



APPRENTICE

Data Analyst



See an incredible career unfold before you. See a whole organisation come to life. That's what you can expect from this apprenticeship. Open to everyone from school-leavers to career-changers to anyone interested in the area, this 24 – 30 month programme will leave you equipped with the skills to analyse data from across our organisation, helping us improve, spot new opportunities, and deliver even better results for our government-level customers.

So what does it involve exactly? Well, on one hand, there's your academic studies – training you in the theory and concepts behind data analysis. Then there's your practical work, where you'll take that new knowledge and put it into action, learning to assess all kinds of data and glean the insights that will help drive positive change, and protect UK assets too.

Whether it's studying project efficiency, designing easy-to-understand dashboards, spotting anomalies or analysing security data to discover threats, you'll tell the story behind the data and create meaningful reports that influence senior leaders. All while gaining your Level 4 apprenticeship qualification. Ready to get started? Then know this: your future just got bigger.

YOUR PROGRAMME

If successful, you'll start your apprenticeship with a blend of face-to-face workshops, remote tutoring, and e-learning, studying towards your Level 4 apprenticeship qualification. From the outset, you'll work on rotation, experiencing first-hand the work of our Data, Business Intelligence and Systems team, Knowledge and Information Management team, and the UK National Authority for Counter-Eavesdropping (UK NACE).

KEY FACTS

- Level 4 apprenticeship
- Based at Hanslope Park, Milton Keynes
- Starting salary: £15,766 per year plus £1,750 location allowance
- Salary upon qualification could be in the region of £24,000
- 24 – 30-month programme – with a potential career at the end
- Combination of practical work and study
- Applicants need:
 - Min. five GCSEs (or equivalent, e.g. O Levels) at grade 9-4 (A*-C) including English and Maths
 - Advanced Maths or Statistics at GCSE grade 4/C or above, or Maths-based AS/A-level Grade C or above (or equivalent),
 - A Level 3 qualification in an IT, Maths or Engineering subject
 - Communication skills, numeracy and IT literacy
 - A genuine interest in data analysis
 - British citizenship, having lived in the UK for the last three years before the first day of the apprenticeship, and for at least five of the last ten years
 - To be at least 16 years old by mid June 2021
- Candidates will need to undergo Security Check (SC) clearance before joining, and Developed Vetting (DV) clearance shortly after joining

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Whichever team you're on, there are a variety of live tasks you'll get involved in, and those might include:

- Gaining an understanding of our multiple IT systems and the data held on them
- Working with key stakeholders across the business to deliver analysis, management information, reporting, and data dashboards
- Shadowing colleagues across the organisation to understand the context of the data we work with and how the systems are used
- Monitoring compliance
- Managing and analysing information trackers to spot trends over time
- Studying Data Warehouse capabilities and how FCDO Services can make most effective use of this, with the use of SQL Server Reporting Services (SSRS) packages
- Monitoring and analysing security data to discover threats
- Contributing to project work where appropriate, to identify and investigate ways where you can help improve ways of working or relieve pressure.

Throughout your time on the programme, you'll be assessed in a variety of ways, both in the workplace and your End Point Assessment. You won't be alone in any of that though: you'll always have the support of your manager, your team, and your training provider, to make sure you're confident, prepared, and ready to achieve your potential.

COMPLETING YOUR APPRENTICESHIP - AND BEYOND

On successful completion of your apprenticeship, you'll have gained your Level 4 apprenticeship qualification. This also means you're eligible to apply for registration to the Register of IT Technicians, and we'll support you to do that.

But where to next? At this point, you'll have a range of options to make your future bigger. We'll do our best to find you a permanent position with us, and your most likely starting point is as a Data Analyst in one of the teams you've worked in. From there, you'll be able to explore your interests, develop your skills further and set your sights on achieving your ambitions.



It takes a diverse team to protect a diverse world.

