ADULT LEARNING BUCKINGHAMSHIRE
APPRENTICESHIPS & BUSINESS TRAINING

Apprenticeships

Apprenticeship Standard for Data Analyst

Role Profile

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

Requirements: Knowledge, Skills and Behaviours

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

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

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

Level – 4

Qualifications

Apprentices must achieve the vendor or professional qualification, from the right hand column in the table below (currently this is only the EMC: Data Science Associate). This exempts the learner from the knowledge module for Data Analysis Tools; apprentices must also achieve the Data Analysis Concepts Knowledge Module

Apprentices without level 2 English and Maths will need to achieve this level prior to taking the end-point assessment.

Duration - Typically this apprenticeship will take approximately 24 months to complete

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.