



APPRENTICESHIP

DATA TECHNICIAN LEVEL 3

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DATA TECHNICIAN COURSE OVERVIEW

Data Technicians secure, structure, and analyse data using fundamental methods, found in all sectors where data is generated or processed, including finance, retail, education, health, media, manufacturing, and hospitality.

↑ Level 3

📍 Online

📅 15 Months

📋 End Point Assessment

WHAT DOES A DATA TECHNICIAN DO?

This occupation is widespread across all sectors where data is generated or processed, covering areas such as finance, retail, education, health, media, manufacturing, and hospitality.

The primary objective of this occupation is to securely obtain, structure, and present data in a manner relevant to its analysis using fundamental methodologies. Moreover, it encompasses customising outcomes suitable for the intended audience, examining both organised and unorganised data to support business objectives, amalgamating data from varied sources as instructed, and ensuring adherence to legal and ethical principles during data handling.

In their day-to-day activities, an individual in this role interacts with a broad spectrum of stakeholders, including colleagues, managers, customers, as well as internal and external suppliers.

Typically working as part of a team, whether in a physical office or a virtual setting, a person in this role is responsible for collecting and processing data under the guidance of a senior colleague or multiple senior colleagues across the organisation. The particulars of this guidance may vary based on the sector and the size of the organisation. Although primarily responsible for their individual duties, an employee in this profession may also have the opportunity to offer guidance and mentorship to others.

Job titles include:

- ▶ Junior Data Analyst
- ▶ Data Technician
- ▶ Data Processing Operator
- ▶ Junior Information Analyst
- ▶ Data Support Analyst
- ▶ Data Conversion Specialist

Duties include:

- ▶ Source data from a collection of already identified trusted sources in a secure manner.
- ▶ Compile and format data to aid processing and presentation for review and advanced analysis by others.
- ▶ Collaborate with individuals, both internally and externally, at all levels to generate value from data.
- ▶ Present data for review and analysis by others using necessary mediums, such as tables, charts, and graphs.
- ▶ Engage in continuous self-learning to stay updated with technological advancements, enhancing pertinent skills, and taking charge of personal professional growth.

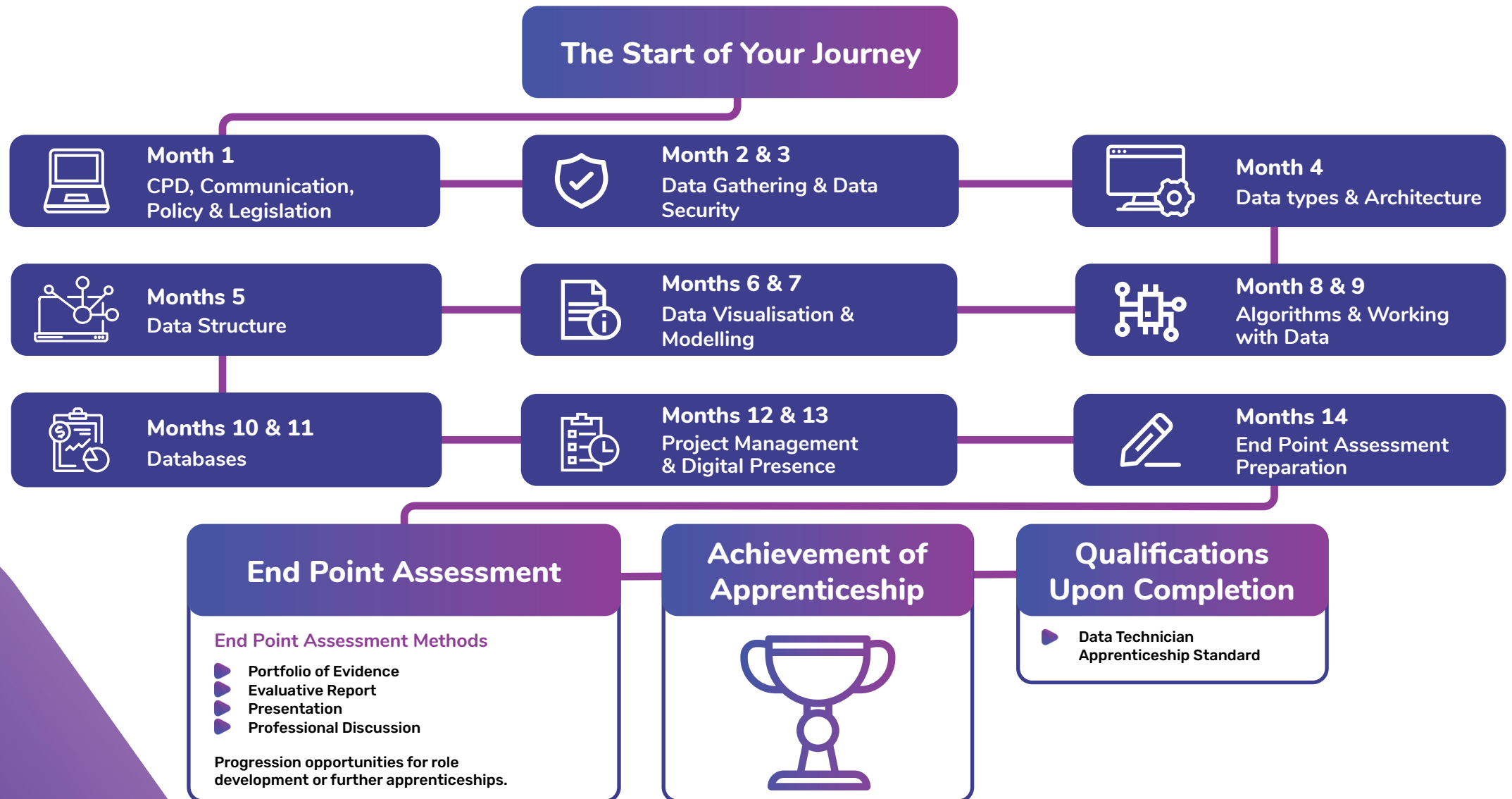
MODULE BREAKDOWN

| MODULE | BENEFIT TO THE LEARNER | BENEFIT TO THE BUSINESS |
|--|--|---|
| Algorithms | The learner will understand more efficient paths to completing tasks, understanding complicated data sets, importing data into new platforms. | Employees will be able to support the organisation efficiently and accurately which will help in the decision-making process. |
| Communication Skills | The learner will understand how best to communicate using the different digital communication channels and how to adapt appropriately to different audiences. | Employees will be able to communicate effectively with a wide range of stakeholders both technical and non-technical. |
| Data Gathering | The learner will understand data management, governance, modelling, engineering, and analytics. | Employees will understand database administration and data development to enable them to maintain a data-driven culture in the organisation. |
| Data Modelling & Data Structure | The learner will understand how to represent, process, and shape data for analysis. | Employees will be able to summarise complex information into clear and actionable insights to create visualisations to convey actionable points. |
| | The learner will understand how to use the right data sources, cope with data quality issues, and choose the right technologies to extract insights. | |
| Data Types & Architecture | The learner will understand how to integrate data from a variety of sources combining long and wide data to obtain higher level insight. | Employees will be able to construct integrated data models to provide real-time insights. |
| Data Visualisation | The learner will be able to select and use a variety of effective chart types to enable easy data interpretation. Develop skills and knowledge of data visualisation needed to build visually appealing, impactful, and effective charts. | Employees will be able to provide trend analysis to better inform your business decisions. |
| Databases | The learner comprehends data concepts: searching, storing, integrating, organising; organisational data use; info system features/functions; data format's analysis role; entry, maintenance; visualising/presenting data; data and relationship modelling; trend identification through analysis. | Employees grasp CRM system benefits for productivity and customer service, acting as a central point of accuracy. They propose data handling enhancements for service, integrity, and security. |
| Digital Presence | The learner comprehends web technologies, email tools, messaging platforms, survey tools, social media for business, and collaborative tools like web conferencing. | Employees will have brand awareness and how to communicate efficiently and effectively with stakeholders. |

| MODULE | BENEFIT TO THE LEARNER | BENEFIT TO THE BUSINESS |
|--|---|---|
| IT Security | The learner will understand how to apply the processes and procedures for the secure handling of data. | Employees will be able to support change to ensure the confidentiality and integrity of information. |
| | The learner will understand the organisational importance of information security and its management including following policies and procedures and key legislative requirements. | |
| | The learner will understand operational aspects of risk including maintaining steady state/business as usual security principals for individuals and systems including personal data, access, identity management, encryption, and passwords. | Employees can identify risks and suggest improvements to practices and processes to enhance cyber security within their organisation. |
| | The learner will understand approaches to risk mitigation for data loss including confidentiality, integrity, and availability. | Employees will be able to support change to ensure the confidentiality, integrity and availability of information. |
| Organisational Policies & Standards | The learner will understand how the organisation's legal and ethical position fits with organisational needs and customer expectations. | Employees will understand how to apply policy and legislation to enable continued conformance within the business. |
| | The learner will understand the individual and company risks, responsibilities, and requirements in relation to legislation, professional ethics, privacy and confidentiality and the implications for their role. | |
| Project Management | The learner will understand different ways projects can be structured and managed following the Waterfall, Agile and Prince methodologies. | Employees will understand the core principles of project management improving efficiency, optimising resources, and mitigating risks. |

YOUR APPRENTICESHIP JOURNEY

The Data Technician apprenticeship from Wise Origin College is designed to be completed over a 13-15 month period. The following gives an indicative overview of the themes contained within our programme, including working place assessments, project based activities and the completion of the End Point Assessment with BCS.





Get in touch



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