**Business Analyst**

**Level 4**

**What are the main duties and responsibilities?**

Business Analysts help organisations deliver business and digital change successfully. By analysing, documenting and managing requirements throughout the delivery lifecycle they help achieve successful business outcomes through new processes, data and technology. Typically, they will be responsible for investigating business situations and analysing problems and areas for improvement. Their work includes investigating and analysing business processes, understanding data and business information needs, and documenting requirements for digital and business change solutions. Business Analysts will need to manage relationships effectively, collaborating between business and technical stakeholders. By focusing on benefits and outcomes they ensure the right problems are solved and the right products are developed.

**What are the typical job titles that employers recruit for?**

Business Analyst, Junior Business Analyst, IT Business Analyst, Financial Business Analyst, Systems Analyst, Process Analyst, Data Analyst, Business Systems Analyst.

**How long will it take for me to finish this Apprenticeship?**

Typically, 18 months to complete.

**What entry criteria do I need to meet to apply?**

This is set by individual employers. For those with an education, health and care plan or a legacy statement, the minimum English and Maths requirement is Entry Level 3. For those whose primary language is British Sign Language, BSL qualifications are an alternative to English qualifications. There are no mandatory qualifications for this apprenticeship standard.

**How will my time be split?**

Alongside on-the-job training with their employer, apprentices spend at least 20% of their working hours completing classroom-based learning with the college. Each Apprentice will be assigned a Coach to mentor them through the programme.

**What can I expect to earn as an Apprentice?**

This depends on the industry, location and the level of apprenticeship. Many employers offer apprentices a competitive salary. Visit the Gov website to find out more about current rates of pay; What is an apprenticeship? (apprenticeships.gov.uk)

**What progression can I expect once qualified?**

Talk to us about progression opportunities.

**Why choose an Apprenticeship?**

Apprenticeships are an exciting paid option for anyone wanting to gain experience, upskill or change career. You can earn a wage whilst you work and study.

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