

# Data Analyst

If you are responsible for managing, cleansing, abstracting, aggregating, analysing and making recommendations to stakeholders about data, then this programme will be of interest to you. You will learn how to analyse and present data in a format that is supported by sound recommendations to the business.

This programme will support you in developing the skill set to deliver measurable value to your organisation as well as supporting your next professional steps.

## Course Overview

During this programme you will be required to spend 20% of your time at work on off-the-job learning. This will include workshops, virtual learning, research workplace challenges and reflection.

This innovative programme is designed so you can easily fit your learning around your day job. Using our online learning portal, you will be able to access your learning anytime and anywhere, so you get high-quality content and development on the go.

## Benefits

Upon successful completion of this programme, you will:

- Develop your technical skills using best practice approaches.
- Enhance your confidence and credibility.
- Gain transferable skills for use throughout your career.
- Achieve a nationally recognised Level 4 Data Analysis Apprenticeship Standard.
- Achieve an industry recognised Data Science Associate professional qualification.

## Course Content



### Managing Self and Personal Effectiveness:

Through focusing on your professional and personal potential, you will learn how to manage yourself more effectively by making positive and powerful changes to your current ways of thinking, being and doing.



### Identifying and Interpreting Data:

Understanding the fundamental concepts of information systems and information management will underpin the practical skills you develop. This module develops your understanding of these concepts and theories, which you will also relate to your own organisation.



**Duration:**  
18 Month Programme



**Minimum Entry Requirements:**  
Typically, these are GCSE Maths and English at Grade C or above.



### Maths and English:

Learners without level 2 English and Maths will need to achieve this level prior to taking the end-point assessment. It is our aim at WDR to provide opportunities for our learners to improve their skills in English and mathematics, embedding these skills so that they are developed and applied as an integral part of your study





**Data Analysis Techniques:**

During this module you will develop strong data analysis skills and an understanding of statistical analysis and forecasting. There is a focus on practical and transferable IT skills that you will be able to apply in your job role. Starting with basic data analysis techniques, this module progresses quickly to develop more advanced data analysis skills.



**Summarising and Presenting Data:**

Building on from theories covered in earlier modules, this module focusses on summarising and presenting data to a range of stakeholders. You will learn how to work with databases and discover data visualisation tools that allow data to be presented in an appropriate format for the target audience.



**Data Science and Big Data Analytics:**

To meet the growing needs of organisations to work with big data, you will develop both your understanding of big data and working with R Studio (usually referred to simply as 'R'). These skills will allow you to work with large datasets and a variety of data formats, improving the data analysis capabilities of your organisation.

## How will you be assessed?

Towards the end of the programme, you, your manager and WDR will decide together if you are ready for assessment. The assessment is then undertaken by a separate End Point Assessor organisation, chosen by your employer. The tutors at WDR will provide you with lots of support in preparing for the assessment. The assessment consists of four separate elements:



**Portfolio (25%)**

Produced towards the end of the apprenticeship, containing evidence from real work projects.



**Project (25%)**

A business related project over a one week period away from the day-to-day workplace.



**Reference (25%)**

An employer reference.



**Interview with Assessor(25%)**

Exploring what has been produced in the portfolio and the project.

## Learning Portal

Our learning portal makes it easy to accumulate the evidence required by this stage. Throughout the programme, simply upload whatever documents, photos, or videos demonstrate your understanding and competence. Completing the self-reflective practices, regularly reviewing your learning with your cohort coach and undertaking set practice assessments will help ensure you are ready for this stage.

## Apply for this course.

Apply for this course and ask any questions you may have by getting in touch with us via the contact methods below. You can also find information about this course and all of our other courses at our website, [www.wdr.co.uk](http://www.wdr.co.uk).

01403 268251

[info@wdr.co.uk](mailto:info@wdr.co.uk)

WDR Ltd, Park Lodge, 60 London Road, Horsham, West Sussex, RH12 1AY