

Business Analyst Level 4

# Welcome to the **Level 4 Business Analyst Programme**

### This apprenticeship will cover:

- Data Modelling (8)
- Stakeholder Analysis
- Gap Analysis
- **Business Impact**

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# **Business Analysis Level 4 Training**

#### Unit 1 - Business Analysis Foundation (Part 1)

#### Delivery days - 2

Learners will be introduced to the Business Analysis sector and the following topics: What is business analysis? Competencies of a Business Analyst, strategy analysis, business analysis process model, investigation techniques, stakeholder analysis and management.

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#### Unit 2 - Business Analysis Practice

#### Delivery days - 3

Learners will be introduced to Business Analysis practices and cover the following topics: Rationale for business analysis, Understanding the strategic context, Understanding the current situation, Stakeholder analysis and management, Analysing and modelling business activities, Identifying potential solutions and Building the business case.



#### Unit 1 - Business Analysis Foundation (Part 2)

#### Delivery days - 2

Learners will be introduced to the Business Analysis sector and the following topics: Modelling business processes, defining the solution, making a business and financial case, requirements management, modelling requirements, delivering the requirements and delivering the business solution.



## Modelling

#### Delivery days - 3

Learners will be introduced to Business Analysis practices and cover the following topics: The role of business process modelling, The hierarchy of process models, Modelling core business processes and The use of gap analysis in improving business processes.



#### Unit 4 - Business Requirements Engineering

#### Delivery days - 3

Learners will be introduced to Business Analysis practices and cover the following topics: Requirements elicitation, Requirements modelling, Requirements, Documentation requirements analysis, Requirements validation and Requirements management.



#### **EPA Readiness - Portfolio**

#### Delivery days - n/a

Learners will have approximately six months to prepare for Gateway. They will consolidate the portfolio that they have built up during the course.

- Professional Discussion
- Project Proposal with Presentation

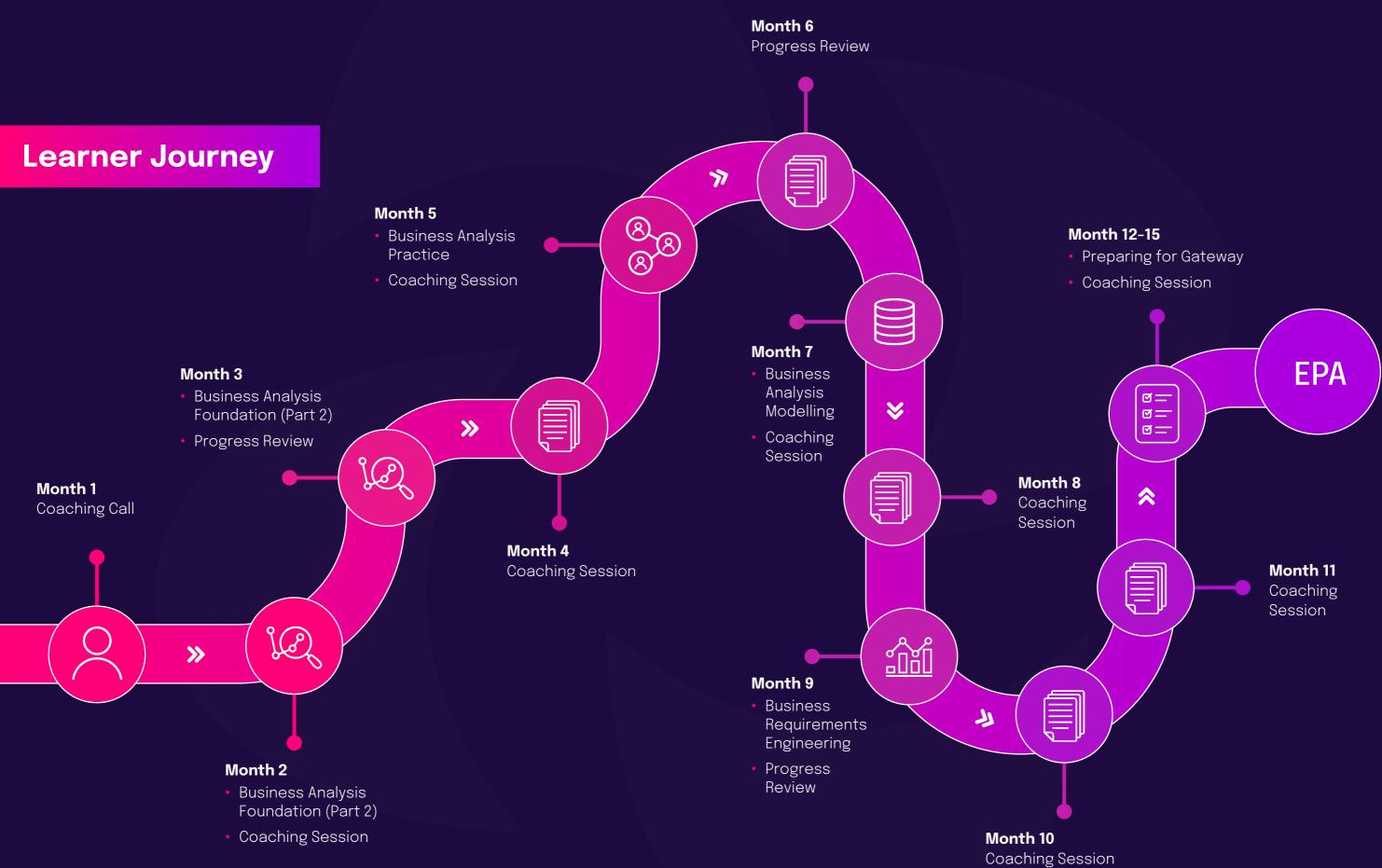


#### EPA Readiness - Portfolio Building and Path to Mastery

#### Delivery days - n/a

Apprentices will meet with their line mangers and Development Coach to decide whether a Path to Mastery would be in the best interests of the apprentice and the workplace and discuss which path to take. Learners will complete a Path to Mastery if suitable. Learners will have approximately five months to prepare for Gateway.

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# Your apprenticeship programme

#### Qualification

On successful completion of the programme, you will be awarded a Level 4 IS Business Analyst Apprenticeship, which will allow you to join the British Computer Society (BCS) Register of IT Technicians (RITTech), which confirms your status as a Skills Framework for the Information Age (SFIA) Level 3 professional.

### **Off-the-job training**

As an apprentice, you study while you work, a minimum of 6 hours per week of your time at work will be dedicated to your apprenticeship. You will learn through a mix of classroom days, personalised coaching sessions, e-learning and activities to practise what you are learning.

Employers collaborate with the training provider and you to ensure that you are on target with your off-the-job learning hours. Everything you do can be tracked on the Bud digital platform. Working with your Development Coach and line manager, you can balance your off-the-job training hours with your day-to-day responsibilities.

#### Is it off-the-job training?

Off-the-job training can take place very flexibly throughout the apprenticeship. This can be scheduled for every day, a day a week, in longer blocks (e.g. one week in every five) or in other creative ways. The stipulations are:

- The minimum off-the-job training hours have been met
- Has the individual begun their apprenticeship programme?
- Is the activity directly related to the apprenticeship standard or framework?
- Is the activity teaching new knowledge, skills and behaviours?
- Is the learning taking place within the apprentice's normal contracted working hours?

If all of these apply, it counts as off-the-job training.

### **Virtual Classrooms**

Learners will attend classroom sessions online using Class, our virtual-classroom software. To access the session, they will need:

- A desktop/laptop computer
- To download the Class meeting software application

Apprentify Class

Once you have installed the software, please use the Class Guides if you are having any issues.

Class Guides



#### Assessment

#### On Programme

Your progress will be continually assessed using our online apprenticeship management system, Bud. Throughout your apprenticeship you will upload evidence to show that you have completed the activities that contribute towards the achievement of your apprenticeship.

Apprenticeship Standard

#### End-point Assessment (EPA)

Once you have gone through the gateway, you will start the EPA. This assessment will showcase the entirety of the knowledge, skills and behaviours you have developed during the programme.

**EPA Explainer Video** 

# Expectations during your apprenticeship

The modern apprenticeship revolves around the tripartite relationship between apprentice, employer and Apprentify. All parties are responsible for ensuring that the apprenticeship programme is a success.

The expectations listed are necessary for all parties to ensure that the apprentice completes their apprenticeship.



#### Apprentice

- Preparation and planning for coaching/ classroom sessions
- Attending all virtual classrooms and coaching sessions
- Completion of tasks in the agreed timeframe
- Planning your 20% off-the-job training and completing your Bud activities
- Taking responsibility for your own development
- Communicate support needs to your line manager and Development Coach
- Update your Self-Study Log with the extra training you complete

#### Line Manager

- Facilitate time for the apprentice for their learning in working hours
- Monthly one-to-one reviews with learners to discuss progress, provide feedback and guide development
- Provide opportunities for learners to participate in relevant workplace tasks related to their apprenticeship standard
- Keep in regular contact with the apprentice and Development Coach
- Provide learning opportunities
- Support with 20% off-the-job training

#### **Development Coach**

- Providing teaching and coaching sessions
- Monitoring progress using Bud and gaining feedback from line managers
- Coaching apprentices with both apprenticeship- and workplace-related skills
- Feedback to drive enhanced performance and improved knowledge
- Online support through regular meetings
- Marking and assessment of Bud work
- Preparation for EPA

# Path to Mastery

The Path to Mastery gives you the chance to gain additional skills in specialist areas. The optional learning is designed to enhance expertise in specialist areas and let you thrive in your role. As an apprentice, you will only be enrolled on the Path to Mastery if both your employer and Apprentify agree that you are in a position to take on extra learning.

#### Pluralsight You will receive

You will receive access to the Pluralsight e-learning platform and undertake training to specialise in either web development languages or web design software to enhance your employer's website.

# **Career Progression**

**You are here** £16,000-22,000

**Business Analyst** £33,500

> **IT Business Analyst** £34.000

**Test Analyst** £37,000

Business Process Analyst £43,500+





# Professional Development Programm<u>e</u>

At Apprentify, our curriculum extends beyond the knowledge, skills and behaviours of the apprenticeship standard. We pride ourselves on developing well-rounded members of the modern workforce who are passionate about their work, eager to learn and make a positive contribution to any company and society.

We embed a wider curriculum into all our programmes that supports soft-skill development and ensures that apprentices are aware of the issues in modern Britain that affect them and those around them in the workplace. This extra support and guidance will mould apprentices into not only competent employees but also highly engaged and conscientious staff.



### **British Values**

All schools, colleges and training providers have a duty to actively promote the fundamental British values of a functioning modern democracy. What are British values, and what are examples of the understanding and knowledge apprentices are expected to learn in the workplace?

#### **Rule of Law**

Rules promote a happy, safe and secure living and working environment. Examples are:

- Legislation
- Agreed procedures, policies and ways of working
- Codes of conduct
- How the law protects you and others

#### Democracy

Everyone should be aware of their rights and responsibilities that help to build a culture of freedom and equality. Examples are:

- Team meetings
- Joint decision-making
- Receiving and giving feedback
- The right to protest and petition
- Leadership and accountability

#### Individual Liberty

Protection of your rights and the rights of others you work with. Examples are:

- Values and principles
- Individuality, consent, choice and rights
- Dignity and respect
- Equality and human rights
- Personal and professional development

#### **Respect and Tolerance**

Respecting the ideas, beliefs and values of others while not imposing our own on others, including:

- Tackling discrimination
- Tackling bullying
- Embracing diversity
- The importance of religion, traditions, preferences and cultural heritage
- Recognise stereotyping, prejudice and labelling

# Safeguarding and Additional Learning Needs (ALN)

#### **Safeguarding and Prevent**

Apprentify has a statutory requirement to ensure that all our apprentices are safe from harm and can learn in a secure environment. This is a responsibility of everyone involved in the apprenticeship programme, including employers and apprentices.

Safeguarding does not simply refer to physical harm. It can also be far less obvious and harder to recognise – abuse, neglect and wellbeing concerns are all examples of safeguarding concerns that you should be aware of and know how to respond to, both on behalf of yourself and on behalf of others.

The Prevent duty is part of the UK Government's Counter-Terrorism Strategy (CONTEST) and is designed to stop people from becoming terrorists or supporting terrorism. It is a requirement of numerous public-facing bodies, including apprenticeship training providers, to develop knowledge of the signs of radicalisation and to ensure that learners understand how to report their concerns.

# What does this look like in my apprenticeship?

Your Development Coach will support you and your employer in building awareness and applying safeguarding and Prevent in the workplace and in modern Britain. This will involve:

- Discussions during progress reviews
- Activities in virtual classrooms
- E-learning courses
- Real-life scenarios in coaching sessions
- External courses for Action Counters Terrorism (ACT) Awareness

#### **Our Safeguarding Officers**

To find out who our designated Safeguarding Officers are, click on the link below.

Safeguarding

#### What do I do if I have any concerns?

If you have any concerns, you can confidentially contact the Apprentify safeguarding team

### Cognassist

During the application process for apprenticeships, learners will complete a Neurodiversity Assessment, which will identify any neurodiversity needs. If the software identifies such a need, the learner will work with a dedicated Cognassist Tutor throughout the apprenticeship.

At the start of each month, learners will be provided with four strategies to support their learning and develop their understanding. Learners must aim to complete all four strategies every month. Once learners have completed the strategies, apprentices hold a monthly session with their Cognassist Tutor.

These are completed remotely with a Tutor, who will discuss each strategy and document feedback around the skills and actions, as well as the impact of, each module on Cognassist. While this is not mandatory, and you can opt out if you wish, this will support you with any identified learning needs throughout your apprenticeship.

Cognassist is a tool that assesses the neurodiversity of learners and provides strategies and activities for them to enhance their learning. Cognassist assesses capacity in the following domains:

- Verbal Memory
- Non-Verbal Memory
- Literacy
- Numeracy
- Visual Information
- Processing Speed
- Executive Function
- Verbal Reasoning
- Non-Verbal Reasoning

# **Notes**



# **Get connected**

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