



FINDING THE RIGHT COURSE FOR YOU: BA COURSE GUIDE



CONTENTS

How do your skills stack up against the industry?.....	2
Is a qualification worth it?.....	3
Flexible learning.....	4
Course finder.....	5
By Career level.....	6
By Skills.....	7
Courses.....	10
BCS Diploma in Business Analysis	11
BCS Business Analysis Practice.....	12
BCS Requirements Engineering	13
BCS Foundation in Business Analysis.....	14
BCS Foundation in Business Change.....	15
BCS Foundation in Organisational Behaviour.....	16
BCS Modelling Business Processes.....	17
BCS Systems Development Essentials.....	18
REB® Certified Professional for Requirements Engineering..	19
APMG Agile Business Analysis Foundation & Practitioner.....	20
CBAP Exam Preparation - Applying BABOK3.....	21
BCS Business Analyst Apprenticeship.....	22
Still got questions?.....	23

How do your Business Analysis skills stack up against the industry?

Now more than ever, qualifications are a must-have for professional Business Analysts. There are so many routes to BA qualification, it can be hard to identify the right path for you. In this guide, we'll take you through the options available, and help guide you to the right course for your needs.

We've developed this guide to help you understand:

- Course outlines and timescales.
- Which Business Analysis qualifications are right for you?
- What to expect from our courses.

Our training programmes are extensive and hands-on, and developed from our 25+ years' experience delivering Business Analysis training. You'll gain internationally recognised qualifications, and develop soft skills to interact effectively with stakeholders at all levels.

BUSINESS ANALYSTS CHANGE THE WORLD.

As brokers of change, leading organisational transformation is more important than ever before, and so having the right skillset and knowledge is vital to effective delivery.





Is it worth getting a qualification?

IF YOU NEED TO:

- Gain a toolkit of tools and techniques and learn to apply the right tool to the situation at hand.
- Validate the knowledge, skills and capabilities you have gained so far.
- Progress your Business Analysis career or move to a BA role if you are changing careers.
- Attain an internationally-recognised certification.
- Build confidence in your day-to-day activities.

**Then a Business Analysis
qualification is right for you**

Flexibility to learn your way



Flexible payment options are available. Speak to a Course Adviser for more details.



LEARNING JOURNEY

Our team will guide you throughout the entire learning journey.

We'll help you navigate the modules, provide practical learnings to take away and implement in your day-to-day-role immediately, as well as building a solid business analysis foundation based on our extensive knowledge, experience and boundless enthusiasm to support business analysts to develop their individual career successes.

We'll also help prepare for exam success. We're with you every step of the way. Unlike others, we take your success personally.

- Over the duration of the diploma, there are a range of courses and exams. You will attend four individual courses with an exam after each one.
- Each course generally lasts between 2-3 days.
- You'll have access to our online learning environment, with resources to prepare for the course and the exam.
- After all four courses you'll prepare for and take an oral exam. Courses run weekly, so you can take the diploma at the pace you choose. You can study at our London training centre, or as a virtual student.

Book a call with a course adviser



Attend a free training webinar





COURSE FINDER

Find the right course for... Your career level

Entry level

For entry level Business Analysts,
we recommend:

BCS Business Analysis Practice

BCS Foundation in Business
Analysis

BCS Foundation in Business
Change

Senior Level

For mid to senior level Business
Analysts, we recommend any of
our courses.



Find the right course for... Skills that you need to learn

If you're unsure of which course is going to best provide you with the skills that you need to up-skill and fast track your career, take a look at the index here.

The Diploma in Business Analysis allows you to study four courses, meaning you get the most for your money and it will have the biggest impact on the future of your career.

Investigation Techniques

Apply structured techniques to investigate wants, needs, problems and opportunities

Document the current situation and apply relevant techniques to structure information

Assist in the recommendation of business and IS changes

Course

Requirements Engineering

Requirements Engineering

Business Analysis Practice

Business Process Modelling

Model business situations with clearly-defined boundaries using contemporary modelling techniques and digital modelling tools

Analyse business process models to identify opportunities for improvement

Redesign business process models using different scenarios and different solution models

Course

Modelling Business Processing

Modelling Business Processing

Modelling Business Processing

Acceptance Testing

Define acceptance tests for business change and IS solutions

Course

Requirements Engineering

Requirements Engineering and Management

Course

Elicit requirements from stakeholders to identify business and user needs

Requirements Engineering

Analyse, validate, prioritise and document functional and non-functional requirements for business situations

Requirements Engineering

Identify data requirements relating to business improvement

Systems Development Essentials

Assist in the management and controlled change of requirements

Requirements Engineering, Foundation in Business Change

Data Modelling

Course

Create data models to illustrate how data is represented within a business system

Data Modelling

Revise the data model in accordance with different proposed solutions

Data Modelling

Gap Analysis

Course

Compare current and future state business situations with a view to developing a roadmap for business improvement

Business Analysis Practice

Stakeholder Analysis and Management

Course

Identify stakeholders impacted by a proposed change, understand their perspectives and assess how their interests are best managed

Business Analysis Practice

Business Impact Assessment

Assess and document the drivers, costs, benefits and impacts of a proposed business change

Course

Business Analysis Practice

The Context For Business Analysis

How internal and external analysis of an industry domain is conducted

Course

Business Analysis Practice

Business change and system development lifecycles, the use of appropriate methodologies and the impact of organisational culture

Foundation in Business Change

The role of the IS Business Analyst and its relationship with other roles in a business change initiative

Business Analysis Practice

The value of Business Analysis in improving the performance of systems and processes in an organisation

Business Analysis Practice

Understanding what is meant by Business Analysis and the different stages of a Business Analysis process

Business Analysis Practice

Selecting the appropriate tools and techniques to use at a given stage of the Business Analysis process

Business Analysis Practice

The importance of effective and timely communication with a wide range of stakeholders during a Business Analysis assignment

Business Analysis Practice

COURSES



BCS

DIPLOMA IN BUSINESS ANALYSIS BUNDLE

£2,695
+ VAT



COURSES INCLUDED IN THE BUNDLE:

- BCS Business Analysis Practice (mandatory)
- BCS Requirements Engineering (mandatory),
- Optional Practitioner BCS Modelling Business Processes OR BCS Systems Development Essentials
- Optional Foundation Module BCS Business Analysis OR BCS Business Change OR BCS Organisational Behaviour.

Each module typically takes 3 days of virtual or classroom study, followed by an exam. You can choose when you take each of the 4 courses.

DURATION:


One Year, but you can extend the study time by paying a small fee.


SUITABLE FOR:


Professionals who deliver business solutions and work on change projects.

WHAT'S INVOLVED:

- 12 days training
- 4 courses to pass
- 1 oral exam prep

Book a call with a course adviser 

Attend a free training webinar 

Book your course now 



BUSINESS ANALYSIS PRACTICE

£795
+ VAT



SUITABLE FOR:

Professionals who want to learn how to analyse business issues and identify solutions that will benefit the business

WHAT'S INVOLVED:

3 days learning
1 exam


THIS COURSE IS A CORE MODULE FOR THE BCS DIPLOMA IN BUSINESS ANALYSIS


WHAT YOU'LL LEARN


- Develop a business IT strategy
- Identify key performance indicators
- Understand stakeholder perspectives
- Model business activities
- Perform gap analysis
- Managing stakeholders

The exam format is a one hour closed book multiple-choice exam. The pass mark is 26/40.

You will achieve the BCS Practitioner certificate in Business Analysis Practice within 1 to 2 weeks for paper exams, or immediately if the exam is taken online.

Book a call with a course adviser 

Attend a free training webinar 

Book your course now 



REQUIREMENTS ENGINEERING

£795
+ VAT



BCS PRACTITIONER CERTIFICATE IN REQUIREMENTS ENGINEERING

- Act as an effective member of a team involved in eliciting and recording user requirements for an information system.
- Recognise the nature of the requirements and the knowledge type to which they belong.
- Be familiar with a range of elicitation techniques and know how to apply them effectively.
- Record and prioritise requirements, and be able to recognise and help resolve conflicting requirements.
- Link project objectives/requirements to the business case.

Delegates usually attend the 3-day course and can take the exam at the end of the course, or at a later date. Exam results are provided within 1 to 2 weeks for paper exams, or immediately if the exam is taken online.


SUITABLE FOR:


If you are looking to understand how to elicit, analyse and manage requirements on a project, this course is for you.

WHAT'S INVOLVED:

3 days learning
1 exam

THIS COURSE IS A CORE MODULE FOR THE BCS DIPLOMA IN BUSINESS ANALYSIS

Book a call with a course adviser 

Attend a free training webinar 

Book your course now 



FOUNDATION IN BUSINESS ANALYSIS

£795
+ VAT



SUITABLE FOR:

This course is a great introduction to business analysis, for professionals who want to get an introductory overview into business analysis.

WHAT'S INVOLVED:


3 days learning
1 exam


FOUNDATION CERTIFICATE IN BUSINESS ANALYSIS


- The role and competencies of a business analyst.
- Strategy analysis.
- Business system and business process modelling.
- Stakeholder analysis.
- Investigation and modelling techniques.
- Requirements engineering.
- Business case development.
- Management of business change.

Delegates usually attend the 3-day course and can take the exam at the end of the course, or at a later date. Exam results are provided within 1 to 2 weeks for paper exams, or immediately if the exam is taken online.

THIS COURSE IS AN OPTIONAL MODULE FOR THE BCS DIPLOMA IN BUSINESS ANALYSIS

Book a call with a course adviser 

Attend a free training webinar 

Book your course now 



FOUNDATION IN BUSINESS CHANGE

£795
+ VAT



SUITABLE FOR:

Professionals who want to learn about the business change lifecycle and activities, techniques and models when carrying out business change work.


WHAT'S INVOLVED:


3 days learning
1 exam


FOUNDATION CERTIFICATE IN BUSINESS CHANGE

- Principles, process and roles involved in business change.
- Business analysis approach and techniques used to identify business improvements.
- Design the inter-related elements required to implement successful business change.
- Understand the importance of aligning the organisation with external and internal influences and the approaches used to do this.
- Design inter-related elements required to implement successful business change.
- Manage the classification, review and realisation of benefits.

THIS COURSE IS AN OPTIONAL MODULE FOR THE BCS DIPLOMA IN BUSINESS ANALYSIS

Book a call with a course adviser 

Attend a free training webinar 

Book your course now 

Delegates usually attend the 3-day course and can take the exam at the end of the course, or at a later date. Exam results are provided within 1 to 2 weeks for paper exams, or immediately if the exam is taken online.



FOUNDATION IN ORGANISATIONAL BEHAVIOUR

£795
+ VAT



FOUNDATION CERTIFICATE IN ORGANISATIONAL BEHAVIOUR

- Understand how organisations are structures and how different types of management philosophy can impact them.
- Examine crucial areas of knowledge that help manage organisations from a financial perspective, so that areas such as Financial and Management Accounting, Investment Appraisal, Budgeting and Costing are also covered.

Delegates usually attend the 3-day course and can take the exam at the end of the course, or at a later date. Exam results are provided within 1 to 2 weeks for paper exams, or immediately if the exam is taken online.


SUITABLE FOR:


Professionals who want to gain an understanding of the complex factors which shape the way organisations operate.


WHAT'S INVOLVED:

3 days learning
1 exam

THIS COURSE IS AN OPTIONAL MODULE FOR THE BCS DIPLOMA IN BUSINESS ANALYSIS

Book a call with a course adviser 

Attend a free training webinar 

Book your course now 



MODELLING BUSINESS PROCESSES

£795
+ VAT



SUITABLE FOR:

Professionals who want to develop skills to improve the way their organisation runs its operations to achieve business goals.

WHAT'S INVOLVED:


3 days learning
1 exam


FOUNDATION CERTIFICATE IN MODELLING BUSINESS PROCESSES


- Identify, analyse and model business processes at various levels.
- Identify process measures and opportunities for improvement.
- Work individually and in small groups to practise all the techniques that are taught (including the BPMN.)

Delegates usually attend the 3-day course and can take the exam at the end of the course, or at a later date. Exam results are provided within 1 to 2 weeks for paper exams, or immediately if the exam is taken online.

THIS COURSE IS AN OPTIONAL MODULE FOR THE BCS DIPLOMA IN BUSINESS ANALYSIS

Book a call with a course adviser 

Attend a free training webinar 

Book your course now 



SYSTEMS DEVELOPMENT ESSENTIALS

£795
+ VAT



BCS SYSTEMS DEVELOPMENT ESSENTIALS

- Identify the tasks and disciplines required for systems development and implementation.
- Interpret business requirements and produce systems requirements.
- Make effective use of different methods of interpersonal communications.
- Identify different architectures for the systems development solutions.
- Interpret business requirements and produce systems requirements.
- Quality assure the systems requirements documentation.
- Design test cases for the requirements.

Delegates usually attend the 3-day course and can take the exam at the end of the course, or at a later date. Exam results are provided within 1 to 2 weeks for paper exams, or immediately if the exam is taken online.


SUITABLE FOR:


All professionals who are involved in system development projects and are required to deliver IT solutions.


WHAT'S INVOLVED:

3 days learning
1 exam

THIS COURSE IS AN OPTIONAL MODULE FOR THE BCS DIPLOMA IN BUSINESS ANALYSIS

Book a call with a course adviser 

Attend a free training webinar 

Book your course now 



IREB®

CERTIFIED PROFESSIONAL FOR REQUIREMENTS ENGINEERING - CPRE FL

£1,300
+ VAT



SUITABLE FOR:

All professionals who are involved in requirements Engineering, Business Analysis and Testing

WHAT'S INVOLVED:


3.5 days learning
1 exam


THIS COURSE IS AN OPTIONAL MODULE FOR THE BCS DIPLOMA IN BUSINESS ANALYSIS IN PLACE OF BCS REQUIREMENTS ENGINEERING


IREB® Certified Professional for Requirements Engineering - CPRE FL

- The Certified Professional for Requirements Engineering (CPRE) is a personal certificate aimed at individuals working in Requirements Engineering, Business Analysis and Testing. It will expand your professional knowledge and help you to become more successful in your job.
- The certification scheme is developed by the IREB, the contents are taught by Metadata Training and the CPRE exam can be taken at approved certification bodies. The CPRE certificate has lifetime validity.

In order to take the IREB® Certified Professional for Requirements Engineering - Foundation Level exam, you will need to have basic knowledge in the field of software development.

Book a call with a course adviser 

Attend a free training webinar 

Book your course now 



AGILEBA®

APMG AGILE BUSINESS ANALYSIS FOUNDATION & PRACTITIONER

£1,395
+ VAT



APMG Agile Business Analysis Foundation & Practitioner (AgileBA®)

- Lay the foundations for successful agile projects
- Explain how the business analyst role and skills fit in an Agile environment
- Clarify the different ways of working with the Agile BA during the phases of an Agile project
- Outlines the lifecycle of an Agile requirement and how to write good, effective Agile requirements
- Provide a comprehensive set of techniques and practices for effective business analysis and collaborative agile working.

SUITABLE FOR:

- Business Analysts
- Change Analysts
- Project Managers
- Scrum Product Owners/Managers
- Systems Analysts
- Agile Developers

WHAT'S INVOLVED:

4 days learning
2 exams

Book a call with a course adviser



Attend a free training webinar



Book your course now



You can take the exam remotely from your home using an online proctor (invigilator) – we book a day with the exam provider and then you finalise the specific date and time with the remote proctor.

Foundation – 40 minute multiple choice closed exam.

Practitioner – 2.5 hour multiple choice open book exam.

CBAP EXAM PREPARATION - APPLYING BABOK3

£1,095
+ VAT



CBAP Exam Preparation - Applying BABOK3

- Provides 35 hours or 35 PDUs required for CBAP exam entry
- Gold standard qualification from the IIBA (International Institute of Business Analysis)
- Based on Business Analysis Body Of Knowledge Version 3 (BABOK® V3)
- Supported by an exam simulation e-learning package with 700 questions
- CBAP needs about 6 years proven BA experience in the last 10 years
- CBAP Exam – 120 Q's – based on case study 3.5 Hours (exam price not included)
- Support for the application process included
- Also useful for those taking CCBA exam or wanting a level above ECBA

SUITABLE FOR:

Professionals seeking to improve their business analysis skills and knowledge, or gain an understanding of the breadth and depth of business analysis

WHAT'S INVOLVED:

35 hours learning
35 Professional
Development Units

DELIVERY:

1 X 2 hour webinar + 4 hours directed self-study using online question banks.
2-day classroom weekend course – 15 hours.
3 X 2 hours webinar + 10 hours directed self-study using case studies.

Book a call with a
course adviser



Attend a free training
webinar



Book your course
now



IIBA Endorsed Education
Provider™

BUSINESS ANALYSIS APPRENTICESHIP



WE WORK WITH ORGANISATIONS WHO WANT TO USE THEIR LEVY TO

- Bring talent into the business by taking on business analyst apprentices
- Train current staff to move into a business analysis or change role, or to develop their skillset in this area
- Develop junior Business Analysts' technical skills and understanding

A BUSINESS ANALYST APPRENTICE WILL LEARN TO:

- Apply the right techniques to investigate business needs, wants and issues
- Develop and analyse process models to identify business improvements
- Specify requirements so IT delivers solutions to solve the right problems
- Use Agile techniques for faster delivery and greater stakeholder satisfaction
- Understand and develop data models
- Use gap analysis to compare current and future situations
- Deliver and manage acceptance testing to ensure needs are met
- Manage and engage stakeholders to uncover issues early and provide stress-free delivery
- Develop business cases for change - identifying options, benefits, costs, risks and impacts

Metadata works with employers so all training is closely work-related and develops the apprentice through projects benefiting the employer.

The Business Analyst Apprenticeship is an efficient way to grow skilled Business Analysts at a reduced cost.

Schedule a call to discover more



Download the Apprenticeship Guide



Still got questions?

We are the leading specialists in Business Analysis, and we only deliver BA related training. We focus 100% on making it a fully immersive Business Analysis training experience.

By working with us, you benefit from our expertise and flexible approach which creates a unique learning experience for each of our delegates.

We have a 30 year track record of delivering high-quality training and excellent service, with 98% of customers happy to recommend us.



[Contact us to discuss the next steps for your training](#)



FUNDING


- [Self-funding Flexible Payment Options](#)
- [Company Funding - how does this work?](#)
- Could I use the Apprenticeship Levy to fund my training? *If you are a levy payer, yes. Get in touch to find out how.*

DELIVERY

- Try a free learning webinar to see how virtual learning works
- What is your Covid policy?
- [Can you arrange to deliver a tailored company training session?](#)

GETTING STARTED

- When can I start? *You can start anytime, we have courses running continually throughout the year.*

Book a call with a course adviser 

Sign up to the newsletter 