

DATA ANALYST

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.

Course Overview

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.

Modules

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, policies and procedures to data management activities
- 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 such as data mining, time series forecasting and modelling techniques to identify and predict trends and patterns in data
- Assist production of performance dashboards and reports
- Assist with data quality checking and cleansing

Course code
ST0118

Award on successful
completion
Apprenticeship Standard
Data Analyst

Study type
Full time apprenticeship
studied within the
workplace

Level
4

Start date
Flexible

Duration
24 months

Fees
£15,000 or £750 Employer
Contribution or up to 100%
Government Funding and
Additional Incentives may be
available.

Location
1 day per week at college
or cohorts may be delivered
onsite.

- 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
- 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, professional and secure working environment

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.

Methods of assessment

On Programme Assessment

Technical knowledge and understanding is assessed on programme through a combination of Ofqual-regulated Knowledge Modules and specified vendor and professional qualifications. These must be passed before the end point assessment can take place.

End Point Assessment

The final, end point assessment is completed in the last few months of the apprenticeship. It is based on

- A portfolio - produced towards the end of the apprenticeship, containing evidence from real work projects which have been completed during the apprenticeship, usually towards the end, and which, taken together, cover the totality of the standard, and which is assessed as part of the end point assessment
- A project - giving the apprentice the opportunity to undertake a business-related project 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 as well as looking at how it has been produced

An independent assessor will assess each element of the end point assessment and will then decide whether to award successful apprentices with a pass, a merit or a distinction.

What can I do next?

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.