

LEVEL 4



BUSINESS ANALYST

An essential apprenticeship for modern businesses looking to train staff to understand company fundamentals and opportunities through data analysis.



@ntgtraining

01244 678100

www.ntgtraining.co.uk

info@ntgtraining.co.uk

COURSE OVERVIEW

The Business Analyst Level 4 Apprenticeship is the ideal course for established and growing companies who are looking to identify new opportunities, better understand their current customers and locate inefficiencies within their current model in order to improve on them. Business Analyst Apprentices will master the tools and resources available to them so they can locate challenges the business may face and offer solutions. This may involve developing systems, policies, processes and strategies.

Who Can Enrol On This Course?

This course is available to those who have not already completed a similar Business Analyst qualification. The course involves working with advanced data and IT tools, so we recommend your apprentice is confident using IT systems before starting this apprenticeship.

- Be aged 16 or over (although please note this is an advanced course.)
- Have a good grasp of Maths and English, ideally to a Level 2 standard.
- Have some good understanding of the role of a Business Analyst.
- Be already in, or taking on, a Business Analyst role or have key responsibilities in this area, as part of their day-to-day duties.

You may use this apprenticeship to train a new member of staff, or an existing employee.



KEY LEARNING OBJECTIVES

Once learners have completed this course, they will have a strong working understanding of:



The needs of stakeholders and how these can be met through business change and digital solutions.



How to document business problems and user needs, and create solution requirements that align to best practice, and present them in a meaningful and logical way appropriate to the audience.



How to model business processes and to facilitate, coordinate and document requirements for the proposed business and IT changes.



How to help businesses understand the current organisational situation, identify future needs and define solutions to meet those needs, often in relation to digital technology.



How to make recommendations for improvement in relation to people, processes and IT. By analysing, documenting and managing requirements throughout the delivery lifecycle they help achieve successful business outcomes through new processes, data and/or technology.

QUALIFICATION

BCS, The Chartered Institute for IT for
Register of IT Technicians (RITTech)
level 4

DURATION

18 Months



TOPICS OF STUDY

During This Course, Learners Will...

- » Apply structured techniques to investigate wants, needs, problems and opportunities.
- » Document the current situation and apply relevant techniques to structure information.
- » Assist in the development of options and recommendations for change.
- » Model business processes using relevant techniques.
- » Perform business process analysis and improvement.
- » Redesign business process models in order to reflect changes in working practice or deliver improvements.
- » Undertake requirements elicitation with stakeholders to identify business and user needs.
- » Analyse, validate, prioritise and document functional and non-functional requirements for business situations, using relevant techniques.
- » Identify data requirements relating to business improvement.
- » Assist in the management and controlled change of requirements.



TOPICS OF STUDY

- » Support the creation of data models to illustrate how data is represented within a business system.
- » Compare current and future state business situations in order to identify the changes required for business improvement.
- » Define acceptance criteria for business and system changes, and support business acceptance.
- » Identify and analyse stakeholders impacted by a proposed change, understand their perspectives and assess how their interests are best managed.
- » Assess and document the drivers, costs, benefits and impacts of a proposed business change.



IS THIS COURSE RIGHT FOR YOU?

Why not check out the wide range of courses we offer at NTG Training:

**Business Administration
Apprenticeship Level 3**

**Operations /
Departmental Manager
Level 5**

COURSE FUNDING

The overall value of this training is £18,000, however at NTG Training we can access apprenticeship funding from the government meaning most businesses will only pay 5% of the training fees at:

£900



95% Funding From The Government

All businesses that do not pay the Apprenticeships Levy will only need to pay 5% of the total training fees. We call this an 'Employer Contribution'.



100% Funding for Enrolling Apprentices Aged 16 to 21

If your apprentice is 16 - 21 years old and your business has a payroll bill of less than £3 million, the government will fund your apprenticeship training 100%



Have a Payroll Bill Over £3mil? Access Your Apprenticeships Levy Pot

Businesses who operate with a payroll bill over £3 Million are required to pay a levy which allocates funds to a pot for apprenticeship training. Ask us for more advice on utilising this.





WHY CHOOSE NTG TRAINING?



We believe “those who CAN, teach” – all of our tutors have years of real-world industry experience within their fields and are still actively passionate about their sectors.



We know that innovation and change are the accelerators of success, so unlike other providers we constantly adapt our teaching to cover new and emerging technology, skills, thought leadership and best practice.



Employers and learners alike love our friendly and expert tutors, who know how to adapt their teaching for each individual, in order to help them to achieve their maximum potential.



We always keep your business goals at the heart of our training plans. Every apprenticeship project is adapted and designed to actively, positively impact your business during your apprentice’s study.



01244 678100



www.ntgtraining.co.uk



info@ntgtraining.co.uk



@ntgtraining



NTG
TRAINING