

BUSINESS ANALYST APPRENTICESHIP - LEVEL 4



A GUIDE FOR MANAGERS

4.8 / 5
★★★★★
Verified
Customer
Feedback


Rated ★★★★★ Excellent
by employers and learners
[click to read reviews](#)



What is the Business Analyst Apprenticeship?

The Business Analyst Apprenticeship is an 18-month Level 4 programme that combines training and coaching with industry-recognised qualifications. It is funded by the government levy, saving your organisation thousands on training.

- Training is work-based
- We develop the learner's knowledge, skills and behaviour to help you grow competent and reliable business analysts
- Can be customised to consider your organisation's needs

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Accredited by



We work with



J.P.Morgan



Why train with Metadata Training?

If you are looking for:

- a quality curriculum that goes beyond the standard
- a flexible approach to training
- access to 15+ expert business analyst trainers and mentors
- BCS International Diploma in Business Analysis and an agile certification with all exams included
- personalised learning and 1-2-1 support

Then Metadata Training is the right choice for you.

We work with you to ensure all training is work-related and develops your learners through project work benefiting your organisation.

30+

years of training
experience

10,000+

professionals
taught

70%

repeat
customers

98%

of customers
recommend us

4.8 / 5



Verified
Customer
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REVIEWS.io

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Ofsted

Good
Provider

Benefits of our Business Analyst Apprenticeship



Upskill your staff in an efficient, cost-effective & flexible way

We understand that to get the talent you need to deliver change, your staff need industry-recognised training, personal support and expert guidance.

Our 15+ expert tutors have extensive knowledge and commercial experience that go way beyond the syllabi and can advise on their application to different environments.

Your apprentices gain industry-recognized certifications such as the BCS Business Analysis Diploma at no extra cost.

100%

**apprenticeship
pass rate**

70%

**of apprentices
got distinctions**

93%

**exam pass rate on
professional qualifications**

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How to upskill with an apprenticeship

WHO CAN BE UPSKILLED WITH AN APPRENTICESHIP?

- Talented staff - recruit internally for junior BAs
- Junior BAs
- New talent - hire talent as a BA apprentice role (we can help)
- Our apprentices range from bright school-leavers to mid-life career changers

QUALIFICATIONS THAT WILL BE ACHIEVED

We've included industry-recognised certifications at no extra cost.

- BCS International Diploma in Business Analysis
- APMG Agile Business Analysis (or another agile certification)
- The Apprenticeship Standard
- RIT Tech standard

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YOUR STAFF WILL LEARN:

- The role, value and activities of business analysis in enabling and supporting business improvement
- The purpose, stages and considerations of the business change life cycle
- Assessing and documenting the business case for a proposed business change
- Proven techniques to investigate business wants, needs, problems and opportunities
- Methodologies, analysis and development life cycles for delivering change projects
- Balancing the need of requirements and stakeholders within the organisational context
- Modelling business processes to identify business improvements
- Quality assurance purpose and techniques, and how data needs are considered in business improvement
- Develop their people skills to work more efficiently independently and as part of a team

Enrolling a learner is easier than you think. Our Head of Apprenticeships, who has over 20+ years of experience running Apprenticeships, and her team will guide you to make the experience enjoyable.

Our team will work with you to make sure you are provided with the right plan of training for your learners.

Stage 0 - Discuss your requirements (before starting the apprenticeship)

We organise a 1-hour meeting

If we can work together we move to Stage 1.

**Schedule 1-hour meeting
to discuss your needs**



Stage 1 - Induction (Month 1)

We run a detailed gap analysis and you receive an individual plan of training.

We sign all the required documentation.

The learner and line manager attend an induction workshop (from 30 mins to 2 hours).

Stage 2 - Training (Months 2 to 16)

The learner attends formal training, takes exams for individual certifications, and meets 1-2-1 with their mentor while developing their portfolio of work-based project.

We review the learner's progress every 2 months with them and their manager.

Stage 3 - Certification (Month 17)

The learner achieves the BCS International Diploma in Business Analysis.

Stage 4 - Achieve the Apprenticeship (Month 18)

The learner submits their portfolio. The learner works on a work project for 6 weeks, prepares a report, delivers a presentation, and attends an interview on their portfolio.

The learner achieves a fail, pass, merit, or distinction.

Below you can see a sample programme month by month.


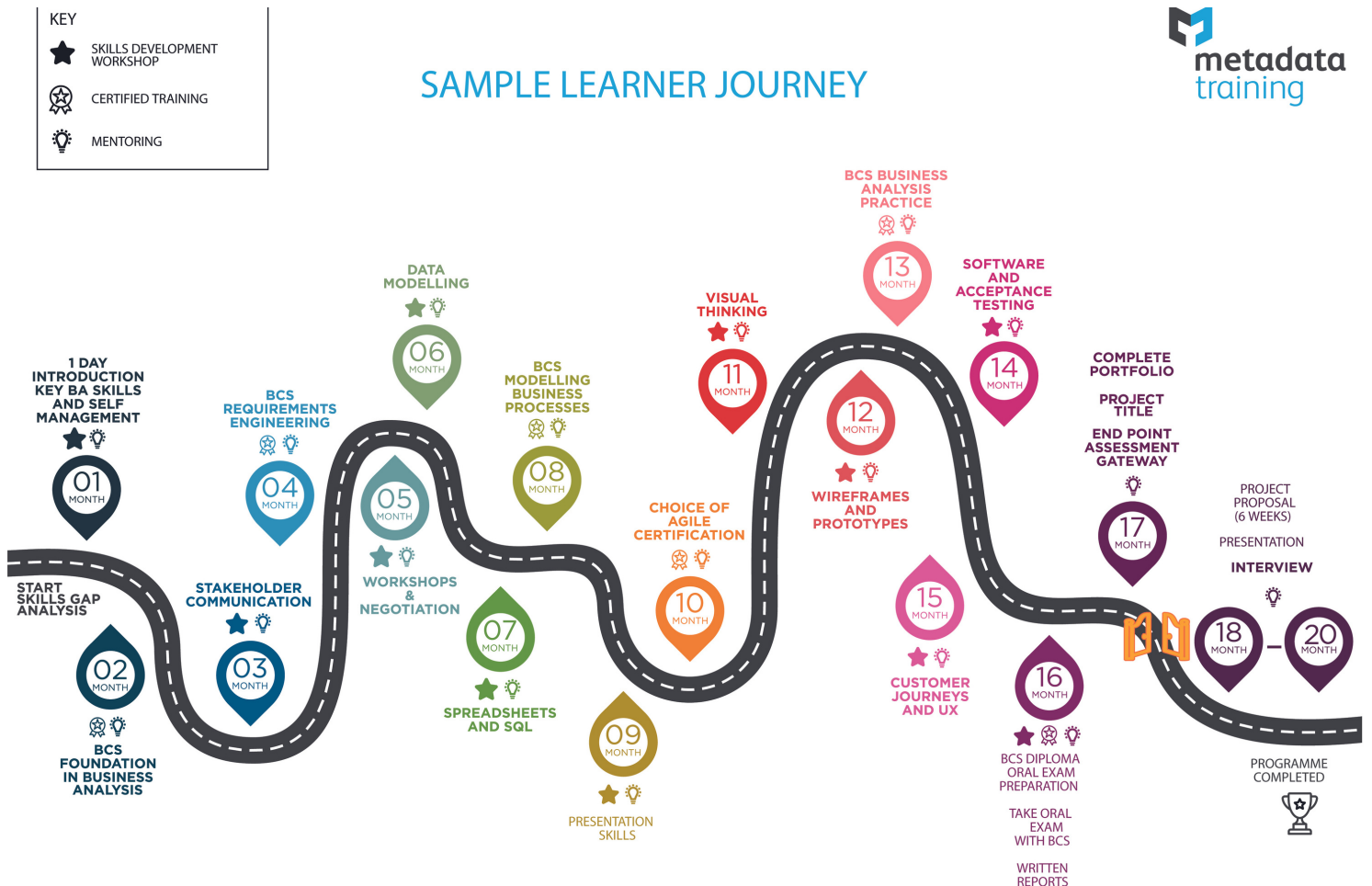
The learner attends **certified training**, **skills development workshops**, and **mentoring**, and takes part in **work-based or applied learning** and **self-study** activities.

Our mentors work with line managers to identify projects that stretch the learner and develop their skills, knowledge and behaviours.

The learner can attend our scheduled courses or if there are 5 or more learners from your organisation we can train on your site - we can also adapt the programme to suit your particular requirements. All public courses are delivered virtually on Zoom by expert trainers with 20+ years of business analysis experience.

The apprenticeship is assessed by a portfolio, a 6-week work project that the learner chooses, followed by a presentation and an interview based on the learner's portfolio.

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What is the off-the-job training?

The off-the-job training is a funding requirement from the government for the learner to spend 6 hours per week on learning activities during their working hours that will develop new skills, knowledge and behaviour for the learner.

What learning activities count as off-the-job hours?

- training courses - accredited training and skills workshops
- 1-2-1 mentoring sessions with a Metadata mentor and skills coach
- self-study learning
- work-based learning or applied learning

We have created a table with a sample of the no of hours you should expect to dedicate to each activity while studying with us. Please contact us at info@metadatatraining.co.uk to receive this.

At Metadata Training our main goal is for the learner to become better at their job and take on more challenging projects.

An expert mentor meets 1-2-1 monthly with the learner to help them apply at work what they learnt during the courses. Many of our apprentices get promoted during their time with us and take on more challenging projects.

We provide a high-quality, flexible programme that adapts to your learner's work schedule and accommodates busy work periods.

To discuss in more detail the content of our programme, how we deliver it flexibly and how we help apprentices take on more challenging work, please get in touch.

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How much does an apprenticeship cost?

The Apprenticeship is funded by the Apprenticeship Levy and works differently depending on whether your organisation pays the levy or not. If your organisation's annual wage bill is more than £3 million then they pay the levy.

MY ORGANISATION PAYS THE LEVY

The cost of the apprenticeship is paid from the levy that your organisation contributes to.

The levy payments are spread over 18 months with 20% of the total being held back by the government until the learner has completed. If your levy payments are exhausted, then your organisation will need to pay 5% of the total cost while the government pays 95%.

MY ORGANISATION DOESN'T PAY THE LEVY

Your staff can still become apprentices.

95% of the apprenticeship cost is paid by the government and 5% is paid by your organisation. This comes to at approx £900 per learner. This is invoiced by us in 4 quarterly installments.

The Business Analyst Apprenticeship has a funding band of £18,000. If the learner already has some BA skills the cost is reduced. We have an initial discussion to understand needs before we can provide exact costs and programme length.

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Ready to upskill your staff and grow your talent?

If you think the business analyst apprenticeship is the right approach to upskill your staff then schedule a call today.

Book a call with a specialist



Common FAQ's



BCS Business Analysis Diploma



Agile certification



Delivered by experts



Start anytime



Delivered anywhere in the UK



Blended delivery

30+

years of training experience

10,000+

professionals taught

15+

expert tutors

98%

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020 7272 3726
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FREQUENTLY ASKED QUESTIONS

Are you an RoATP approved apprenticeship provider?

We have been on the register of approved apprenticeship providers since 2018. We can work with both levy and non-levy paying organisations. We received a Good rating from our first full Ofsted inspection in September 2022. We are a specialist provider and only offer the Business Analyst Apprenticeship Programme. This allows us to focus on developing a high-quality and flexible curriculum that can adapt to your organisation's needs.

We include six industry-recognised business analysis and agile certifications in our programme saving your organisation money on exam fees. We ensure that apprentices are properly supported, guided and listened to so they finish the programme successfully.

Who can do the apprenticeship?

Learners must be 18 or over, be employed by your organisation, have lived in the UK for more than 3 years or more, and must live and work in England.

If you are interested in this programme, please [get in touch with us](#) to discuss your training needs. You can also email us at info@metadatatraining.co.uk

**Click to see more
FAQs**

