



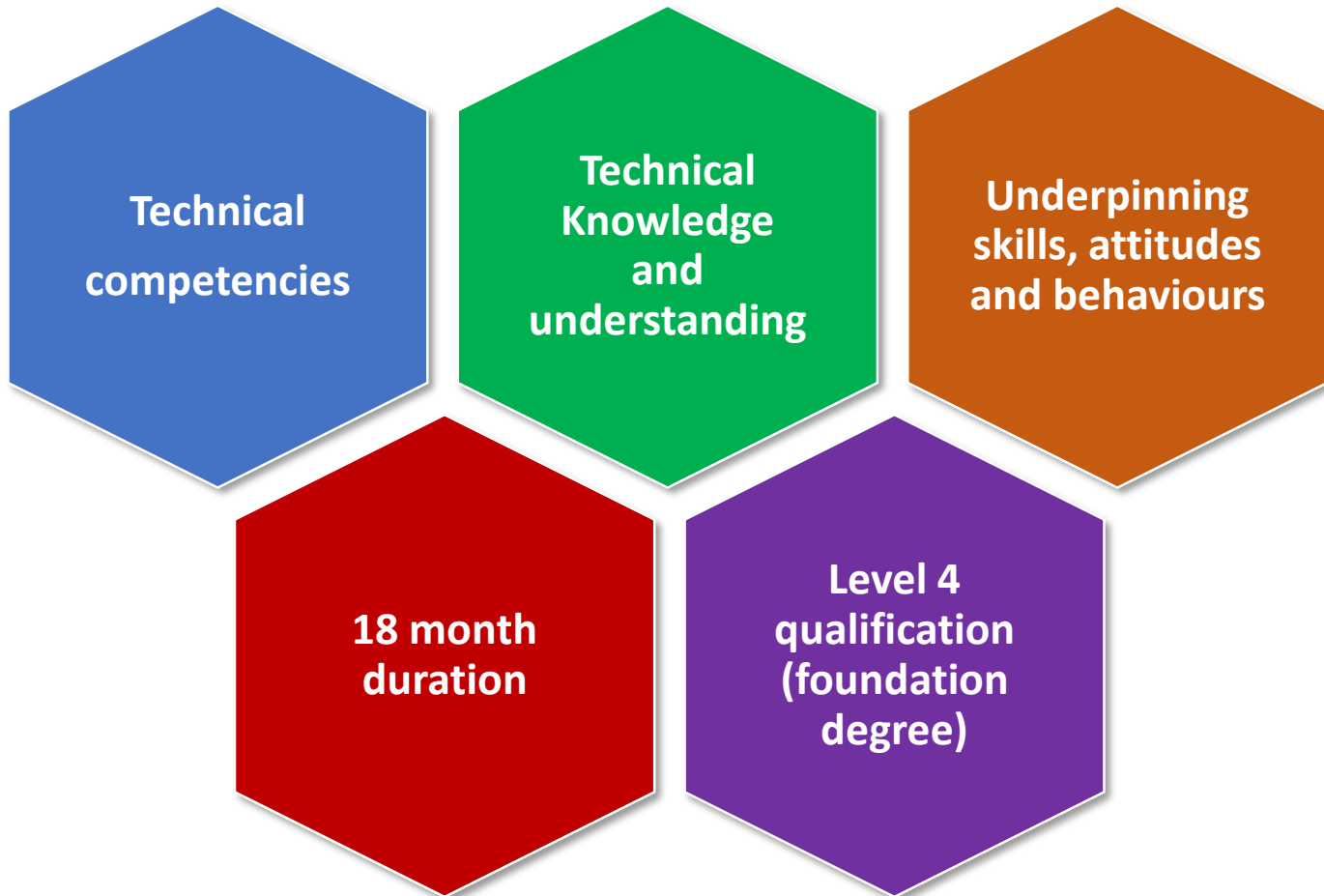
ASSIST

Knowledge Development

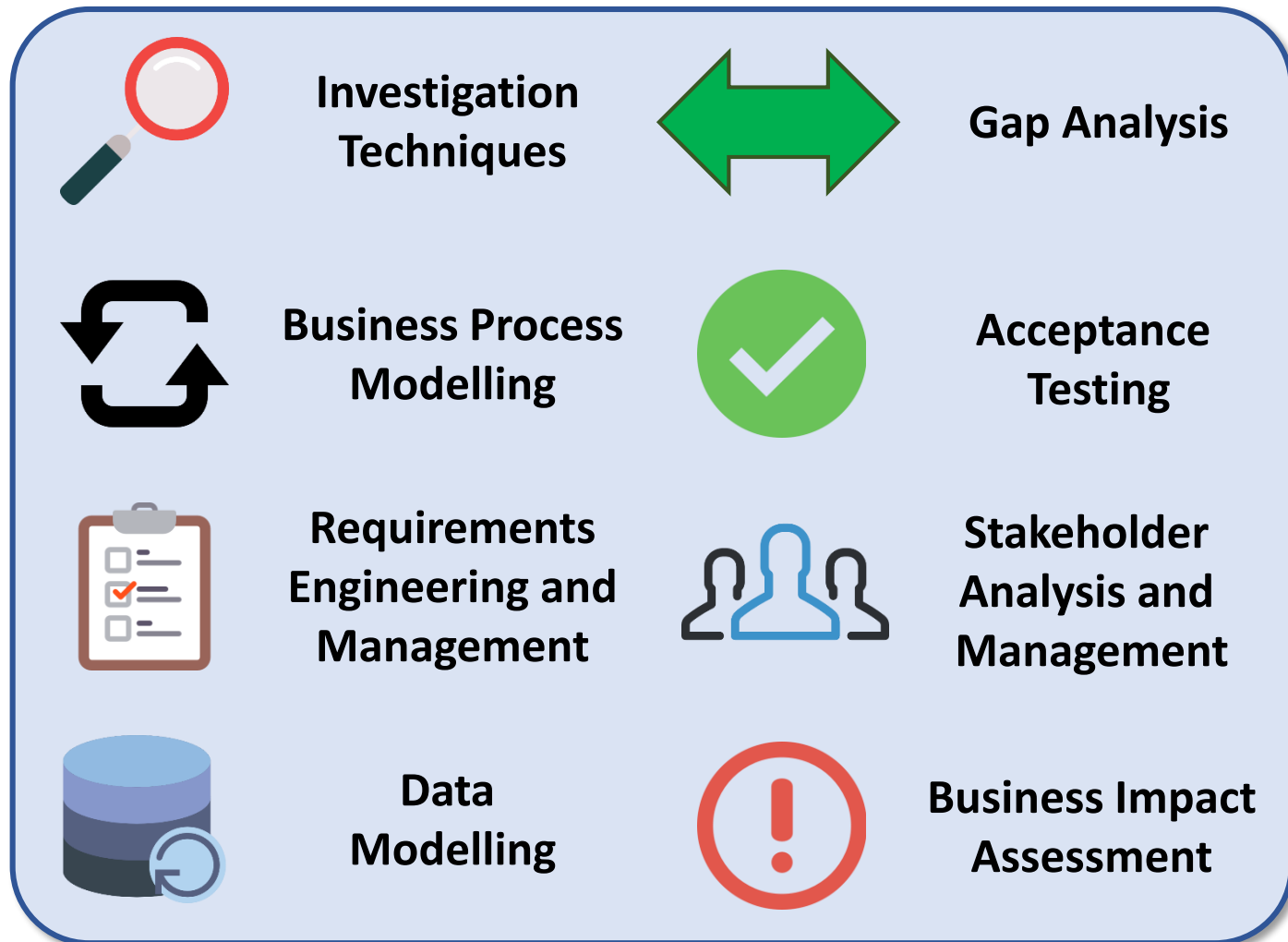
IS Business Analysis

Apprenticeship Programme

The “Standard”



Technical Competencies



Underpinning Skills, Attitudes and Behaviours



Analytical & problem solving skills

1

Working independently, to use own initiative and to take responsibility

2

Ability to work with a range of internal and external people

3

Maintain productive, professional and secure working environment

4



5

Logical and creative thinking

6

Plan activities using a thorough and organised approach

7

Initiative and organisation

8

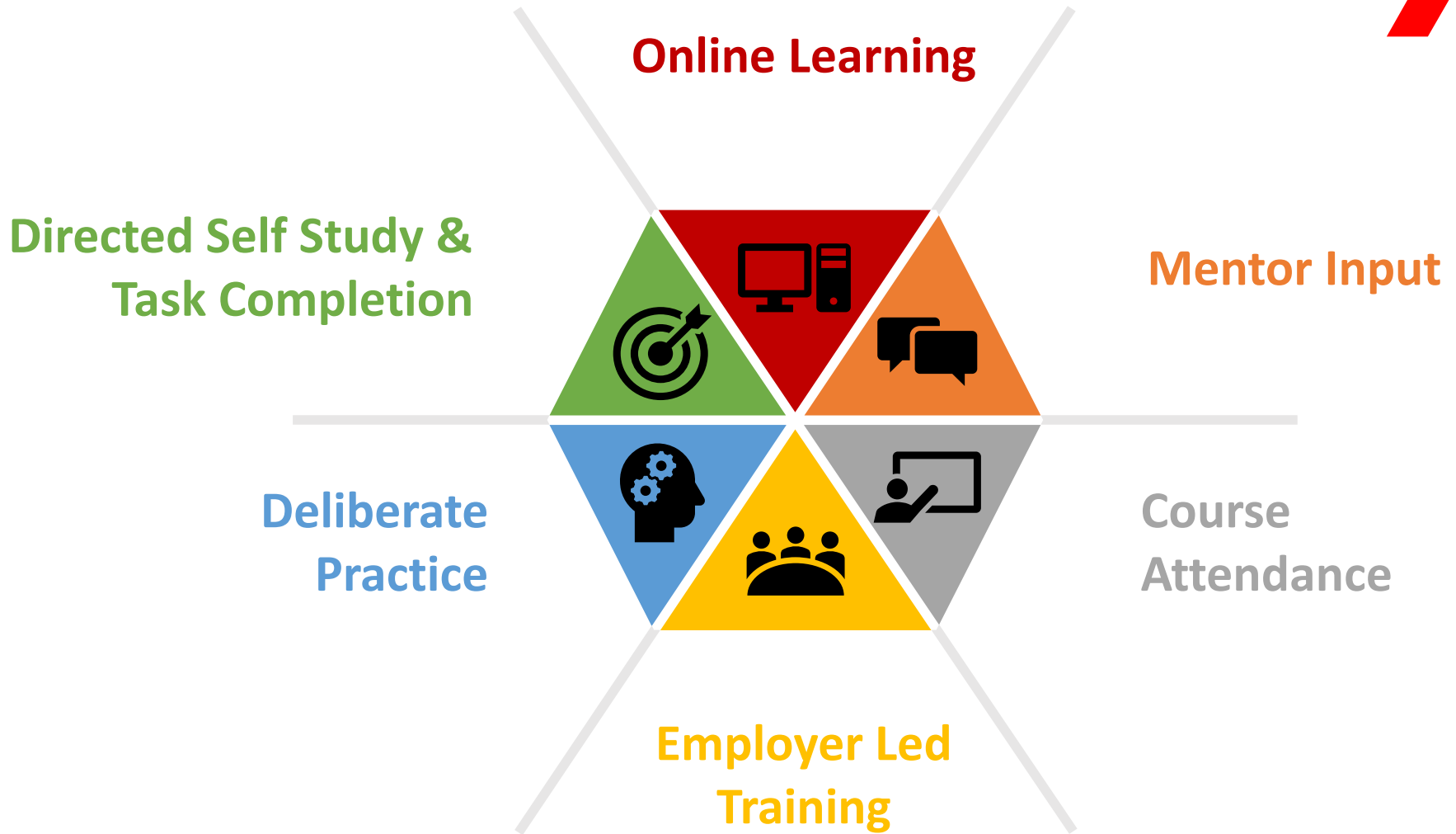
To communicate effectively in a variety of situations

Occupational Brief



- Minimum standards**
- Grading criteria**
- The what: what the apprentice has shown they can do**
- The how: the way in which the work has been done**
- The with whom: personal and Interpersonal qualities**

The AssistKD Programme



Online Learning



Foundation in Business Analysis
Course map

Menu Glossary Resources

- ▶ 1. What is Business Analysis?
- ▶ 2. The Competencies of a Business ...
- ▶ 3. Strategy Analysis
- ▶ 4. The Business Analysis Process Mo...
- ▶ 5. Investigation Techniques
- ▶ 6. Stakeholder Analysis and Manag...
- ▶ 7. Modelling Business Processes
- ▶ 8. Defining the Solution
- ▶ 9. Making a Business and Financial ...
- ▶ 10. Establishing Requirements
- ▶ 11. Documenting and Managing Re...
- ▶ 12. Modelling Requirements
- ▶ 13. Delivering Requirements
- ▶ 14. Delivering the Business Solution

Welcome to the
Foundation in Business Analysis course.

Course modules

1	What is Business Analysis?	8	Defining the Solution
2	The Competencies of a Business Analyst	9	Making a Business and Financial Case
3	Strategy Analysis	10	Establishing the Requirements
4	The Business Analysis Process Model	11	Documenting and Managing Requirements
5	Investigation Techniques	12	Modelling Requirements
6	Stakeholder Analysis and Management	13	Delivering the Requirements
7	Modelling Business Processes	14	Delivering the Business Solution

Welcome to the course

Resource toolkit

- Tutorial
- Sample examination
- Examination hints and tips
- The Diploma

Search...

The Apprenticeship Programme



Foundation in Business Analysis

Quarter 1

- Introduction
- Foundation training
- Presentation skills
- Learning and portfolio review

Requirements Engineering

Quarter 2

- Foundation Review
- Requirements training
- Interview skills
- Learning and portfolio review

Modelling Business Processes

Quarter 3

- Requirements review
- Modelling Processes training
- Facilitation skills
- Learning and portfolio review

Business Analysis Practice

Quarter 4

- Review Modelling processes
- BA practice training
- Writing skills
- Learning and portfolio review

Business Change OR Systems Development Essentials

Quarter 5

- BA practice review
- FBC or SDE course
- User Acceptance Training
- BA standard review
- Assessment preparation

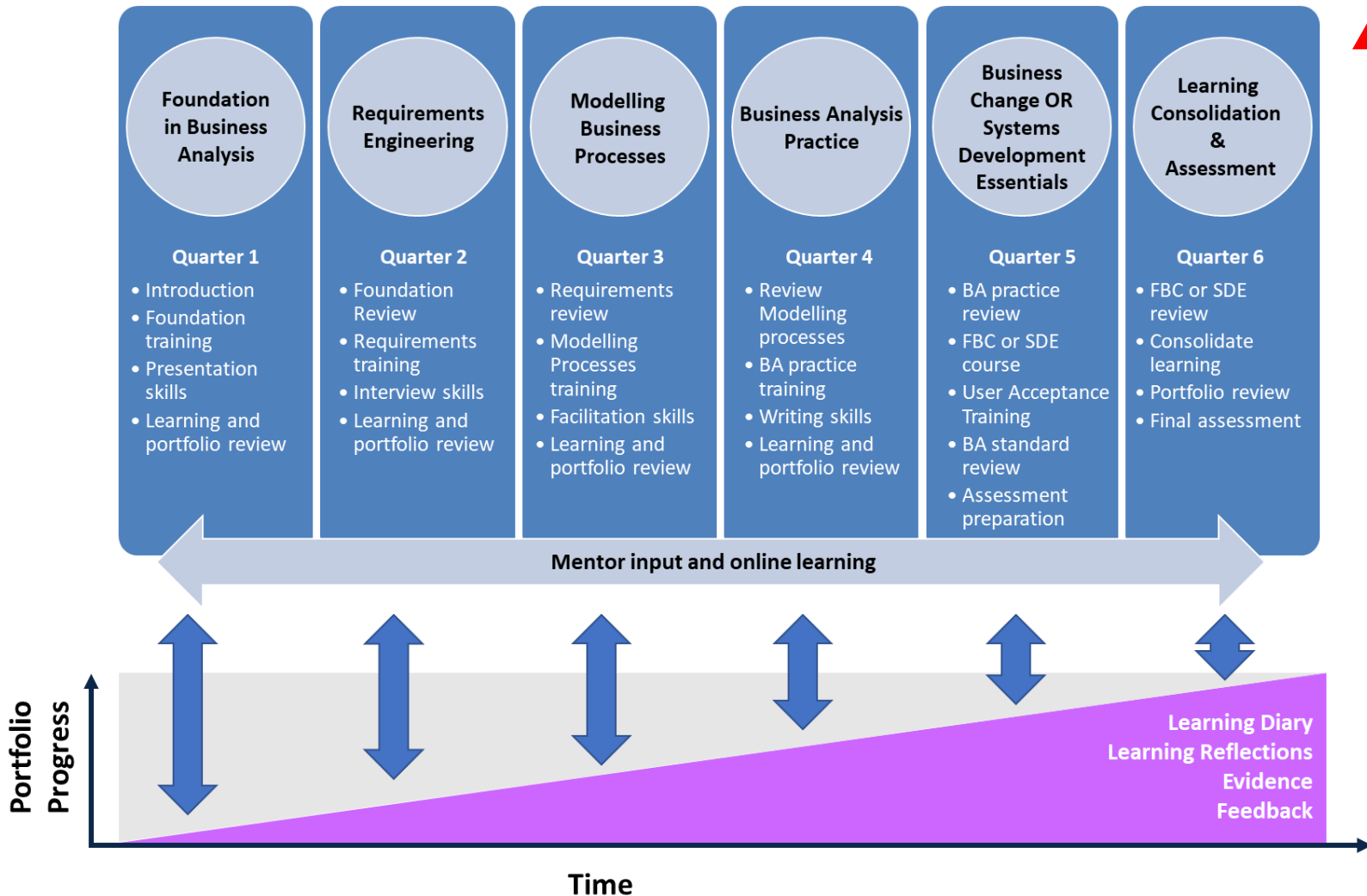
Learning Consolidation & Assessment

Quarter 6

- FBC or SDE review
- Consolidate learning
- Portfolio review
- Final assessment

Mentor input and online learning

Evidence Build-up

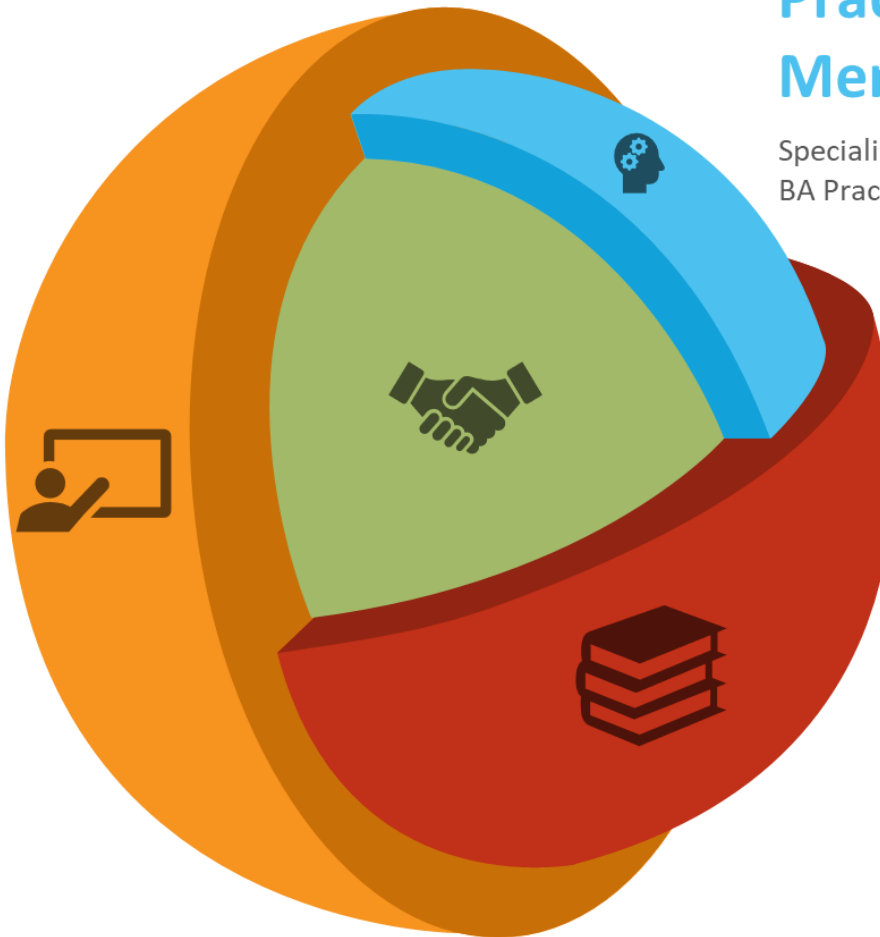


Our Approach



Online and Classroom Learning

Our blended approach encompasses both online and classroom based learning



Practitioner Mentors

Specialist mentors who are BA Practitioners

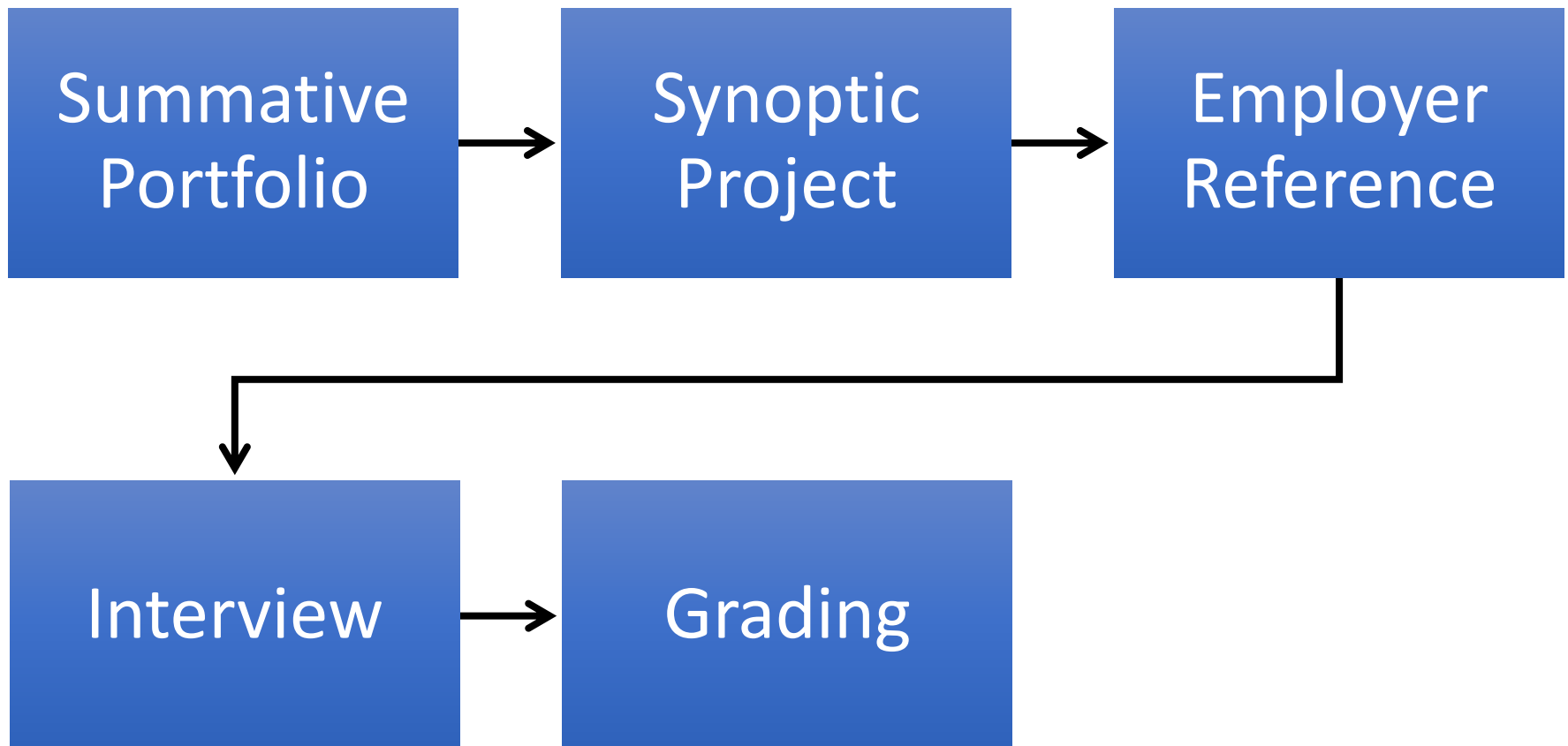
Select Employers

Specially selected employers and manageable numbers. Never exceeding 5 per cohort.

Structured Programme

A specially constructed apprenticeship programme tailored to each apprentice's need.

The Assessment Process



The AssistKD Mentor Role



AssistKD Duty of Care



- ✓ Support to achieve the Apprenticeship Award
- ✓ Maximise career opportunity
- ✓ Safeguarding and prevent
- ✓ Opportunity and possibility for outcomes

Key Challenges



Standard coverage & skills exposure

20% rule – formal learning (Off the job)

Habit of compiling the portfolio of evidence

Lack of awareness of apprenticeships



Off the job training – that 20%



Must:

- Take place within your normal working hours
- Be directly relevant to the apprentice standard

Can include:

- Learning support provided by employer or the provider
- Formal courses
- Coaching
- Online learning
- Practical training
- Shadowing
- Receiving mentoring
- Industry visits/visiting other companies/suppliers
- Attendance at competitions/events
- Visiting other employer departments

**OFF THE JOB
TRAINING**

The Paperwork & Next Steps



1

Enrolment & Forms

- Enrolment Form
- English & Maths Assessment

Learning & Commitment Statement

- Confirm quarter 5 choice
- 3 way commitment signed by us, you and your employer

3

2

Copies Required

- Proof of Qualifications
- Passport/ID Check

4

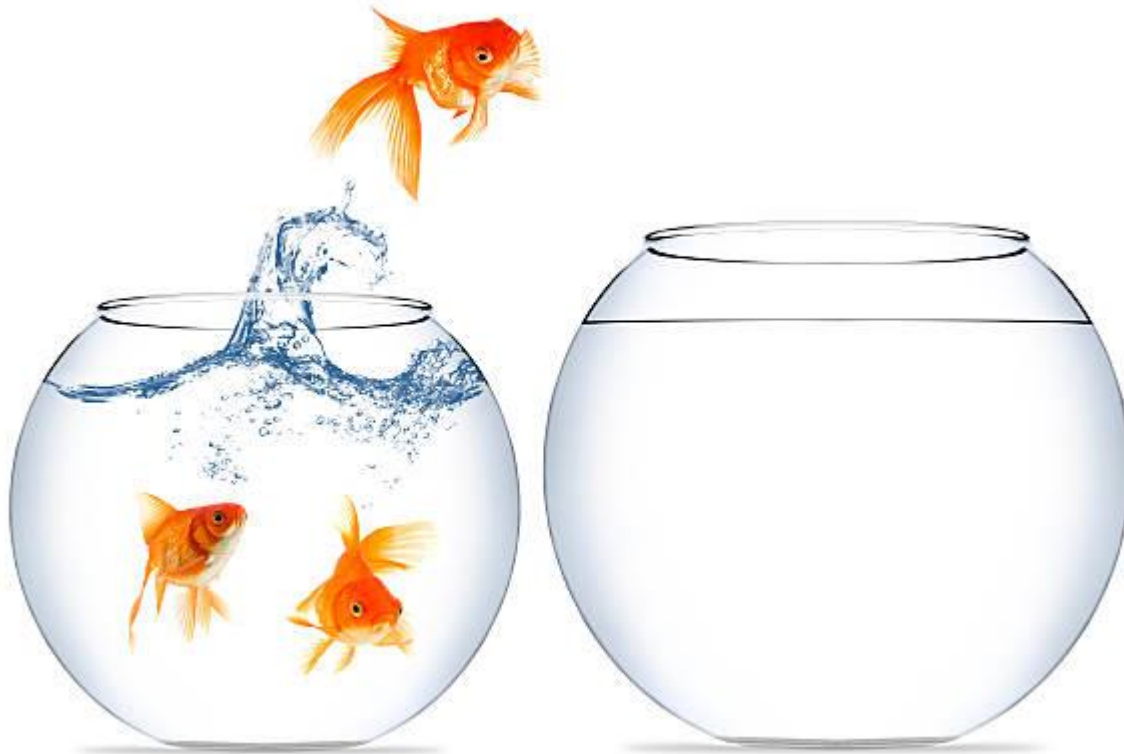
Online Learning

- Access to online learning
- Available for all your modules throughout the apprenticeship

Goals



- ✓ Challenging yet achievable



Q&A

