

LEVEL 4 APPRENTICESHIP

DATA ANALYST



GAIN BUSINESS-CRITICAL INSIGHT WITH DATA ANALYSIS THAT DRIVES SMARTER DECISION-MAKING

The Level 4 Data Analyst apprenticeship is suitable for any employee that uses data as part of their role.

Learners will explore the key stages of the data lifecycle, including governance, planning, capturing, processing, analysis, visualisation and presenting, as well as gaining an understanding of key data languages and business intelligence tools. They will also be able to produce performance dashboards and reports in the Visualisation and Model Building Phase.

On completion of this apprenticeship, learners will be able to investigate data and business intelligence and use this to solve problems and inform commercial decisions to drive efficiency, profit and growth. They will also be able to produce performance dashboards and reports, as well as ensure data is appropriately stored and handled according to relevant legislation.

- Identify, understand and solve the challenges facing your brand
- Teaches data dashboard building, creating interactive graphs and presentations and advanced Excel skills
- Covers data security, GDPR and ethical responsibilities

DURATION: 15 MONTHS

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IN PARTNERSHIP WITH
**FASHION
RETAIL
ACADEMY**

For more information, please contact sara.harris@efitraining.ac.uk

COURSE CONTENT & ASSESSMENT

Data Governance & Security

- Data legislation (e.g. GDPR) and organisational security policies.
- Implement privacy by design principles.
- Work securely with data systems.
- Address ethical considerations in data collection and use.

Data Lifecycle & Management

- Understand and implement all stages of the data lifecycle.
- Classify and manage different data types (structured, unstructured, open, administrative).
- Combine data from multiple sources while managing risks.

Data Architecture & Systems

- Understand data structures and database fundamentals.
- Design, implement, and maintain data systems.
- Apply organisational data architecture to support analysis.

Data Analysis Techniques & Tools

- Use descriptive, predictive, and prescriptive analytics.
- Apply statistical methods, forecasting, data mining, and modelling.
- Select appropriate tools to optimize analysis outcomes.
- Consider user experience and domain context.

Insight Generation & Reporting

- Collate, interpret, and present qualitative and quantitative data.
- Create dashboards, reports, infographics, and visual data presentations.
- Identify and communicate trends and patterns to stakeholders.

Data Quality & Risk Management

- Identify data quality risks and suggest mitigation strategies.
- Ensure accuracy and integrity of data and analysis.
- Investigate causes of data issues and prevent recurrence.

Professionalism, Problem Solving & Stakeholder Communication

- Develop logical, analytical, and critical thinking skills.
- Solve complex problems independently and collaboratively.
- Communicate data insights clearly to diverse audiences and stakeholders.
- Practice accountability and ethical work practices.

End-point assessment

- For the Level 4 Data Analyst apprenticeship, end-point assessment is provided by EFI Awards. EPA typically takes 3 months to complete.
- EPA includes work-based project including presentation and Q&As, and professional discussion.