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Level 4 Business Analyst

Programme Overview

- Phase 1 Onboarding
- Phase 2 Training, Tutor Support Sessions & Quarterly Reviews
 - Introduction to Business Analysis
 - Business Change
 - Pre/Post Workshop Tasks
 - Business Analysis in Practice
 - Pre/Post Workshop Tasks
 - Requirements Engineering
 - Pre/Post Workshop Tasks
 - Modelling Business Processes
 - Pre/Post Workshop Tasks
- Phase 3 Assessment Gateway
- Phase 4 End Point Assessment



Tutor support sessions every six weeks

Progress Reviews with manager every 12 weeks

Programme Delivery

All modules are either trainer-led remote training session or self-paced distance learning on our dedicated virtual learning environment (VLE).

All trainer-led training days are delivered across three online sessions at the following times:

9am - 10:30am
 11am - 12:30pm
 1:30pm - 4pm

Phase	Month	Training Modules	Length
Phase 1		Introduction & Onboarding	1-2 days
Phase 2	1	Introduction to Business Analysis	VLE
	2	Business Change	3 days
	3	Pre/Post Workshop Tasks	VLE
	4	Business Analysis in Practice	4 days
	5	Pre/Post Workshop Tasks	VLE
	6	Requirements Engineering	3 days
	7	Pre/Post Workshop Tasks	VLE
	8	Modelling Business Processes	3 days
	9	Pre/Post Workshop Tasks	VLE
	10 - 13	Portfolio Tasks	Workplace
Phase 3	14	Assessment Gateway & EPA Preparation	
Phase 4		End Point Assessment	3 months



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Programme Details

Introduction to Business Analysis

- Sharing knowledge
- Information systems and maintaining your knowledge
- Business performance measurements
- Understanding business situations

Business Change

- An understanding of the holistic nature of business change
- Business Change Principles
- Business Alignment
- Business Improvement Definition
- Business Change Design
- Development Business Change
- Implementation Benefits Management and Realisation

Self-Study – Self-study resources include online learning and recommended reading.

Pre/Post Workshop Tasks

Before all workshops learners will be asked to complete eLearning to prepare them for workshop and after they will be given tasks that will require them to put their learning into practice in the workplace thus developing their skills. These tasks will be reviewed by their tutor and if required amendments made. When completed, these tasks can be used support to their End Point Assessment.

Business Analysis in Practice

- The strategic context for business analysis
- How and when to select and apply a range of techniques and tools to analyse the current state of a business
- How to establish the target state of a business
- The value of ongoing stakeholder engagement and analysis
- The purpose and content of the business case

Self-Study – Self-study resources include online learning and recommended reading.

Requirements Engineering

- Collaborate with stakeholders to ensure requirements align with business objectives
- Elicit different types of requirements and the associated documentation
- Analyse and validate requirements
- Ensure and manage requirement quality and change

Self-Study – Self-study resources include online learning and recommended reading.

Modelling Business Processes

- The context in which business process modelling occurs
- How to construct organisational models of business process at the enterprise level
- The use of modelling techniques at the event-response level
- The use of modelling techniques at the actor-task level
- The approaches used for improving business processes
- Considerations when managing and implementing change

Self-Study – Self-study resources include online learning and recommended reading.

Assessment Gateway & EPA

EPA Preparation

- Dedicated one-to-one sessions to support the learner as they head towards assessment, putting them in the best possible position for achievement

Assessment Phase

- EPA can take up to 3 months to complete. This involves a Project Proposal with presentation and questioning and a professional discussion with portfolio