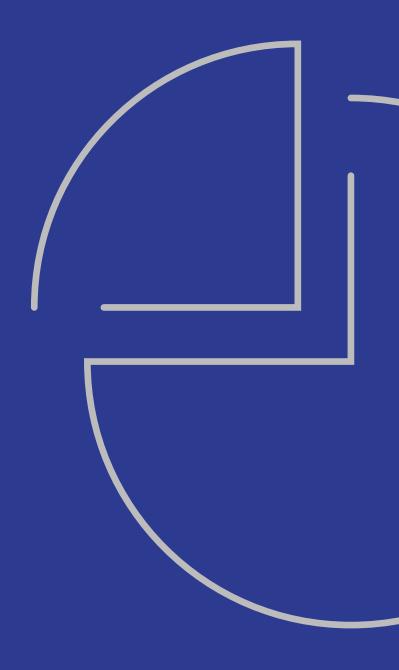# Data Analyst

Apprenticeship
Level 4

Quick Information

New Apprenticeship Standard designed by employers for employers

Sector
IT & Digital Technology

Who is it for?
For people working within an IT department responsible for the collection, organising and the studying of data

Start date
Various start dates available

Level
Level 4

Duration
24 months

How does it work?
Delivered in the workplace with one day a week in college

Content
This Apprenticeship Standard is tailored to individual needs

Assessment
On programme assessment

Qualification
Data Analyst Tools
Data Analyst Concepts

Review
The apprenticeship will be reviewed after a maximum of 3 years

Data Analyst

Collect, organise and study data to provide business insight

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

Key Areas of Study

Data Analysis Tools and Concepts

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, 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
- 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

Qualifications

The content of both knowledge modules are summarised below and further details are available in the occupational brief available from https://www.nsar.co.uk/digital-eqa/digital-apprenticeship-standards/

Apprentices with a learner start date on the Data Analyst Apprenticeship that is on or after 10 March 2020 must take and submit evidence of achieving both KM1 and KM2.

Achievement of the Dell EMC qualification remains acceptable evidence for apprentices already on programme that are registered on and undertaking the Dell EMC qualification or have completed it.

KM2 remains a mandatory requirement for all apprentices on this Data Analyst apprenticeship.

Knowledge Modules

- Data Analysis Tools (for Level 4 Data Analyst Apprenticeships)
- Data Analysis Concepts (for Level 4 Data Analyst Apprenticeships)

Vendor or Professional Qualifications

- No other vendor or professional qualifications mapped at this point in time
- None applicable at this point in time

Training, Tutoring and Assessment

College attendance one day a week.

Work Based Learning Tutor will visit the workplace remotely/face to face every 8 weeks to conduct a progress review and progress the EPA portfolio.

End Point Assessment

City and Guilds or BCS

For more information on the assessment for the Data Analyst Apprenticeship please see the full assessment plan in the Apprenticeship Standard documentation. We will arrange the End Point Assessment.

Apprentice Entry Requirements

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

Progression Opportunities

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.

More Information

To find out more about the opportunities and financing of apprenticeships and to discuss your particular requirements, please email **employer@sheffcol.ac.uk** or call **0114 260 2600** to speak to one of our friendly employer advisors.

Get In Touch

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Why choose The Sheffield College?

As one of the region's largest providers of apprenticeships, The Sheffield College is more than just your local provider; we deliver the dedicated support you need to source, train and get the best out of your apprentice.

We appreciate how difficult and time consuming it can be to recruit suitable staff. That's why we will source, shortlist and prepare candidates before you meet them.

We help you get the best deal by finding the right funding and we handle the paperwork to make the process of arranging an apprenticeship training programme as smooth as possible. Our employer partnership team, apprenticeship tutors and assessment staff are experts, and we invest time and money in training and upskilling them regularly so their knowledge is up-to-date and industry standard.

At The Sheffield College we go above and beyond; we know that every business is different and we help to develop apprentices who will meet the needs of your business.