



**BUSINESS ANALYST APPRENTICESHIP**

**#REACHWITHRHG**

## What is a Business Analyst Apprenticeship?

This occupation is found in the public and private sector, large multi-national companies and smaller independent enterprises. Business analysis exists in almost every sector, from not-for-profit organisations through to retail and the financial services. It's fast-paced and collaborative and provides a recognised career with professionals taking lead roles in successful change delivery.

A Business Analyst will understand the needs of stakeholders and how these can be met through business change and digital solutions. Business Analysts are change professionals that help organisations deliver business and digital change successfully.

A Business Analyst would interact with a broad range of internal and external stakeholders, including customers, business users, suppliers, product owners, software developers, testers and senior leaders.

Business Analysts will determine and present solutions of how technology can be used to deliver business improvements, and support business acceptance to ensure that the proposed solution meets the defined requirements. Their role in the business is to model business processes and to facilitate, coordinate and document requirements for the proposed business and IT changes.

Typically, the programme runs for 15-18 months and requires a minimum of 348 off the job hours.

## Topics covered:

- Using structured techniques to investigate problems and opportunities
- Modelling, analysing and reforming business process
- Identifying data requirements to inform business improvement
- Supporting the management of change requirements
- Supporting the creation of data models
- Liaising with stakeholders to understand their perspectives and managing their agendas
- Documenting the change processes including costs, benefits and impact



## Who is it for?

This apprenticeship is ideal for people in a data rich environment who are involved in business improvement or change management.

## Want qualification will you gain?

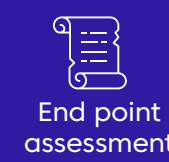
In addition to the apprenticeship, you will be eligible for professional membership of BCS, The Chartered Institute IT Register for IT Technicians (RITTech) level 4, on successful completion of your apprenticeship.

## Want to know more?

Read more about the programmes we offer on our website at [www.rhgconsult.co.uk](http://www.rhgconsult.co.uk) or contact us directly and we will be happy to answer your questions and give you more detail on the apprenticeship programmes we offer, how to access funding or even how to hire staff.



## The apprenticeship standard journey



## What do our learners say?

The apprenticeship has significantly strengthened my expertise in tools such as root cause and cost benefit analysis and data-driven decision-making. Through this course, I have gained the confidence to lead projects, work collaboratively across departments, and effectively communicate findings and recommendations to stakeholders. These skills have not only elevated my performance in my current role but have also prepared me for potential promotions and future career advancements.

## What do employers say?

The business Analyst apprenticeship delivered by RHG is quite a comprehensive course which is well structured and supported. Scheduled check-ins provided an avenue for Q&A and keeping in touch moments. Expectations for input were always made quite clear and engagements with RHG representatives were always pleasant.

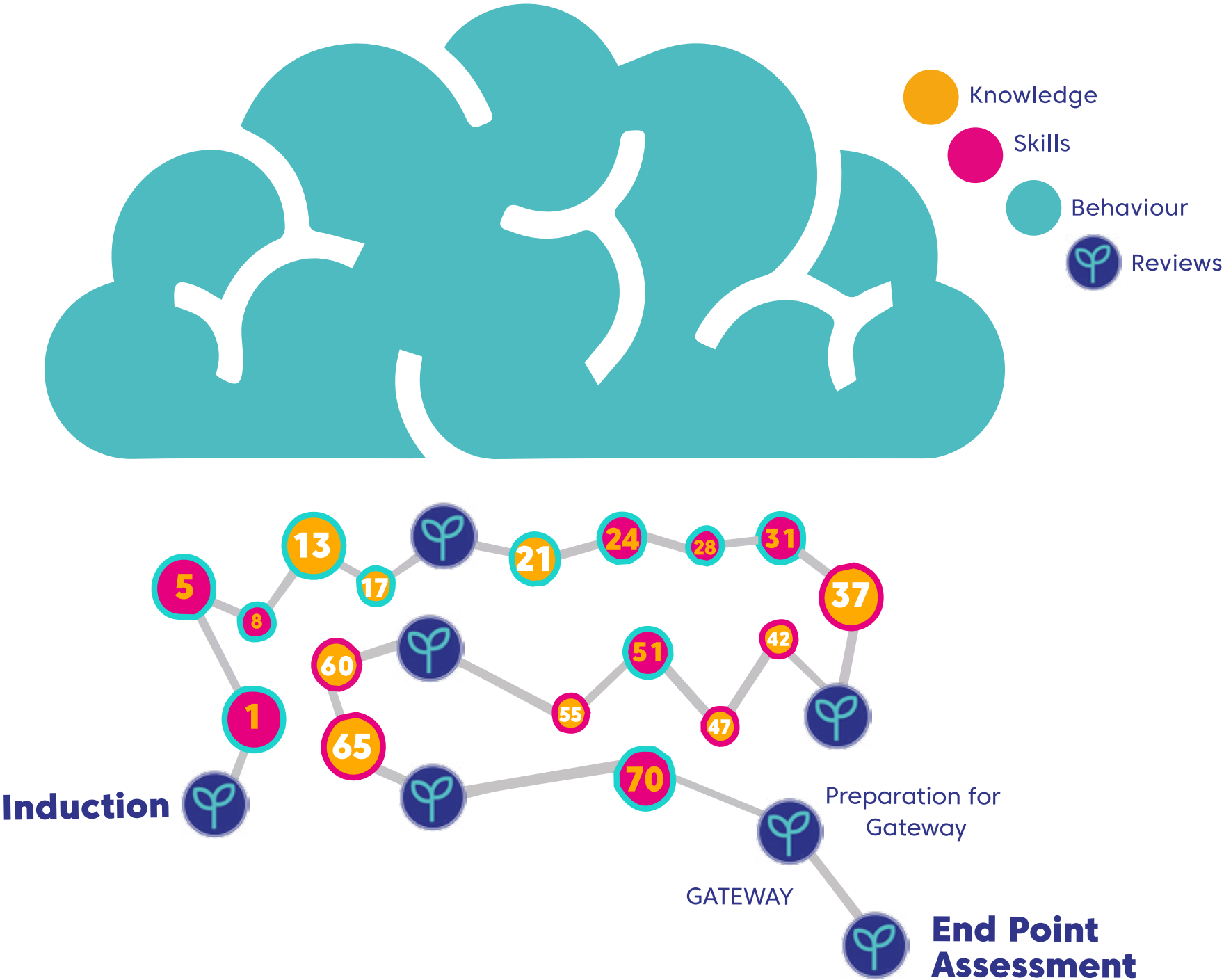
The programme has given my staff a solid set of tools and skills they can apply across various internal projects and client engagements

I am grateful to Sam for providing us with steady support during the learning journey and ensuring we all had the right level of confidence to engage with the EPA.

Business Analysts are change professionals that help organisations deliver business and digital change successfully.

# Business Analyst Level 4

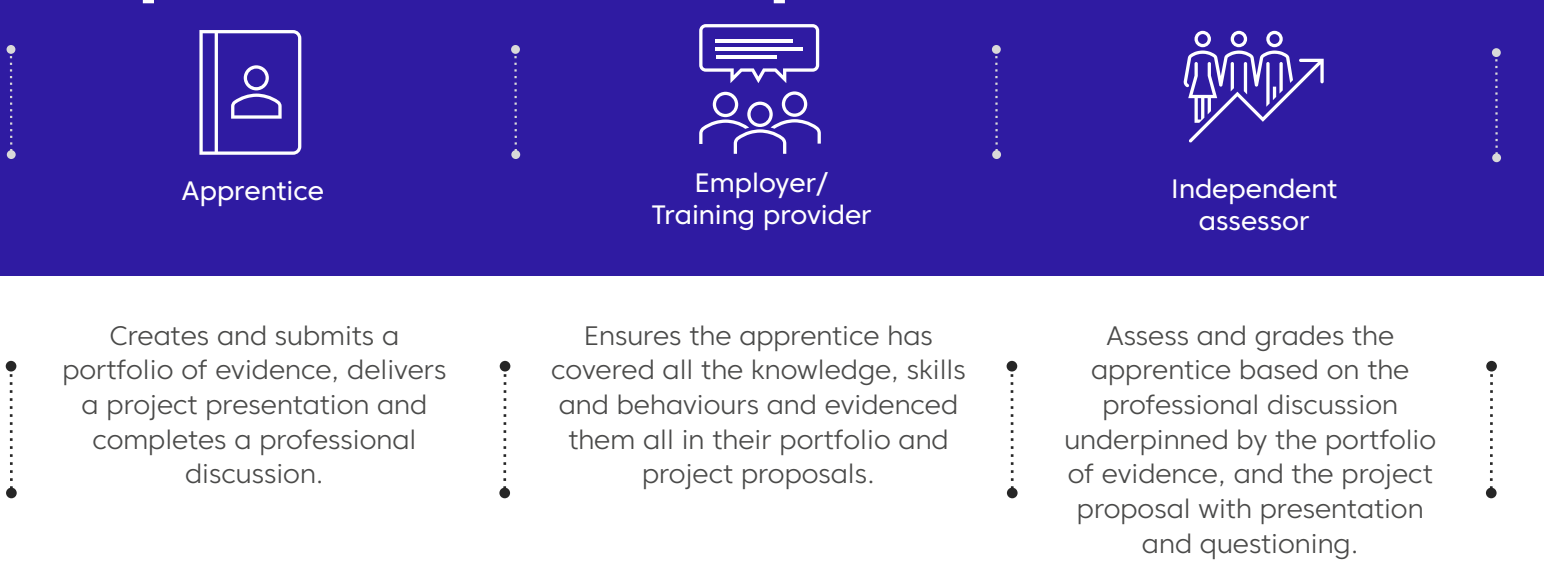
## Mindmap of weekly timescales



| Week No. | Learning Unit                                       |
|----------|-----------------------------------------------------|
| 1        | INDUCTION                                           |
| 1        | Business Analysis: An Introduction                  |
| 5        | Communication                                       |
| 8        | Business Change                                     |
| 13       | Principles of Project Management                    |
|          | PROGRESS REVIEW                                     |
| 17       | Quality Assurance, Legislation & Data Protection    |
| 21       | Technology & Industry Trends                        |
| 24       | Investigation Techniques                            |
| 28       | Environmental Analysis                              |
|          | PROGRESS REVIEW                                     |
| 31       | Stakeholder Analysis & Management                   |
| 37       | Business Process Modelling                          |
| 42       | Requirements, Engineering & Management              |
| 47       | Implementing Requirements, Engineering & Management |
|          | PROGRESS REVIEW                                     |
| 51       | User Experience                                     |
| 55       | Data Modelling                                      |
| 60       | Gap Analysis: Current vs Future State               |
| 65       | Business Acceptance                                 |
| 70       | Business Impact Assessment                          |
|          | Preparation for Gateway                             |
|          | GATEWAY                                             |
|          | END POINT ASSESSMENT                                |



# End point assessment explained



## Project proposal, presentation and questioning

Your project proposal will be 5,000 words +/- 10% including tables, graphs and figures. Your presentation will last 15 minutes followed by the 30 minutes of questions. A minimum of 10 open questions will be asked to confirm your understanding of business analyst fundamentals, investigation techniques, stakeholder analysis and management and business impact assessment.

## Professional discussion underpinned by the portfolio of evidence

The professional discussion will last 60 minutes and the independent assessor will ask a minimum of 10 open questions to assess your understanding of the knowledge, skills and behaviours evidenced in your portfolio.sessions to suit the individual, situation and organisational needs, reflective practice and personal development plans.

### Did you know?

Both components of the final end-point assessment must be passed for the apprentice to be deemed competent. Satisfactorily meeting the criteria is a pass, exceeding them can lead to a distinction.

## What to include in your portfolio of evidence

Your portfolio of evidence will showcase your knowledge, skills and behaviours across the learning outcomes. Typical sources of evidence could include: examples or screenshots of work, documents and records, witness testimonies, photographs, video clips and written reports. While the portfolio of evidence is not assessed, it underpins the professional discussion. organisational needs, reflective practice and personal development plans.

## Grading

Both assessment methods are graded equally to give you an overall grade of Fail/Pass/Distinction.



FAQs

We have compiled a list of frequently asked questions so whether you're looking to grow your team by hiring new members, or upskill your current workforce, you can gain maximum benefits from apprenticeship schemes.

Background

The Apprenticeship Levy was introduced from 6 April 2017 to inspire employees to expand existing and introduce new apprenticeship schemes.

Here at RHG, we help employers to deliver high-quality, professional apprenticeship programmes to grow existing employees by closing skills gaps and hire new team members.

What is the Apprenticeship Levy?

The Apprenticeship Levy is a compulsory levy on employers that is used to fund the delivery and increase the quantity and quality of apprenticeships within the UK.

Who has to pay the levy?

From April 2017, UK employers within the private and public sector with a bill of over £3 million pay the Apprenticeship Levy.

Non-levy paying employers will contribute 5% towards the cost of training and assessing apprentices, with the government paying the remaining 95%.

How much do organisations pay?

The levy is set at 0.5% of an organisation's pay bill, however employers receive a £15,000 annual allowance to offset against the levy.

How are levy payments made?

HM Revenue and Customs (HMRC) will collect monthly payments. Businesses are required to calculate and report the levy that they owe each month.

What happens to the levy?

The payments made by levy-paying organisations go into the Digital Apprenticeship Service account where employers can get access to funding as well as find relevant apprenticeships and training providers.



How can funds be accessed?

Levy-paying employers can access their Apprenticeship Levy contributions through their Digital Apprenticeship Service (DAS) account to pay for their apprenticeship training.

For non levy-paying organisations please contact us or visit <https://www.apprenticeships.gov.uk/employer/funding-an-apprenticeship-non-levy#>

How are funds spent?

The funding can be put towards the cost of training and assessments within the apprenticeship and can only be used with an approved training provider who is on the register of apprenticeship training providers.

Are there any funding rules?

Yes, and a key one is that apprentices must be permitted dedicated time from their working week to achieve the programme off the job hours

Who can become an apprentice? Is there a time limit to spend the levy funds?

The apprenticeship scheme is available for both new and existing employees to enable you to develop existing team members, as long as they meet eligibility criteria. There are no age restrictions on the apprenticeship scheme.

Levy funds will expire 24 months after they enter the account unless they are spent on apprenticeship training.



Did you know?

A 10% top-up is applied by the government to funds added into the account. So for every £1 an employer adds, the organisation has £1.10 to spend on apprenticeships.



### **How do I find out more?**

Contact us today to discuss how you could fill skills gaps within your existing team, hire new team members through the apprenticeship scheme or for more information about the Apprenticeship Levy.

t: 0345 603 9311  
e: [info@rhgconsult.co.uk](mailto:info@rhgconsult.co.uk)

Harborough Innovation Centre  
Leicester Road  
Market Harborough  
LE16 7WB