



DATA TECHNICIAN

LEVEL 3 APPRENTICESHIP

DETAILS

Data Technicians are found in all sectors where data is generated or processed. This includes but not limited to finance, retail, education, health, media, manufacturing and hospitality.

Accurate data is important as common data entry errors result in data quality problems. Inaccurate decisions based on poor quality data not only create inconvenience but can also prove extremely costly. With technological advancements, companies are increasingly making decisions based on bad data without realising its consequences.

Apprentices will develop the knowledge skills and behaviours to ensure they understand the importance of accurate data and recognise the need to prioritise accuracy over speed, to double check all data entries, the importance of consistency, how to standardise processes, monitor progress and enable them to use software tools effectively.

As part of their role, Data Technicians will source, format and present data securely in a relevant way for analysis using basic methods and communicate outcomes appropriate to the audience. They will analyse structured and unstructured data to support business outcomes and blend data from multiple sources as directed, ensuring they apply legal and ethical principles when manipulating data.

Who is this Apprenticeship for?

This apprenticeship is ideal for new and talented employees who want to learn and progress, or for existing employees who are looking to retrain or upskill. It is ideal for those looking to develop their skills within the industry.

Programme in Brief

- Duration - 16 months
- Blended delivery including MS Teams, face-to-face, telephone and online learning
- Develop learners knowledge, skills and behaviours
- End-point Assessment

ON PROGRAMME LEARNING

This is when the apprentice will learn the knowledge, skills and behaviours which will support them for their end-point assessment. The apprentice will take part in a combination of activities, such as face-to-face classroom-based sessions, remote learning sessions, work shadowing and online learning, in order to support their learning and development and compile a portfolio of evidence.



KNOWLEDGE

- Common sources of data
- Access and extract data
- Collate and format data
- Data formats & their importance
- Communication methods
- Value of data
- Algorithms
- Filtering
- Statistical methods & modelling
- Data quality issues
- Validating data
- Legal & regulatory requirements
- Customer issues
- Data & Digital
- Learning Techniques



SKILLS

- Source and migrate data
- Collect, format & save datasets
- Summarise & explain data
- Blend data
- Manipulate & link data
- Identify trends and patterns
- Apply basic statistical methods
- Cross checking techniques
- Audit data
- Produce clear and consistent technical documentation
- Store, manage and distribute data
- Explain data and results
- Review own development
- Clean data
- Operate as part of a team
- Prioritise within the context of a project



BEHAVIOURS

- Manage own time to meet deadlines
- Work independently and take responsibility
- Use own initiative
- A thorough and organised approach
- Work with a range of internal and external customers
- Value difference and be sensitive to the needs of others

Off-the-Job Training

Apprenticeships are about upskilling an individual. Reaching occupational competency takes time. Many employers and apprentices have praised the positive effect off-the-job training has on their productivity and apprentices feel valued by the significant investment in their training. All off the job training must be relevant to the Apprenticeship Standard being undertaken. This will be agreed before an apprentice commences their programme.

END-POINT ASSESSMENT

At the end of the on programme learning, the apprentice will be required to undertake an end-point assessment to demonstrate they have met the occupational standard. This includes:

- Scenario Demonstrations with questioning
- Professional Discussion underpinned by a portfolio



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