

# Business Data Essentials

## LEVEL 3

### 14 Month Programme + EPA

Develop the knowledge and skills to work confidently with data, supporting better reporting, stronger insight and more informed decisions across everyday business activities.

### Introduction to the course

Data is now a fundamental part of almost every role. From tracking performance and producing reports to identifying trends and supporting decision-making, employees across organisations are increasingly expected to work with data as part of their everyday responsibilities.

However, many professionals using data have never received formal training in how to effectively collect, analyse and interpret it. The Business Data Essentials programme helps learners build practical data capability that can be applied in any workplace context. Learners will develop the skills to source, format, analyse and present data, enabling them to move beyond reporting and begin generating meaningful insight that supports better business decisions.

### Learner outcomes

Across 17 months Learners will be able to:

- Understand the role of data within their organisation and wider business context
- Collect, prepare and organise data from a range of sources
- Analyse and interpret data to identify trends, patterns and insights
- Use data to support reporting and decision-making
- Communicate findings clearly to colleagues and stakeholders
- Build confidence in working with data to support everyday business activity

### 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 suitable for professionals across a wide range of roles where data is used to support reporting, performance monitoring or decision-making.

Typical roles may include those working in business support, administrative, customer service, finance roles or any role where data is used to inform decisions or track performance.

### What's next?

Completion of the apprenticeship could enable learners to progress into more advanced data programmes such as Level 4 Data Analyst, or into specialist pathways aligned to leadership, HR, project management or operational roles.

### 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.



### 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

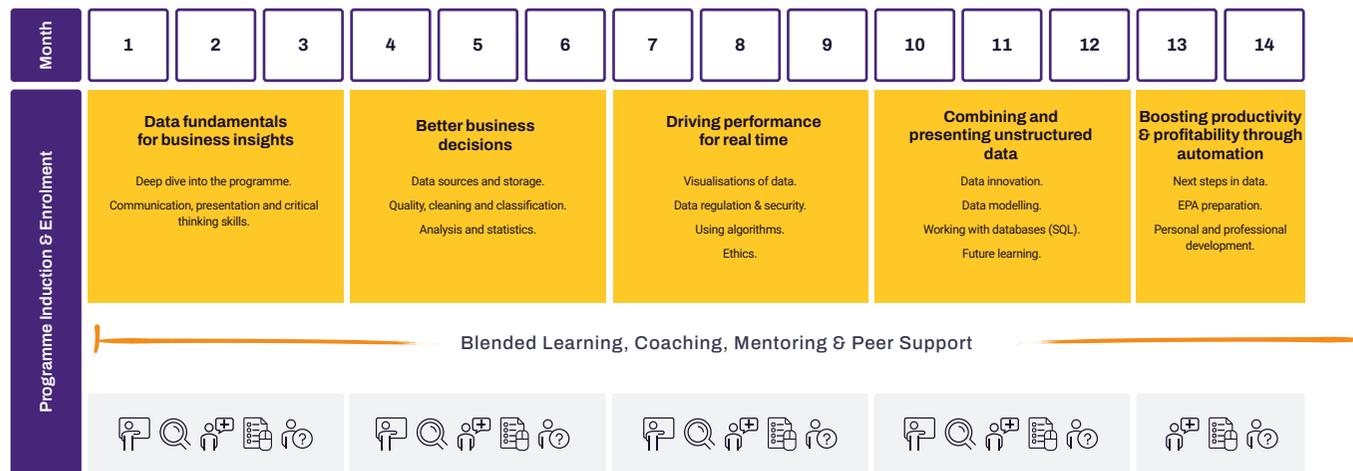
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unlocking potential  
delivering personalisation  
enhancing performance

## 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