



Business Analyst

Level 4

Welcome to the Level 4 Business Analyst Programme

This apprenticeship will cover:

-  Data Modelling
-  Stakeholder Analysis
-  Gap Analysis
-  Business Impact

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Business Analysis Level 4 Training

Unit 1 - Business Analysis Foundation (Part 1)

Delivery days - 2

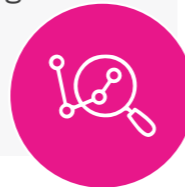
Learners will be introduced to the Business Analysis sector and the following topics: What is business analysis? Competencies of a Business Analyst, strategy analysis, business analysis process model, investigation techniques, stakeholder analysis and management.



Unit 1 - Business Analysis Foundation (Part 2)

Delivery days - 2

Learners will be introduced to the Business Analysis sector and the following topics: Modelling business processes, defining the solution, making a business and financial case, requirements management, modelling requirements, delivering the requirements and delivering the business solution.



Unit 4 - Business Requirements Engineering

Delivery days - 3

Learners will be introduced to Business Analysis practices and cover the following topics: Requirements elicitation, Requirements modelling, Requirements, Documentation requirements analysis, Requirements validation and Requirements management.



EPA Readiness - Portfolio Building and Path to Mastery

Delivery days - n/a

Apprentices will meet with their line managers and Development Coach to decide whether a Path to Mastery would be in the best interests of the apprentice and the workplace and discuss which path to take. Learners will complete a Path to Mastery if suitable. Learners will have approximately five months to prepare for Gateway.



Unit 2 - Business Analysis Practice

Delivery days - 3

Learners will be introduced to Business Analysis practices and cover the following topics: Rationale for business analysis, Understanding the strategic context, Understanding the current situation, Stakeholder analysis and management, Analysing and modelling business activities, Identifying potential solutions and Building the business case.



Unit 3 - Business Analysis Modelling

Delivery days - 3

Learners will be introduced to Business Analysis practices and cover the following topics: The role of business process modelling, The hierarchy of process models, Modelling core business processes and The use of gap analysis in improving business processes.



EPA Readiness - Portfolio

Delivery days - n/a

Learners will have approximately six months to prepare for Gateway. They will consolidate the portfolio that they have built up during the course.

- Professional Discussion
- Project Proposal with Presentation



Learner Journey

Month 1
Coaching Call

Month 3

- Business Analysis Foundation (Part 2)
- Progress Review

Month 2

- Business Analysis Foundation (Part 2)
- Coaching Session

Month 5

- Business Analysis Practice
- Coaching Session

Month 4
Coaching Session

Month 6
Progress Review

Month 7

- Business Analysis Modelling
- Coaching Session

Month 9

- Business Requirements Engineering
- Progress Review

Month 8
Coaching Session

Month 10
Coaching Session

Month 12-15

- Preparing for Gateway
- Coaching Session

Month 11
Coaching Session

EPA



Your apprenticeship programme

Qualification

On successful completion of the programme, you will be awarded a Level 4 IS Business Analyst Apprenticeship, which will allow you to join the British Computer Society (BCS) Register of IT Technicians (RITTech), which confirms your status as a Skills Framework for the Information Age (SFIA) Level 3 professional.

Off-the-job training

As an apprentice, you study while you work, a minimum of 6 hours per week of your time at work will be dedicated to your apprenticeship. You will learn through a mix of classroom days, personalised coaching sessions, e-learning and activities to practise what you are learning.

Employers collaborate with the training provider and you to ensure that you are on target with your off-the-job learning hours. Everything you do can be tracked on the Bud digital platform. Working with your Development Coach and line manager, you can balance your off-the-job training hours with your day-to-day responsibilities.

Is it off-the-job training?

Off-the-job training can take place very flexibly throughout the apprenticeship. This can be scheduled for every day, a day a week, in longer blocks (e.g. one week in every five) or in other creative ways. The stipulations are:

- The minimum off-the-job training hours have been met
- Has the individual begun their apprenticeship programme?
- Is the activity directly related to the apprenticeship standard or framework?
- Is the activity teaching new knowledge, skills and behaviours?
- Is the learning taking place within the apprentice's normal contracted working hours?

If all of these apply, it counts as off-the-job training.

Virtual Classrooms

Learners will attend classroom sessions online using Class, our virtual-classroom software.

To access the session, they will need:

- A desktop/laptop computer
- To download the Class meeting software application

[Apprentify Class](#)

Once you have installed the software, please use the Class Guides if you are having any issues.

[Class Guides](#)



Assessment

On Programme

Your progress will be continually assessed using our online apprenticeship management system, Bud. Throughout your apprenticeship you will upload evidence to show that you have completed the activities that contribute towards the achievement of your apprenticeship.

[Apprenticeship Standard](#)

End-point Assessment (EPA)

Once you have gone through the gateway, you will start the EPA. This assessment will showcase the entirety of the knowledge, skills and behaviours you have developed during the programme.

[EPA Explainer Video](#)

Expectations during your apprenticeship

The modern apprenticeship revolves around the tripartite relationship between apprentice, employer and Apprentify. All parties are responsible for ensuring that the apprenticeship programme is a success.

The expectations listed are necessary for all parties to ensure that the apprentice completes their apprenticeship.



Apprentice

- Preparation and planning for coaching/classroom sessions
- Attending all virtual classrooms and coaching sessions
- Completion of tasks in the agreed timeframe
- Planning your 20% off-the-job training and completing your Bud activities
- Taking responsibility for your own development
- Communicate support needs to your line manager and Development Coach
- Update your Self-Study Log with the extra training you complete

Line Manager

- Facilitate time for the apprentice for their learning in working hours
- Monthly one-to-one reviews with learners to discuss progress, provide feedback and guide development
- Provide opportunities for learners to participate in relevant workplace tasks related to their apprenticeship standard
- Keep in regular contact with the apprentice and Development Coach
- Provide learning opportunities
- Support with 20% off-the-job training

Development Coach

- Providing teaching and coaching sessions
- Monitoring progress using Bud and gaining feedback from line managers
- Coaching apprentices with both apprenticeship- and workplace-related skills
- Feedback to drive enhanced performance and improved knowledge
- Online support through regular meetings
- Marking and assessment of Bud work
- Preparation for EPA

Path to Mastery

The Path to Mastery gives you the chance to gain additional skills in specialist areas. The optional learning is designed to enhance expertise in specialist areas and let you thrive in your role. As an apprentice, you will only be enrolled on the Path to Mastery if both your employer and Apprentify agree that you are in a position to take on extra learning.



Pluralsight

You will receive access to the Pluralsight e-learning platform and undertake training to specialise in either web development languages or web design software to enhance your employer's website.

Career Progression

You are here
£16,000-22,000

Business Analyst
£33,500

IT Business Analyst
£34,000

Test Analyst
£37,000

Business Process Analyst
£43,500+



Professional Development Programme

At Apprentify, our curriculum extends beyond the knowledge, skills and behaviours of the apprenticeship standard. We pride ourselves on developing well-rounded members of the modern workforce who are passionate about their work, eager to learn and make a positive contribution to any company and society.

We embed a wider curriculum into all our programmes that supports soft-skill development and ensures that apprentices are aware of the issues in modern Britain that affect them and those around them in the workplace. This extra support and guidance will mould apprentices into not only competent employees but also highly engaged and conscientious staff.

British Values

All schools, colleges and training providers have a duty to actively promote the fundamental British values of a functioning modern democracy. What are British values, and what are examples of the understanding and knowledge apprentices are expected to learn in the workplace?

Rule of Law

Rules promote a happy, safe and secure living and working environment. Examples are:

- Legislation
- Agreed procedures, policies and ways of working
- Codes of conduct
- How the law protects you and others

Individual Liberty

Protection of your rights and the rights of others you work with. Examples are:

- Values and principles
- Individuality, consent, choice and rights
- Dignity and respect
- Equality and human rights
- Personal and professional development

Democracy

Everyone should be aware of their rights and responsibilities that help to build a culture of freedom and equality. Examples are:

- Team meetings
- Joint decision-making
- Receiving and giving feedback
- The right to protest and petition
- Leadership and accountability

Respect and Tolerance

Respecting the ideas, beliefs and values of others while not imposing our own on others, including:

- Tackling discrimination
- Tackling bullying
- Embracing diversity
- The importance of religion, traditions, preferences and cultural heritage
- Recognise stereotyping, prejudice and labelling



Get connected

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