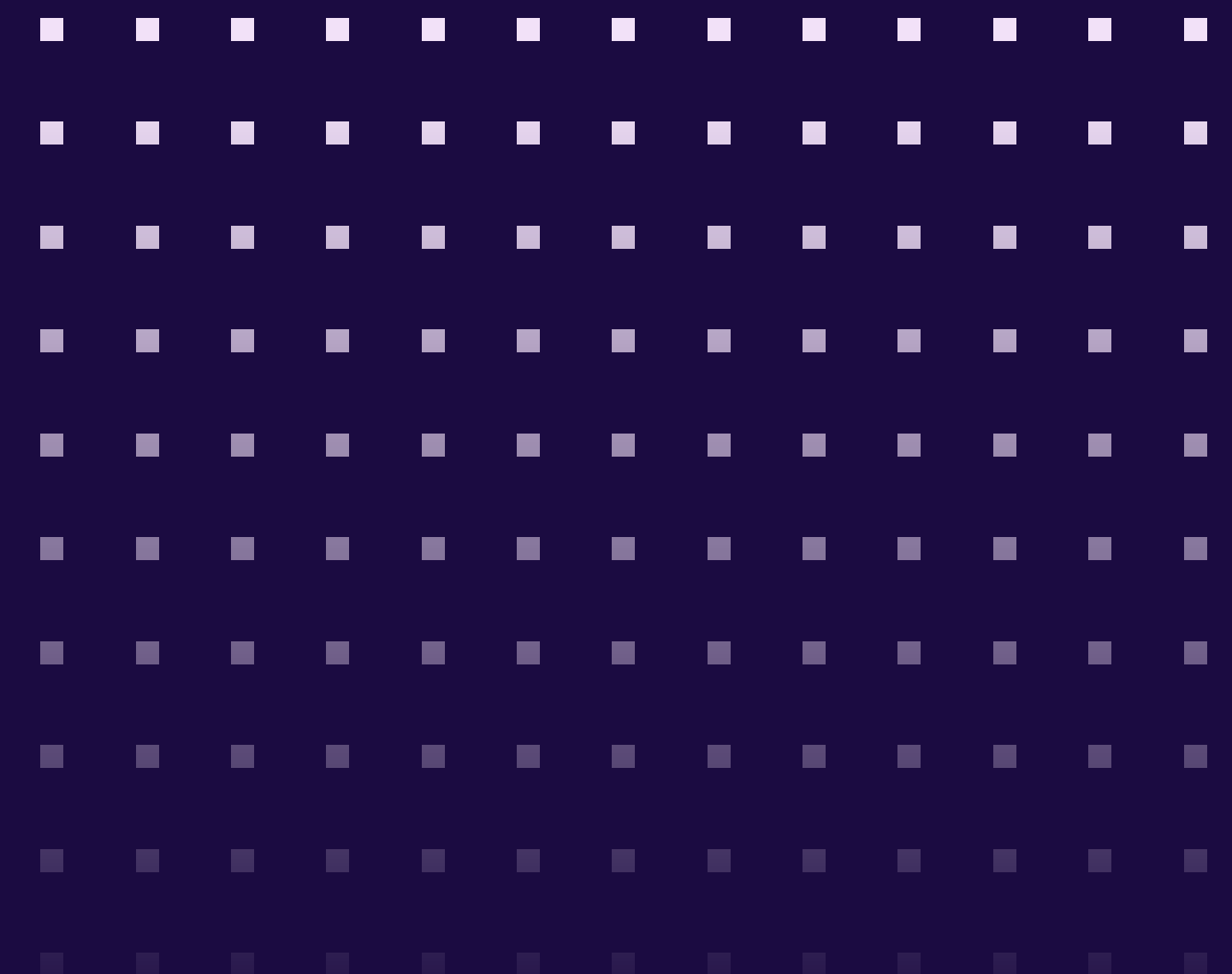


Data Technician

Level 3

Programme handbook

Developing future talent



Contents



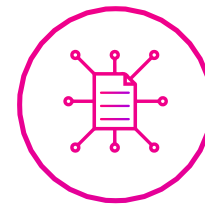
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Welcome to the Data Technician Level 3 Programme

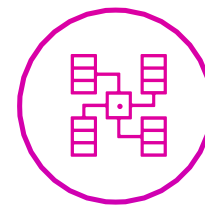
This programme will cover:



Core data fundamentals from collection through to reporting



Data governance, ethics, and compliance



How to collect, migrate, and store data securely



How to clean, prepare, and combine datasets



How to transform, analyse, and interpret data



How to create accessible dashboards, tailoring insights to different audiences

Course cost:

 £13,000

Programme duration:

 13 months + 12 week
Apprenticeship Assessment

Live training sessions:

 12 days

Apprenticeship Standard

skillsoft
percipio

The Gold Standard in Skill Development

SkillSoft Percipio is a comprehensive learning experience platform that provides a personalised and engaging learning journey for individuals to develop in-demand skills and advance their careers.

UNIT 01

Data Fundamentals and Governance

 **Live training sessions:** 1 day

This unit introduces the core concepts of data, data types, sources, formats, and the end-to-end data lifecycle. Learners explore governance, legislation, and compliance to ensure data is handled responsibly, securely, and in line with organisational and legal requirements. The unit also introduces modern data concepts such as AI, machine learning, IoT, and generative AI, focusing on awareness, ethical use, and organisational impact rather than technical implementation.

Topics covered:

- Data types, sources and formats
- Precision, formatting and the data lifecycle
- GDPR, DPA 2018, governance and ethics
- Anonymisation, sustainability and emerging tech (AI, ML, IoT)
- EDI, accessibility and cultural awareness
- Data roles, collaboration and prioritisation

UNIT 02

Data Collection, Migration & Storage

 **Live training sessions:** 1 day

This unit focuses on how data is gathered, imported, migrated, validated, and securely stored across systems. Learners develop practical skills in acquiring data from multiple sources, including spreadsheets, databases, and business systems, while applying validation techniques to ensure accuracy and reliability. The unit also covers data storage options, backup practices, naming conventions, and environmental sustainability, embedding best practice for secure, efficient, and responsible data management.

Topics covered:

- Extracting data from databases, APIs and files
- File formats & encoding (CSV, XML, JSON, UTF 8)
- Standardised formatting, exporting and documentation
- Data migration and validation
- Cloud vs local storage, naming conventions and security
- Sustainable data practices and reducing duplication

UNIT 03

Data Cleaning, Combining & Quality Management

 **Live training sessions:** 3 day

This unit focuses on identifying, cleansing, validating, and combining data to maintain high quality standards. Learners develop practical skills in detecting common data issues such as missing values, duplicates, outliers, and inconsistencies, and applying appropriate techniques to resolve them.

The unit emphasises the use of validation rules and data quality reporting to ensure accuracy, completeness, consistency, and traceability.

Topics covered:

- Joins and linking data in Excel & Power Query
- Identifying missing data, duplicates and outliers
- Detecting inconsistencies and integrity problems
- Manual and automated data cleaning methods
- Validation rules, conditional formatting and adjustments
- Quality assurance, audit logs, traceability and documentation

UNIT 04

Data Transformation & Integration

 **Live training sessions:** 1 day

This unit focuses on transforming and integrating data to ensure it is suitable for analysis and reporting. Learners develop practical skills in combining data from multiple sources using techniques such as lookups, joins, merges, aggregation, filtering, normalisation, encoding, and binning. The unit also introduces AI-assisted data transformation, emphasising responsible use and data quality safeguards rather than automation without oversight.

Topics covered:

- Aggregating, normalising, encoding and filtering data
- Calculated fields & transformations in Excel/Power BI
- Researching and applying transformation methods
- AI assisted transformation and prompt engineering
- Evaluating AI outputs for correctness and bias

UNIT 05

Data Analysis & Interpretation

 **Live training sessions:** 2 day

This unit introduces descriptive analysis techniques used to explore data, identify patterns, and generate meaningful insights. Learners practise summarising data using measures of central tendency and dispersion, identifying trends and seasonality, and recognising visual and numerical patterns within datasets. The unit emphasises interpreting results in context and linking analytical findings to business questions and organisational goals.

Topics covered:

- Descriptive statistics and summary methods
- Percentages, counts and frequency analysis
- Identifying trends, patterns and distributions
- Exploring relationships between variables
- Summarising insights, storytelling and business alignment

UNIT 06

Data Visualisation & Communication

 **Live training sessions:** 3 day

This unit focuses on communicating data insights effectively through visualisation and reporting. Learners develop skills in selecting appropriate chart types, designing clear and accessible dashboards, and identifying anomalies and patterns that require explanation. The unit also emphasises audience-specific communication, ensuring insights are presented appropriately to both technical and non-technical stakeholders. Learners practise documenting outputs using metadata, version control, and reproducibility standards.

Topics covered:

- Chart types and visual best practice
- Detecting anomalies visually
- Power BI, dashboards and accessibility
- Tailored storytelling for different audiences
- Avoiding bias in visuals
- Reporting templates, secure sharing and version control
- AI tools for summaries and automated reporting

UNIT 07

Professional Practice & Collaboration

 **Live training sessions:** 1 day

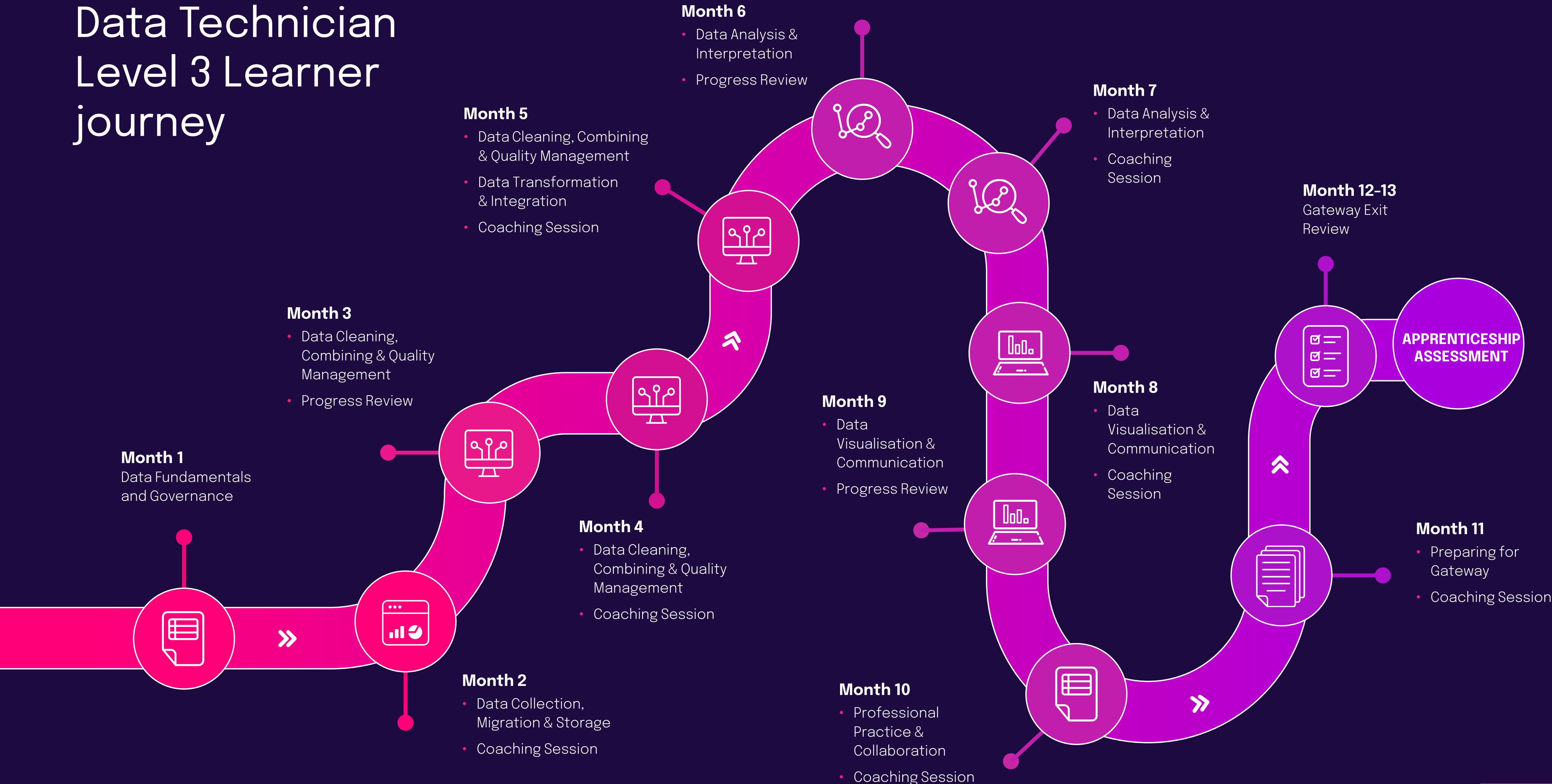
This unit develops the professional behaviours required to work effectively in data roles. Learners focus on collaboration within data teams, planning and prioritising work, and communicating effectively with stakeholders across the organisation. The unit also emphasises ethical practice, inclusivity, and bias awareness, ensuring data is handled responsibly and fairly.

Topics covered:

- Collaborative working and data sharing tools
- Coordinating updates and version control
- Work planning, progress communication and priorities
- EDI principles and ethical responsibilities
- Avoiding bias and promoting accessibility



Data Technician Level 3 Learner journey



The programme

Apprenticeship assessment overview

- **Ongoing Assessment:** Progress is tracked throughout the apprenticeship using our digital platform, with learners building a portfolio of evidence as they develop new skills and knowledge.
- **Apprenticeship Assessment:** At the end of the programme, learners complete a scenario-based test and take part in a professional discussion with an independent assessor. Both elements are designed to demonstrate real-world competence and readiness for the workplace.
- **Outcome:** Successful completion leads to a nationally recognised qualification.

Virtual learning session

All live training sessions are delivered online using Microsoft Teams.

Microsoft Teams provides a reliable and accessible virtual learning environment that supports live teaching, discussion, collaboration, and interaction throughout the programme.

To take part in live sessions, learners will need to ensure that:

- They can access Microsoft Teams via a web browser or desktop app
- They have a working microphone and camera
- They are able to join sessions from a suitable, quiet environment

Joining links will be shared in advance via calendar invitation and/or their programme schedule.

If they experience any technical issues or need guidance on using Microsoft Teams, their coach can provide support and direct them to appropriate resources.



Qualification



On completion of the programme, learners will be awarded a Level 3 Data Technician Apprenticeship, which will allow them to join the British Computer Society (BCS) as an Associate member.

Apprenticeship Standard



Off-the-job hours

As a working professional, learners will integrate their apprenticeship learning with their existing role, dedicating contracted working time to off-the-job development. This flexible training is delivered through a blended approach, including focused live classroom days, personalised coaching sessions, e-learning modules and practical applied learning activities designed to reinforce and extend their expertise.

The employer will work in partnership with Apprentify to ensure that the required off-the-job hours are achieved in a way that complements the learners ongoing responsibilities. Progress is tracked via the Bud digital platform and they will be supported by their Development Coach and line manager to balance apprenticeship commitments with their day-to-day work priorities.

What counts towards off-the-job hours?

Off-the-job hours are simply time spent learning new knowledge, skills, or behaviours that directly relate to the apprenticeship - while at work. This doesn't have to be separate from the usual responsibilities; in fact, many activities the learner already does can count, as long as this development is in line with the apprenticeship standard.

To recognise off-the-job hours, consider:



If the answer is yes to these, learners can record their activity as off-the-job hours. Like shadowing a colleague, attending a relevant meeting, or working on a project that stretches their skills can all count - making it easy to capture their development as part of their everyday work.

The expectations listed are necessary for all parties to ensure that the learner completes their programme.

Learner



- Preparation and planning for coaching/classroom sessions
- Attending all virtual classrooms and coaching sessions
- Completion of tasks in the agreed timeframe
- Planning 20% off-the-job training and completing Bud activities
- Taking responsibility for their own development
- Communicate support needs to their line manager and Development Coach
- Update their Self-Study Log with the extra training they complete

Development Coach



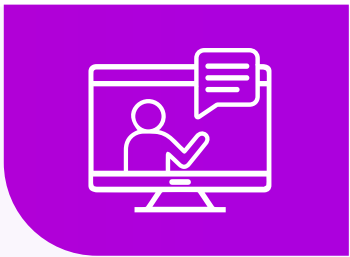
- Providing teaching and coaching sessions
- Monitoring progress using Bud and gaining feedback from line managers
- Coaching apprentices with both programme and workplace-related skills
- Feedback to drive enhanced performance and improved knowledge
- Online support through regular meetings
- Marking and assessment of Bud work
- Preparation for Apprenticeship Assessment

Line Manager



- Facilitate time for the apprentice for their learning in working hours
- Monthly one-to-one reviews with learners to discuss progress, provide feedback and guide development
- Provide opportunities for learners to participate in relevant workplace tasks related to their apprenticeship standard
- Keep in regular contact with the apprentice and Development Coach
- Provide learning opportunities

Trainer



- Identify support needs prior to the programme
- Provide high-quality skills based virtual classroom training
- Provide assessment for learning activities
- Provide learning resources to enhance the embedding of skills
- Support practical application



Safeguarding and inclusion

British values

Rule of Law

Rules promote a happy, safe and secure living and working environment. Examples are:

- Legislation
- Agreed procedures, policies and ways of working
- Codes of conduct
- How the law protects you and others

Individual Liberty

Protection of your rights and the rights of others you work with. Examples are:

- Values and principles
- Individuality, consent, choice and rights
- Dignity and respect
- Equality and human rights
- Personal and professional development

Democracy

Everyone should be aware of their rights and responsibilities that help to build a culture of freedom and equality. Examples are:

- Team meetings
- Joint decision-making
- Receiving and giving feedback
- The right to protest and petition
- Leadership and accountability

Respect and Tolerance

Respecting the ideas, beliefs and values of others while not imposing our own on others, including:

- Tackling discrimination
- Tackling bullying
- Embracing diversity
- The importance of religion, traditions, preferences and cultural heritage
- Recognise stereotyping, prejudice and labelling

Safeguarding and prevent

Apprentify has a statutory requirement to ensure that all our apprentices are safe from harm and can learn in a secure environment. This is a responsibility of everyone involved in the programme, including employers and apprentices.

Safeguarding does not simply refer to physical harm. It can also be far less obvious and harder to recognise – abuse, neglect and wellbeing concerns are all examples of safeguarding concerns that you should be aware of and know how to respond to, both on behalf of yourself and on behalf of others.

The Prevent duty is part of the UK Government’s Counter-Terrorism Strategy (CONTEST) and is designed to stop people from becoming terrorists or supporting terrorism. It is a requirement of numerous public-facing bodies, including apprenticeship training providers, to develop knowledge of the signs of radicalisation and to ensure that learners understand how to report their concerns.

What does this look like in my programme?

Your Development Coach will support you and your employer in building awareness and applying safeguarding and Prevent in the workplace and in modern Britain. This will involve:

- Discussions during progress reviews
- Activities in virtual classrooms
- E-learning courses
- Real-life scenarios in coaching sessions
- External courses for Action Counters Terrorism (ACT) Awareness

Our Safeguarding Officers

To find out who our designated Safeguarding Officers are, click on the link below.

[Safeguarding](#)

What do I do if I have any concerns?

If you have any concerns, you can confidentially contact the Apprentify safeguarding team.

Additional learning needs (ALN)

Cognassist

During the application process for apprenticeships, learners will complete a Neurodiversity Assessment, which will identify any neurodiversity needs. If the software identifies such a need, the learner will work with a dedicated Cognassist Tutor throughout the programme.

At the start of each month, learners will be provided with four strategies to support their learning and develop their understanding. Learners must aim to complete all four strategies every month. Once learners have completed the strategies, apprentices hold a monthly session with their Cognassist Tutor.

These are completed remotely with a Tutor, who will discuss each strategy and document feedback around the skills and actions, as well as the impact of, each module on Cognassist. While this is not mandatory, and you can opt out if you wish, this will support you with any identified learning needs throughout your programme.

Cognassist is a tool that assesses the neurodiversity of learners and provides strategies and activities for them to enhance their learning. Cognassist assesses capacity in the following domains:

- Verbal Memory
- Non-Verbal Memory
- Literacy
- Numeracy
- Visual Information
- Processing Speed
- Executive Function
- Verbal Reasoning
- Non-Verbal Reasoning



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