



Business analysts are agile problem solvers who plays a critical role in enabling business change. Our nationwide Business Analyst programme focuses on teaching the latest approach and techniques for business analysis. This will enable learners to make practical improvements in how they **identify, evaluate and define options** for **digital improvement within their business**.

Programme breakdown

The rapid growth of using data software for improving processes has driven Business Analysts into a prominent role throughout many business sectors. Subsequently, Business Analysts determine and present solutions for how systems can be used to improve operational efficiency, to increase project success and also allow business projects to be scoped.



Duration: Typically 19 months.



Who is it for?: Learners who possess a analytical mindset and / or want to enhance their understanding of analysis within their organisation.



What is learnt on programme?:



Business Analyst Practice



Modelling Business Processes



Requirements Engineering



Introduction to Agile BA



Typical job roles: Business Analyst, IT Business Analyst, Business Systems Analyst.



Certification: Certified by The British Computing Society.



Qualification & added value: The learner will receive a qualification in the Business Analyst Level 4 Apprenticeship standard. The learner can also receive a International Diploma in Business Analysis & associated certificates as an optional extra. Upon finishing the programme, apprentices gain entry to the RITTech register of IT professionals - confirming the level of competence the learner brings to the workplace. They can also upgrade their BCS student membership to BCS Associate membership for free.

Induction process

Pre-induction

Before the learner signs up to the programme, they will get invited to a briefing session to make sure it is right for them and then be introduced to our dedicated on-boarding team to ensure eligibility. From here, they will complete their English and Maths initial assessments and a date will be arranged to conduct their sign-up.

Enrolment

During this session the learner's business coach will discuss the apprenticeship and show the learner around OneFile, our modular e-resource platform. They'll discover more about the modules that make up their apprenticeship and complete the enrolment process. Following the session, work will commence on their self-development project alongside completing the first pieces of e-Learning. Functional Skills learning will also be completed at this point if required.



Coaching support

Regular coach visit to

- Give feedback on any self-study the learner has completed.
- Provide one-to-one learning and support. This includes a quarterly progression review with the learner and their line manager.
- Gather evidence for their portfolio.
- Discuss their Maths and English skills.
- Support the learner for their knowledge module exams.

Functional Skills

Functional Skills (FS) support the learners development of practical skills in English and Maths if they have not obtained grade A-C at GCSE level in those subjects.

They will need to sit the functional skills exam if they cannot provide evidence of certificates from their GCSEs. Their coach will provide support throughout their learner journey based on their individual needs.

Additional Learning Support

All learners will take assessment tests through our Candidate Management Onboarding Team so we can identify any additional support methods that will benefit their learning and future career aspirations.

We provide our learners with a tailored learning support plan offering further individual development and growth, supported by their Business coach.

Remote learning

Our learners benefit from always-on access to both our resources and training expertise. We have harnessed the latest technologies to provide a remote learning product that means learners can benefit from all our training and development programmes wherever they are.

Online coaching

We have great coaches with years of experience in delivering the most relevant and useful information to support people to achieve their goals.

Now, through remote access technologies like [Microsoft Teams](#) or [Zoom](#), learners can see, hear and collaborate with our apprenticeship Business Coaches. This gives them direct access to ask questions and receive bespoke support relevant to the stage of their programme. This collaborative and interactive approach adds value to the learning experience and is now offered in a fully online environment.



Learner journey

Learners will be supported monthly by our business coaches, have quarterly reviews involving their manager & attend 12 days of online facilitated training to ensure they are fully equipped to become a Business Analysis professional.

Milestone 1

Month: 01 - 02

On-boarding & Induction

Learner completes induction meeting, receives an overview of the programme & an individual learning plan is created

Introduction to core principles of Business Analysis through an online learning platform



Milestone 2

Month: 03 - 04

Business Analysis Practice

Learning key areas of the Business Analysis Process Model including investigation & business impact assessment

Optional extra - Exam: Business Analysis Practice

Portfolio: 10% complete



Milestone 3

Month: 05 - 06

Modelling Business Processes

Learning different methods of business process modelling, process analysis & 'as is' & 'to be' modelling

Optional extra - Exam: Modelling Business Processes

Portfolio: 20 - 30% complete



Milestone 4

Month: 07 - 08

Requirements Engineering

Learning Requirements Engineering & Management & Data Modelling

Optional extra - Exam: Requirements Engineering

Portfolio: 40 - 50% complete



Milestone 5

Month: 09 - 12

BA knowledge consolidation

Consolidation of all Business Analysis knowledge modules & the Business Analysis Process Model

Optional extra - Exam: Business Analysis Foundation

Portfolio: 60 - 80% complete



Milestone 6

Month: 13 - 14

Introduction to Agile BA

Learn Agile practices & the Agile methodology

Complete the Portfolio

Portfolio: 100% complete



Milestone 7

Month: 15 - 16

EPA preparation & Gateway

Learner begins their End Point Assessment preparation & enters the EPA gateway



Milestone 8

Month: 17 - 19

End Point Assessment

Learner completes project with presentation & questioning & Interview

Outcome: Learner meets business coach to explore next steps in their career



Milestone 9

Month: 19

BCS International Diploma in Business Analysis (Optional extra)

Oral Exam: Topic areas:
Business Analysis Practice
Business Analysis Foundation
Modelling Business Processes
Requirements Engineering



End point assessment (EPA)

The final stage of the learner's learning journey is the EPA which will be carried out by an independent assessor. The EPA is broken down into three stages.

EPA preparation

The learner will have an EPA preparation session which will help them get ready for their project and a session preparing for the interview.

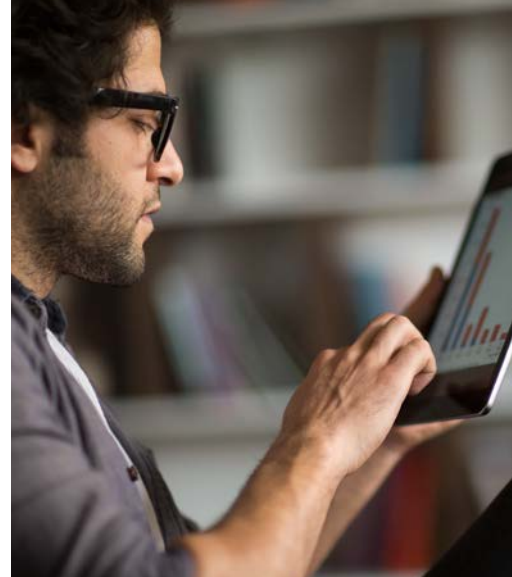
Gateway

Gateway is a meeting that takes place towards the end of the programme, between the learner, their line manager and their coach, to discuss their progress and decide whether they fully meet the requirements of the apprenticeship standard. Once the learner's portfolio is completed, the requirements for Functional Skills are evidenced and assessment methods below are measured, they can proceed through gateway.

Assessment methods

- **Project with questioning:** The learner will be receive a work based project assigned by their employer. The learner's knowledge, skills and behaviours from this project will be questioned by the independent assessor.
- **Professional discussion with Portfolio:** The professional discussion explores how well the apprentice meets the relevant knowledge, skills and behaviours detailed in the programme's assessment criteria. This discussion will be supported by the learner's portfolio of evidence, which is created from their place of work.

After this stage, the learner will receive a final grade of either a pass, merit or distinction.



Our programmes

Digital

| | | |
|--|----------------------------|-----------------------------|
| 1 Information Communications Technician | 2 Data Readiness | 3 Data Analyst |
| 4 Business Analyst | 5 Software Developer | 6 Network Engineer |
| 7 Multi-Channel Marketer | 8 Content Creator | 9 Marketing Executive |

Case Study - Muhammad Saif-Allah Ahmed - Business Analyst Apprentice @ Jones Lang LaSalle

“ I wanted to do an apprenticeship was because I was slightly intimidated with starting non-junior roles with little experience so I found apprenticeships to be a soft break into the working world.

Gaining experience working in the Business Analysis profession is the most valuable opportunity this apprenticeship has given to me including general work experience. This will support me in being successful in the next role I apply for and support me in the actual work I would be involved in. The qualifications are a bonus as they demonstrate formal competence in the profession. I have also been able to network much better since starting the apprenticeship.

I would strongly recommend apprenticeships since it allows you to start your career debt free and the experience gained will be your first step which will support you in finding your next opportunity.

