



Developing Tomorrows Workforce, Today.

About Us

Basingstoke ITEC is a charity that is primarily funded through the Government Apprenticeship programmes and charitable contributions. We have been working with employers and learners successfully for over 40 years.

We think it is really important to support the community by providing a solid foundation of personal development for the corner stone of everyone's future careers. We want learners to recognise their innate characteristics and suitability for their future careers. We help employers develop tomorrow's workforce today.

Our vision is for Basingstoke ITEC to be recognised as the Digital and IT training provider who can be relied upon to provide an outstanding learning experience. Although we are based in Basingstoke, we work predominantly across the South East but have the ability to work across England.





Business Analyst Level 4 Curriculum

This is an overview of the Business Analyst Level 4 curriculum. We want to work with you to develop a bespoke learning plan to enable us to deliver the knowledge in a logical sequence.

We will complete an initial assessment, skill scan and math and English assessment to determine the needs of the apprentices. Our aim is for the apprenticeship programme to have a positive impact for you and for the apprentice so that they receive a great learning experience.

This plan is fully adaptable to support those with special educational needs or disabilities.

What is the Business Analyst Standard?

The role of the Business Analyst is to help organisations identify business needs and improve processes, systems, and services through effective analysis and stakeholder collaboration. They work with stakeholders, project teams, and technical specialists to define requirements, evaluate solutions, and support the successful delivery of business change. Core skills include:

- Apply appropriate approaches to scope, plan and perform Business Analysis.
- Communicate effectively in a variety of situations with a range of stakeholders.
- Apply a range of structured investigation techniques to a business situation.
- Produce an outline definition of a business situation using an appropriate technique.
- Apply appropriate techniques to identify problems and opportunities within a business situation

Who is this for?

The roles associated with this role can vary but typical job titles include:

- Business Analyst
- IT Business Analyst
- Agile Business Analyst
- Digital Business Analyst

Delivery

The delivery of this apprenticeship will include:

- One to one support on a monthly basis from your Trainer.
- Monthly workshops with your trainer to develop the knowledge, skills and behaviours of the standard.
- All apprentices will have access to an e-portfolio.
- Maths and English functional skills training – If required depending on GCSE results.

Duration

- The duration of the Business Analyst Level 4 Apprenticeship will typically take 21 months to complete.
- The learning phase in the first 18 months is known as being 'On Programme' this is where the Knowledge, Skills and Behaviours required for the standard will be developed.
- The final 3 months of the apprenticeship will be the completion of the 'End-Point Assessment' phase.

What is covered in Business Analyst?

Core Occupation Duties

- Apply structured techniques to investigate wants, needs, problems and opportunities.
- Document the current situation and apply relevant techniques to structure information.
- Assist in the development of options and recommendations for change.
- Model business processes using relevant techniques.
- Perform business process analysis and improvement.
- Redesign business process models in order to reflect changes in working practice or deliver improvements.
- Undertake requirements elicitation with stakeholders to identify business and user needs.
- Analyse, validate, prioritise and document functional and non-functional requirements for business situations, using relevant techniques.
- Identify data requirements relating to business improvement.
- Assist in the management and controlled change of requirements.
- Support the creation of data models to illustrate how data is represented within a business system.
- Compare current and future state business situations in order to identify the changes required for business improvement.
- Define acceptance criteria for business and system changes, and support business acceptance.
- Identify and analyse stakeholders impacted by a proposed change, understand their perspectives and assess how their interests are best managed

Gateway and End Point Assessment

Once all the duties have been completed along any maths and English exams and the portfolio is completed, the apprentice, employer and Basingstoke ITEC will make the decision to progress to the End-Point Assessment.

Apprentices will enter a period called 'Gateway' they will be prepped and supported by Basingstoke ITEC for each stage of their End-Point Assessment. Certificates will be released upon completion of the end-point assessment and the apprenticeship will then be considered achieved.

End-Point Assessment



ASSESSMENT METHOD 1
Work-based project
completed over a 6 week
period, with presentation and
questioning



Portfolio
Full evidence of
knowledge, skills and
Behaviours



ASSESSMENT METHOD 2
Professional Discussion

GATEWAY

PRE GATEWAY

POST GATEWAY

Progression Opportunities

On completion of the Business Analyst Level 4, there is the opportunity for progression, depending on your job role.

What will apprentice gain upon completion?

- Business Analyst Level 4 – Pass, Merit or Distinction grade
- Level 2 Functional Skills in Maths (if required)
- Level 2 Functional Skills in English (if required)



Learner Journey – Delivery Process



1-3

4-6

7-10

11-13

14-17

18-21

Months

Induction

Development of Knowledge, Skills and Behaviours for standard

EPA Prep

Develop showcase portfolio for assessment

End Point Assessment

Maths and English Functional Skills (If Required)

Monthly trainer sessions and workshops – face to face and remote

Feedback