

Business Analyst

The Business Analyst (BA) apprenticeship equips individuals with the ability to understand the needs of stakeholders and how these can be met through business change and digital solutions. Business Analysts are solution professionals that help organisations deliver business and digital change successfully. This apprenticeship provides the skills and knowledge they need to determine and present technology solutions that deliver business improvement and benefits.

Business Analysts play a key role in multidisciplinary teams by collaborating with different groups of stakeholders, working to understand and communicate how digital solutions can support the organisation's needs.



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+ apprenticeships

Occupational Duties

Technical training is structured and mapped to employer needs. Your learning outcomes follow the practical application of this job role in the workplace. We measure your progress against a series of occupational duties. Under each of these duties, you will develop the relevant knowledge, skills and behaviours through your technical training and mentoring. At the end of the programme, you will be able to demonstrate these for your End Point Assessment (EPA).



Duty 1

Apply structured techniques to investigate wants, needs, problems and opportunities.

Duty 2

Document the current situation and apply relevant techniques to structure information.

Duty 3

Assist in the development of options and recommendations for change.

Duty 4

Model business processes using relevant techniques.

Duty 5

Perform business process analysis and improvement.

Duty 6

Redesign business process models in order to reflect changes in working practice or deliver improvements.

Duty 7

Undertake requirements elicitation with stakeholders to identify business and user needs.

Duty 8

Analyse, validate, prioritise and document functional and non-functional requirements for business situations, using relevant techniques.

Duty 9

Identify data requirements relating to business improvement.

Duty 10

Assist in the management and controlled change of requirements.

Duty 11

Support the creation of data models to illustrate how data is represented within a business system.

Duty 12

Compare current and future state business situations in order to identify the changes required for business improvement.

Duty 13

Define acceptance criteria for business and system changes, and support business acceptance.

Duty 14

Identify and analyse stakeholders impacted by a proposed change, understand their perspectives and assess how their interests are best managed.

Duty 15

Assess and document the drivers, costs, benefits and impacts of a proposed business change.

Programme summary



18 MONTHS TRAINING & MENTORING

UNDERPINNING CORE PROFESSIONAL SKILLS & PORTFOLIO DEVELOPMENT



EPA assessment



Work-based project



Portfolio-based professional discussion



Qualification awarded

Key dates

JUNE
Applications close for this year's intake.

AUG
All job offers are made.

OCT
Apprentices join teams in the workplace; programme of technical training blocks & industry events commences.

FEB MAR APR MAY JUN JUL AUG SEP OCT

FEB-JUN
Applications open.

JUL-AUG
Assessment and selection days.

SEP-OCT
Apprentices attend
• 2-day programme induction
• 1-week BA Fundamentals

FOR THE DURATION OF THE PROGRAMME

Apprentices attend work, technical training blocks, industry events as required

Why choose an Apprenticeship?



Earn a good salary whilst you train - so no mounting debt!



Gain a nationally recognised and professional qualification



Learn and work alongside industry experts



Increase your chances of quicker professional progression



Further information about the apprenticeship standard

instituteofapprenticeships.org/



Further information about Manchester Digital Academy and how to apply for an apprenticeship

manchesterdigital.com/digital-apprenticeships/apply

Or get in touch with the apprenticeship team on apprenticeships@manchesterdigital.com

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