


the
apprenticeship
college



DATA

ANALYST L4

a quantet group company



At The Apprenticeship College, we are all about the learner! We break the mould of apprenticeship programmes, each apprenticeship is designed to make a real difference through fun and innovative learning. We aim to build trusted partnerships with our clients and become a key part of your training delivery and enhance the performance and capabilities of your people.



THE APPRENTICESHIP COLLEGE

/// TRAINERS AND COACHING STAFF PLAN TEACHING CAREFULLY SO THAT APPRENTICES DEVELOP THEIR SKILLS IN A LOGICAL SEQUENCE. THEY MAKE ACTIVITIES INTERESTING AND STIMULATING SO THAT APPRENTICES CAN RECALL WHAT THEY HAVE LEARNED. /// OFSTED 2020


We understand that employers have a choice in who they pick to deliver their apprenticeship training. That is why we provide a training experience that is different, memorable and impactful. We don't just use the same trainer to deliver an entire programme, but have different specialist trainers delivering our workshops because we feel our learners deserve the best. All of our trainers deliver commercial training and so our apprenticeship delivery is all of commercial quality.

Our apprenticeships are thematic. Our training is designed to improve personal effectiveness and communication skills as well as developing technical skills.

There are a number of principles that guide and govern how we design and deliver learning. We take time up front to understand current capability and experience, and tailor the experience to meet the development needs of each individual on the programme.

The workshop experience will be delivered in a fun and creative way to build learner engagement, whilst also doing what it needs to do – building skills, knowledge and behaviours. The experiences will aim to meet all learning preferences, using a range of techniques – face to face sessions, live-virtual sessions, coaching and peer learning, to suit the topic, context and desired outcome. Every module, conversation and activity will aim to make a difference, have 'real-world' context and be immediately actionable back in the day job.

Learners are supported at every stage of their journey – we want individuals to feel they can ask the questions and seek the help they need to get the results they want.

A woman with long dark hair and glasses is looking up at a man with a beard and glasses. They are in a meeting room with whiteboards and charts in the background. A large purple curved shape is overlaid on the bottom left of the image.

/// THEIR EXTRAORDINARY SET OF SKILLS, GREAT KNOWLEDGE AND GENERAL APPROACH OF MATTERS WAS SHOWN THROUGHOUT THE WHOLE SESSION, RESPECTING A LONG LIST OF REQUIREMENTS AND ALSO KEEPING IN MIND CURRENT SITUATIONS THAT IS AFFECTING EACH INDIVIDUAL - THEIR PROFESSIONALISM IS OUT OF THE BOX AND SPOT ON! 5***** /// LEARNER

Data Analysts provide insight to businesses through managing, cleansing, abstracting and aggregating data. Working across projects they are tasked with studying data and provide technical solutions to stakeholder and customer issues.

They will report on the results of their analysis and are able to recommend ways in which to improve business strategy and performance.

This programme has been designed to develop technical skills using a range of core technologies and platforms, it also supports the skills required to effectively analyse, extract and work with data to gain insights that ensure decisions made are effective and lead to positive change within the business.

The ability to make decisions using insights from customers and market data is a huge advantage to any business and having the

skills to analyse this data is essential to future success. This is an area that still has substantial gaps due to the shortage of expertise and specialist. This programme will develop the necessary knowledge and capabilities for anyone who is involved in analysing data.

**/// I REALLY ENJOY THESE SESSIONS
AND ALWAYS COME AWAY FEELING
I HAVE LEARNED NEW SKILLS! ///**
LEARNER

COURSE SUMMARY

^ LEVEL:	4
🕒 DURATION:	19 MONTHS (INCLUDING END POINT ASSESSMENT)
£ LEVY VALUE:	£15,000
£ CO-FUNDED VALUE:	£750
👤 INDUCTION:	1
★ MASTERCLASSES:	1
🔧 WORKSHOPS:	11
⚙️ SKILLS COACHING:	COACHING SESSIONS & CONTINUOUS SUPPORT
+ SUPPLEMENTARY LEARNING:	ONLINE DIGITAL SESSIONS

LEARNER JOURNEY



WORKSHOPS

Every apprenticeship programme we deliver can be facilitated via a blended approach – face to face and/or live, virtual delivery.

Each workshop covers a specific topic area designed to build knowledge, develop key skills and behaviours needed to be a successful data analyst. Each workshop is designed carefully to enhance the capabilities of the learner and to be utilised as soon as they return to work.



SKILLS COACHES

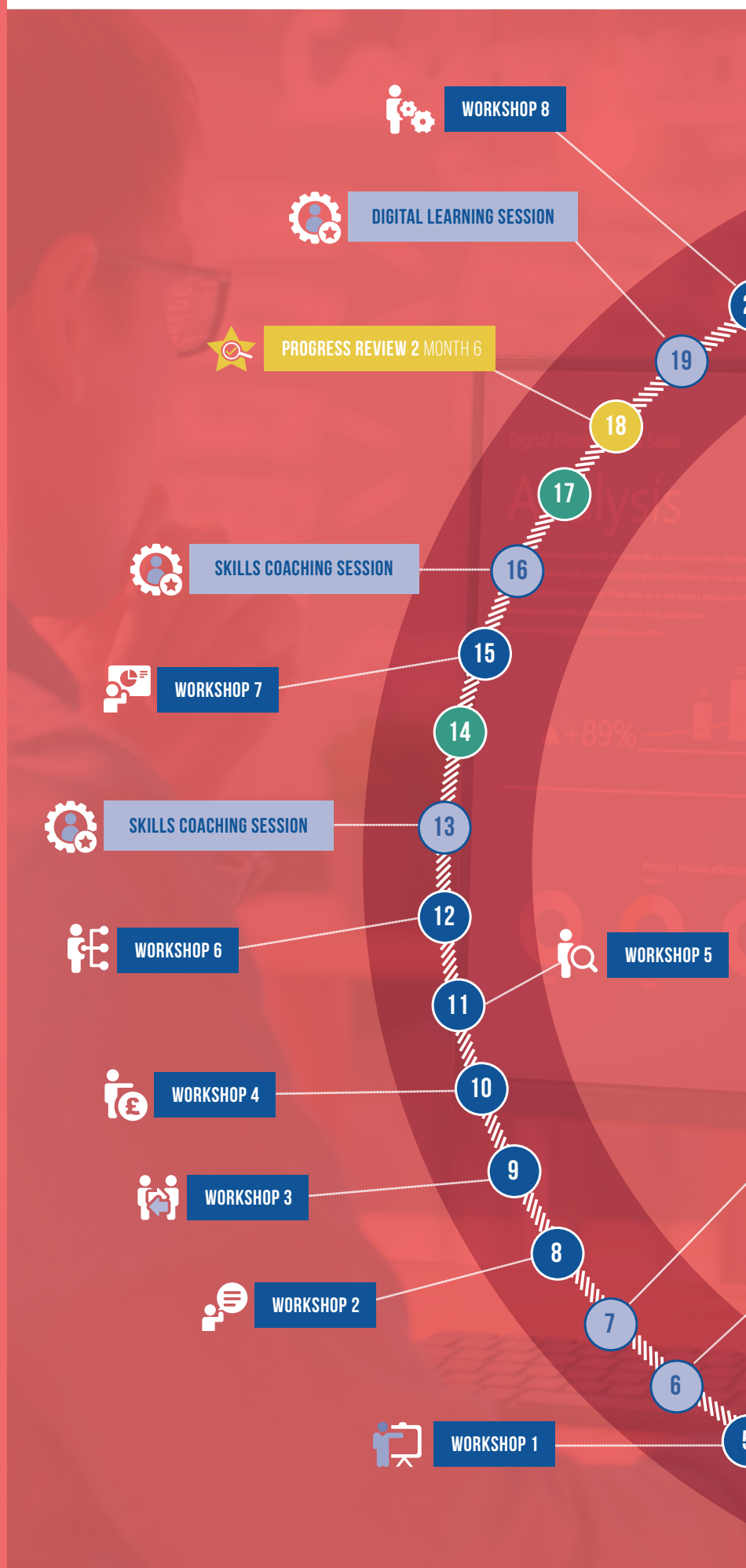
All of our learners are supported by a dedicated Skills Coach. They will support individuals through the learning journey, be there to answer any questions, assess all work produced and guide each learner to a successful outcome.

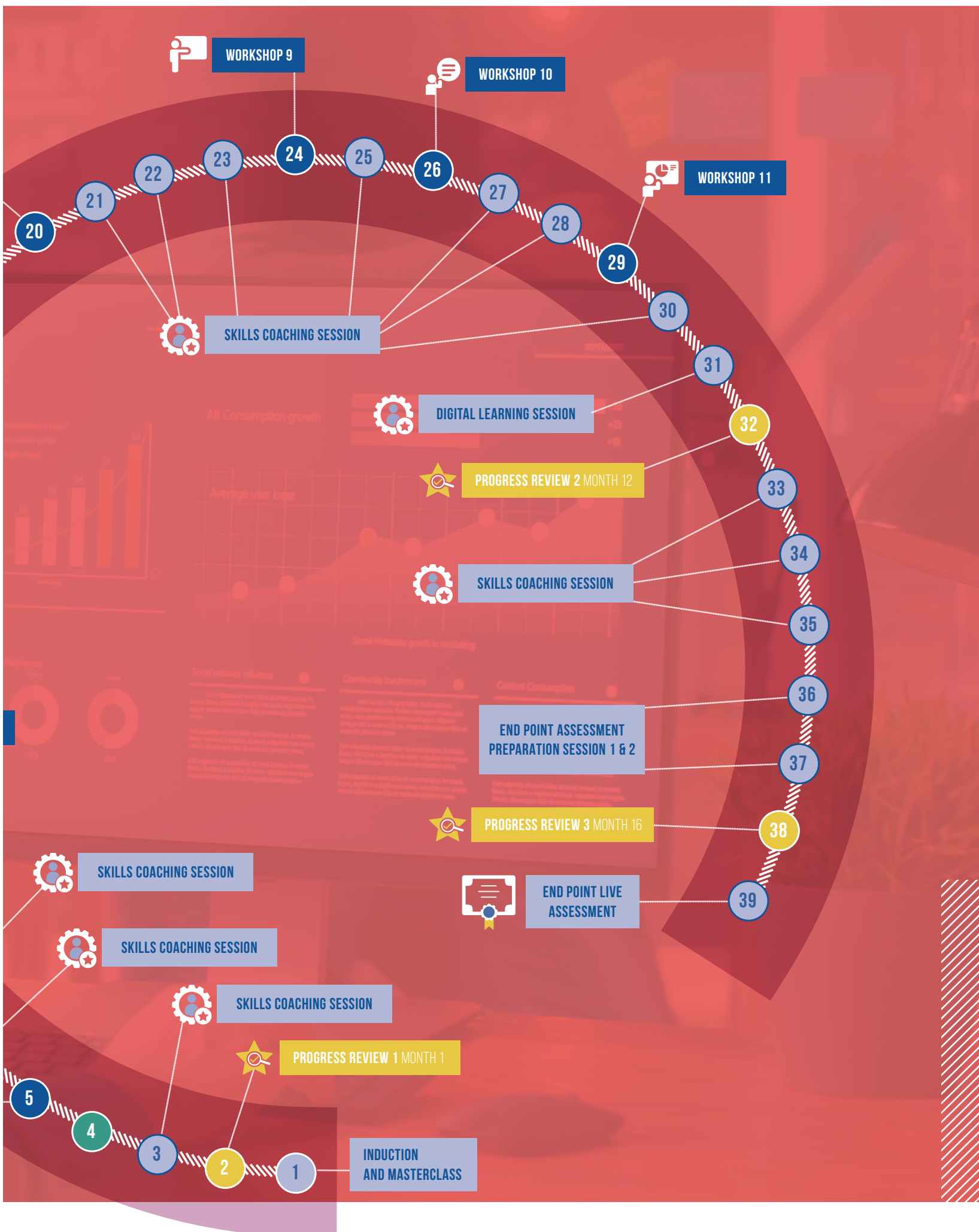


FUNCTIONAL SKILLS

All government funded apprenticeship programmes require learners to achieve the appropriate standard of Maths and English. Learners will be supported by one of our Functional Skills Tutors who will ensure individuals are equipped to complete the English and Maths.

NOTE: Full titles and workshop descriptions can be found on the following pages





INDUCTION

The first session introduces you to the programme in detail, giving an overview of each workshop. We also complete the formal enrolment paperwork and demonstrate the online learning environment. This will begin your development journey by understanding and exploring learning styles.

MASTERCLASS

STORY TELLING WITH DATA

This masterclass delivered by our guest speaker, an expert in the field of data analytics gives an insight into the modern age of data and its significance. This inspirational speaker will reveal the power of data to tell a compelling story, influence decisions and grow business with numerous real-life examples.

It kicks off the programme and gives an appreciation of the power of data to change minds!

WORKSHOP 1

LEGISLATION & POLICIES

This workshop builds on the key themes and concepts introduced in the previous workshop with the similar title and looks at methods of monitoring and reviewing safe working practices. It delves into ways of recognising behaviour that could lead to a dangerous situation.

WORKSHOP 2

DATA FUNDAMENTALS

This workshop focuses on the principles of data life cycle, steps involved in carrying out routine data analysis tasks and ways of applying the principles of data classification. It also delves into the different types of data, data structures and database system design.

WORKSHOP 3

PROGRAMMING LANGUAGE (PART 1)

In this workshop learners will follow a particular pathway (as agreed by their employer) for software training. The options are Python/ R or Excel. Learners will develop skills based on which pathway is selected.

WORKSHOP 4

PROGRAMMING LANGUAGE (PART 2)

In this workshop learners will follow a particular pathway (as agreed by their employer) for software training. The options are Python/ R or Excel. Learners will develop skills based on which pathway is selected.

WORKSHOP 5

PROGRAMMING LANGUAGE (PART 3)

In this workshop learners will follow a particular pathway (as agreed by their employer) for software training. The options are Python/ R or Excel. Learners will develop skills based on which pathway is selected.

**/// APPRENTICES UNDERSTAND HOW TO IMPROVE
THEIR PRACTICAL AND WRITTEN WORK AND CAN USE IT
CONFIDENTLY IN THEIR WORKPLACE ///** OFSTED 2020

WORKSHOP 6

PROGRAMMING LANGUAGE (PART 4)

In this workshop learners will follow a particular pathway (as agreed by their employer) for software training. The options are Python/ R or Excel. Learners will develop skills based on which pathway is selected.

WORKSHOP 7

DOMAIN KNOWLEDGE AND DATA INTEGRATION

This workshop focuses on the principal approaches to defining customer requirements and ways of undertaking customer requirements analysis. The second part of this workshop explores the concept, processes and tools of data integration.

WORKSHOP 8

DATA MANIPULATION & QUALITY CHECKING

This workshop focuses on delivering the theoretical aspects of the risks inherent in data and how to mitigate them. It will also look at practical strategies to identify and escalate quality risks and its resolutions.

*Programme Language options explained:

A - Python/ R workshops

Python is a popular programming language that is efficient and has a large active community. It has libraries such as Pandas and SciPy specialising in data science and well known in the industry for its scalable solutions.

R is another popular language specialising in data and statistics, and we will offer either Python or R workshops depending on the popularity of the language within a particular cohort.

In these workshops, we will take you through the basics of Python or R to explore many different types of data for analysis, model problems, generate solutions, and manipulate, visualise and interpret data correctly and report findings coherently perform comparative analysis.

In these workshops, you will get to work on a capstone project to practice your skills in how to read data from multiple sources, create meaningful data visualisations and predict future trends from data.

WORKSHOP 9

ANALYTICAL TECHNIQUES- PART 1

This workshop focuses on the principles of statistics for analysing regular data sets. It will take into account different structures and database designs.

WORKSHOP 10

ANALYTICAL TECHNIQUES- PART 2

This workshop explores how to analyse and interpret management information including compliance checks and audits. It also focusses on managing resources, equipment and materials for optimised transport service delivery.

WORKSHOP 11

DATA VISUALISATION

This workshop focuses on ways to collaborate and communicate with a range of internal and external stakeholders using tools such as infographics, reports, tables, dashboards and graphs.

B - Excel workshops

Microsoft Excel is a well-known software that is integrated in the Microsoft Office suite and been a firm favourite of working professionals in all industries for many decades.

In our Excel workshops, we will focus on using Excel tools to manipulate data and use it to support decisions at every level of the business. These workshops will give one the skills to maximise the powerful functions within Excel to efficiently transform masses of raw data into clear insights.

The topics covered will include data cleansing, wrangling, transforming, sorting and filtering data and creating pivot tables. It further leads to data visualisation.

** Please note the full delivery schedule is always sent in advance of enrolment, workshops may appear in a different sequence than listed above, but all will be included.

YOU HAVE TO TAKE THE JOURNEY TO REACH THE DESTINATION



All of our development programmes, whether that be an apprenticeship, a shorter commercial course or a one day workshop are all designed to work together to deliver a development path for your workforce and their career aspirations.

The Apprenticeship College will develop a learning journey that achieves the expectations of the learner and the employer.

Our learning offer covers a wide variety of knowledge, skills and behaviours and can cater for any level or job role in your business. Anyone from senior directors, mid -level managers, operations assistants or new employees can benefit from our commercial sessions.

They are designed to compliment our apprenticeship programmes too and can add value and dimension to the apprenticeship delivery. They can also be delivered as stand -alone workshops and support ongoing learning and development for your workforce.





www.apprenticeship-college.co.uk

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