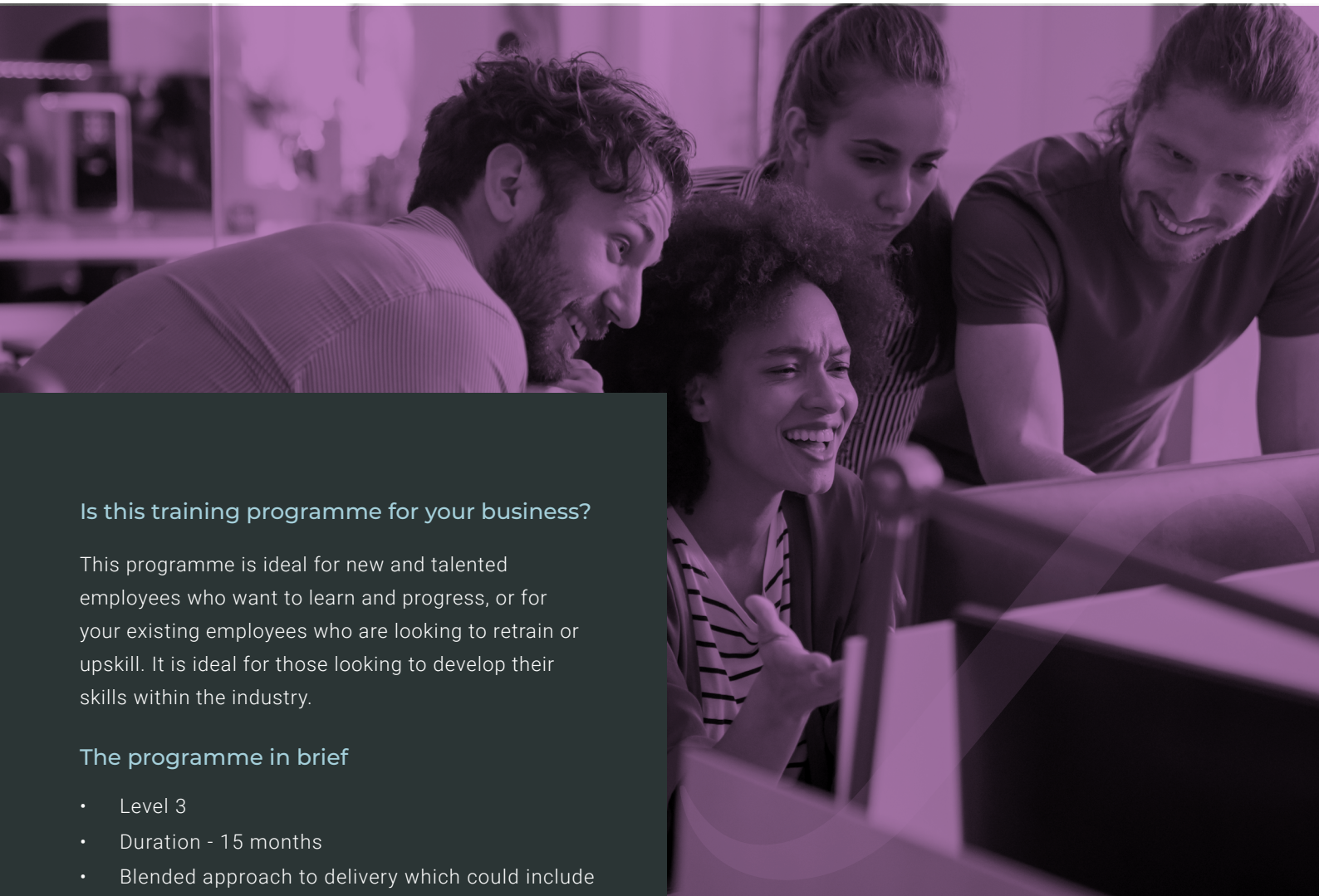# DATA ANALYST

This training programme has been designed for those working in the data, digital and IT sector. Individuals will typically be working across a variety of projects, providing technical data solutions. 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.

Is this training programme for your business?

This programme is ideal for new and talented employees who want to learn and progress, or for your existing employees who are looking to retrain or upskill. It is ideal for those looking to develop their skills within the industry.

The programme in brief

- Level 4
- Duration - 18 months
- Blended approach to delivery which could include webinars, face-to-face, Skype, telephone and online learning
- Development of the learner's knowledge, skills and behaviour relevant to the job role
- Level 1 and 2 Functional Skills where appropriate
- End-Point Assessment

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Visit: **www.learningcurvegroup.co.uk**

The learner journey

1. 18 months on-programme – This is when the individual will learn the skills, knowledge and behaviours which will support them for their End-Point Assessment. The learner could partake in a combination of activities, such as classroom-based sessions, mentoring, shadowing, bespoke resources and off-site visits in order to support their learning and development. You will be required to spend at least six hours a week on off-the-job training in order to meet the course requirements.

2. Gateway – After the 18 months teaching and learning, you, your training provider and the learner will review the learners journey and decide whether it is the right time for the on-programme assessment.

3. End-Point Assessment – This is when your learner will need to demonstrate they have learnt the required knowledge, skills and behaviours, through an on demand knowledge test, a professional discussion, practical observation and business project.

How your employees will learn

We want to help your employees get the most from their training programme. Therefore we will provide them with the support and guidance they need through a mixture of face-to-face and online learning. Learners will have a dedicated Vocational Skills Coach who is there to guide them through their training programme. As well as their Vocational Skills Coach, learners have unlimited access to learning and support materials online. All of this will help the learners to meet the standards set, resulting in them becoming competent and fully qualified.

We will facilitate the delivery of the learners End-Point Assessment through an approved Assessment Organisation registered on the Register of Apprentice Assessment Organisations.

Take a look at our full Apprenticeship Offer

What your employees will learn

Knowledge:

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 resolve them.

Skills:

Identify, collect and migrate data from a range of internal and external systems; manipulate and link different data sets; 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 for analysis; perform routine statistical analyses and ad-hoc queries.

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; ability to maintain a productive, professional and secure working environment.

For more information visit:
Institute of Apprenticeships and Technical Skills

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