Data Analyst

The Data Analyst (DA) apprenticeship equips individuals with the ability to ascertain how data can be used in order to answer questions and solve problems. Apprentices will learn the process for requirement-gathering, inspecting, cleansing, transforming and modelling data with the goal of discovering useful information, informing conclusions and supporting decision-making.

This apprenticeship provides the skills and knowledge to apply different facets and approaches of data analysis. A Data Analyst apprentice will be responsible for working within the data architecture of the company and ensuring that the data is handled in a compliant, safe and appropriately secure manner, understanding and adhering to company data policy and legislation.

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Occupational Duties

Technical training is structured and mapped to employer needs. Your learning outcomes follow the practical application of this job role in the workplace. We measure your progress against a series of occupational duties. Under each of these duties, you will develop the relevant knowledge, skills and behaviours through your technical training and mentoring. At the end of the programme, you will be able to demonstrate these for your End Point Assessment (EPA).

Duty 1
Identify data sources to meet the organisation's requirement, using evidence-based decision making to establish a rationale for inclusion and exclusion of various data sets and models.

Duty 2
Liaise with the client and colleagues from other areas of the organisation to establish reporting needs and deliver insightful and accurate information.

Duty 3
Collect, compile and, if needed, cleanse data, such as sales figures, Digital Twins etc. solving any problems that arise, to or from a range of internal and external systems.

Duty 4
Produce performance dashboards and reports in the Visualisation and Model Building Phase.

Duty 5
Support the organisation by maintaining and developing reports for analysis to aid with decisions, and adhering to organisational policy/legislation.

Duty 6
Produce a range of standard and non standard statistical and data analysis reports in the Model Building phase.

Duty 7
Identify, analyse, and interpret trends or patterns in data sets.

Duty 8
Draw conclusions and recommend an appropriate response, offer guidance or interpretation to aid understanding of the data.

Duty 9
Summarise and present the results of data analysis to a range of stakeholders, making recommendations.

Duty 10
Provide regular reports and analysis to different management or leadership teams, ensuring data is used and represented ethically in line with relevant legislation (e.g. GDPR which incorporates Privacy by Design).

Duty 11
Ensure data is appropriately stored and archived, in line with relevant legislation e.g. GDPR.

Duty 12
Practice continuous self learning to keep up to date with technological developments to enhance relevant skills and take responsibility for own professional development.

Programme summary

1

Get ready – Programme Induction

3

Principles of Data

5

Data Manipulation & Visualisation

7

Data Ethics

9

Portfolio & EPA Readiness Workshops

24 MONTHS TRAINING & MENTORIING

UNDERPINNING CORE PROFESSIONAL SKILLS & PORTFOLIO DEVELOPMENT

2

Levelling Up & DA Commercial Aptitude

4

Data Analysis & Statistics

6

Data Modelling and Machine Learning

8

Data in Software Programming

EPA assessment

Work-based project

Portfolio-based professional discussion

Qualification awarded

Key dates

JUNE	AUG	OCT
Applications close for this year's intake.	All job offers are made.	Apprentices join teams in the workplace; a programme of technical training blocks & industry events commences.

FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT

FEB–JUN
Applications open.

JUL-AUG
Assessment and selection days.

SEP–OCT
Apprentices attend
- 2-day programme induction
- 1-week DA Fundamentals

FOR THE DURATION OF THE PROGRAMME
Apprentices attend work, technical training blocks, industry events as required

Why choose an Apprenticeship?

Earn a good salary whilst you train – so no mounting debt!

Gain a nationally recognised and professional qualification

Learn and work alongside industry experts

Increase your chances of quicker professional progression

Further information about the apprenticeship standard
instituteforapprenticeships.org/

Further information about Manchester Digital Academy and how to apply for an apprenticeship
manchesterdigital.com/digital-apprenticeships/apply

Or get in touch with the apprenticeship team on
apprenticeships@manchesterdigital.com

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