

# DATA TECHNICIAN

This training programme has been designed for those working in data, digital and IT sector. Individuals will be responsible for sourcing, formatting and presenting data securely in a relevant way for analysis using basic methods, analysing structured and unstructured data to support business outcomes, blending data from multiple sources as directed and applying legal and ethical principles when manipulating data. They would typically work as a member of a team, this may be office based or virtual.

## 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 3
- Duration - 13 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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## The learner journey

**1. 13 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 13 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:

Range of different types of existing data; data formats and their importance for analysis; data architecture; access and extract data; collate and format data; presentation tools to visualise and review the characteristics of data; communication tools and technologies; communication methods; value of data to the business; blending of data from multiple sources; algorithms, and how they work; filtering details; statistical methods and simple data modelling; common data quality issues; validating data; legal and regulatory; ethical use of data; significance of customer; role of data and how data underpins every digital interaction; learning techniques.

### Skills:

Source and migrate data; collect, format and save datasets; summarise and explain gathered data; blend data sets from multiple sources and present in appropriate format; manipulate and link data sets; tools and techniques to identify trends; basic statistical methods and algorithms; cross checking techniques for identifying faults; audit data results; communicating meaning from data; clear and consistent technical documentation; store, manage and distribute in compliance with data security standards and legislation; explain data and results; review own development needs; keep up to date with technologies, trends and innovation; clean, test and assess confidence in the data; operate as part of a multi-functional team; prioritise within the context of a project.

### Behaviours:

Manage own time to meet deadlines and manage stakeholder expectations; work independently and take responsibility; use own initiative; thorough and organised approach; work with a range of internal and external customers; value difference and be sensitive to the needs of others.

For more information visit:  
[Institute of Apprenticeships and Technical Skills](#)