on a proactive approach & attitude to maintain a professional attitude and resilience to challenging work environment, and to take on responsibility to work independently & collaboratively.

## End Point Assessment Requirements

**Assessment method 1:** Project with presentation and questioning provides evidence against a selected set of knowledge, skills and behaviours against a project that meets the needs of the business and is relevant to your role. An electronic report will be submitted based on the project which is marked and reviewed by the EPAO.

You will then prepare and deliver a presentation that appropriately covers the knowledge, skills and behaviours assigned to this assessment method. Following the presentation, the EPAO will carry out questioning relating to the project / presentation.

**Assessment method 2:** Professional discussion with portfolio provides evidence against the totality of the standard, based on the application of knowledge, competence and behaviours to real work projects in the work environment. This is key to ensure the validity of the final assessment decision. The portfolio is not directly assessed but underpins the professional discussion.