

# Diploma in Digital Technology: Data Analytics

SCQF Level 8

Skills  
Development  
Scotland



## Why choose GP Strategies Scottish Apprenticeships?

20+ years of experience in delivering modern apprenticeships

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Achievement rate 10% over the national average

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Consistently 'All Green with High Confidence' across our External Verification visits

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Effective remote delivery across the whole of Scotland

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Fully accredited with Qualification Scotland

## Employer benefits

Dedicated account manager with tailored consultation

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Unlock potential by creating an adaptive and resilient workforce

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Remote delivery providing flexible workplace options

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83% of employers say they have seen improved productivity

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79% of employers say this has boosted staff morale

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72% of employers say this has helped with staff retention

## Apprentice benefits

Earn while you learn

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Industry-recognised qualification

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Support and guidance throughout

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Enhanced career opportunities

# The role of a data analytics technical apprentice

This programme is designed to support digital technology roles in data analytics, both within digital organisations and across different sectors such as construction, engineering, utilities, infrastructure, finance, and a variety of public bodies. Common roles at this level include junior data analyst, junior information analyst, and data support analyst.

People in these roles are responsible for collecting, analysing, and interpreting data to provide actionable insights, support decision-making, and improve organisational performance. They apply technical knowledge and skills across a range of work situations and interact with stakeholders to ensure data-driven solutions align with organisational goals.



# Learning journey example

(The qualification includes 9 mandatory units)

- 1 Developing meta-skills and personal professionalism
- 2 Supporting digital business transformation
- 3 Applying methods and principles in project management
- 4 Analysing data
- 5 Locating and accessing data sources
- 6 Managing data assets
- 7 Planning data analysis
- 8 Transforming data for analysis
- 9 Visualising and communicating data

# Off the Job Training

Alongside the core work-based qualification, IT Apprentices can also gain access to vendor-specific instructor-led training. Please note that packages can be tailored to suit your specific needs. To create a package that works for you, please speak with your account manager.

Note that some costs may be incurred depending on the package, but these will be heavily discounted from retail prices.



**Tailored packages can be created to suit your business requirements.**

# Evidence gathering

Apprentices are supported and guided by a dedicated assessor throughout the apprenticeship programme.



## Managing data assets

Candidates manage data assets to support data analysis. This involves using the methods and techniques of modern digital data management to implement data modelling, data storage, data security, and data governance, which deliver and enhance the value of the organisation's data assets.



## Planning data analysis

Candidates use their understanding of business problems and planning activities to deliver data analysis solutions successfully and securely.

It also involves delivering data insights and supporting data-driven decision-making processes.



## Transforming data for analysis

Candidates perform data quality assessments and conduct data quality verification, identifying quality issues including missing values, duplicate data, inconsistencies, and the implications of data quality for data analysis.

This involves conducting data cleaning of data with quality issues using relevant tools and programming languages.



## Visualising and communicating data

Candidates identify appropriate visualisation tools based on the data context to present and communicate insights tailored to meet audience needs.

These are just some of the topics that apprentices will work towards. Your assessor will help you create a tailored programme to suit your needs.

# Supplied by our partners

## e-Portfolio

Our online portfolio is OneFile, which is easily accessible from any device at any time. This tool helps you gather evidence to build your portfolio, track your progress, and view any upcoming appointments booked with your assessor. Stay up to date with your progress, ask questions, and expand your knowledge with the click of a button.

## Professional and vendor qualification

GP Strategies Scotland is an approved apprenticeship provider with Skills Development Scotland and Qualification Scotland. Additional training opportunities are available.

The Onefile logo consists of a white icon of a document with a folded corner, followed by the word "Onefile" in a bold, white, sans-serif font.The Skills Development Scotland logo features the text "Skills Development Scotland" in a white, sans-serif font, enclosed within a white rectangular box with a decorative, scalloped right edge.

Qualifications  
Scotland  
Approved Centre



# What happens next?

## Initial meeting

Establish customer requirement

Identify most suitable solution

## Set up

Complete formal agreements

Apprentice induction and initial assessment

Awarding body registration

## Programme commencement

Induction appointment with assessor

Candidate e-Portfolio assigned

First action plan created

## Support and feedback

Regular meetings with assessor, remotely through Microsoft Teams, telephone, and email

Quarterly updates with account manager

## Review and evaluation

13-week reviews are carried out with the manager, candidate, and assessor to reflect on progress, celebrate success, and discuss any issues.

## Celebrate success

Completion certificates sent to apprentice



# GP Strategies

SCOTTISH APPRENTICESHIPS™

If you would like any further information, contact:  
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GP Strategies Scottish Apprenticeships – committed to equality and valuing diversity.

