



SPECIFICATION - LEVEL 4 BUSINESS ANALYST v1.1 (ST0117)



Introduction

The Business Analyst Level 4 apprenticeship develops the skills to investigate business needs, analyse processes, and define solutions that deliver successful business and digital change. Apprentices work with stakeholders to document requirements, model processes, and recommend improvements to people, processes, and technology. The role involves managing stakeholder relationships, facilitating collaboration between business and technical teams, and ensuring solutions are aligned to organisational goals, deliver value, and meet defined requirements.

Key Information	
Name	Business analyst ST0117
Level	4
Duration	18 months on-programme, 3 months EPA window
Funding Band	£18,000
Prerequisites and Entry Requirements	Before final assessment of the qualification, the Learner must be employed in a relevant role, meet Gateway requirements before taking the End-Point Assessment. have completed a portfolio of evidence and, if applicable, have passed the required Functional Skills. There are no mandatory qualifications required for this this End-Point Assessment.
Methods of Assessment	There are two assessment methods, project proposal with presentation and questioning, and a professional discussion (underpinned by a portfolio of evidence).
Grading	Learners will be assessed across all assessment components and awarded a grade of Fail, Pass, or, where applicable, Distinction. The results from each assessment method will be combined to determine the overall grade of a Fail, Pass, Merit. or Distinction. Grading combinations and criteria are set out in the End-Point Assessment Plan and associated guidance documents.
Link to assessment plan	Business analyst / Skills England

End-Point Assessment Objective

The End-Point Assessment (EPA) confirms that the apprentice has achieved the required competence to work independently as a Business Analyst. This includes the ability to gather and document requirements, model and analyse processes, identify and evaluate solutions, and ensure business and digital change meets stakeholder needs. Apprentices must demonstrate they can collaborate with a wide range of stakeholders, communicate complex information effectively, and ensure solutions deliver agreed benefits and outcomes.

Programme Structure

Throughout the programme, apprentices will gain practical skills and underpinning knowledge in a variety of settings. They will be employed in a relevant role for typically 18 months, during which they will compile a portfolio of evidence with support from their assessor. The assessor will monitor progress against the standard to ensure the apprentice is fully prepared for the EPA.

Available Support

Sample assessment materials for the project proposal with presentation and questioning and the professional discussion are available to approved training providers to support learner preparation and ensure consistency in delivery.

KSB Mapping Table

Knowledge	Assessment Method
K1 the definition of Business Analysis and the range of activities that constitute it	Project Proposal with Presentation and questioning
K2 the value of Business Analysis in enabling business improvement and delivering IT system changes	Project Proposal with Presentation and questioning
K3 the role of the Business Analyst, and its relationship with other roles on a business change initiative, including those with system development responsibility	Project Proposal with Presentation and questioning
K4 business change and system development life-cycles, including the use of appropriate methodologies and the impact of organisational culture and context	Project Proposal with Presentation and questioning
K5 The principles, features and differences of waterfall and agile methodologies for project delivery and software development	Professional Discussion underpinned by portfolio
K6 The importance of effective communication and engagement with a range of stakeholders in relation to Business Analysis assignments	Project Proposal with Presentation and questioning
K7 The purpose and value of quality assurance techniques	Project Proposal with Presentation and questioning
K8 Approaches to conducting internal and external environmental analysis of an industry domain	Professional Discussion underpinned by portfolio
K9 The advantages and disadvantages of a range of investigative techniques	Professional Discussion underpinned by portfolio
K10 The purpose of process modelling and the importance of an organisational view of business processes	Professional Discussion underpinned by portfolio
K11 Different approaches to document business processes including when it is most appropriate to use each	Professional Discussion underpinned by portfolio
K12 Techniques to elicit requirements, including when it is most appropriate to use each	Professional Discussion underpinned by portfolio
K13 The importance of eliciting requirements rather than gathering solution descriptions	Professional Discussion underpinned by portfolio
K14 Approaches to categorise, validate and prioritise requirements	Professional Discussion underpinned by portfolio

K15 The importance of requirements management including change control	Professional Discussion underpinned by portfolio
K16 A broad range of non-functional requirement areas, and the importance of including these within requirements engineering	Professional Discussion underpinned by portfolio
K17 The importance of considering user experience, accessibility and usability requirements in the design of digital solutions	Professional Discussion underpinned by portfolio
K18 The value of data to an organisation, and how data needs are considered in business improvement	Professional Discussion underpinned by portfolio
K19 The purpose and activities of the gap analysis process	Professional Discussion underpinned by portfolio
K20 The role of the business analyst in facilitating business acceptance of changes	Professional Discussion underpinned by portfolio
K21 The different phases of testing of business and system changes	Professional Discussion underpinned by portfolio
K22 The importance and the principles of engaging internal and external stakeholders	Project Proposal with Presentation and questioning
K23 Techniques to support the identification and analysis of internal and external stakeholders	Project Proposal with Presentation and questioning
K24 The purpose and importance of business change impact assessment	Project Proposal with Presentation and questioning
K25 The concepts of benefits realisation and management	Professional Discussion underpinned by portfolio
K26 Legislation and industry standards relevant to the organisation and sector	Project Proposal with Presentation and questioning
K27 Data protection regulations and the importance of managing information and data in line with legislation and organisational policies	Professional Discussion underpinned by portfolio
K28 Technology and industry trends across the digital sector, and the opportunities these bring for business improvement and IT solutions	Professional Discussion underpinned by portfolio
Skill	Assessment Method
S1 Apply appropriate approaches to scope, plan and perform Business Analysis	Project Proposal with Presentation and questioning
S2 Communicate in a variety of situations with a range of stakeholders to deliver business analysis outcomes	Project Proposal with Presentation and questioning
S3 Apply a range of structured investigation techniques to a business situation	Professional Discussion underpinned by portfolio

S4 Produce an outline definition of a business situation using an appropriate business analysis technique	Professional Discussion underpinned by portfolio
S5 Apply appropriate techniques to identify problems and opportunities within a business situation.	Project Proposal with Presentation and questioning
S6 Support the identification and presentation of proposed actions to stakeholders in order to gain agreement for further analysis activity	Project Proposal with Presentation and questioning
S7 Apply appropriate business analysis techniques to analyse and document options and recommendations for change	Project Proposal with Presentation and questioning
S8 Elicit process information from stakeholders	Professional Discussion underpinned by portfolio
S9 Model business processes using relevant techniques, standards, notation and software tools	Professional Discussion underpinned by portfolio
S10 Analyse business process models to identify opportunities for improvement	Professional Discussion underpinned by portfolio
S11 Produce models of redesigned business processes	Professional Discussion underpinned by portfolio
S12 Elicit requirements from stakeholders to identify business and user needs	Professional Discussion underpinned by portfolio
S13 Document clear functional and non-functional requirements in line with local standards	Professional Discussion underpinned by portfolio
S14 Analyse documented requirements to remove duplication, conflict and overlap	Professional Discussion underpinned by portfolio
S15 Prioritise requirements using an appropriate prioritisation approach	Professional Discussion underpinned by portfolio
S16 Validate requirements with stakeholders	Professional Discussion underpinned by portfolio
S17 Support the establishment of requirements traceability	Professional Discussion underpinned by portfolio
S18 Elicit business data needs from relevant sources	Professional Discussion underpinned by portfolio
S19 Support the development of simple data models using relevant techniques, standards, notation and software tools	Professional Discussion underpinned by portfolio
S20 Document current business situations to enable gap analysis and decision making	Professional Discussion underpinned by portfolio
S21 Support the development of models of future state business situations	Professional Discussion underpinned by portfolio

S22 Identify key differences between current and future business situations	Professional Discussion underpinned by portfolio
S23 Identify actions required to move from the current to future business situation	Professional Discussion underpinned by portfolio
S24 Define acceptance criteria for business and system changes	Professional Discussion underpinned by portfolio
S25 Support business acceptance of business and system changes	Professional Discussion underpinned by portfolio
S26 Apply relevant business analysis techniques to research and identify stakeholders	Project Proposal with Presentation and questioning
S27 Analyse and document stakeholders' areas of interest and influence	Project Proposal with Presentation and questioning
S28 Support the development of cost/benefit analysis for proposed business changes	Project Proposal with Presentation and questioning
S29 Evaluate and document the key impacts on people, process, organisation, technology and information	Project Proposal with Presentation and questioning
S30 Present information and concepts in a manner appropriate to the audience	Project Proposal with Presentation and questioning
Behaviours	Assessment Method
B1 Act logically, analytically and objectively in a range of situations	Professional Discussion underpinned by portfolio
B2 Apply creative thinking when problem solving	Project Proposal with Presentation and questioning
B3 Work independently and collaboratively	Project Proposal with Presentation and questioning
B4 Use own initiative and take responsibility appropriate to the role of Business Analyst	Project Proposal with Presentation and questioning
B5 Take a thorough and organised approach and plan analysis activities in line with business priorities	Project Proposal with Presentation and questioning
B6 Build and maintain positive working relationships with a range of people	Professional Discussion underpinned by portfolio
B7 Use a range of methods of communication appropriate to the situation	Professional Discussion underpinned by portfolio
B8 Maintain a productive, professional and secure working environment	Professional Discussion underpinned by portfolio

B9 Aware of the wider business environment and own contribution to business objectives	Professional Discussion underpinned by portfolio
B10 Be comfortable and confident interacting with people from technical and non-technical backgrounds	Project Proposal with Presentation and questioning
B11 Tailor manner of presentation to be appropriate to the audience	Project Proposal with Presentation and questioning
B12 Work flexibly and effectively as part of a multidisciplinary team throughout the full lifecycle	Professional Discussion underpinned by portfolio
B13 Demonstrate commitment to continuous professional development in relation to Business Analysis and the digital sector	Professional Discussion underpinned by portfolio