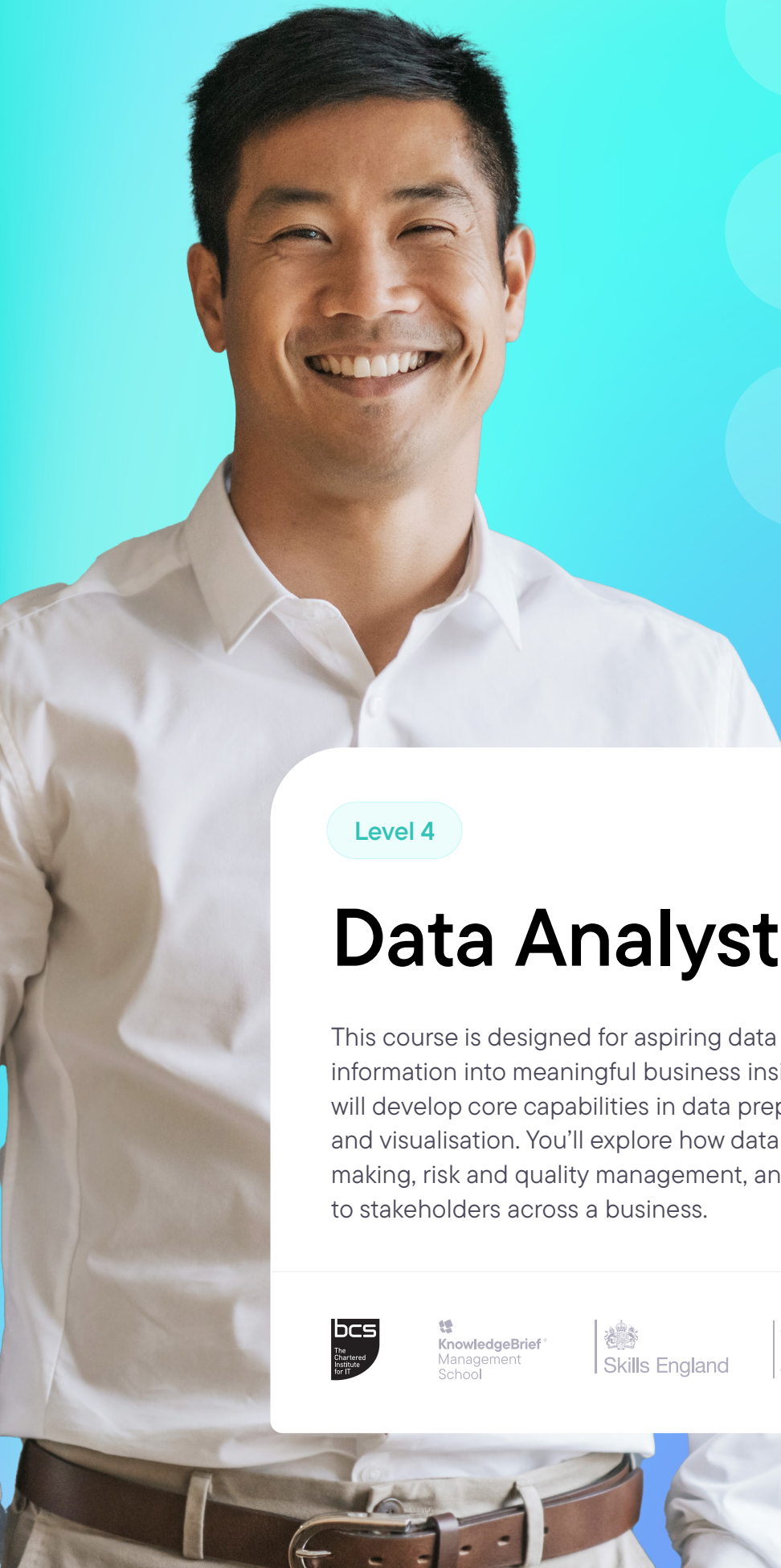


 **KnowledgeBrief****Level 4**

Data Analyst

This course is designed for aspiring data professionals who want to turn information into meaningful business insights. Through this course, you will develop core capabilities in data preparation, analysis, interpretation, and visualisation. You'll explore how data supports strategic decision-making, risk and quality management, and the communication of insights to stakeholders across a business.





Transform your career with applied data analyst skills



Level 4

Data Analyst Apprenticeship Certificate



Duration: 14 months

What's involved?

This programme is structured into four parts, each containing targeted learning cycles delivered through a combination of live sessions, online learning, and project work designed to guide learners through the knowledge, skills, and behaviours needed in managing and presenting data.

Part 1 builds your analytical mindset and professional foundations – including communication, stakeholder management, and data governance. Part 2 develops your technical ability to manage, clean, blend, and model data across platforms. Part 3 explores advanced analytics and problem-solving techniques, from machine learning to statistical modelling. Finally, part 4 focuses on delivering insight by visualising and presenting your findings with clarity and impact.

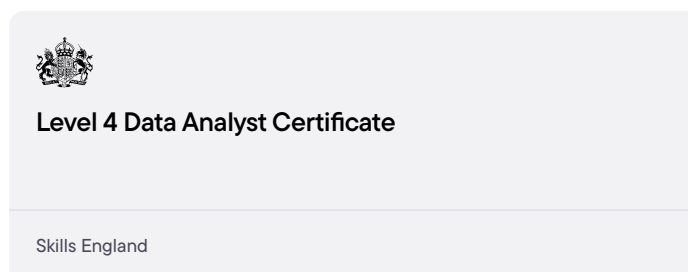
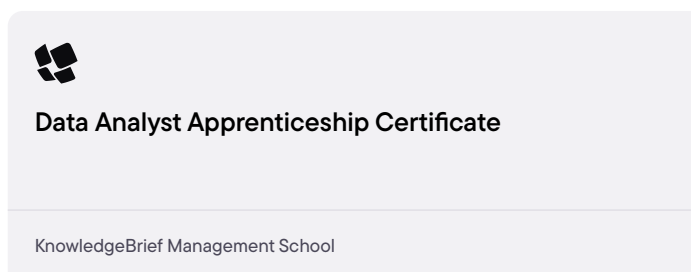
By the end of the programme, you'll have built a portfolio of real-world projects and be confident in applying analytical thinking, programming, and visual storytelling to solve business challenges.

Benefits for learners

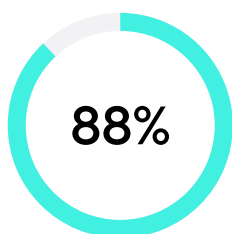
This apprenticeship equips you with transferable data and communication skills that are in high demand across industries. You will learn practical techniques in SQL, Excel, Python/R, Power BI, and Tableau. They will enable you to develop the ability to work ethically and collaboratively with stakeholders. The programme includes live projects, portfolio building, and end-point preparation. According to BCS (2023), digital apprenticeships provide people from all backgrounds with vital skills and hands-on learning, helping learners develop both practical competence and the confidence to apply new skills in the workplace.

What learners will achieve

Showcase your analytical expertise with these in-demand qualifications. Once completed, you'll earn:

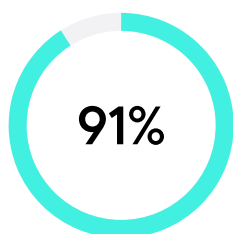


Learners' outcomes:



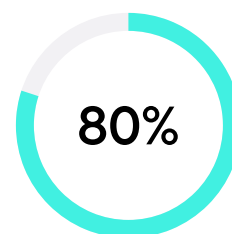
More inspired

88% said their communication style had improved.



More confident

91% said they have increased confidence.



More qualified

4 out of 5 of our learners achieve a Distinction.

Benefits for employers

Bring analytical capability in-house and empower your teams with insight-driven decision-making. This programme develops confident professionals who can manage data ethically, identify trends, and present findings clearly. This will support innovation, process improvement, and operational efficiency.



Planting the future, one learner at a time

Every time a learner completes this apprenticeship, we will plant a tree to celebrate their personal growth and help to support global reforestation projects.

CORE MODULES

What you will learn

PART 1

Becoming a data professional

In the first part of the programme, you will develop the professional mindset and analytical foundations needed to thrive in data roles. You'll build your personal effectiveness, understanding of stakeholder management, and knowledge of how data flows through systems and organisations.

Learning Cycle 1.1	Learning Cycle 1.2	Learning Cycle 1.3	Learning Cycle 1.4	WORKSHOPS	REVIEWS
Personal Effectiveness	Data Analysis Fundamentals	Data Governance and Ethics	Data Lifecycle	2	Starting Point Meeting and Progress Review

PART 2

Effective data management

This part of the programme focuses on how to structure, clean, and blend data across systems. You will explore database design, integration methods, and how to mitigate risk whilst maintaining data quality and integrity.

Learning Cycle 2.1	Learning Cycle 2.2	Learning Cycle 2.3	Learning Cycle 2.4	WORKSHOPS	REVIEWS
Data Quality and Risk Management	Database Design	Sourcing, Blending and Merging Data	Adaptability and Resilience	2	Tripartite Meeting and Progress Review



PART 3

Applying advanced data analytics

In this part of the programme, you will explore advanced analytical tools and statistical techniques, learning how to select appropriate tools and methodologies to solve business problems using logic, evidence, and creativity.

Learning Cycle 3.1	Learning Cycle 3.2	Learning Cycle 3.3	Learning Cycle 3.4	WORKSHOPS	REVIEWS
Advanced Analytics Tools	Analytical Thinking and Problem Solving	Statistics and Modelling	Advanced Analytical Techniques	2	Tripartite Meeting and Progress Review

PART 4

Practical application and projects

In the final part of the programme, you will refine your ability to tell stories with data. You'll create dashboards and reports, present insights to stakeholders, and explore emerging tools and technologies to future-proof your skill set.

Learning Cycle 4.1	Learning Cycle 4.2	Learning Cycle 4.3	Learning Cycle 4.4	WORKSHOPS	REVIEWS
Data Visualisation and Reporting	Presentation and Communication	Industry Trends and Future Readiness	EPA Preparation	2	Gateway Tripartite Meeting, Progress Review and EPA Prep

The core elements of your programme



Techniques and Insight Questions

Techniques introduce key concepts through structured, focused resources. Each one is designed to support clear understanding and confident application in the workplace. Learners then respond to an Insight Question, a short-written task that reinforces learning by encouraging reflection and direct application to their role.



Workshop

Workshops provide expert-led learning on core topics, behaviours, and analytical practices. These sessions develop professional capability, strengthen reflective practice, and support learners to apply their development directly within their roles to support others. Each workshop contributes to deeper understanding and stronger workplace performance.



Work Based Evidence

Learners build their portfolio through real work activity, capturing evidence from tasks such as meetings, presentations and projects. This ensures learning is applied in context, remains relevant to role responsibilities and supports wider organisational goals.

How are you assessed?

Once the programme is complete, you will be assessed through the End Point Assessment (EPA) by an independent, accredited organisation.

Professional discussion with a portfolio of evidence

60 minutes discussion with an independent assessor with reference to the portfolio of evidence.

Project presentation and Q&A

20 minutes with a further 20 minute discussion.

The result from each assessment method is combined to decide the overall apprenticeship grade. The following grades are available for the apprenticeship: Fail, Pass, Distinction.



Core technology platforms

 Platform branded for your business

KBPro **LXP**

Our Learning Experience Platform (LXP) is designed to enable time-poor managers to learn when they can, where they can, offering bite-sized modules, real-time feedback and time to reflect. It blends theoretical knowledge with work based projects, helping learners build confidence and apply knowledge at work. The result? A personalised, intuitive experience that turns everyday learning into lasting progress.

KBPro **CXP**

The Client Experience Platform (CXP) gives clients and line managers a clear, real-time view of each learner's journey. No chasing, no guesswork. With smart insights, progress tracking and performance dashboards, it brings people together around learner success, making collaboration easier and impact more visible, all while keeping things refreshingly simple.

Our learners say

"Completing my apprenticeship with KnowledgeBrief has had a transformative impact on both my personal and professional development. The programme equipped me with valuable knowledge, practical skills, and a strong set of professional behaviours that I now apply confidently in my role."

—**Samuel Nichols**, Brook Street Social Care/Manpower Group

"KnowledgeBrief has been brilliant in the support during my time completing the apprenticeship – the skills coaches are on hand as little or as often as you require. Also, with scheduled regular check-ins. The tasks set out have pushed me to look for efficiencies and problem-solving within the workplace and has grown my confidence in my team leader and management abilities."


—**Edward Roots**, Avis Budget Group

 **KnowledgeBrief**[®]

© KnowledgeBrief Ltd. All Rights Reserved

Let's talk

 0204 5511855

 enquiries@knowledgebrief.com

 knowledgebrief.com

 /company/knowledgebrief

 @knowledgebrief

 /knowledgebrief