DATA TECHNICIAN

GK Apprenticeships ™
formerly Partnership Development Solutions (PDS) Ltd.

Details of standard

Occupation summary

This occupation is found in all sectors where data is generated or processed including but not limited to finance, retail, education, health, media, manufacturing and hospitality.

The broad purpose of the occupation is to source, format and present data securely in a relevant way for analysis using basic methods; to communicate outcomes appropriate to the audience; analyse structured and unstructured data to support business outcomes; blend data from multiple sources as directed and apply legal and ethical principles when manipulating data.

In their daily work, an employee in this occupation interacts with a wide range of stakeholders including colleagues, managers, customers and internal and external suppliers. They would typically work as a member of a team; this may be office based or virtual.

An employee in this occupation will be responsible for collecting and processing data under the guidance of a senior colleague or multiple colleagues across the business. This may vary by sector and size of the organisation. An employee would mainly be responsible for their own work but may have the opportunity to mentor others.

Typical job titles include:

Database Technician, Data support analyst, Junior data analyst, Junior information analyst

Occupation duties

Duty	Criteria for measuring performance	KSBs
Duty 1 Source data from a collection of already identified trusted sources in a secure manner	Data is collected securely from trusted sources in line with current company requirements informed by relevant regulatory and legal standards and industry best practice	K1 K2 K15 S1 B1 B2 B4
Duty 2 Collate and format data to facilitate processing and presentation for review and further advanced analysis by others	Data collated and formatted according to company procedures and recognised industry good practice	K3 S2 S16 B1 B2 B4
Duty 3 Present data for review and analysis by others, using required medium for example tables, charts and graphs	Data is presented in an appropriate format for	K4 K5 S3

	review and analysis in line with company procedures and industry best practice.	B5 B6
Duty 4 Blend data by combining data from various sources and formats to explore its relevance for the business needs	Data is blended ensuring that accuracy and consistency is maintained in line with current company requirements informed by relevant regulatory and legal standards and industry best practice	K6 S4 S5 S6 S16 B1 B2 B4
Duty 5 Analyse simple and complex structured and unstructured data to support business outcomes using basic statistical methods to analyse the data.	Data is structured in a way that meets business outcomes	K7 K8 K9 S7 B1 B2 B3 B4 B5 B6
Duty 6 Validate results of analysis using various techniques, e.g cross checking, to identify faults in data results and to ensure data quality	Results are validated in line with organisation and project data quality requirements	K10 K11 S8 S9 S16 B1 B2 B3 B4
Duty 7 Communicate results verbally, through reports and technical documentation and tailoring the message for the audience	Results from data communicated in line with audience requirements	K5 K12 S10 S11 B5 B6
Duty 8 Store, manage and share data securely in a compliant manner	Data is stored, managed and shared in line with organisation, legal and regulatory requirements	K13 S12 S15 B4
Duty 9 Collaborate with people both internally and externally at all levels with a view to creating value from data	The employee is able to confidently engage with people internally and externally at all levels in a professional manner	K14 S13 S15 S16 S17 S18 B2 B5 B6
Duty 10 Practise continuous self learning to keep up to date with technological developments to enhance relevant skills and take responsibility for own professional development	Articulate the latest technology trends affecting data analysis and can communicate the impacts of latest trends	K15 K16 S14 S15 S16 S17 S18 B2 B3 B4

KSBs

Knowledge

K1: Range of different types of existing data. Common sources of data - internal, external, open data sets, public and private. Data formats and their importance for analysis. Data architecture - the framework against which data is stored and structured including on premises and cloud.

K2: How to access and extract data from a range of already identified sources

K3: How to collate and format data in line with industry standards

K4: Data formats and their importance for analysis Management and presentation tools to visualise and review the characteristics of data Communication tools and technologies for collaborative working

K5: Communication methods, formats and techniques, including: written, verbal, non-verbal, presentation, email, conversation, audience and active listening Range of roles within an organisation, including: customer, manager, client, peer, technical and non-technical

K6: The value of data to the business How to undertake blending of data from multiple sources

K7: Algorithms, and how they work using a step-by-step solution to a problem, or rules to follow to solve the problem and the potential to use automation

K8: How to filter details, focusing on information relevant to the data project

K9: Basic statistical methods and simple data modelling to extract relevant data and normalise unstructured data

K10: The range of common data quality issues that can arise e.g. misclassification, duplicate entries, spelling errors, obsolete data, compliance issues and interpretation/ translation of meaning

K11: Different methods of validating data and the importance of taking corrective action

K12: Communicating the results through basic narrative

K13: Legal and regulatory requirements e.g. Data Protection, Data Security, Intellectual Property Rights (IPR), Data sharing, marketing consent, personal data definition. The ethical use of data

K14: The significance of customer issues, problems, business value, brand awareness, cultural awareness/ diversity, accessibility, internal/ external audience, level of technical knowledge and profile in a business context

K15: The role of data in the context of of the digital world including the use of eternal trusted open data sets, how data underpins every digital interaction and connectedness across the digital landscape including applications, devises, IoT, customer centricity

K16: Different learning techniques, learning techniques and the breadth and sources of knowledge

Skills

S1: Source and migrate data from already identified different sources

S2: Collect, format and save datasets

S3: Summarise and explain gathered data

S4: Blend data sets from multiple sources and present in format appropriate to the task

S5: Manipulate and link different data sets as required

S6: Use tools and techniques to identify trends and patterns in data

S7: Apply basic statistical methods and algorithms to identify trends and patterns in data

S8: Apply cross checking techniques for identifying faults and data results for data project requirements

S9: Audit data results

S10: Demonstrate the different ways of communicating meaning from data in line with audience requirements

S11: Produce clear and consistent technical documentation using standard organisational templates

S12: Store, manage and distribute in compliance with data security standards and legislation

S13: Explain data and results to different audiences in a way that aids understanding.

S14: Review own development needs

S15: Keep up to date with developments in technologies, trends and innovation using a range of sources

S16: Clean data i.e. remove duplicates, typos, duplicate entries, out of date data, parse data (e.g. format telephone numbers according to a national standard) and test and assess confidence in the data and its integrity.

S17: Operate as part of a multi-functional team

S18: Prioritise within the context of a project

Behaviours

B1: Manage own time to meet deadlines and manage stakeholder expectations

B2: Work independently and take responsibility

B3: Use own initiative

B4: A thorough and organised approach

B5: Work with a range of internal and external customers

B6: Value difference and be sensitive to the needs of others

Qualifications

English & Maths

Apprentices without level 2 English and maths will need to achieve this level prior to taking the End-Point Assessment. For those with an education, health and care plan or a legacy statement, the apprenticeship's English and maths minimum requirement is Entry Level 3. A British Sign Language

(BSL) qualification is an alternative to the English qualification for those whose primary language is BSL.

Additional details

Occupational Level:

3

Duration (months):

24

Review

This apprenticeship standard will be reviewed after three years

Find an apprenticeship

Postcode (optional)