



BUSINESS ANALYST

LEVEL 4

Business Analysts are found in the public and private sector, large multi-national companies and smaller independent enterprises. Business analysis exists in almost every sector, from not-for-profit organisations through to retail and the financial services. It's fast-paced and collaborative and provides a recognised career with professionals taking lead roles in successful change delivery. Business Analysts are change professionals that help organisations deliver business and digital change successfully.

DURATION

18 months.

MANDATORY QUALIFICATIONS

- Apprentices without level 2 English and maths will need to achieve this level prior to taking the End-Point Assessment.

WHAT DOES THE QUALIFICATION COVER?

A Business Analyst will have knowledge of, be able to understand and apply in practice the following areas of learning:

- The definition of Business Analysis
- The value of Business Analysis
- Business change and system development life cycles
- The purpose and value of quality assurance techniques
- Produce models of redesigned business processes
- Validate requirements with stakeholders
- Support the establishment of requirements traceability
- Apply creative thinking when problem solving
- Aware of the wider business environment and own contribution to business objectives
- Work independently and collaboratively

HOW WILL IT BE DELIVERED?

The apprenticeship can be delivered in a classroom setting to a cohort of learners or on an individual 1-1 basis to meet the needs of the employer and learner. Our blended learning approach supports the inclusion of additional elements of learning relevant to the individuals job role and specific employer requirements

Training will be delivered in line with the agreed Commitment Statement and will include:

- A robust initial assessment covering English and maths.
- Monthly 1-1 meetings between the apprentice and the trainer
- Tri-partite meetings every 12 weeks between the employer, learner and trainer to review progress and review the 'off the job' training elements.





- Learner progress is recorded via our e-learning platform, which gives access to a broad range of online courses and materials.
- The employer can access the learners e-portfolio using their own log in to check on progress.

Once the learner has completed the appropriate functional skills and the employer, learner and trainer agree that the apprentice has reached the required standard in their knowledge, skills and experience, the learner will be put forward for their EPA.

END POINT ASSESSMENT

The end-point assessment is designed to enable apprentices to demonstrate that they are fully conversant in the skills, knowledge and behaviours expected of individuals at this level. It is designed to provide the independent assessor with a holistic view of the apprentice, and allow them to assess to what extent the apprentice meets or exceeds the apprenticeship standard.

The end-point assessment will consist of:

- Project Proposal for a work-based project
- Presentation with Questioning
- Professional Discussion underpinned by a portfolio of evidence

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