THE APPRENTICE
and TRAINING PARTNERSHIP

LEVEL 4
BUSINESS ANALYST

Programme Overview:

IS (Information Systems) Business Analysis is an advisory role that provides a critical layer of challenge and scrutiny for organisations who wish to deliver IS change successfully.

IS Business Analysis enables organisations to "do the thing right." The role embodies early and regular investigation and analysis that ensures the right IS solution is chosen to meet the required business need. Given the risk of solutions failing to meet organisational needs, it is crucial that IS Business Analysis is undertaken before projects are initiated. Pre-project analysis ensures that there is a thorough and shared understanding of the 'root cause' of any problem or opportunity being addressed, and that various options are considered and the most effective is chosen.

Therefore, IS 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 IS Business Analyst role is to model business processes and to facilitate, coordinate and document detailed business requirements regarding the business change agenda. IS Business Analysts will determine and present solutions of 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 Business Analysis provides a recognised career with professionals taking lead roles in successful change delivery in many organisations.

Entry Requirements:

Individual employers will set the selection criteria, but this might include five GCSEs and/or A levels; a Level 3 Apprenticeship; other relevant qualifications and experience.

Programme Duration:

The duration of this apprenticeship is typically 18 months

Initial Assessments:

An initial assessment of Maths and English will be carried out for all apprentices using an approved diagnostic tool (BKSB, ForSkills); this will include Initial Assessment and full Diagnostic of knowledge in Maths and English to gauge the level at which the apprentice is working.
This will enable us to support the apprentice and structure training provision.

Who is it for?

The Business Analyst Level 4 Standard is suitable for individuals who are working in a supervisory business analyst role.

They may have key responsibilities which can include:

- IS Business Analyst
- IT Business Analyst
- Business Systems Analyst
- Requirements Analyst/Engineer
- Business Process Analyst

Delivery Model:

A minimum of 20% of the apprenticeship training takes place off-the- job and is flexibly delivered to suit your business with either classroom training and/or workshops in the workplace or block-training or day-release at our centre, with the remaining time being spent in the workplace.

A full timetable for training, ongoing assessment and End-Point Assessment will be issued to both you as the employer; and the apprentice, once the delivery model and training elements have been agreed.

On Programme Assessment will take the form of progress reviews with the trainer, employer and apprentice at least every 12 weeks. Feedback with ongoing development will include additional learning materials, resources and training delivered through the apprentice's e-portfolio OneFile; to which employers have access to view the progress and the development of each apprentice.

End Point Assessment:

As the apprentice progresses through the apprenticeship, the employer and training provider will agree the apprentice has meet the Standard and be ready for End Point Assessment.

This is called the 'Gateway' and will trigger End-Point Assessment. This is carried out by a Qualified Independent Assessor by an Approved External Awarding Organisation and will test the knowledge and competencies of the apprentice using a range of methods, these can include; an interview, scenarios with questions, portfolio of evidence sampled, professional discussion, watching a presentation of the apprentice's evidence plus other methods.

The Independent Assessor will make the final judgement as to whether the apprentice has fully met the requirements of the Standard. Grading will also be awarded with a maximum mark of 100, this will be awarded by the Independent Assessor based on the apprentice's assessment. Grades awarded are distinction, merit, pass or fail. End-Point Assessment is normally carried out in the workplace.

Programme Structure:

The programme is broken down into areas to ensure that each apprentice has a rounded knowledge of principles, techniques and technologies. This involves an understanding of knowledge, skills and behaviour; as well as managing self and delivering results.

Technical Competencies

The IS Business Analyst will be able to undertake the following responsibilities in line with organisational procedures and where appropriate under supervision.

Investigation Techniques

- 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.

Business Process Modelling

- Model business situations with clearly-defined boundaries using contemporary modelling techniques and digital modelling tools
- Analyse business process models to identify opportunities for improvement
- Redesign business process models using different scenarios and different solution models

Data Modelling

- Create data models to illustrate how data is represented within a business system
- Revise the data model in accordance with different proposed solutions

Acceptance Testing

- Define acceptance tests for business change and IS solutions

Requirements Engineering and Management

- Elicit requirements from stakeholders to identify business and user needs
- Analyse, validate, prioritise and document functional and non-functional requirements for business situations
- Identify data requirements relating to business improvement
- Assist in the management and controlled change of requirements

Acceptance Testing

- Compare current and future state business situations with a view to developing a roadmap for business improvement

Stakeholder Analysis and Management

- Identify stakeholders impacted by a proposed change, understand their perspectives and assess how their interests are best managed.

Business Impact Assessment

- Assess and document the drivers, costs, benefits and impacts of a proposed business change.

Technical Knowledge and Understanding

Delivered through one to one training sessions, workshops and tutorials and applied according to business environment.

Be able to understand and know the following:

- How to conduct internal and external environmental analysis of an industry domain.
- How business change and system development lifecycles work, including the use of appropriate methodologies and impact of organisational culture.
- The role of the IS Business Analyst and its relationship with other roles on a business change
- initiative including those with system development responsibility
- The value of Business Analysis in improving the IS system performance of an organisation.
- What is meant by IS Business Analysis and the stages of activity that constitute it.
- The procedures, tools and techniques that can be used to conduct all stages of IS Business analysis.
- The approach to investment appraisal, benefits realisation and management.
- The purpose and value of quality assurance techniques.
- The role and application of contemporary modelling software and techniques in modelling the current and proposed business processes.
- How to scope, plan and manage Business Analysis tasks.

- How to document options, proposals and plans arising from a specified IT Business Analysis assignment and the sign-off process.
- The importance of communicating effectively and in a timely manner with a range of stakeholders during an IS Business Analysis assignment.

Underpinning Skills, Attitudes and Behaviours

Learned through a blended mixture via on the job training and one to one training sessions, workshops and tutorials and applied according to business environment

Demonstrate a strong ability to:

Logical and creative thinking skills to help solve business change challenges

- Ability to work independently and to take responsibility appropriate to the role.
- Can use own initiative in a range of IS business change situations.
- A thorough and organised approach: planning analysis activities in line with business priorities
- Ability to work with a range of internal and external people impacted by IS business change.
- Ability to communicate effectively in a variety of situations such as IS business change workshops and interviews.
- Maintain productive, professional and secure working environment within relevant organisational and legislative requirements

The designated trainer will support the employer and apprentice throughout the programme as a single point of contact for questions and queries.

This includes additional support for portfolio and project preparation, along with any advice and guidance needed.

Progression:

This apprenticeship is recognised for entry onto the BCS Register of IT Technicians confirming SFIA (Skills Framework for the Information Age) level 3 professional competence and those completing the apprenticeship are eligible to apply for registration.

Next steps:

In order to create an apprenticeship that best suits your business requirements, we will meet with you to discuss the delivery of the programme and how the apprenticeship will be funded.

We will provide ongoing support including:

- Search and selection of the right apprentices to meet your business requirements.
- Specifying the training modules to optimise 'in job' performance.
- A tailored service in order to seamlessly integrate with your apprentice managers.
- Updates and information regarding apprenticeship costs and funding.
- Support and guidance for the apprentice and employer from start to finish with one main point of contact for you throughout the whole apprenticeship.
- Employer and apprentice access to a comprehensive range of resources and support material via OneFile.
- Time-efficient visits for training and assessment to work around you.
- Industry specialist qualified trainers and assessors.

Questions?

If you have any questions or concerns relating to supporting an Apprentice, your assigned tutor is always available to help, or, contact one of our advisors on **0330 380 0249.**