

DATA ANALYST

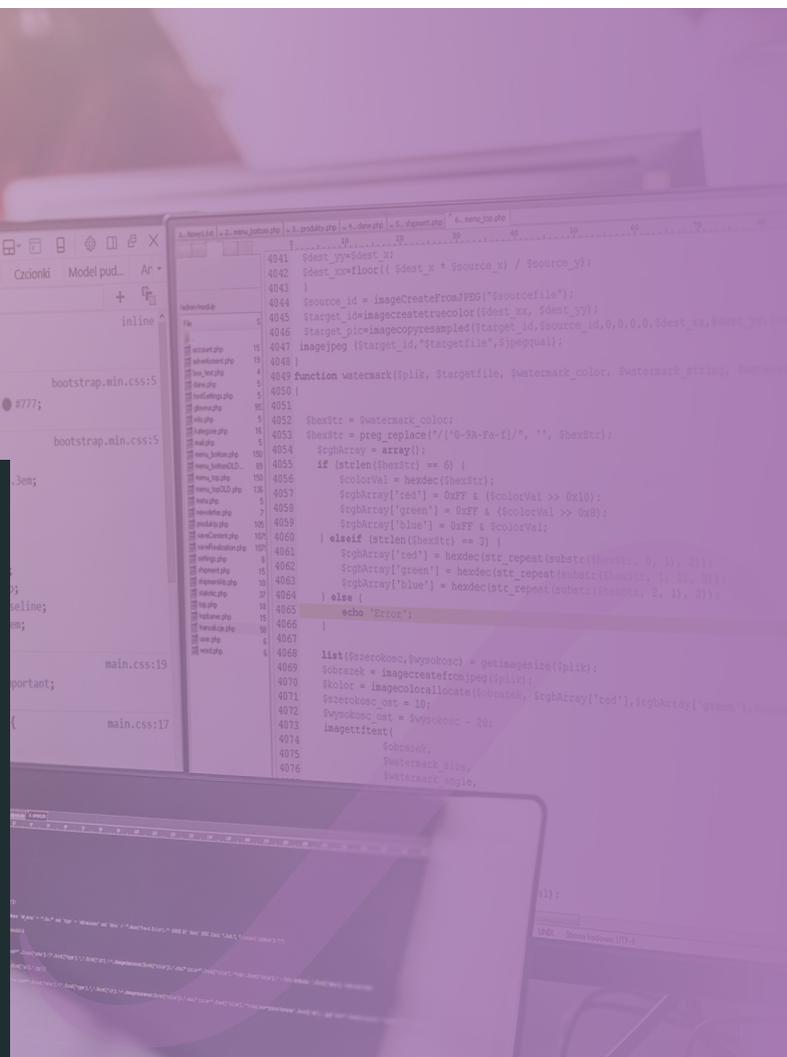
The primary role of a level 3 Data Analyst, or Data Technician, is to support organisations to make better, data-driven decisions which helps to increase process efficiency, operational performance, and profitability. Data Analysts play a vital role in developing data literacy across an organisation and supporting their peers to better understand how to utilise data as part of their day to day operations. Data Analysts understand how to gather quality data, prepare and cleanse it to ensure accuracy, analyse it to find meaning and predict future outcomes, present findings back to the wider business, and to create live data-dashboards to ensure organisations have access to the live data it needs to drive performance at every level.

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 of Data Analytics.

The programme in brief

- Level 3
- Duration – 15 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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The learner journey

1. 13 months on-programme – This is when the learner will develop their skills, knowledge and behaviours to prepare them for their end-point assessment. The learner might participate in a range of activities, such as face to face and remote sessions, classroom-based sessions, mentoring, shadowing, bespoke resources and off-site visits, in order to support their learning and development. Our course is designed to be completed during the off the job training hours.

2. Gateway – After the 13 months teaching and learning, the employer, Learning Curve Group tutor and the learner will review the complete journey and decide whether the learner is ready to pass through the gateway phase and into their end point assessment.

3. End-Point Assessment – This stage will take roughly **two months** to complete. This is when you will need to demonstrate you have learnt the required knowledge, skills and behaviours, through two a scenario-based demonstrations and a discussion based on a portfolio of evidence.

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 tutor who is there to guide them through their training programme. As well as their tutor, 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' End-Point Assessment through an approved Assessment Organisation registered on the Register of Apprentice Assessment Organisations.

What your employees will learn

Knowledge:

What data is, data formats, data security and compliance with GDPR, statistics and probability, and the value of data in business. Data sources, data architecture, cleansing, preparing, and importing data into Excel. PowerQuery, filtering and sampling data. Excel functions, formulae, and normalising data. Creating charts, VBA and Pivot tables. Engaging the right people and communication mediums, how to structure insight, types of charts and graphs, and the biology of how humans process information. Business insight and insight tools like Power Bi or Tableau, data modeling, report design, sampling bias, data ethics, predictive models and hypothesis testing and p-values.

Skills:

Sourcing, collecting and migrating data to/from a range of internal and external systems; manipulate and blend different data sets as required; audit data results; interpret and apply the organisations data and information security standards, policies and procedures to data management activities; apply basic statistical methods and algorithms, produce insight and present findings; produce technical documentation; review own development; and keep up to date with current trends and developments.

Behaviours:

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

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