

Business Data Essentials

Data in the People Profession LEVEL 3

 14 Month Programme + EPA

Develop the knowledge and skills to use workforce data confidently, supporting better insight, stronger reporting and more informed people decisions.

Introduction to the course

People professionals are increasingly expected to work with data to understand workforce trends, support planning and demonstrate impact. From retention and engagement to performance and organisational development, HR and people teams need the confidence to interpret data and turn it into meaningful insight.

The Data for the People Profession pathway helps learners build practical data capability in an HR and people context. They will learn how to source, format, analyse and present workforce data effectively, enabling them to support evidence-based decision-making while working ethically and securely with a wide range of stakeholders.

Learner outcomes

Across 17 months, learners will be able to:

- Understand their organisation's people data and its role in workforce decision-making
- Collect, prepare, analyse and interpret workforce data across a range of platforms
- Identify patterns and trends in people metrics such as retention, engagement and performance
- Communicate workforce insights clearly to managers and stakeholders
- Build confidence as a data-informed people professional, helping to strengthen reporting, planning and decision-making across the organisation

Assessment

Learners will sit an End Point Assessment (EPA) that consists of two scenario-based demonstrations in addition to a Professional Discussion with our End Point Assessment Organisation (EPAO).

This underpinned by a work-based portfolio built throughout the duration of the Apprenticeship.

A good fit for

This programme is relevant to those working in HR, L&D, people operations, workforce planning or related roles where people data is processes, reported on, or used to inform business decisions.

What's next?

Completion of the apprenticeship could enable learners to progress into higher-level HR, people analytics or data-focused programmes, including Level 4 Data Analyst, or broader development within the people profession..

Skillsoft Percipio

During the programme, learners will have access to a range of interactive learning to develop their technical, AI and business skills. In addition, learners will be supported by high-quality content including interactive labs, courses, books, audio books and AI simulators.



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Course overview



Start Date
Flexible



Level
3



Duration
14 months + 3-month EPA



Delivery
Blended



Assessment
On-Programme And End-Point Assessment



Qualification
Level 3 Data Technician Apprenticeship

Business Data Essentials

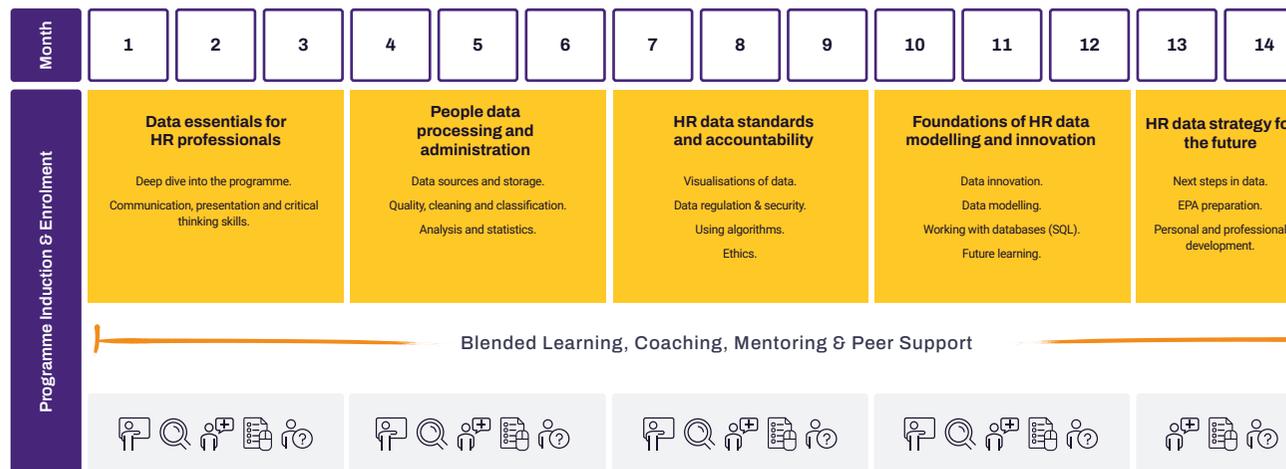
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unlocking potential
delivering personalisation
enhancing performance

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Blended Delivery Model



Gateway



End Point Assessment

3 Months

- Scenario demonstration with questioning
- Professional discussion underpinned by a portfolio

 **Apprenticeship Achieved**

Key



Workshop



Project



Progress Reviews



Online Learning



Learner Engagement Assessment