Data Technician (ST0795) Level 3

This occupation is found in all sectors where data is generated or processed including but not limited to finance, retail, education, health, media, manufacturing, and hospitality. The broad purpose of the occupation is to source, format, and present data securely in a relevant way for analysis using basic methods; to communicate outcomes appropriate to the audience; analyse structured and unstructured data to support business outcomes; blend data from multiple sources as directed and apply legal and ethical principles when manipulating data.

Expected course duration

27 months

Course Content

During the apprenticeship you will learn:

- Sourcing, formatting, and presenting data securely in a relevant way for analysis using basic method
- Communicating outcomes appropriate to the audience; analyse structured and unstructured data to support business outcomes
- blending data from multiple sources as directed and applying legal and ethical principles when manipulating data
- Interacting with a wide range of stakeholders including colleagues, managers, customers, and internal and external suppliers

Online courses will also be set around:
- Algorithms, and how they work to provide a step-by-step solution to a problem, or rules to follow to solve the problems and the potential to use automation.
- Applying basic statistical methods and algorithms to identify trends and patterns in data and basic statistical methods and simple data modelling to extract relevant data and normalise unstructured data

Work will be set via our e portfolio system and a tutor will come out to see you at work and meet via teams regularly to support you during the programme.

What training is required in the workplace?

- Sourcing data from a collection of already identified trusted sources in a secure manner
- Collating and formatting data to facilitate processing and presentation for review and further advanced analysis by others
- Presenting data for review and analysis by others, using required mediums for example tables, charts, and graphs
- Blending data by combining data from various sources and formats to explore its relevance for the business needs
- Analysing simple and complex structured and unstructured data to support business outcomes using basic statistical methods to analyse the data
- Validating results of analysis using various techniques, e.g cross checking, to identify faults in data results and to ensure data quality
- Communicating results verbally, through reports and technical documentation and tailoring the message for the audiences
- Storing, managing and sharing data securely in a compliant manner
- Collaborating with people both internally and externally at all levels with a view to creating value from data
- Practicing continuous self-learning to keep up to date with technological developments to enhance relevant skills and take responsibility for own professional development
- Minimum 20% off the job requirement commitment from employer

Further study and career options

Course progression:

This standard aligns with the following professional recognition: RITTech for 3 years.

Career progression:

Potential Full-time employment options on completion, nearly 2 years in industry experience as well as transferrable skills.

Campuses

Study is available at the following campuses:

Bedford College

Tresham College

For more information, please visit here:

https://www.instituteforapprenticeships.org/apprenticeship-standards/data-technician-v1-0