LEVEL 3 APPRENTICESHIP STANDARD

# DATA TECHNICIAN

COURSE DURATION // 12-15 MONTHS

# BALTIC
APPRENTICESHIPS

www.balticapprenticeships.com

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# DATA TECHNICIAN

### SOURCE // VALIDATE // ANALYSE

**Futureproof your data strategy with this Level 3 apprenticeship programme. Our expert training and heroic one-to-one support channels an interest in data into a practical and powerful skillset.**

## Your route to recruit, train, and retain fresh data talent.

Today, businesses are collecting all kinds of data from sensors, sales, social media, and software systems. Data can power innovation, optimise performance, and uncover business insight – if you can utilise it.

The appetite for data is growing, and so is demand for data skills. There is a significant skills gap right now, with a small pool of Data Analysts commanding high salaries in a competitive global market. For organisations looking to develop their data processing capacity in the short term whilst investing in future data talent, an apprenticeship training programme is a cost-effective solution that generates results.

This Level 3 programme teaches people how to prepare, analyse, validate, and communicate data to drive evidence-based decisions.

Our curriculum is designed around professional standards created by industry experts. We offer a comprehensive training route to attract fresh talent or develop existing employees.

Our hands-on approach to training puts theory into practice and embeds data theory within engaging workshops and work-based projects.

This programme moves beyond the Apprenticeship Standard and offers learners the opportunity to gain a Microsoft Excel Associate certification alongside their apprenticeship qualification. Excel is one of the most powerful and widely-used tools for data analysis. At Baltic, we build confidence and skill within Excel from the very beginning, setting our learners up for success throughout their data career.

With this Level 3 programme, you can create an exceptional data professional for the future of your organisation.

### DID YOU KNOW?
In 2019-20 100% of our Data Analyst Apprentices successfully achieved their qualification.

Find out more today at *www.balticapprenticeships.com*

## ROLE OVERVIEW //

**Data Technicians can apply their skills to almost every department, every organisation, and every sector of industry. They are a welcome addition to any area of business where data is generated or processed.**

The overall purpose of this role is to source, format, and present data securely. Day-to-day responsibilities for a Data Technician include blending data from multiple sources, data cleansing and preparation, data validation, and simple statistical analysis of structured and unstructured data to support business outcomes.

Data Technicians can work as part of a larger data team, preparing datasets for more senior Analysts, or could be based within a single department, reporting findings to senior managers and key decision makers.

## EXAMPLE DUTIES //

▷ **Collate and format data to facilitate processing and advanced analysis by others**

▷ **Analyse simple and complex data using basic statistical methods**

▷ **Communicate results to both technical and non-technical stakeholders, tailoring the format to suit different audiences**

## EXAMPLE JOB TITLES //

▷ **Data Support Analyst**

▷ **Junior Data Analyst**

▷ **Data Technician**

▷ **Junior Information Analyst**

# TRAINING COMPONENTS //

## TECHNICAL TRAINING

The technical training covers all knowledge, skills and behaviours required by the Apprenticeship Standard. Our training is delivered by subject specialists via our SMART Classroom learning environment.

## WORKPLACE PROJECTS

Throughout the programme, learners will complete Workplace Projects to build a portfolio of evidence and demonstrate their abilities. Each project will be set and assessed by a Baltic Learning Mentor, who will provide detailed feedback and suggestions for improvement.

## OFF-THE-JOB LEARNING

An apprenticeship requires 20% off-the-job learning. Baltic Apprenticeships contribute the majority of this through our instructor-led training. The rest can include workplace mentoring, self-study, and additional workplace training relevant to your organisation.

## END POINT ASSESSMENT

The EPA is completed in the final months of the apprenticeship. It includes a scenario demonstration with questioning and a professional discussion underpinned by the portfolio of evidence.

Find out more at **www.balticapprenticeships.com**

# TECHNICAL TRAINING //

The technical training element of this apprenticeship is split into 4 courses designed around the knowledge requirements of the Apprenticeship Standard. These training units are delivered by our expert technical trainers, via the SMART Classroom.

### COURSE 1 //
## EXCEL FOR DATA ANALYSIS: MICROSOFT OFFICE SPECIALIST

### COURSE 2//
## DATA GATHERING

### COURSE 3 //
## DATA ANALYSIS & VALIDATION

### COURSE 4 //
## DISTRIBUTION & DISSEMINATION OF DATA

# EXCEL FOR DATA ANALYSIS:

## MICROSOFT OFFICE SPECIALIST

Microsoft Excel is a powerful and accessible tool for any data professional. This course provides a hands-on introduction to Excel for data analysis, introducing formulas and functions alongside the fundamentals of working with data.

Apprentices will learn to create and manage professional spreadsheets for specialised purposes, customising Excel environments to meet a variety of project needs and enhance productivity. This training includes:

▶ **Managing worksheets and workbook settings**

▶ **Managing and formatting data**

▶ **Data cells and ranges**

▶ **Creating advanced charts, tables, and objects**

▶ **Applying formulas and functions**

▶ **Advanced formulas and macros**

This course is delivered over 5 days in the SMART Classroom and includes an Exam Voucher, giving apprentices the chance to gain a Microsoft Excel Associate Qualification.

Find out more at **www.balticapprenticeships.com**

# DATA GATHERING

Within any organisation, there are many different sources of data. This course teaches data apprentices how to source, extract, collate, and format meaningful data and communicate its value across an organisation. This training covers:

▶ **The role of data in digital contexts**

▶ **Data architecture, types, and sources**

▶ **Extracting, formatting, and blending data**

▶ **Preparing data for useful analysis**

▶ **Linking and manipulating data sets**

▶ **Tools and techniques to identify patterns and trends within datasets**

▶ **Communication tools and technologies for collaborative working**

This module is delivered over 5 days in the SMART Classroom

Find out more at **www.balticapprenticeships.com**

**COURSE 3** //

# DATA ANALYSIS & VALIDATION

This training week will develop skills and knowledge across a range of data analysis techniques, including statistics, algorithms, data modelling and normalisations. Apprentices will also explore data quality issues and embed data validation techniques within their approach to analysis activity. This training includes:

▶ **Identifying common data quality issues**

▶ **Data validation methods**

▶ **Cleansing data sets**

▶ **Using algorithms and automation**

▶ **Basic statistical methods and data modelling techniques**

▶ **Auditing results and assessing data integrity**

This module is delivered over 5 days in the SMART Classroom.

# DATA DISTRIBUTION & DISSEMINATION

The best data professionals are those who can communicate insights from complex data in an accessible way, helping others to take action. This course focuses on ways to store and disseminate data within legal and ethical frameworks and explores how to present and communicate results for different audiences. Our training includes:

▶ **Legal and regulatory requirements for data protection and security**

▶ **The ethical use of data**

▶ **Producing technical documentation**

▶ **Reporting methods, formats, and techniques**

▶ **Communicating data for technical and non-technical audiences**

This course is delivered over 5 days in the SMART Classroom.

Find out more at **www.balticapprenticeships.com**

## WORKPLACE PROJECTS & COMPETENCY WORKSHOPS //

**Workplace Projects bring an apprentice's technical training to life, embedding knowledge, skills, and behaviours within practical work-based assignments.**

Learners will complete a range of data processing and analysis projects throughout their apprenticeship, forming a robust and professional portfolio of evidence to demonstrate the skills and competencies outlined by the Apprenticeship Standard.

Our specialist Technical Skills Coaches will support and prepare learners for their Workplace Projects through Competency Workshops. These workshops facilitate structured teaching and learning to encourage apprentices to apply knowledge, skills, and behaviours to real-world activity.

Apprentices will be set 3 Workplace Projects, which will build understanding, refine skills, and enable the collection of authentic evidence around data gathering, analysis, distribution, and dissemination. These projects will form the portfolio for discussion during the End Point Assessment.

# IMPLEMENTING DATA PROCESSES

This practice-based course is delivered towards the end of the apprenticeship programme to help learners effectively prepare for their End Point Assessment.

This course is a culmination of the technical training delivered throughout the programme, where learners apply the knowledge, skills, and behaviours they have acquired across the duration of their apprenticeship.

This workshop includes controlled scenarios similar to those they may encounter during their End Point Assessment, along with Q&A sessions to boost confidence before the final assessment.

This course is delivered over 3 days through the SMART Classroom.

Find out more at **www.balticapprenticeships.com**

# END POINT ASSESSMENT //

**The End Point Assessment (EPA) is the final element of the apprenticeship programme.**

During this period, an independent assessor will evaluate learners' performance, matching their knowledge, skills, and behaviours (KSBs) against the Apprenticeship Standard.

After the EPA is complete, apprentices will receive an overall apprenticeship grade: fail, pass, merit, or distinction. Apprentices must pass all elements of the EPA to pass the apprenticeship.

**For this programme, the EPA consists of two parts:**

## 1. Scenario demonstration with questioning.

Apprentices will be presented with two scenarios relevant to their normal sphere of work, each lasting 45 minutes. One scenario requires the apprentice to conduct data gathering operations, and the other scenario requires data analysis and validation. During this time, the independent assessor can ask questions to allow the apprentice to demonstrate relevant knowledge, skills, and behaviours.
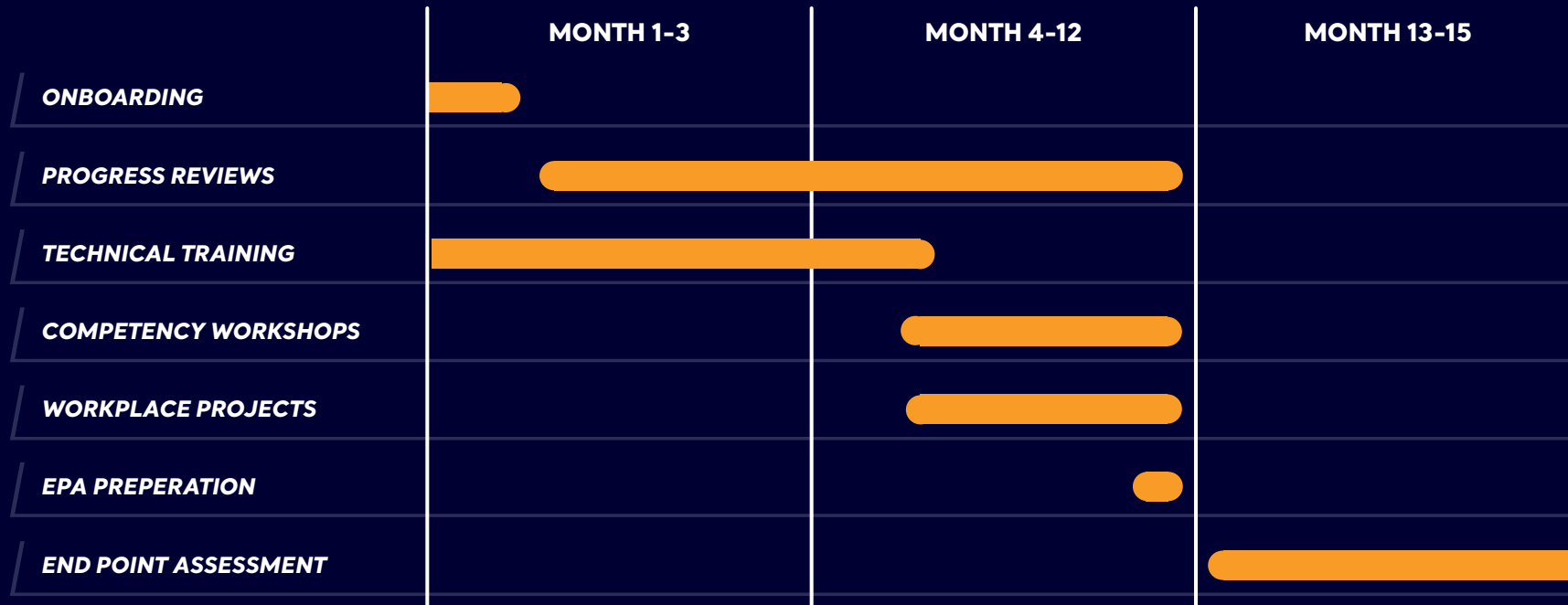
## 2. Professional discussion underpinned by portfolio.

Apprentices are invited to a professional discussion with their independent assessor. This session is structured to draw out the best from each apprentice and enable them to discuss and demonstrate their knowledge.

This discussion lasts one hour, with open questions based around the portfolio of evidence.

## CAREER JOURNEY //

This illustration is an example of what the apprenticeship programme will look like. You will receive a schedule for the Technical Training within two weeks following your programme induction.

| | MONTH 1-3 | MONTH 4-12 | MONTH 13-15 |
|---|---|---|---|
| ONBOARDING | ▬ | | |
| PROGRESS REVIEWS | | ▬▬▬▬▬▬ | |
| TECHNICAL TRAINING | ▬▬▬▬ | | |
| COMPETENCY WORKSHOPS | | ▬▬▬ | |
| WORKPLACE PROJECTS | | ▬▬▬ | |
| EPA PREPERATION | | ▬ | |
| END POINT ASSESSMENT | | | ▬▬▬ |

### Throughout this apprenticeship our team will work with learners to instil a love of lifelong learning.

Our Baltic Learning Mentors work one-on-one with apprentices, embedding personal and professional development approaches into their regular review sessions. This helps your apprentice get the most out of their learning experience and add maximum value to your organisation.

On completion of this Level 3 Data Technician apprenticeship, learners will have developed a deep understanding of data gathering, preparation and basic statistical analyses, and will be able to confidently implement these advanced technical skills in their job role.

To continue learning and professional development, those who achieve this Level 3 apprenticeship programme have many options for further training, including our Level 4 Data Analyst programme, or other education routes such as degree courses and other professional training.

# WHAT TO EXPECT FROM BALTIC //

## APPRENTICE ONBOARDING

Throughout onboarding your apprentice will be inducted onto the programme and will have their introduction session with their Learning Mentor, who will provide one-to-one support and guidance throughout their apprenticeship journey.

## EMPLOYER ONBOARDING

Your Account Relationship Manager will make contact with you on your learner's start date and on a regular basis thereafter. They'll make sure you're up and running and have everything you need to support and develop your Data Technician apprentice.

Following this, your apprentice's Learning Mentor will be in touch to discuss their role and identify where your contribution will be highly valued as your apprentice progresses through their programme.

## PROGRESS REVIEWS

Apprentice progress is reviewed every 12 weeks during a one-to-one session with their Learning Mentor in the SMART Classroom. Employers are invited to attend these sessions to provide an update on progress and support in mapping work-related projects to the apprenticeship competencies.

## FUNCTIONAL SKILLS

If Functional Skills (English and Maths) are required, we will add an additional 1-week course per module to the programme. Exams will be held at a local testing centre.

Find out more at **www.balticapprenticeships.com**

# BALTIC
## APPRENTICESHIPS

**Please contact Baltic Apprenticeships for further information:**

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