

# Data Analyst Level 4

**Includes the  
Level 4  
Diploma: Data  
Analyst HTQ!**

 **Apprenticeships**

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# Data Analyst

**Level:** 4

**Duration:** 15-18 months

## Overview:

Data analysts play a crucial role in organisations across all industries, using data to drive informed business decisions. They are employed in a wide range of sectors, including retail, banking, media, logistics, defence, and local government.

Within an organisation, data analysts may work in various departments such as finance, sales, HR, manufacturing, or marketing, supporting both public and private sector employers. Their expertise is essential in any business that relies on data to improve efficiency, enhance decision-making, and gain a competitive edge.

## Entry Requirements:

- ✓ Aged 18 or over
- ✓ Employment in a Relevant Role – As this is an apprenticeship, candidates must be employed in a role where they can develop and apply data analysis skills. Employers may also provide additional entry criteria.

## What You Will Be Awarded

- Level 4 Data Analyst Apprenticeship Standard
- NCFE Diploma Level 4: Data Analyst
- Functional Skills English Level 2 (if 18 and not exempt)
- Functional Skills Maths Level 2 (if 18 and not exempt)

## Key topics

- Data Fundamentals
- Automation in Excel
- Data Legislation and Ethics
- Data Structures and Architecture
- User experience
- Data Preparation and Combination
- Data Visualisation and Storytelling
- Data Mining
- Analysis Tools including Python
- Current legislation
- Principles of statistics
- EPA requirements

## Assessment Methods

A variety of assessment methods will be used to demonstrate knowledge and competence:

- Project
- Presentation
- Product evidence
- Reflective account
- Discussion
- Witness testimony
- Observation



### Value added benefit from Fareport Training

We are including the HTQ Level 4 Diploma: Data Analyst as part of this apprenticeship. Normally a standalone qualification costing £1400.

This brings benefits to the apprentices and employers:

- Recognised, high quality qualification
- Enhanced learning & skills development
- Technical experience alongside the practical apprenticeship

### End Point Assessment

End point assessment or “EPA” has been created to assess the knowledge, skills and behaviours gained throughout the qualification.

EPA is conducted by an external independent body chosen by the employer. EPA offers the chance to showcase your skills and be awarded a grade that reflects your performance. EPA will consist of the below activities:

- Project with presentation and questioning
- Professional discussion underpinned by a portfolio of evidence