

Business Analyst Level 4



**Includes 3 x Free
Extra Qualifications:**

- AI & The Digital Ecosystem
- BCS Foundation Certificate in Agile
- Power BI Data Analyst Associate (PL-300)



14 months + assessment



Live online learning



Optional additional
professional
qualifications
available



Analysing processes, systems, and business models to identify vulnerabilities and develop solutions for effective change delivery

★★★★★ Excellent Employer reviews ★★★★★ Excellent Apprentice reviews

Official Department for Education (DfE) reviews and pass rate

99.5%
Pass Rate

Live Online Learning

“

Virtual lessons are more convenient than having to drive or pay for a train ticket to get on site. It's easy just to book a meeting room for the lesson. If I need assistance both my trainer and mentor are always quick to jump in and help.”

LearnTech Cyber Security Apprentice



★★★★★ Excellent
Employer reviews

★★★★★ Excellent
Apprentice reviews

99.5%
Pass Rate

Welcome to LearnTech



Katie Fowler

Director of Education

Our mission is to inspire and educate tech talent in England, by providing outstanding tech training and apprenticeships...



At LearnTech, our primary focus is to provide high-quality tech training and digital apprenticeships. We do this through innovative teaching, equipping students with the skills and knowledge they need to build outstanding careers in tech, and support organisations effectively.

When designing our curriculums, we consider the knowledge, skills (both technical and non-technical) and behaviours employers need most in the workplace, to impact the ability of our students to progress in their chosen careers. We work in partnership with our employers to deliver exceptional collaborative learning experiences tailored to real-world demands.

We're passionate about reducing gaps in accessibility and opportunity through our tech training, alongside literacy and numeracy

development, supporting our employers and partners to this end. We also have a dedicated team focused on accessibility and inclusivity for students with additional learning support needs, creating a safe, welcoming environment where everyone can thrive.

At LearnTech we never compromise quality for commercial gain. Our trainers and mentors have lower than average caseloads, ensuring every student benefits from regular, dedicated and personalised attention to enhance their learning.

Both our students and team are part of a community built on collaboration, plus continuous learning and improvement. Alongside our employer partners, they are at the heart of everything we do. We strive to create an environment where our educators can focus on what they do best - teaching tech and empowering the next generation of tech talent.

Connect on
socials to keep
up-to-date



Visit [Learn-Tech.com](https://www.learn-tech.com)



Business Analyst

Overview



Business analysis is a collaborative discipline found across nearly every sector. It offers a fast-paced environment and a clear career pathway, with professionals taking lead roles in successful change delivery.

Chetan Kerai – Technical Trainer / Mentor

Business Analysts drive value by bridging business needs and technology solutions. They identify opportunities, reduce risks, and align initiatives with strategic business goals through current-state assessments, future goal-setting, and actionable plans for meaningful improvements.

Our apprenticeship is designed to deliver all the key knowledge and skills needed to work successfully in supporting organisations of all sizes, in a wide range of sectors, to assist them in conveying impactful and valuable change.

Who is it for?

This apprenticeship is designed for individuals who are already in, or being recruited into a Business Analyst role, who are likely to have some experience of working in technology or change.

Apprenticeship candidates are likely to be working as

- Business Analyst
- Business Systems Analysts
- Requirements Engineer & Analysts
- Business Process Analysts

Candidates will need to...

☐ **Be employed in or being hired** into a job role with business analysis responsibilities

☐ **Be working on real-world business analysis projects** to showcase their knowledge and skills

☐ **Have support from their employer** to dedicate approximately 8 working hours a week to training

The primary role of a Business Analyst is to document business problems, define user needs, and create solution requirements aligned with best practices, tailored to their audience. By focusing on outcomes, they ensure the right problems are addressed and the right products are delivered.

The benefits these specialists bring to organisations include improved collaboration, alignment with strategic objectives, value creation, enhanced decision-making, smoother transitions to new systems or processes, risk mitigation, and much more.

This apprenticeship has been carefully designed by our experts to ensure it covers all the required knowledge, skills, and behaviours (KSBs) outlined in the Skills England Business Analyst Apprenticeship Standard. For full details visit **www.skillsengland.education.gov.uk/apprenticeships**

Throughout the programme, the employer works closely with the apprentice to ensure that all occupation duties are fulfilled, experienced, and properly evidenced as part of the apprenticeship.

By the end of the programme, the apprentice will have developed a comprehensive knowledge base and skill set.



What are KSBs?

Knowledge, skills and behaviours (KSBs) refer to the essential elements an apprentice must master to be confident and competent in their organisation's occupation duties.



Knowledge

The information, technical detail, and 'know-how' needed to effectively perform job tasks.



Skills

The practical application of knowledge, enabling an apprentice to successfully carry out their duties.



Behaviours

Mindsets, attitudes or approaches needed for competence.

Programme content summary ➔

Programme content summary

During this programme, an apprentice will learn to...



Discover business analysis fundamentals



Identify legal, compliance-related requirements and technology trends



Conduct stakeholder analysis developing communication and management strategy



Appraise business change and software development lifecycles



Analyse and **model** business processes



Develop requirements engineering knowledge and skills



Analyse the need for data management within an organisation



Design data models



Recognise the need for quality assurance and acceptance testing practices



Highlight the importance of tracking benefits and managing risks



Create project proposal documents or business cases



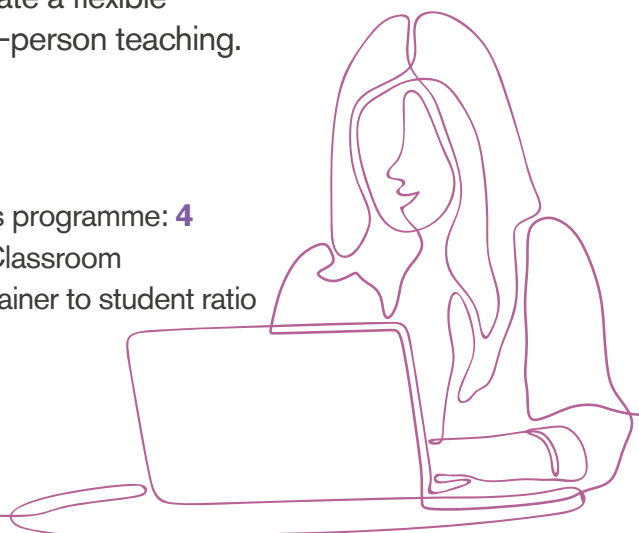
Conduct gap analysis

Live online learning

Our interactive live, online training model is designed to create a flexible learning environment without losing any of the benefits of in-person teaching.

An apprenticeship with LearnTech typically looks like...

- **Live weekly online sessions** – 2 hours per week
- **Off-the-job training (OTJT)** – Weekly minimum hours for this programme: **4**
- **Immersive learning experience** through Microsoft Teams Classroom
- **Maximum classroom size of 12** ensures a highly effective trainer to student ratio
- **Monthly 1 to 1 mentor meetings**
- **Maths and English - if required**



 Includes
3 x Free Qualifications

Professional Courses

Unlock more value with additional skills

We work closely with employers across England to stay ahead of national skills needs. We use our employer-led insights to complement apprenticeships with enhanced learning to support industry demand. Our aim is to help reduce skills gaps and offer unbeatable value, underpinned by innovative education practice.

These accredited qualifications are designed to give students a recognised foundation across a range of critical topics.

Free professional courses included in this apprenticeship



**BCS Foundation
Certificate in Agile**



**BCS Award:
AI & The Digital
Ecosystem**



**Microsoft Certified:
Power BI Data Analyst Associate (PL-300)**

BCS and Microsoft qualifications are delivered over 2 – 4 training days, typically spread across several weeks (for example, one day per week). Apprentices should also expect to complete approximately 30 – 50 hours of independent learning per qualification. This additional learning does not form part of apprenticeship off-the-job training requirements.

All training, exam preparation and final exams are included.

Explore courses
in apprenticeships



Optional Professional Qualifications

Alongside our included free, professional courses, we integrate the content of the industry-recognised Business Analysis qualifications listed below into our apprenticeship programme. Apprentices can then sit the relevant certification exams at the end of their programme to gain additional professional credentials, helping employers enhance the capability of their business analysis function, even further.



BCS Foundation Certificate
Business Analysis



BCS Practitioner Certificate
Modelling Business Processes



BCS Practitioner Certificate
Business Analysis Practice



BCS Practitioner Certificate
Requirements Engineering

Each of these optional qualifications is available for £350 + VAT, which includes additional revision support, a mock exam plus feedback and the exam fee.

Our Partnership with BCS

– The Chartered Institute for IT

We're proud to be in partnership with BCS – The Chartered Institute for IT, whose mission is to raise the standards of IT education, professionalism, ethics and practice. As an official training provider delivering BCS accredited AI qualifications, we support their commitment to advancing the IT profession and empowering individuals with the skills needed for today and the future.



Accredited
Training Partner

Timeline & Process

1 Enquiry to enrolment

4 - 8 weeks

Programme planning & paperwork

This first phase involves all parties - employer, apprentice and LearnTech designing the bespoke apprenticeship training plan, and completing contracts and relevant paperwork.

2 Training, mentoring and gateway

14 months

This is when the on and off-the-job training, knowledge, skills and behaviours work begins, and continues for the duration of the programme.

LearnTech's designated mentor will be the primary contact for both the employer and apprentice, offering continuous support throughout the programme.

Once the apprentice has reached the end of their programme, they will enter Gateway. This is an evaluation period between completing their training and final preparations for their apprenticeship assessment.

Training

- 2 hours weekly training session
- 4 hours minimum extra study / practice weekly, also known as off-the-job training
- 1 - 2 hours English / maths training weekly, if required

Mentoring

- 1 hour mentoring session every 4 weeks
- 1 hour progress review every 10 weeks
- Extra hours for additional learning support, if required
- Extra hours for apprenticeship assessment preparation, if required

Gateway

Apprentice, employer and LearnTech agree apprentice is ready for their apprenticeship assessment.

3 Apprenticeship assessment

Up to 3 months

Opportunity for apprentice to demonstrate their knowledge and skills against the apprenticeship criteria to gain their qualification.

Methods

- Project proposal (up to 6 weeks)
- Presentation and questions (45 minutes)
- Professional discussion (60 minutes)

4 Alumni

After successful completion

Continued development

LearnTech are keen to offer your apprentice support to develop further and opportunities to share their skills.

Case Study



An Apprentice's Award-Winning Journey with LearnTech

“

I found the online learning sessions very immersive. Chet is a fantastic trainer and made all our sessions as engaging as possible, giving my cohort plenty of opportunities to ask questions and share experiences.”

Leanne - LearnTech L4 Business Analyst Apprentice



Leanne began her Level 4 Business Analyst apprenticeship in July 2023, as part of her organisation's Business Analysis Team, receiving a merit as her final grade. She chose an apprenticeship because it offered her the chance to acquire essential skills for her role and add value to her organisation, whilst gaining real-world experience as a Business Analyst.



Balancing the demands of an apprenticeship and a full-time role can be challenging. Leanne learnt to manage her time effectively to ensure she completed her apprenticeship tasks whilst fulfilling her responsibilities as a Junior Business Analyst. This proved vital for her overall success and professional growth.

Self-belief is a key focus for Leanne in her professional development. She reflects,

"My first challenge was having the belief in myself that I could complete the apprenticeship and be successful in my role. I really struggled with impostor syndrome for a while! I feel that the apprenticeship has made a huge difference to my self-belief by giving me the knowledge and skills required to be confident in my role. The various techniques I've learnt during my apprenticeship have also helped me to tailor my communication with stakeholders, to ensure the time they give me is utilised to its full potential."

Leanne's hard work and determination has paid off! In May this year, her organisation awarded her with 2nd place in the People Awards for Apprentice of the Year. Looking ahead, her career goals include continuing to develop her skills and knowledge to pursue a promotion to Senior Business Analyst. Additionally, she would like to become a mentor for new Business Analysts beginning their learning journey and career, sharing her experiences, and helping them develop.

Chet, Mentor/Tutor at LearnTech had this to say about Leanne,

"Leanne possesses a professional attitude to learning and practicing Business Analysis. Her passion made it an enjoyable experience for me to teach her. I admire her ability to ask questions so she can take the time to apply complex concepts and improve her way of operating via professional techniques gained from her training."

Given her 9 years of experience working most recently in logistics, and prior to this in a multi-channel contact centre environment, Leanne has proven her ability to engage and communicate with key stakeholders across all levels. She is now able to apply her knowledge and skills to projects that enhance the customer journey and experience."

Leanne's manager Kim, says,

"The apprenticeship has been amazing for Leanne and has enabled her to build her skills as a BA and her confidence in the role. She is now a well-respected qualified member of the BA team and is mentoring others with her skills. With the guidance of Chet and Barbara, Leanne always had the support she needed throughout the apprenticeship. While on the course Leanne received a promotion to a BA (from a Junior), a Distinction for part of her course and has recently come second in the Apprenticeship of the Year at our awards night."

For those considering an apprenticeship as their next step, Leanne says,

"Absolutely do it! Do not underestimate the work involved, it can be hard at times but the rewards when you've completed it makes it so worth it."

Funding & Contact Information ➔

Apprenticeship funding

Government funding is available to all employers who hire an apprentice, with up to 100% of the training costs covered. The amount of funding an employer can receive depends on factors like their payroll bill, the number of employees, and the apprentice's age.

For detailed information on how apprenticeship funding works and what a business may qualify for, see our Employer Guide.

Next steps

If you'd like to become an apprentice...

An apprenticeship is tied to employment and available to anyone aged 16+. Here are the three main ways to get started...

- Apply for an apprenticeship vacancy. Check out our current openings at learn-tech.com/vacancies or visit findapprenticeship.service.gov.uk
- Talk to your current employer about an apprenticeship as part of your career development
- Approach another employer, proposing to join their team as an apprentice

Explore learn-tech.com/apprentice-guide for more information.

If you're an employer...

Tech apprenticeships are a great way for your organisation to develop skilled employees relevant to your business. Explore our Employer Guide for comprehensive information about our tech apprenticeships and how to recruit your apprentice.

If you have any questions or would like to book a no obligation Information Session, please contact us and we'll be happy to help.

learn-tech.com/employer-guide

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★★★★★ **Excellent
Employer reviews**

Official Department for Education (DfE) reviews and pass rate

★★★★★ **Excellent
Apprentice reviews**

**99.5%
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