LEVEL 4
DATA ANALYST

WHAT DOES A DATA ANALYST DO?

Data Analysts may work in various departments within a single employer, such as finance, sales, HR, manufacturing or marketing. Data analysis is a process of requirement-gathering, inspecting, cleansing, transforming and modelling data with the goal of discovering useful information, informing conclusions and supporting decision-making. Data analysis plays a crucial role in making decisions more evidence-based and helping organisations operate more effectively. In their daily work, Data Analysts may interact with internal or external clients. Internally, the data analyst may work with many people within their organisation, at different levels. Externally, a data analyst may provide data analysis services to other organisations on behalf of their employer. Data analysis is a fast-moving and changing environment.

DURATION

24 months

SKILLS ENGLAND STANDARD & ASSESSMENT PLAN

L4 DA Standard

FUNDING

£15,000

WHAT NEEDS TO BE COMPLETED PRIOR TO END-POINT ASSESSMENT?

Before entering Gateway, the apprentice must complete the following on-programme assessment requirements:

- Level 2 English and maths (if applicable)
- A Portfolio of Evidence
- A Project Proposal

WHAT ARE THE GATEWAY REQUIREMENTS?

The employer, training provider and apprentice make the decision to take the apprentice through Gateway. The apprentice must achieve all the required on-programme elements before they enter Gateway and are ready for End-Point Assessment.

END-POINT ASSESSMENT

There are two parts to this End-Point Assessment, which can be completed in any order.

1 PROJECT PRESENTATION WITH QUESTIONING

The Project is compiled after the apprentice has gone through Gateway, when a project proposal is submitted. The project should be completed within a maximum of 8 weeks. Apprentices will prepare and deliver a presentation based on the project that appropriately covers the knowledge, skills and behaviours assigned to this assessment method. The presentation is followed by a Q&A session with questions prepared by the Independent End-Point Assessor (IEPA). The IEPA will ask questions relevant to the Project, and grades this as Fail, Pass or Distinction.

2 PROFESSIONAL DISCUSSION

The Portfolio of Evidence, which is not directly assessed, provides a structure for the Professional Discussion. The apprentice must submit their Portfolio of Evidence to EFI Awards at Gateway. They should provide at least one piece of evidence for each of the minimum knowledge, skills and behaviours in the Assessment Plan. The IEPA will ask questions relevant to the PoE, and grades this as Fail, Pass or Distinction.

GRADING

DISTINCTION	MERIT	PASS	FAIL
Distinction in all assessment methods	Pass in one assessment method, distinction in the other	Pass in all assessment methods	Fail within any of the assessment methods

COMPLETION AND CERTIFICATION

We'll activate certification once the apprentice has successfully completed all EPAs, and the IEPA/IQA has verified this. Working with the apprenticeship certificate issuing authority, we'll ensure the apprentice receives their certificate.

NEXT STEPS

Apprenticeships are funded up to and including Level 6, and there are plenty to choose from. For a Level 4 Data Analyst, a Level 5 Data Engineer might be a natural progression. For more information, get in touch with the EFI Awards team to discuss your options: info@efiawards.co.uk