# Just IT

Apprenticeships | Training | Recruitment

B2W group

**Demand for Data professionals** has tripled over the past 5 years in the UK, rising 231%. Our Data Readiness programme focuses on teaching the latest approach and techniques for data analytics. This will enable learners to make practical improvements on how data is collected, organised and studied for business benefit alongside launching a career in the industry.

## Programme breakdown

This programme would benefit anyone working with data on a daily basis – giving learners the foundational skills to collect, organise and study data to drive improvements in their business. The skills learnt can be implemented across any industry supporting the understanding of events that have passed and supporting future predictions about what might happen according to the data.

**Duration:** Typically 15 - 18 months.

**Who is it for?:** Inquisitive learners who enjoy and excel at identifying patterns in any body of data and / or want to develop a career of data analysis.

**What is learnt on programme?:** Microsoft Excel, Python, Power BI, SQL, Tableau

**Typical job roles:** Data Technician, Junior Data Analyst, Marketing Executive, Financial Analyst, Sales Support, Logistics Analyst, Infrastructure Analyst and HR Analyst.

**Certification:** Certified by 1st for EPA.

1st for EPA
End Point Assessment made easy

**Qualification & added value:** The learner will receive a qualification in the Data Technician Level 3 Apprenticeship standard.

Learners of the Data Readiness programme gain access to DataCamp, the leading provider of online data skill training at no additional cost.

# 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

Our Business Coaches are data professionals with a wide range of expertise and knowledge within the industry, they are recruited specifically to help any learner develop their career within data. Their support includes:

## 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.
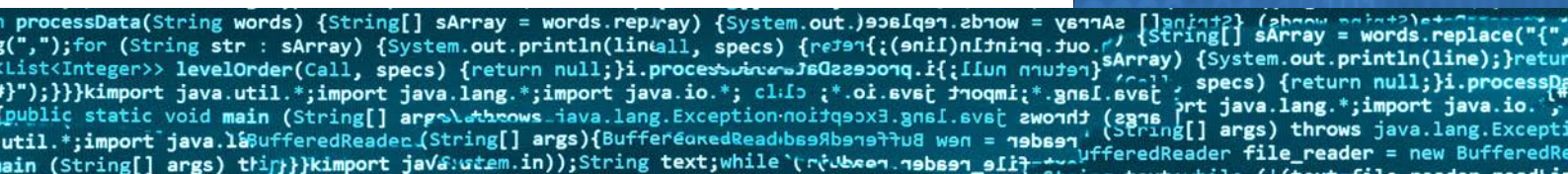
# Datacamp

Learners of the Data Readiness programme gain access to DataCamp, the leading provider of online data skill training at no additional cost.

Used by organisations including Microsoft, Google, eBay and Uber. the advantages are:

- Hands-on data skill building for all levels - From data concepts to coding, every training is interactive.

- No installation - learners can run code from their browser and fast track their data skill development.

- Practise and apply their skills by writing, running and sharing their analysis.

- Get certified with a professional data science certificate from DataCamp.

## Click here for more information

# Learner journey

Learners will be supported monthly by our business coaches, have quarterly reviews involving their manager & attend 18 days of facilitated training to ensure they are fully equipped to start their career within data.

## Milestone 1

**Onboarding, induction & start of learning**

**Month: 01**

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

## Milestone 2

**Knowledge / skills gained**

**Month: 02 - 04**

Introduction to Data Analytics (*1 Day*)

Excel for Data Analytics (*2 Days*)

## Milestone 3

**Knowledge / skills gained**

**Month: 05 - 07**

Databases Foundation SQL (*2 Days*)

Data Architecture & Governance, Security (*1 Day*)

**Portfolio:** 20% complete

## Milestone 4

**Knowledge / skills gained**

**Month: 08 - 10**

Foundation Dashboards & ETL pipelines with Power BI (*2 Days*)

Foundation Data Visualisation with Tableau (*2 Days*)

Introduction to R (*1 Day*)

**Portfolio:** 50% complete

## Milestone 5

**Knowledge / skills gained**

**Month: 11 - 13**

Introduction to Programming with Python (*2 Days*)

Foundation Modelling & Analytics with R (*2 Days*)

**Portfolio:** 70% complete

## Milestone 6

**Knowledge / skills gained**

**Month: 14 - 15**

Business Communication & Data Storytelling (*1 Day*)

Project preparation (*1 Day*)

**Portfolio:** 100% complete

## Milestone 7

**End Point Assessment**

**Month: 16**

**Part 1 (*4 Weeks*)**

2x Scenario Demonstration with questioning

## Milestone 8

**End Point Assessment**

**Month: 17**

**Part 2**

1st for EPA interview based on summative portfolio

**1st for EPA**
End Point Assessment made easy

## Milestone 9

**Grading**

**Month: 18**

Learner receives final grade

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

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**Additional Exams** that are relevant to the training are below, these could be included at an additional cost:

- DP-900: Microsoft Azure Data Fundamentals
- DA 100 Analysing Data with Microsoft Power Bi
- 201 Microsoft Office Specialist: Expert (Excel & Excel 2019)
- Tableau Desktop Specialist Certificate
- Certified Entry – Level Python Programmer

## 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

- **2x Scenario Demonstration with questioning:** Taken in the workplace, during which the learner will have to perform a series of tasks. 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 learner 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.**

## Employers we have delivered Data programmes with:

Sainsbury's

Great Ormond Street Hospital for Children NHS Foundation Trust

NetworkRail

WARNER MUSIC GROUP

JLL

Hampshire County Council

## 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 |

additional and complimentary training courses available from our Commercial Training division

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# Case Study - Stanley Hayler-Magenis @ Hampshire County Council

"I wanted to formalise and expand on the skills and knowledge in my role, particularly in regards to data analysis.

I have always been driven to expand my education and the programme seemed like an ideal opportunity to take on alongside my job. The programme is completed alongside my job role, meaning I can immediately integrate any learning into my day-to-day tasks and practice any new skills.

The learning covers new subjects outside of my role such as SQL and Tableau, which I may have not had the opportunity to learn about before this.

I would recommend this programme as you are given the freedom to learn in your own way, they are also a great method towards gaining a deeper insight into an area related to your role.