



metadata training

experience, support, flexibility



Business Analyst Apprenticeship

Overview

The IS Business Analysis Level 4 apprenticeship is normally an 18-month programme but can be completed in just over one year. Apprentices work as part of your team but also spend 20% of their time on 'off-the-job' training.

Business analysts impact the business more than most employees. Identifying and making the right changes will bring value to your organisation. Skilled BAs make a BIG difference.

Skills

Develop analytical, problem-solving and soft skills to understand business challenges, communicate with stakeholders, investigate and identify solutions and ensure that value is delivered.

Programme overview

Our business analysis programme is an extensive, hands-on programme derived from our 25+ years of expertise in delivering business analysis training.

The programme is delivered by experts in the field so that apprentices put theory into practice and can use it in their workplace right away.

It includes:

- day-to-day work as a business analyst
- formal face-to-face attendance (either at our bespoke London centre or on employer site) and assessments leading to the BCS Business Analysis Diploma and professional agile qualifications from the APMG
- directed e-learning
- regular mentor support and guidance
- directed self-study tasks with one-to-one reviews with their mentor
- mentor-led soft-skills training & coaching

Apprentices work on your projects and have to pass an end-point assessment. Together we develop a programme that works for your organisation.

Typical Programme Content

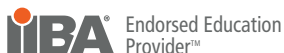
- Investigation Techniques
- Business Process Modelling
- Agile Techniques
- Requirements Engineering and Management
- Data Modelling
- Gap Analysis
- Acceptance Testing
- Stakeholder Analysis and Management
- Business Impact Assessment

Sample Programme

Sample BA Apprenticeship Programme (typically 18 months but can be shorter)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Intro & Assessment	✓																	
Online Access		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Regular Meetings with Mentor		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
BCS Business Analysis Practice (BCS Practitioner certificate)			✓															
Soft Skills - Communication				✓														
BCS Requirements Engineering (BCS Practitioner certificate)					✓													
Soft Skills - Spreadsheets and Maths						✓												
BCS Foundation in Business Change (BCS Foundation certificate)							✓											
Review of In-work Portfolios								✓										
BCS Modelling Business Analysis Processes (BCS Practitioner certificate)									✓									
AgilePM, AgileBA or AgileDS (achieve APMG certificates)										✓								
Soft Skills - Interviewing & Facilitations											✓							
Soft Skills - Written Reports												✓						
Synoptic Project Preparation													✓					
Synoptic Project														✓				
Interview Preparation and Interview															✓			
Oral Exam Preparation																✓		
BCS BA Diploma Oral Exam																	✓	
Graduation & Result Overview																		✓

Our accreditations



Our trainers



Our trainers combine strong academic expertise with extensive practical experience gained in the commercial and public sectors. Our clients can be confident that our courses deliver the latest thinking in best practice with lots of practical examples to bring theory to life.

Who is our programme for?

We work with organisations who want to use their levy to:

- bring talent into the business by taking on business analysis apprentices
- train their current staff to move into a business analysis role
- develop existing junior business analysts

As a levy payer you must have a wage bill of over £3 million - you then pay 0.5% into your apprentice budget which is used to fund apprentices. The BA apprenticeship costs £18,000 per apprentice.

Why choose us?

We are specialists in business analysis and this is the only apprenticeship standard that we offer, having trained thousands of customers for the BCS International Diploma in Business Analysis and other BA qualifications.

We are a RoATP approved main provider and can work directly with organisations. We currently support other training providers delivering the BCS BA Diploma as part of their BA Apprenticeship programme.

By working with us directly you will benefit from our expertise and flexible approach. We have a track record of delivering **high-quality training** and an **excellent** service.

We ensure that apprentices are properly supported, guided and listened to so they finish the programme successfully.

web: www.metadatatraining.co.uk **tel:** +44 (0) 20 7272 3726

address: theAgile.Space, 2 - 6 Cropley Street, London N1 7GF