

IS Business Analyst (Level 4)



Phase 1

Induction & Initial Assessment



Phase 2

Training modules and contact from Skills Development Coach



Phase 3

Assessment Gateway



Phase 4

End Point Assessment



Apprenticeship Standard IS Business Analyst (Level 4)

Blended Learning breakdown

		Training Centre	Remote
Phase 1	Induction & Initial Assessment	1 day	Training Centre only
Phase 2	Software Platforms and Tools	2 days	Training Centre only
	Business Analysis Practice	4 days	Training Centre only
	Business Process Modelling	3 days	Training Centre only
	Requirement Analysis	4 days	Training Centre only
Phase 3	Assessment Gateway	Up to 1 week*	Training Centre only
Phase 4	End Point Assessment	3 - 5 days	Training Centre only

*To be arranged by your Skills Development Coach

Course Details



Induction/Initial Assessment

1 day in the training centre

Software Platforms and Tools

Productivity Software:

- Microsoft Word for professional business documentation
- Microsoft Excel for calculation and analysis
- Microsoft PowerPoint for professional presentations and Presentation skills
- Project Software
- Modelling Software

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Requirements Analysis

- Introduction to Requirements Analysis
- Stakeholders in the Requirements Gathering Process
- Eliciting Stakeholder Requirements
- Analysing the Requirements Gathered
- Validating Requirements
- Requirement Management
- Building the Hierarchy
- Applying Filters
- Documenting the Requirements
- Use of Models
- Use Case Models
- Class Diagrams

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Functional Skills

If required, learners will sit a Maths and/or 3 English exams. Allow 1-2 days per exam.

Business Analysis Practice

Rationale:

- The role of the Business Analyst
- A lifecycle for Business Change
- Purpose of analysing and modelling business systems
- The Business Analysis Framework

Strategic Analysis in Context:

- Internal and External Environmental Analysis
- Critical Success Factors and Key Performance Indicators
- The Balanced Business Scorecard

Understanding Situations and Issues:

- Investigative Techniques
- Representation of the Business Situation

Stakeholder Perspectives:

- Stakeholder Analysis and Management
- Analysing and Modelling Business Activities

Identifying Potential Solution:

- Defining a Business Model
- Gap Analysis
- Acceptance Testing
- Identifying Technology Requirements

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Business Process Modelling

Context for Business Process Modelling

- Business Process Modelling Purpose and Approaches
- Hierarchy of Business Processes
- Differences between the Process and Functional View of a Business
- Relationships between Processes
- Developing an Organisational View of Processes

Modelling the Business Processes

- Activity Diagrams
- Modelling As-Is Business Processes
- Outcomes from Business Processes
- Business Process Measures

Documenting Tasks

- Identifying Tasks
- Documenting Steps to Complete Tasks
- Documenting Business Rules
- Task Performance Measures

Evaluating and Improving Business Processes

- Identifying Problems
- Analysing the Process Flow and Handoffs
- Analysing Tasks
- Modelling the To-Be Business Processes
- Approaches to Business Process Improvement

Transition

- Integration of Business Process Modelling and Requirements Definition
- Issues with Implementation
- Managing Change Implementation

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Assessment Gateway, Assessment Preparation & Administration Week

(Up to 1 week in the training centre)

Preparation week to understand the four elements of the gateway.

Assessment Phase

- Summative Portfolio
- Synoptic Project
- Technical Interview with SME
- Employer Reference

Achievement of Apprenticeship

BCS
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