

NCFE LEVEL 4 DIPLOMA: DATA ANALYST

Designed for learners who want to begin or advance their career within data analysis - it covers interpreting data to drive and inform decisions and exploring data visualisation.



Welcome to Your Future in Data Analytics!

Step into the future of data with the new Level 4 NCFE Diploma: Data Analyst. This Higher Technical Qualification (HTQ) is tailored for individuals eager to develop the skills and knowledge required to excel as data analysts in today's data-driven world.

Fareport Training is excited to deliver this approved programme nationwide, providing the convenience of online live training sessions to accommodate learners and employers alike. Our expert-led curriculum ensures you gain practical experience and comprehensive insights into data analysis techniques and tools. Whether you're embarking on a new career path or seeking to enhance your current expertise, this HTQ is your stepping stone to success in the dynamic field of data analytics.

What are HTQs?

HTQs are a new class of technical qualifications designed to provide learners with the skills and knowledge needed to excel in specific technical occupations.



Industry-Driven Curriculum

Developed in partnership with industry leaders to ensure that the content is relevant and up-to-date. This collaboration helps to create a direct pathway from education to employment, with learners acquiring skills that are immediately applicable in the workplace.



Flexibility and Accessibility

Designed to be flexible, offering various entry points and study options. They can be pursued full-time or part-time, making them accessible to a diverse range of learners, including those already in employment who are seeking to upskill or retrain.



Recognition and Progression

Recognised qualifications that can lead to well-paid, skilled employment. They also provide opportunities for further study, including progression to higher education or advanced apprenticeships.

“The highlights have been the skills that I can use immediately...I'm now able to pull together multiple data points and create tools that make information easier for the team to understand and use.”

Jaymie Littlemore-Smith
NCFE

ABOUT THE COURSE

Overview

This qualification is designed to give learners the knowledge and associated skills and behaviours required to work in a variety of roles in data analysis. It will also prepare learners to progress to further study and apprenticeships in this area.

It is designed for learners who want to upskill or retrain within the digital sector. Learners do not need to be working in a data focused role to do this HTQ standalone qualification. This higher technical qualification (HTQ) will give learners the skills, knowledge and behaviours to meet specific employer needs and industry requirements.



Programme Duration
7-8 months



Self Study
Assessments



Live training
sessions



Online portfolio
Onfile



Individual learner
support



Diploma
Certificate

What does the course cover?

This Level 4 Diploma Data Analyst qualification is broken down into 6 modules:

1. Data fundamentals and lifecycle
2. Data mining and statistical analysis
3. Data structure and databases
4. Organisation data
5. Legislation and security standards applied to data analytics
6. Stakeholder engagement and user experience in data analytics

*Want more
detail?
contact us!*

Breakdown of course modules

Here is an outline of the 6 modules for the Data Analytics HTQ.
For each module it details an overview of what is included and technical requirements.

Level 4 Diploma: Data Analytics
Modules 1-3

Technical
requirements

1

Data Fundamentals and Lifecycle - Credits: 30

This module provides learners with a comprehensive understanding of different data types, their characteristics, and applications. It explores data classification and management, addressing the importance of organising, sharing, and storing data effectively. Learners will also study the stages of the data lifecycle—data creation, storage, sharing, archival, and deletion—emphasising their role in ensuring data integrity. Through practical application, this unit equips learners with the skills needed to handle and manage data across its lifecycle in professional environments.

OneFile
Microsoft Teams
Microsoft Excel
Google Sheets

2

Data Mining and Statistical Analysis - Credits: 30

This module equips learners with the skills to extract meaningful insights from complex datasets using advanced statistical methodologies. It covers key statistical techniques such as descriptive statistics, hypothesis testing, and correlation analysis. Learners explore data mining and predictive analytics to identify patterns and trends, applying statistical tools like Python and SQL. This unit focuses on how to use these methods to support informed decisionmaking in data-driven environments.

OneFile
Microsoft Teams
Microsoft Excel
Google Sheets
Microsoft Power BI
desktop
Jupyter Notebook

3

Data Structure and Databases - Credits: 20

This module introduces learners to fundamental concepts of data organisation and storage. It covers key data structures such as arrays, lists, and trees, as well as database management systems. Learners will explore relational databases, SQL, and how to design, create, and query databases effectively. The unit emphasises how proper data structuring enhances efficiency and accessibility in managing large datasets, preparing learners to handle data in real-world applications.

OneFile
Microsoft Teams
Microsoft Excel
Google Sheets
Google BigQuery

Breakdown of course modules 4-6

Level 4 Diploma: Data Analytics Modules 4-6

Technical
requirements

4 Organisational Data - Credits: 20

This module provides a detailed exploration of data analytics within an organisational context. It covers key concepts such as data combination techniques for matching and comparing datasets, identifying appropriate data sources, and understanding organisational data architecture and storage solutions such as data warehouses, data lakes, and data marts.

Learners examine common data analytics methods, including data mining and predictive analytics, alongside the functions and features of tools such as Python, SQL, spreadsheets, and business intelligence software. The module focuses on how to select appropriate tools and design data models to support organisational requirements and enable effective, real-world data analysis.

OneFile
Microsoft Teams
Microsoft Excel
Google Sheets
PowerPoint
Google slides

5 Legislation & Security Standards applied to Data Analytics - Credits: 10

This module provides learners with an understanding of the legal and ethical frameworks surrounding data usage. It covers key legislation such as the General Data Protection Regulation (GDPR) and other data protection laws, as well as industry-specific security standards. Learners explore best practices for ensuring data privacy, confidentiality, and security in data analytics, focusing on compliance and risk management in handling sensitive information.

OneFile
Microsoft Teams
Microsoft Excel
Google Sheets
PowerPoint
Google slides

6 Stakeholder Engagement & User Experience in Data Analytics - Credits: 20

This module teaches learners how to effectively communicate and collaborate with stakeholders throughout the data analytics process. It covers techniques for identifying stakeholder needs, translating data insights into actionable recommendations, and ensuring that data-driven decisions align with business objectives. Additionally, the unit focuses on improving user experience by delivering clear, relevant, and user-friendly data presentations and solutions that meet stakeholder expectations.

OneFile
Microsoft Teams
Microsoft Excel
Google Sheets
PowerPoint
Google slides

FREQUENTLY ANSWERED QUESTIONS

How are learners assessed?

There are no exams within this qualification. Learners will build a portfolio of evidence, which is internally assessed by our Trainers and then quality-assured externally. The portfolio will include task-based controlled assessments.

What are the entry requirements?

Learners must be aged 18 or over.

Learners must own (or have access to) a laptop or desktop computer with internet access. A Windows device is preferred to access the specialist data software we will use and your computer will need the ability to download free software.

How much does this cost?

There are two types of payment plans this covers. The first is the Private learner, which costs **£1800 + VAT**. There is also an option for an Advanced Learner Loan, which is **£2573**. This will cover admin and other costs associated with student loans. There are limited spaces per cohort for anyone looking at completing our HTQ via the Advanced Learner Loan.

How do I register?

To register, you can **[complete our form](#)** on the course page. You can also email **businessdevelopment@fareport.co.uk**

What is the commitment?

Course attendees will attend 1 day every 2 weeks. The sessions will run from 10am-3pm with scheduled breaks throughout. In between sessions you will be expected to study and complete work. This will vary by learner but should take up to 3-4 hours per week. All sessions are mandatory.

Why choose our HTQ programmes

Expert-Led Training: Learn from industry-leading experts with real-world experience.

Flexible Learning: Balance your studies with your professional commitments through our flexible course structure.

Cutting-Edge Curriculum: Stay ahead with the latest insights and practical tools for effective data analysis.

Supportive Community: Join a network of ambitious professionals and benefit from our dedicated support team.

Who are NCFE?

The **NCFE (Northern Council for Further Education)** provides a wide range of qualifications to learners, including vocational and technical qualifications. NCFE works to promote learning and education by developing and accrediting courses that help individuals gain skills and knowledge relevant to their chosen career paths. They are recognized for their commitment to high standards in education and training, offering qualifications that are respected by employers and educational institutions alike.

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