

BUSINESS ANALYST

Business analysis is a multi-faceted role and practitioners have the ability to investigate business situations, identify and evaluate options for improvement and define the features required by organisations. The main focus of the business analyst role is to model business processes and to facilitate, coordinate and document detailed business requirements regarding the business change agenda. Business analysts will determine and present solutions to how information systems can be used to improve operational efficiency, and support acceptance testing to ensure that the proposed solution meets the defined requirements.

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 - 18-24 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 behaviours relevant to the job role
- Level 2 Functional Skills where appropriate
- End-point assessment

Call: **01388 777 129**

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

The learner journey

1. 18-24 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. Learners must also partake in 20% off-job training.

2. Gateway – After the 18-24 months teaching and learning, you, your training provider and the learner will review the learner's journey and decide whether it is the right time for the on-programme assessment.

3. End-Point Assessment – This is when the learner will need to demonstrate they have learnt the required knowledge, skills and behaviours, through a scenario-based project and a discussion around an evidence-based portfolio.

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 Talent Coach who is there to guide them through their training programme. As well as their Talent Coach, learners have unlimited access to learning and support materials online. All of this will help the learner to meet the standards set, resulting in them becoming competent and fully qualified.

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

What your employees will learn

Knowledge:

Investigate wants, needs, problems and opportunities; apply relevant techniques to structure information; use modelling techniques and tools; identify opportunities for improvement; analyse requirements for business situations; see the drivers, costs, benefits and impacts of a proposed business change.

Skills:

Apply structured techniques to investigate wants, needs, problems and opportunities; document the current situation and apply relevant techniques to structure information; assist in the recommendation of business and IS changes; model business situations with clearly-defined boundaries using contemporary modelling techniques and digital modelling tools; analyse business process models to identify opportunities for improvement.

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.

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