SPECIFICATION - LEVEL 4 DATA ANALYST v1.1 (ST0118)

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Introduction

The Data Analyst Level 4 apprenticeship develops the skills to collect, inspect, cleanse, transform, and analyse data to answer questions and solve problems. Apprentices will work across sectors and departments, using data to provide insights, support decision-making, and improve organisational effectiveness. The role involves working within data architecture and policies to ensure data security and compliance, using a range of tools and techniques to identify trends, inform strategies, and deliver evidence-based recommendations.

Key Information	
Name	Data Analyst ST0118
Level	4
Duration	24 months on-programme, 3 months EPA window
Funding Band	£15,000
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 with presentation and questioning, and a professional discussion with portfolio.
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	Data 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 Data Analyst. This includes the ability to gather and interpret requirements, apply data analysis techniques, use relevant tools and languages, and present findings to stakeholders in a clear and meaningful way. Apprentices must demonstrate they can work with data securely and compliantly, provide actionable insights, and support business decision-making through evidence-based recommendations.

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 24 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 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 current relevant legislation and its application to the safe use of data	Professional discussion with Portfolio
K2 organisational data and information security standards, policies and procedures relevant to data management activities	Professional discussion with Portfolio
K3 principles of the data analysis life cycle and the steps involved in carrying out routine data analysis tasks.	Project with presentation and questioning
K4 principles of data, including open and public data, administrative data, and research data	Project with presentation and questioning
K5 the differences between structured and unstructured data	Professional discussion with Portfolio
K6 the fundamentals of data structures, database system design, implementation and maintenance	Professional discussion with Portfolio
K7 principles of user experience and domain context for data analytics	Professional discussion with Portfolio
K8 quality risks inherent in data and how to mitigate/resolve these	Project with presentation and questioning
K9 principal approaches to defining customer requirements for data analysis	Project with presentation and questioning
K10 approaches to combining data from different sources	Professional discussion with Portfolio
K11 approaches to organisational tools and methods for data analysis	Project with presentation and questioning
K12 organisational data architecture	Project with presentation and questioning
K13 principles of statistics for analysing datasets	Professional discussion with Portfolio
K14 the principles of descriptive, predictive and prescriptive analytics	Professional discussion with Portfolio
K15 the ethical aspects associated with the use of and collation of data	Professional discussion with Portfolio

Skill	Assessment Method
S1 use data systems securely to meet requirements and in line with organisational procedures and legislation, including principles of Privacy by Design	Project with presentation and questioning
S2 implement the stages of the data analysis lifecycle	Project with presentation and questioning
S3 apply principles of data classification within data analysis activity, flexing approach as necessary	Project with presentation and questioning
S4 analyse data sets taking account of different data structures and database designs	Project with presentation and questioning
S5 assess the impact on user experience and domain context on the data analysis activity	Professional discussion with Portfolio
S6 identify and escalate quality risks in data analysis with suggested mitigation/resolutions as appropriate.	Project with presentation and questioning
S7 undertake customer requirements analysis and implement findings in data analytics planning and outputs	Project with presentation and questioning
S8 identify data sources and the risks, challenges to combination within data analysis activity	Project with presentation and questioning
S9 apply organizational architecture requirements to data analysis activities	Professional discussion with Portfolio
S10 apply statistical methodologies to data analysis tasks	Professional discussion with Portfolio
S11 apply predictive analytics in the collation and use of data	Professional discussion with Portfolio
S12 collaborate and communicate with a range of internal and external stakeholders using appropriate styles and behaviours to suit the audience	Project with presentation and questioning
S13 use a range of analytical techniques such as data mining, time series forecasting and modelling techniques to identify and predict trends and patterns in data	Professional discussion with Portfolio
S14 to collate and interpret qualitative and quantitative data and convert into infographics, reports, tables, dashboards, and graphs	Professional discussion with Portfolio
S15 select and apply the most appropriate data tools to achieve the best outcome	Project with presentation and questioning
Behaviours	Assessment Method
B1 maintain a productive, professional, and secure working environment	Professional discussion with Portfolio

B2 shows initiative, being resourceful when faced with a problem and taking responsibility for solving problems within their own remit	Professional discussion with Portfolio
B3 Works independently and collaboratively	Project with presentation and questioning
B4 Logical and analytical	Project with presentation and questioning
B5 identifies issues quickly, enjoys investigating and solving complex problems and applies appropriate solutions. Has a strong desire to push to ensure the true root cause of any problem is found and a solution is identified which prevents recurrence	Professional discussion with Portfolio
B6 demonstrates resilience by viewing obstacles as challenges and learning from failure.	Professional discussion with Portfolio
B7 demonstrates an ability to adapt to changing contexts within the scope of a project, direction of the organisation or Data Analyst role	Professional discussion with Portfolio