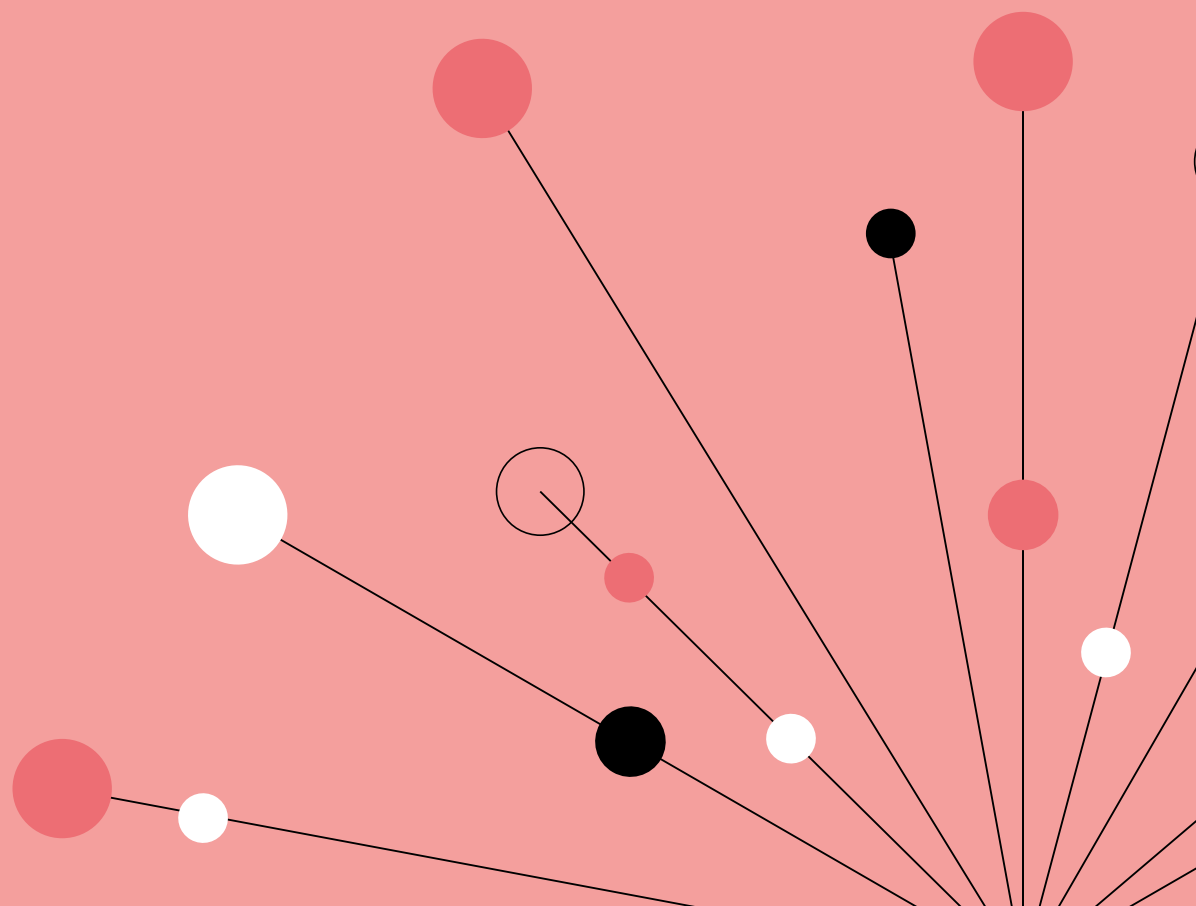


Business Analyst

Level 4 Apprenticeship
Programme Guide





Why QA?

Endorsed by 4,000+ global clients, we are the leader in applied and cohort-based learning academies.

Today's biggest technological shifts are shaped by AI, cloud, and data.

In every technology revolution, there are winners and losers – and teams with applied skills make all the difference. We believe you can't change an organisation unless you change the capabilities of its people and ensure human and machine intelligence work together.

Success in numbers:

40+

Years of training
experience

1,000+

AI, cloud & coding
hands-on labs

50,000+

Careers launched
& accelerated

£500m+

Levy funds
invested

24 hours

Feedback time for
submissions

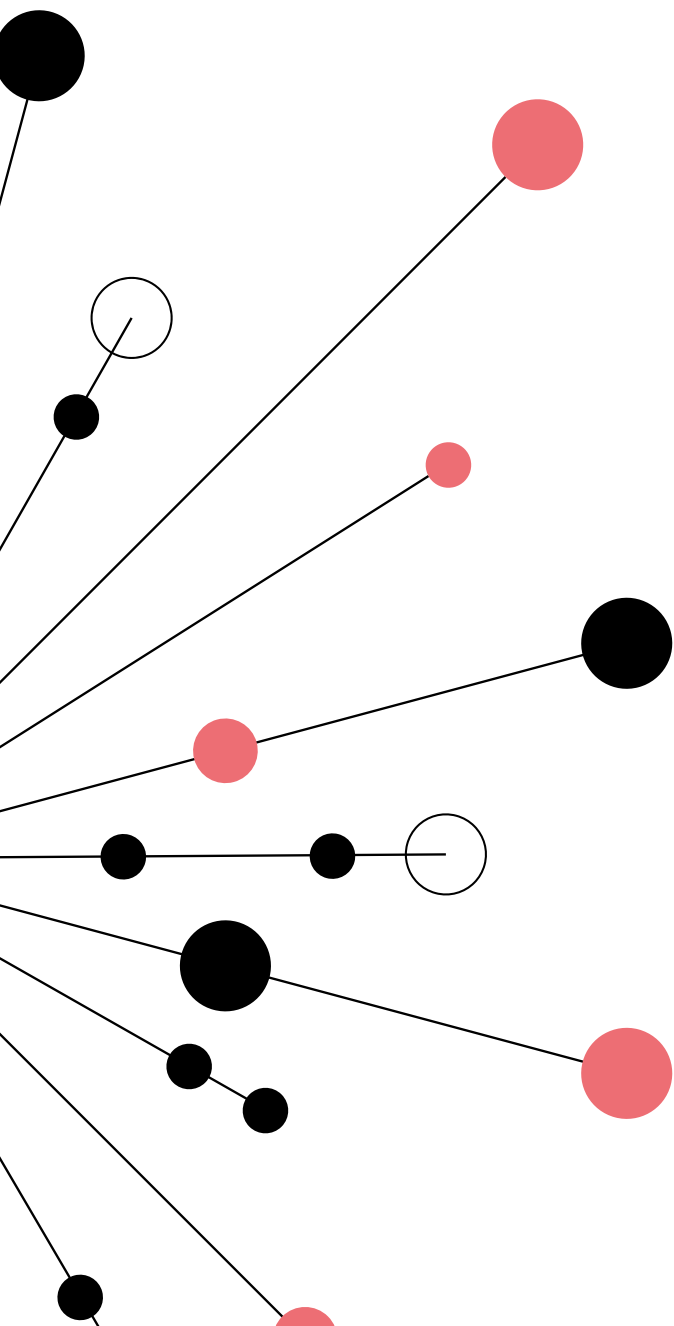
<1 minute

Response time to
learner queries



Ready to explore how QA can support you?

Let's dive in!



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Creating Change

Business analysis aligns goals with actionable solutions.

This programme equips your organisation with essential skills to boost operational efficiency, solve problems, and ensure successful implementation of solutions that meet business needs – driving digital transformation and change delivery.

Our apprenticeships drive business results by empowering organisations to apply skills consistently at speed and scale.



Enhance Business Performance

Identify when and how to drive impactful organisational change.



Overcome Cross-Functional Challenges

Facilitate collaboration by bridging gaps between teams and departments.

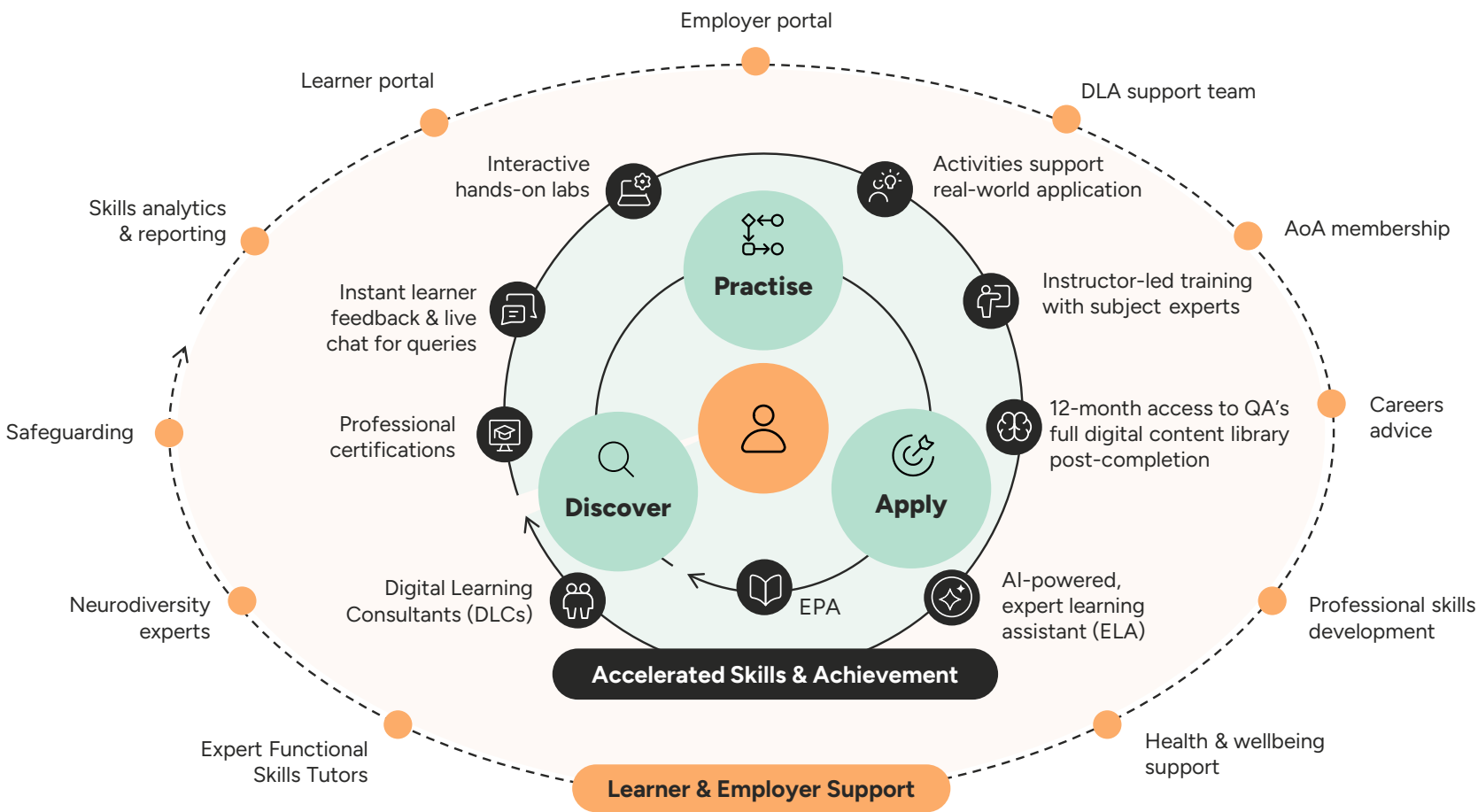


Optimise Processes and Systems

Leverage research and analysis to enable data-driven decision-making.

Digital by Design

Our market-leading approach accelerates skill development and achievement through our **Discover, Practise, Apply** methodology, ensuring that both learners and employers are fully supported throughout their programme.



Discover

Leveraging QA's learning platform, learners follow a development path focused on their job role.



Practise

Learners join instructor-led sessions, practise skills in hands-on, risk-free labs, and collaborate with peers.



Apply

Learnings are applied on the job through work-based activities at key stages, supported and reviewed by specialist DLCs.

Programme Overview



Details of standard: Business Analyst



Total cost: £18,000



Programme duration: 18 months



Live instructor sessions: 14 days

Free BCS membership included:



**Accredited
Training Partner**

Experience QA's self-paced learning platform with interactive labs and configurable learning.



Business
Analysis and
Change



Requirements
Engineering



Industry Trends
and Gap
Analysis



Using Business
Process Models



Business
Data

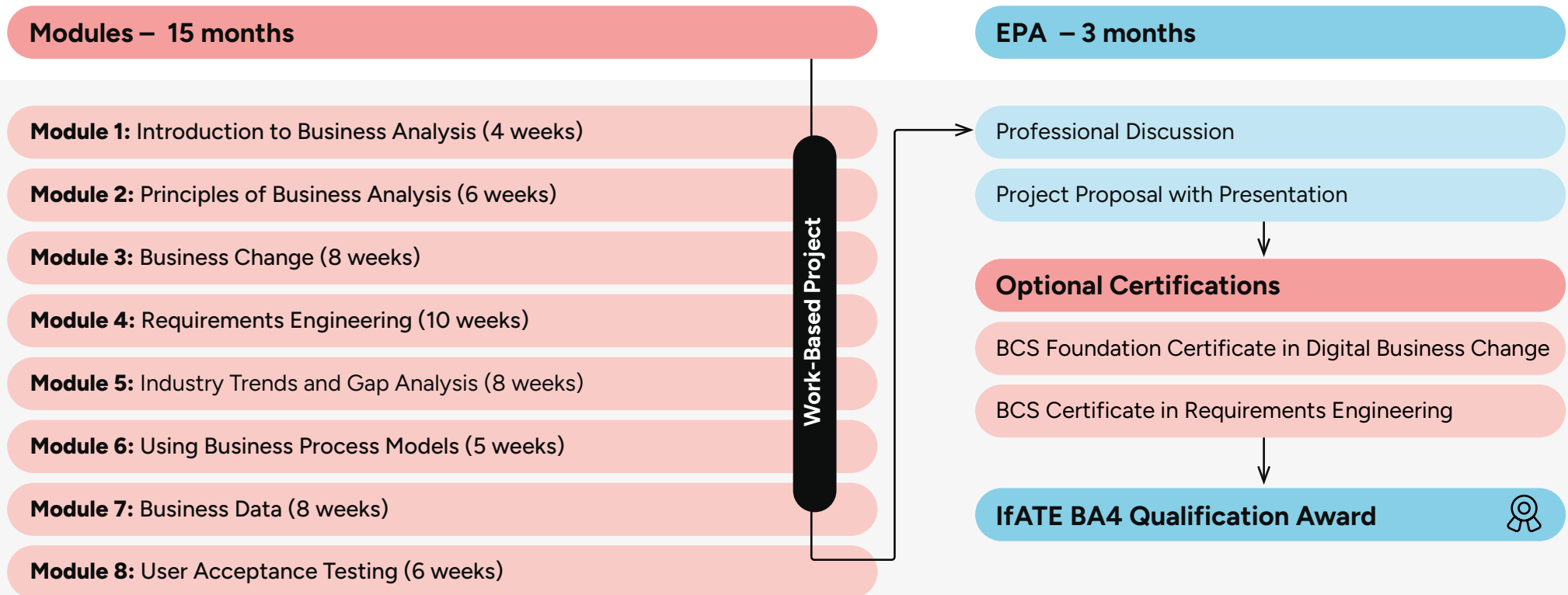


User Acceptance
Testing

Learner Journey

The Business Analyst programme integrates live and online workshops with self-paced learning, employing a guided discovery approach for individual learner contexts.

Learners are assigned a Digital Learning Consultant (DLC) for personalised coaching and support. These specialists ensure their successful progress, wellbeing, and readiness for assessments.





Modules

Following each module, learners apply their newly acquired knowledge and skills to ongoing work projects.

01

Module 1:

Introduction to Business Analysis

Outlines the learning experience, covering programme structure, assessments, qualifications, and time commitments. It sets clear expectations and includes an activity to deepen understanding of the Business Analyst role.

Topics:

- The Role of a Business Analyst
- Analysing System Performance Data
- Creating Project Objectives
- Selecting Suitable Stakeholders
- Recommending a Preferred Project Solution

Live Instructor Sessions: 0 Days

02

Module 2:

Principles of Business Analysis

Explores core business analysis concepts, focusing on strategic analysis and the value of business analysts. Covering key skills and practices essential for driving success and innovation.

Topics:

- Aligning Business Change with Needs
- Impact of Organisational Culture
- Waterfall vs. Agile: Methodologies
- Planning Analysis Activities & Stakeholder Engagement
- Implementing Requirements Engineering
- Modelling & Analysing Business Processes
- Writing & Communicating Requirements
- Enhancing Requirements through Data Analysis
- Applying Risk Management

Live Instructor Sessions: 2 Days

03

Module 3:

Business Change (BCS Foundation Certificate in Digital Business Change*)

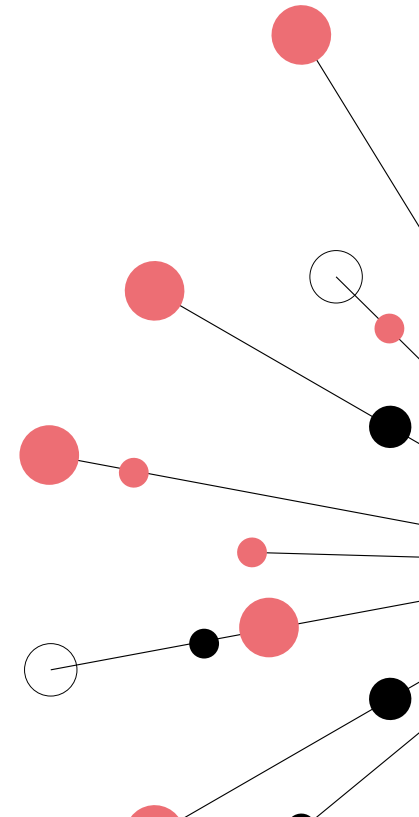
Examines the process and techniques used to deliver business change. Covering the business change lifecycle, methods, frameworks, and models used in business change activities.

Topics:

- Business Change Principles
- Business Alignment
- Business Improvement Definition
- Business Change Design & Development
- Business Change Implementation
- Benefits Management & Realisation

Live Instructor Sessions: 2 Days

*Optional



04

Module 4: Requirements Engineering (BCS Certificate in Requirements Engineering*)

Delves into the concepts, approaches, and techniques essential for effective requirements engineering.

Topics:

- Define Requirements Approach & Scope
- Elicit & Document Requirements
- Build Models & Prototypes
- Collaborate with Stakeholders for Clarification
- Analyse, Prioritise & Ensure Requirement Quality
- Conduct User Analysis & Profiling
- Manage Requirements & Traceability

Live Instructor Sessions: 2 Days
*Optional

05

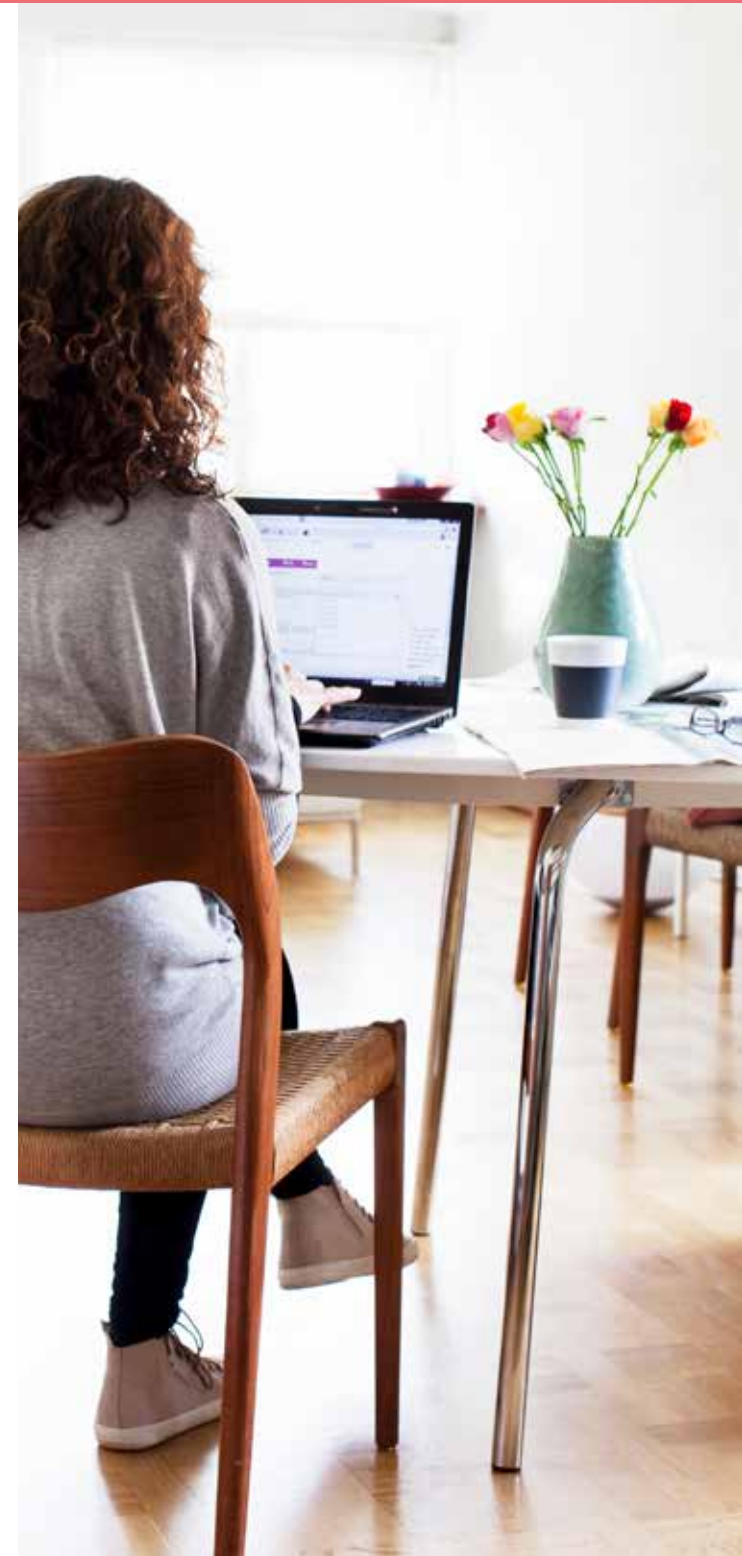
Module 5: Industry Trends and Gap Analysis

Explores technology and industry trends affecting the digital sector while developing the skills required to carry out the gap analysis process.

Topics:

- Stakeholder Engagement
- Documenting Current Business Situations
- Gap Analysis Process
- Identifying Key Differences Between Current & Future States
- Actions for Transitioning & Developing Future State Models
- Industry & Technology Trends in the Digital Sector
- Current Business Improvements & IT Solutions

Live Instructor Sessions: 2 Days



06

Module 6:

Using Business Process Models

Builds practical skills in process modelling and mapping to define change requirements, streamline operations, and improve product and service delivery.

Topics:

- Overview of Business Processes
- Documenting Processes at Organisational Level
- Modelling with UML & BPMN
- Modelling Tools
- Task Documentation & Business Rules
- Measuring Process Performance
- Process Analysis & Improvement

Live Instructor Sessions: 2 Days

07

Module 7:

Business Data

Develops understanding of business data and its role in driving improvements. Focuses on leveraging data to support decision-making, optimise processes, and drive growth.

Topics:

- Value of Data in Business Analysis
- Assessing Business Data Needs
- Data Modelling Essentials & Best Practices
- Types of Data Models
- Using Data Modelling Tools
- Creating Effective Data Models
- Challenges & Career Opportunities

Live Instructor Sessions: 2 Days

08

Module 8:

User Acceptance Testing

Covers the business analyst role in the test cycle – including defining acceptance criteria, developing test cases, and facilitating UAT to ensure the product meets business needs.

Topics:

- Purpose & Value of Quality Assurance Techniques
- Phases of Testing IT Systems
- Business Analyst Role in the Test Lifecycle & Acceptance Facilitation
- Developing Test Plans, Scripts & UAT for Solutions
- Nature & Process of UAT
- Defining Acceptance Criteria & Supporting Business Acceptance

Live Instructor Sessions: 0 Days

Tools and Technologies

Modelling Languages and Standards

- UML (Unified Modelling Language)
- BPMN (Business Process Model and Notation)

Modelling Software

- Microsoft Visio
- Lucidchart
- IBM Blueworks Live
- Draw.io

Data Analysis

- Power BI
- Microsoft Excel
- UML Class Diagrams

Project Management and Collaboration

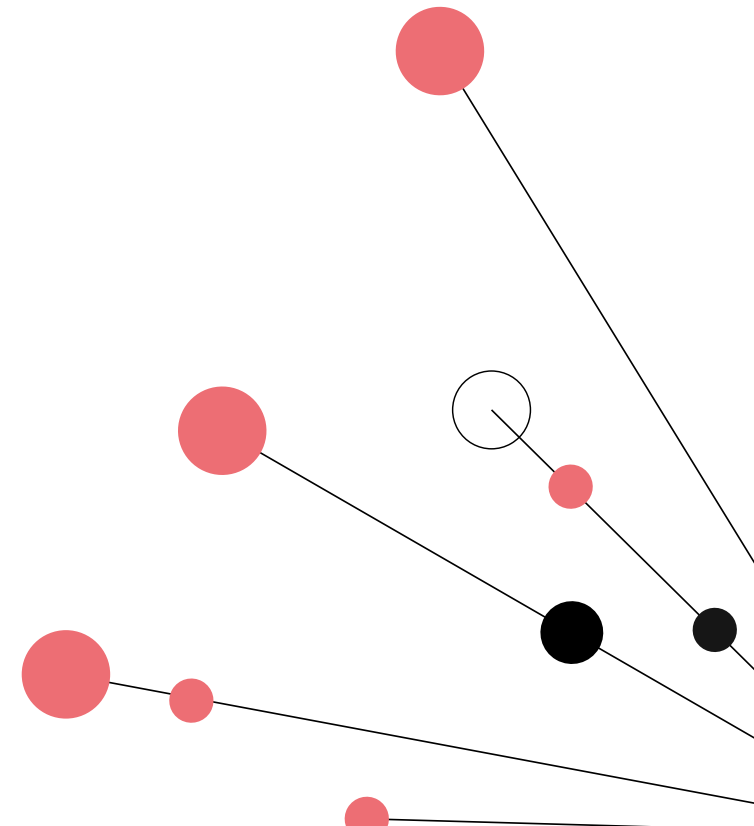
- JIRA
- Trello
- Monday.com

Testing and Evaluation

- UAT (User Acceptance Testing)

Strategic Analysis

- SWOT
- PESTLE



End-Point-Assessment

We ensure all learners are fully prepared for their End-Point-Assessment (EPA) through our internal gateway process, maximising their success rates.

Assessment criteria:

01

Knowledge

Ability to convey knowledge effectively.

02

Skills

Demonstrate practical skills with confidence.

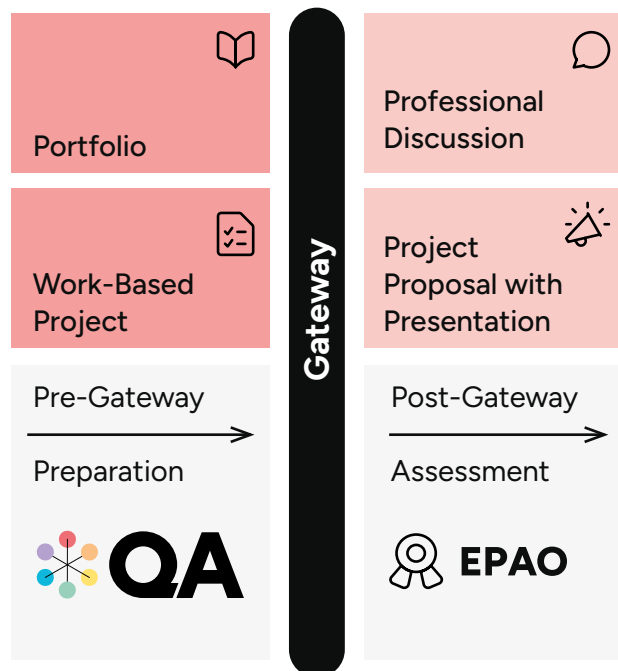
03

Behaviour

Exhibit professional workplace behaviour.

Explore the detailed assessment criteria within the **Business Analyst standard**.

EPA process:



Project Proposal with Presentation: Prepare a project proposal, demonstrate achievements and knowledge, and participate in a Q&A.

Professional Discussion: Engage in a formal two-way conversation to showcase knowledge, skills, and behaviours.



Ready to partner with us?

Let's talk:



0113 220 7150



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This information is correct as of publishing in April 2025

V2.1 2025

Funded by



Department
for Education



Apprenticeships

