

FINDING THE RIGHT COURSE FOR YOU: BA COURSE GUIDE





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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.

<u>We've developed this guide to</u> <u>help you understand:</u>

- 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 3

Flexibility to learn your way



Book a call with a course adviser

Attend a free training webinar

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

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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.



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	Course
Apply structured techniques to investigate wants, needs, problems and opportunities	Requirements Engineering
Document the current situation and apply relevant techniques to structure information	Requirements Engineering
Assist in the recommendation of business and IS changes	Business Analysis Practice
Business Process Modelling	Course
Model business situations with clearly- defined boundaries using contemporary modelling techniques and digital modelling tools	Modelling Business Processing
Analyse business process models to identify opportunities for improvement	Modelling Business Processing
Redesign business process models using different scenarios and different solution models	Modelling Business Processing
Acceptance Testing	Course
Define acceptance tests for business change	

Requirements Engineering

and IS solutions



Requirements Engineering and Management

Elicit requirements from stakeholders to identify business and user needs

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

Identify data requirements relating to business improvement

Assist in the management and controlled change of requirements

Data Modelling

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

Revise the data model in accordance with different proposed solutions

Gap Analysis

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

Stakeholder Analysis and Management

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

Course

Requirements Engineering

Requirements Engineering

Systems Development Essentials

Requirements Engineering, Foundation in Business Change

Course

Data Modelling

Data Modelling

Course

Business Analysis Practice

Course

Business Analysis Practice

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training

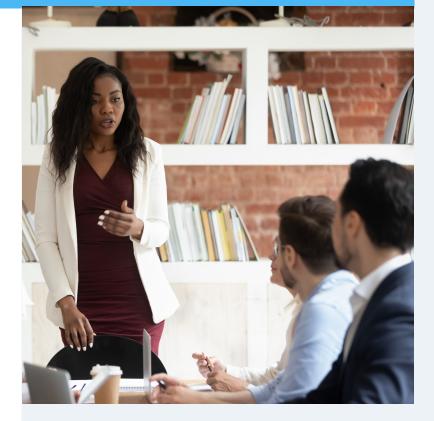
Business Impact Assessment	Course
Assess and document the drivers, costs, benefits and impacts of a proposed business change	Business Analysis Practice
The Context For Business Analysis	Course
How internal and external analysis of an industry domain is conducted	Business Analysis Practice
Business change 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 intiative	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 effectve and timely communication with a wide range of stakeholders during a Business Analysis assignment	Business Analysis Practice



COURSES



BCS DIPLOMA IN BUSINESS ANALYSIS BUNDLE



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.

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DURATION:

£2,695 + VAT

> 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 training4 courses to pass1 oral exam prep



BCS BUSINESS ANALYSIS PRACTICE



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.

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±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

Book a call with a course adviser

BCS REQUIREMENTS ENGINEERING



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.

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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:

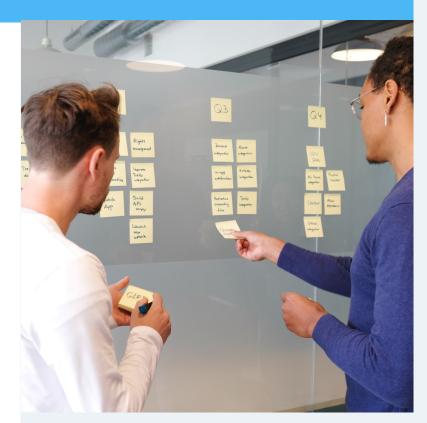
3 days learning 1 exam

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

Book a call with a course adviser Im. Attend a free training webinar Book your course now Im

^{±795} + VAT

BCS FOUNDATION IN BUSINESS ANALYSIS



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.

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SUITABLE FOR:

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

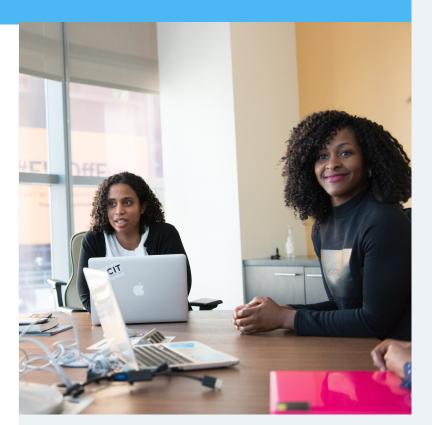
WHAT'S INVOLVED:

3 days learning 1 exam

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



BCS FOUNDATION IN BUSINESS CHANGE



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.

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.

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+ VAT

SUITABLE FOR:

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

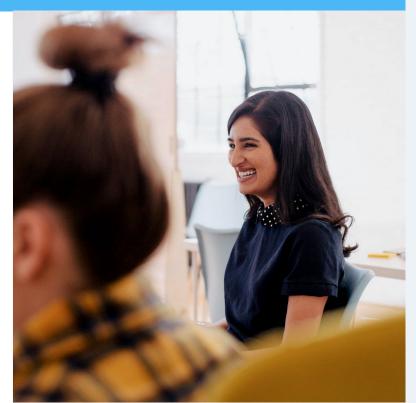
WHAT'S INVOLVED:

3 days learning 1 exam

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



BCS FOUNDATION IN ORGANISATIONAL BEHAVIOUR



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.

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SUITABLE FOR:

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

WHAT'S INVOLVED:

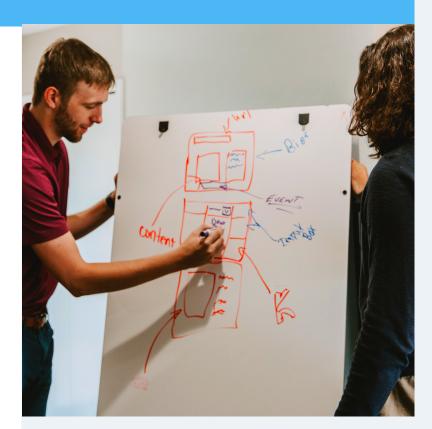
3 days learning 1 exam

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



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BCS MODELLING BUSINESS PROCESSES



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.

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£795 ⁺ VAT

SUITABLE FOR:

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

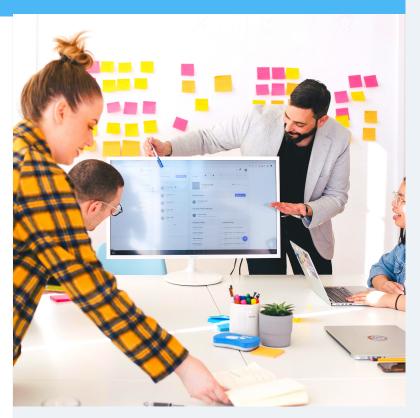
WHAT'S INVOLVED:

3 days learning 1 exam

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



BCS SYSTEMS DEVELOPMENT ESSENTIALS



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.

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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

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now

IREB® CERTIFIED PROFESSIONAL FOR REQUIREMENTS ENGINEERING -CPRE FL



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.



£1,300 + VAT

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

WHAT'S INVOLVED:

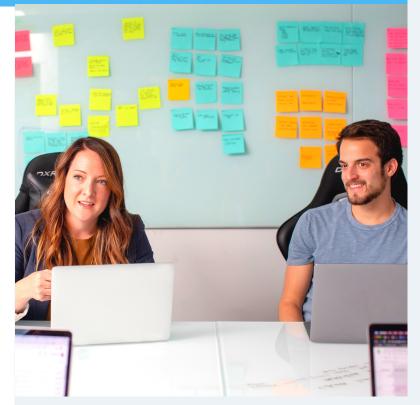
3.5 days learning 1 exam

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



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AGILEBA® APMG AGILE BUSINESS ANALYSIS FOUNDATION & PRACTITIONER



£1,395 + VAT

SUITABLE FOR:

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

WHAT'S INVOLVED:

4 days learning 2 exams

- 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.

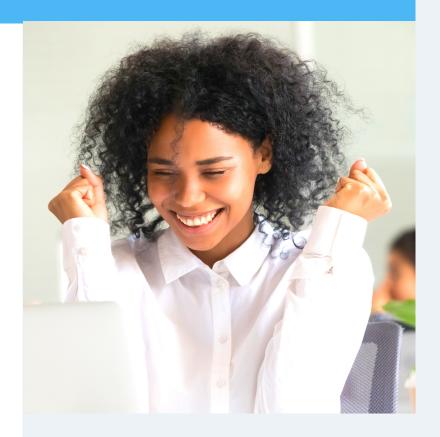
Book a call with a course adviser

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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.



IIBA **CBAP EXAM PREPARATION -APPLYING BABOK3**



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

£1,095

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 N webinar

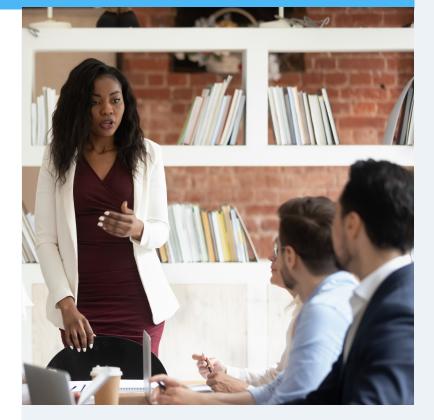
Book your course now



Endorsed Education Provider™



BCS 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:

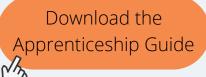
- Apply the right techniques to investigate business needs, wants and issues
- Develop and analyse process models to identify business improvements
- Specify requirements so IT delivers solutions to solve the right problems
- Use Agile techniques for faster delivery and greater stakeholder satisfaction
- 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.

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Schedule a call to discover more





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 highquality training and excellent service, with 98% of customers happy to recommend us.



<u>Contact us to discuss the next</u> <u>steps for your training</u>





Endorsed Education Pro Endorsed Course^T



FUNDING

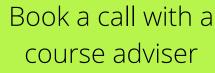
- <u>Self-funding Flexible Payment Options</u>
- <u>Company Funding how does this work?</u>
- Could I use the Apprenticeship Levy to fund my training? If you are a levy payer, yes. Get in touch to find out how.

DELIVERY

- Try a free learning webinar to see how virtual learning works
- What is your Covid policy?
- <u>Can you arrange to deliver a tailored</u> <u>company training session?</u>

GETTING STARTED

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





Sign up to the newsletter