

Introduction to Level 4 Business Analyst

The broad purpose of a Business Analyst is to understand the needs of stakeholders and how these can be met through business change and digital solutions. Business Analysts are change professionals that help organisations deliver business and digital change successfully.

Business Analysts play a key role in multidisciplinary teams by collaborating with different groups of stakeholders, working to understand and communicate how digital solutions can support the organisation's needs. They interact with stakeholders through leading workshops, conducting interviews and using other techniques to effectively understand the business problems and user needs.



Entry Requirements

Apprentices on this standard must be in a full-time business analyst role where business analysis is the primary focus of their work activities.

A*-C GCSE (or equivalent) in Maths and English

Functional Skills

Apprentices who have not achieved an A*-C GCSE (or equivalent) in Mathematics and English GCSE are required to gain Functional Skills in English and Mathematics at Level 2 as part of this apprenticeship.

Apprenticeship in Brief



Facts

- ◇ Typical jobs: Business Analyst, Agile Business Analyst, Digital Business Analyst, Business Systems Analyst, Business Process Analyst
- ◇ This standard aligns with BCS, The Chartered Institute for IT for Register of IT Technicians (RITTech) level 4



Funding

£18,000



Delivery Approach

Virtual classrooms via MS Teams or Zoom, workplace learning, Tutor & Trainer support & online learning.



Qualifications Gained

Level 4 Business Analyst Apprenticeship
 Certified Lean Kanban Foundation
 Scrum Certified Product Owner Level 1 & 2
 BCS International Diploma in Business Analysis*

* You need to pass 4 BCS modules, then sit and pass the oral examination



End Point Assessment

- ◇ Project Proposal with Presentation & Questioning
- ◇ Professional Discussion underpinned by the Portfolio of Evidence - showcasing work tasks carried out during the apprenticeship.

These are the duties as per the Standard, that a Business Analyst should be involved in and must evidence in the workplace:

- ◇ Apply structured techniques to investigate wants, needs, problems and opportunities
- ◇ Document the current situation and apply relevant techniques to structure information
- ◇ Assist in the development of options and recommendations for change
- ◇ Model business processes using relevant techniques
- ◇ Perform business process analysis and improvement
- ◇ Redesign business process models in order to reflect changes in working practice or deliver improvements
- ◇ Undertake requirements elicitation with stakeholders to identify business and user needs
- ◇ Analyse, validate, prioritise and document functional and non-functional requirements for business situations, using relevant techniques
- ◇ Identify data requirements relating to business improvement
- ◇ Assist in the management and controlled change of requirements
- ◇ Support the creation of data models to illustrate how data is represented within a business system
- ◇ Compare current and future state business situations in order to identify the changes required for business improvement
- ◇ Define acceptance criteria for business and system changes, and support business acceptance
- ◇ Identify and analyse stakeholders impacted by a proposed change, understand their perspectives and assess how their interests are best managed
- ◇ Assess and document the drivers, costs, benefits and impacts of a proposed business change.

Apprenticeship Journey

Time on programme

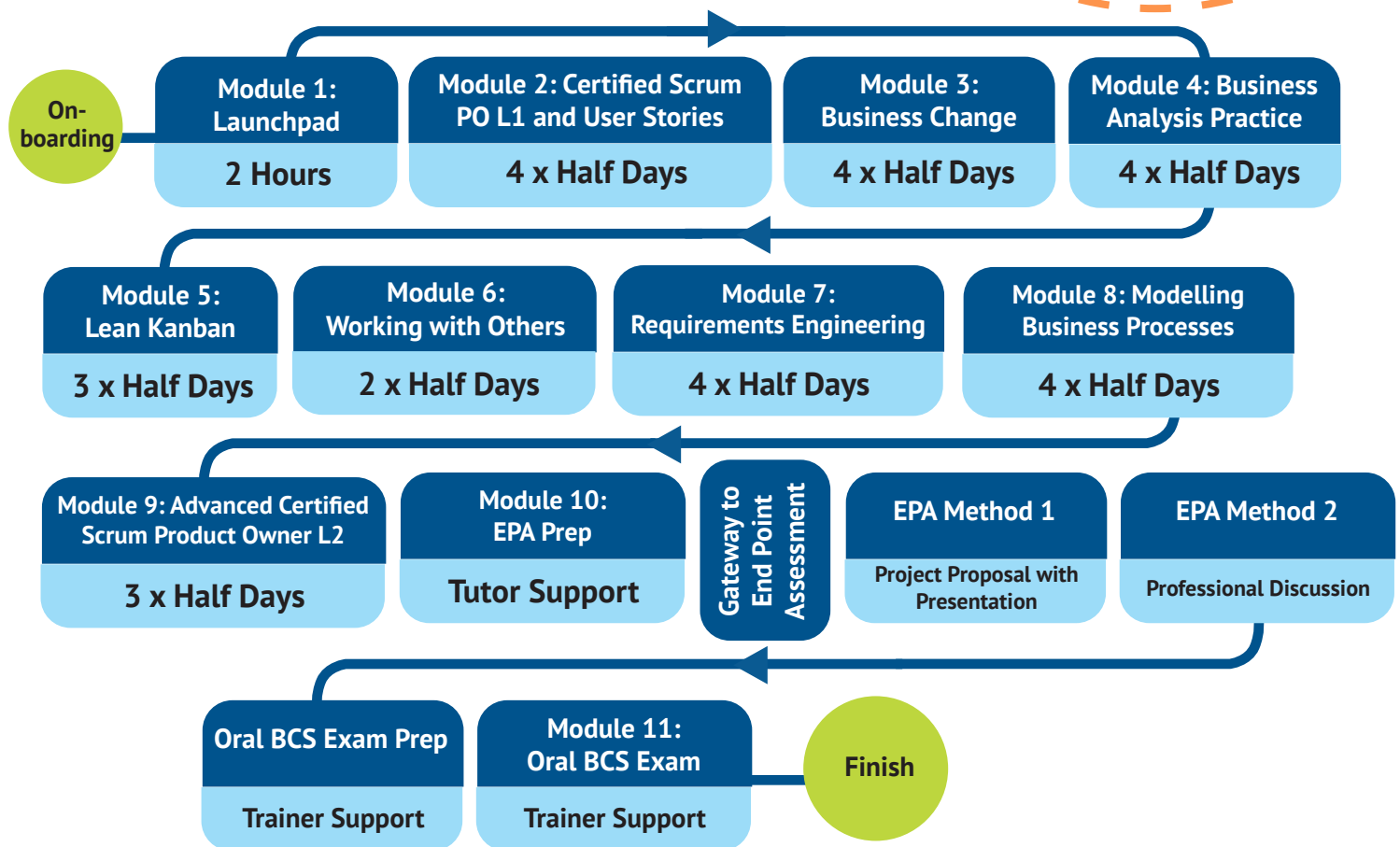
15 months on programme – a period of teaching and learning to help Learners develop their knowledge, skills and behaviours. Ensuring they are ready for end-point assessment.

Gateway

This is the time at the end of the 15 months when the Employer, Training Provider and Apprentice determine if the apprentice is ready for the assessment.

End-Point Assessment

Carried out by an independent assessment organisation your apprentice will need to demonstrate the required knowledge, skills and behaviours through a presentation with questions and answers and a professional discussion underpinned by a portfolio of evidence.



Apprenticeship Grading

The apprenticeship includes **Fail, Pass and Distinction** grades which are awarded at the end point assessment. The final grade is based on the **overall performance in the presentation and professional discussion.**