



# DATA TECHNICIAN

## LEVEL 3 APPRENTICESHIP

### DETAILS

The Data Technician apprenticeship is an exciting opportunity for anyone looking to build a career in one of today's most in-demand fields. As a Data Technician apprentice, you'll gain hands-on experience working with data, learning how to collect, manage, and analyse information that businesses rely on to make key decisions. Unlike traditional classroom-based learning, an apprenticeship allows you to earn while you learn, combining real-world work experience with structured training, so you can develop practical skills that are immediately applicable in your job. Throughout the apprenticeship, you'll learn how to work with different types of data systems, software, and tools, giving you a strong foundation in data management and analysis.



You'll also be exposed to the latest industry trends and technologies, ensuring that your skills stay relevant in the fast-evolving world of data. Additionally, this apprenticeship will equip you with valuable problem-solving, critical thinking, and technical skills that are highly sought after by employers across a wide range of industries.

#### Programme in Brief

- Duration - 16 months
- Blended delivery including Face-to-face, telephone and online learning
- Develops knowledge, skills and behaviours
- End-point Assessment

# ON PROGRAMME LEARNING

This is when you will learn the skills, knowledge and behaviours which will support you for your end-point assessment. You will take part in a combination of activities, such as face-to-face classroom-based sessions, remote learning sessions, work shadowing and online learning, in order to support learning and development and compile a portfolio of evidence.



## KNOWLEDGE

- Common sources of data
- Access and extract data
- Collate and format data
- Data formats & their importance
- Communication methods
- Value of data
- Algorithms
- Filtering
- Statistical methods & modelling
- Data quality issues
- Validating data
- Legal & regulatory requirements
- Customer issues
- Data & Digital
- Learning Techniques



## SKILLS

- Source and migrate data
- Collect, format & save datasets
- Summarise & explain data
- Blend data
- Manipulate & link data
- Identify trends and patterns
- Apply basic statistical methods
- Cross checking techniques
- Audit data
- Produce clear and consistent technical documentation
- Store, manage and distribute data
- Explain data and results
- Review own development
- Clean data
- Operate as part of a team
- Prioritise within the context of a project



## BEHAVIOURS

- Manage own time to meet deadlines
- Work independently and take responsibility
- Use own initiative
- A thorough and organised approach
- Work with a range of internal and external customers
- Value difference and be sensitive to the needs of others

## Off-the-Job Training

Apprenticeships are about upskilling an individual. Reaching occupational competency takes time. Many employers and apprentices have praised the positive effect off-the-job training has on their productivity and apprentices feel valued by the significant investment in their training. All off the job training must be relevant to the Apprenticeship Standard being undertaken. This will be agreed before you commence your programme.

# END-POINT ASSESSMENT

At the end of the on programme learning, the apprentice will be required to undertake an end-point assessment to demonstrate they have met the occupational standard. This includes:

- Scenario Demonstrations with questioning
- Professional Discussion underpinned by a portfolio



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