FAREPORT
SKILLS FOR THE FUTURE

NCFE LEVEL 4 DIPLOMA: DATA ANALYST

SKILLS FOR LIFE
HIGHER TECHNICAL QUALIFICATIONS

HIGHER TECHNICAL QUALIFICATION

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 Level 4 NCFE Diploma: Data Analyst HTQ, launched last year. 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.

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 Onefile
- 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? Next page

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 decision-making 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 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 decision-making in data-driven environments.	OneFile Microsoft Teams Microsoft Excel Google Sheets PowerPoint Google slides
5 Legislation and 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 and 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 and live in the UK.
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.

When does the course start?

Please visit our website for details of the latest start dates or contact us via email on **hello@fareport.co.uk**

How do I register?

Please email **hello@fareport.co.uk**

What is the commitment?

Course attendees will attend 1 day every 2 weeks, 10am-3pm with scheduled breaks during the session. 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.

What is the cost?

The course fee is £1800 for private learners. For Advanced Learner Loans (ALL) the cost is £2573 to cover admin and other costs associated with for student loans.

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.

WHY CHOOSE US

Fareport Training is an Ofsted rated 'Good' work based training provider. We deliver Apprenticeships, Skills Bootcamps and Commercial Training across England to individuals and/or employers who want to upgrade the skills and qualifications of their workforce.

Working in collaboration with the NCFE our teams will deliver this programme to help build progression pathways to address the specific skills needed in businesses nationwide. The NCFE is committed to ensuring that their HTQs are of the highest standard. Without exception, their qualifications map to 100% of the knowledge, skills and behaviours of the occupational standards with which they are aligned to ensure learners receive the best possible training.

For more information and to register your interest, contact us today.

"The goal is to turn data into information, and information into insight"

"Data will talk to you if you're willing to listen"

www.fareport.co.uk 01329 825805 hello@fareport.co.uk

Westfield House, Lower Bath Lane, Fareham, Hampshire, PO16 0DH