

LEVEL 3 APPRENTICESHIP

DATA TECHNICIAN



EMBED DATA LITERACY ACROSS YOUR BUSINESS TO TURN INFORMATION INTO INSIGHT

This programme is suitable for staff who are already working in a role with exposure to spreadsheets, databases and performance metrics.

Learners who complete this apprenticeship will have the skills and knowledge to improve internal data accuracy and enable strategic insights for all functions of your business. They will be able to turn raw data into clear reports that can support all areas of your business to make impactful, data-driven decisions.

They will develop skills in areas such as collating and formatting data, presenting data for review and analysis, communicating analysis through clear reporting and ethical data handling. Upon completion of the apprenticeship, your staff will be confident in collecting, storing and analysing data in an appropriate manner for the needs of the business.

- Increase competency in data handling, management and processing
- Improve internal data accuracy and ensure clear reporting
- Build a data-literate workforce that makes data-driven decisions

DURATION: 18 MONTHS

URBN

IN PARTNERSHIP WITH
**FASHION
RETAIL
ACADEMY**

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

COURSE CONTENT & ASSESSMENT

Data Collection & Management

- Types and sources of data (structured, unstructured, internal/external, open/private).
- Data storage formats (spreadsheets, databases, videos, text, etc.).
- Accessing, extracting, formatting, and storing data.
- Combining data from multiple sources using lookups, blending tools, or visualisations.
- File management and sustainable data storage (e.g. cloud, avoiding duplicates).

Data Quality & Validation

- Data cleansing: dealing with errors, duplicates, gaps, obsolete or misclassified data.
- Standard formats, parsing, and validation methods.
- Statistical methods for assessing integrity (e.g. outliers, means, standard deviation).
- Auditing and documenting data processes for accuracy and traceability.

Data Analysis & Insight Generation

- Identifying trends and patterns using basic statistics.
- Using tools (spreadsheets, dashboards, custom systems) to analyse data.
- Understanding and applying prompt engineering to enhance data transformation.
- Interpreting data for insights that support decision-making and business strategy.

Communication & Collaboration

- Presenting data clearly to varied audiences (technical and non-technical).
- Using storytelling, visualisation, email, and presentations to communicate findings.
- Understanding communication needs of different roles (e.g., managers vs. peers).

- Collaborating in multidisciplinary teams and supporting shared goals.

Ethics, Privacy & Compliance

- GDPR, Data Protection Act, IP rights, marketing consent, and data sharing rules.
- Importance of anonymising data to protect privacy and remove bias.
- Ethical implications of AI and automation in data use.
- Following EDI policies and fostering social inclusion.

Tools, Technology & Automation

- Working knowledge of data analysis, visualisation, and querying tools.
- Applying automation for repetitive data processes.
- Using collaborative platforms (dashboards, shared boards, video conferencing tools).
- Selecting appropriate technologies for specific data tasks.

Sustainability & Professional Conduct

- Sustainable practices (green data centres, link sharing, paper reduction).
- Managing time and tasks independently.
- Acting responsibly in reducing digital and environmental footprint.
- Supporting diversity, accessibility, and inclusion in data handling and communication.

End-point assessment

- For the Level 3 Data Technician apprenticeship, end-point assessment typically takes 3 months to complete.
- EPA includes scenario demonstration with Q&A, professional discussion supported by a portfolio of evidence