

Data Analyst – Level 4

What Assessment Looks Like

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Webinars

- Continuing across new standards
 - Historical on Sharepoint ITST 8 February 2022
 - Historical Digital Support Technician 15 February 2022
 - AI Data Specialist 1 March 2022
 - Data Technician 29 March 2022
 - Data Analyst 19 April 2022
 - Business Analyst 28 April 2022
 - Digital Community Manager 5 May 2022
- Work in progress
- Stored on sharepoint
- Let us know additional support needs

Agenda

- Process Reminders
- The Assessment Plan – Read It!
 - [Data Analyst Assessment Plan](#)
- Assessment Methods (AMs)
- Delivery
- Hints and Tips
- The apprentice experience
- Questions
- Clarification required

Reminders

- Registrations – ESFA changes and audits
- Review Duties of standard with employer PRIOR to enrolment
- NEVER assume the next level is suitable progression
- Reasonable adjustments MUST BE submitted in advance
 - [BCS Apprenticeships - Access Arrangements Reasonable Adjustments and Special Considerations Policy V9.6.pdf - All Documents \(sharepoint.com\)](#)
- Ensure you are registered on e-Pro to deliver tests
- Email EPA team when Gateway submitted
- Allow time for Gateway and the EPA window
- Do NOT book Test within or close to the Gateway 2 weeks in case the application is rejected or delayed
- BCS assess against the criteria in the standard
- Sharepoint site [BCS Apprenticeships - Data Analyst \(New Version\) - All Documents \(sharepoint.com\)](#)
- Contact the Channel Partner Quality Team cpqt@bcs.uk for access
- Put alerts on sharepoint folders for updates etc
- EPA window can not be stopped without medical evidence. Please send to BCS as soon as possible.
- Ask the apprentice **NOT** to book annual leave during the EPA window.

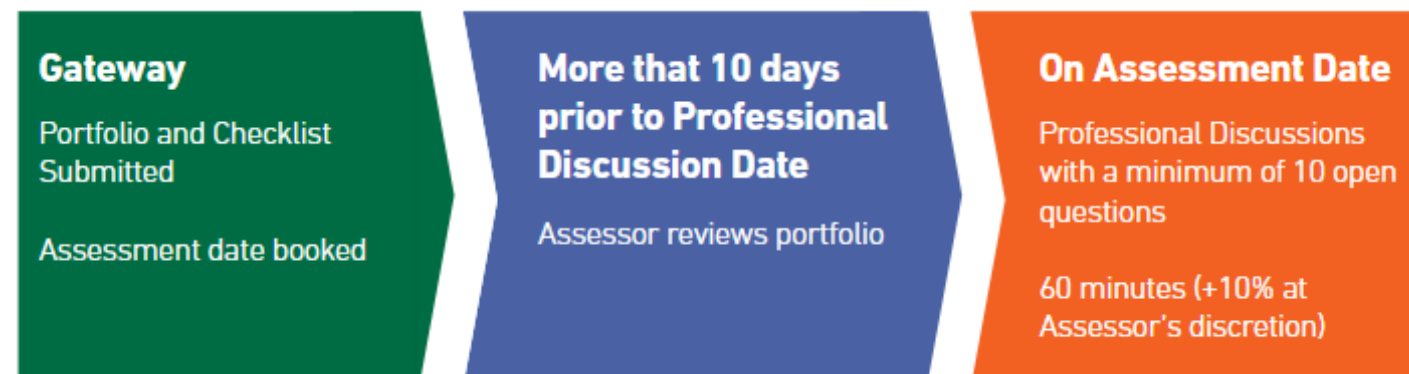
Assessment Methods for this Standard

- Assessment method 1: Project with presentation and questioning
 - grades: · Fail · Pass · Distinction
- Assessment method 2: Professional discussion with Portfolio
 - grades: · Fail · Pass · Distinction
- EPA Window – typically 3 months
- Window can stretch to MAXIMUM 6 months based on EPA dates
- Resit/Retake Grade – NOT capped

Assessment Method 1



Assessment Method 2



AM1 – Project with presentation

- The project is compiled post-gateway.
- work-based project designed to ensure that the apprentice's work meets the needs of the business, is relevant to their role and allows the relevant KSBs to be demonstrated for the EPA.
- may cover the following project ideas to enable them to demonstrate competence (these are examples and other relevant project ideas are permitted):
 - Patterns / trends and predictions
 - Presenting statistical analysis results to inform decisions
 - Optimising data models using statistical measures
- the employer must ensure it has a real business application and allow time and resources for it to be carried out
- NOT checked by BCS but suggested scopes provided
- The project will address a data analysis task tailored to the organisational requirements of the apprentice's employer which reflects the normal working practices within the role.
- The apprentice will be able to demonstrate:
 - analytical skills
 - varied methods of presenting data analysis outputs
 - ability to distil key data analysis findings into a presentation.

AM1 – Project with presentation

- The project is compiled post gateway.
- The apprentice will conduct their project and submit it to BCS after a maximum of 8 weeks of the EPA start date.
- The project itself will typically take 6 weeks and the report write up a further 2 weeks in the workplace
- Designed to ensure that the apprentice's work:
 - meets the needs of the business,
 - is relevant to their role
 - allows the relevant KSBs to be demonstrated
- May cover the following project ideas (but not limited to):
 - Patterns / trends and predictions
 - Presenting statistical analysis results to inform decisions
 - Optimising data models using statistical measures
- Real business application and the BCS will ensure it meets the requirements of the EPA
- BCS will provide detailed specifications and suggested project titles to enable the employer to select a suitable project
- As part of the role they will be expected to complete project reports and the project will reflect the areas their report would cover within their industry.
- Apprentices will conduct a project and submit an electronic report.

AM1 – Project with presentation

- The employer will ensure the apprentice has sufficient time and the necessary resources, within this period, to plan and undertake the project.
- All project outputs must include:
 - an introduction
 - the scope of the project (including key performance indicators)
 - project outcomes and how the outcomes were achieved
 - a project plan
 - consideration of legislation, regulation, industry and organisational policies, procedures and requirements
 - analysis
 - research and findings
 - recommendations and conclusions
 - The project report should acknowledge sources.
- Maximum word limit of 3,500 +/- 10%
- Appendices, references, diagrams etc. will not be included in this total.
- The project must map, in an appendix, how it evidences the relevant KSBs
- The apprentice may work as part of a team but report must be the apprentice's own work and reflective of their own role and contribution.
- The presentation **MUST** be submitted with the report

AM1 – Presentation

- presentation will be based on the project and cover:
 - a summary of the main aspects of the project
 - context/ implications/recommendations from the project
 - practical application of knowledge, skills and behaviours
 - business recommendations/ outcomes of the project, including visualisations
 - any follow-on outcomes
 - actions and next steps
- The presentation will be completed and submitted typically at the same time as the project report
- The presentation will be presented to the BCS assessor remotely.
- The apprentice will have 10 days' notice of the presentation date to prepare for the presentation.

Hints and Tips – Report Creation/Presentation

- Create and practice “academic” report writing throughout programme.
- Prepare and review structure based on outline scope
- Create notes for the presentation throughout the 8 weeks
- Determine the key themes as a basis for the presentation
- Practice presenting
- Develop notes and take to assessment

AM1 – Presentation and Questioning

- The presentation with questioning will last for 40 minutes.
 - presentation typically 20 minutes - The way in which the content of the presentation is delivered is not prescriptive
 - questions and answers typically 20 minutes.
- The questions will be held following the presentation.
- The independent assessor has the discretion to increase the time of **both** the presentation and questioning by up to 10% to allow the apprentice to complete their last point.
- the independent assessor will use questions from a question bank as well as generate their own questions.
- A minimum of 8 questions will be asked and logged

The apprentice experience

- The apprentice will
 - be in a quiet room on their own
 - have a computer with web cam and good internet connection
 - logon with a link sent to them by BCS
 - be asked for their original government approved ID
 - be asked if they are ready to proceed and informed the practical assessment is recorded
 - be given an explanation of what will happen
 - share their screen for the presentation and potentially for questioning
 - be prepared with notes
 - lead the assessment guiding the assessor through the presentation of their project
 - be confident in sharing and explaining
- The assessor:
 - MAY interrupt to refocus on areas they need additional information during questioning
 - is not looking to catch them out
 - wants them to Pass and meet the criteria
 - works in the sector

AM2 - Portfolio

- contain evidence related to the KSBs and be mapped
- will typically contain at least 10 discrete pieces of evidence
- an holistic approach is recommended
- evidence sources may include:
 - examples or screen shots of work
 - workplace documentation/records
 - description of work carried out
 - witness statements
 - annotated photographs
 - video clips (**maximum** total duration 5 minutes); the apprentice must always be in view and identifiable
 - this is not a definitive list; other evidence sources are allowed
- **SHOULD NOT** include any methods of self-assessment
- employer contributions should focus on direct observation of performance (for example witness statements) rather than opinions
- gateway declaration to confirm apprentices own work
- the portfolio of evidence will be electronic

Hints and Tips

- Portfolio underpins and can be used to prompt the apprentice
- Reviewing the portfolio prior to assessment for familiarity
- Practice discussions with “new” people
- Understanding of criteria within the assessment method and higher
- The assessor will also prompt if the response is lacking detail but can not ask specific questions
- Take new work for discussion

AM2 Professional Discussion

- to draw out the best of the apprentice's competence and excellence and cover the KSBs for this AM
- allows some KSBs not naturally occurring in every workplace to be assessed
- formal conversation, giving the apprentice the opportunity to make detailed and proactive contributions to confirm their competency
- will last for 60 minutes with remote assessment
- will be recorded and a camera required for compliance checks
- assessor has the discretion to increase the time by up to 10% to allow the apprentice to complete their last answer.
- minimum of 10 open questions
- the apprentice may use a screen share

AM2 The apprentice experience

- The apprentice will
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 - have a computer with web cam and good internet connection
 - logon with a link sent to them by BCS
 - be asked for their original government approved ID
 - be asked if they are ready to proceed and informed the discussion is recorded
 - be given an explanation of what will happen
 - have notes and documentation to hand
- The assessor:
 - MAY interrupt to refocus on areas they need additional information
 - is not looking to catch them out
 - wants them to Pass and meet the criteria
 - works in the sector

Resits and Retakes

- Apprentices who fail one or more AM can re-sit or a re-take.
 - A re-sit does not require further learning, whereas a re-take does.
- An apprentice who fails an assessment method, will be required to re-sit or re-take any failed assessment methods only.
- Re-sits/re-takes must not be offered to apprentices wishing to achieve a higher grade than pass.
- A re-sit is typically taken within two months of the EPA outcome notification.
- A re-take is dependent on how much re-training is required and typically within four months of the EPA outcome notification.
- All assessment methods must be achieved within a six-month period, otherwise the entire EPA will need to be re-sat/re-taken.
- Any assessment method re-sit or re-take must be taken during the typical EPA period, otherwise the entire EPA must be taken again
- The grade is NOT CAPPED in the case of a re-sit/re-take.

OPEN DISCUSSION