

Level 3 Data Technician

A Data Technician sources, formats and presents data securely and accurately so it can be analysed to support business decisions. They work across sectors (finance, retail, healthcare, education, media, manufacturing and more) wherever data is used.

The apprentice works as part of a team, often under the guidance of senior colleagues, and communicates outcomes to different audiences. They use a range of digital tools and systems to ensure data is accurate, accessible and compliant with organisational and legal standards. Learners will develop practical skills using a range of industry-standard data tools and techniques, including Microsoft Excel, Power BI, SQL databases and Power Query. They will also learn how to analyse and visualise data effectively, as well as apply data quality, validation and governance techniques to ensure data is accurate, secure and suitable for decision-making.

What will you gain:

Level 3 Data Technician
Level 2 Functional Skills in
English & Maths (if not already
attained)

Progression Routes:

Progression routes into
digital/data roles such as
Junior Data Analyst, Data
Support Analyst or
higher-level
apprenticeships in data
and analytics

Duration:

15 months + EPA

LEARNING ACTIVITIES

E-LEARNING / SELF STUDY

Complete various e-learning
& self study modules

MASTERCLASS

Online classes hosted by
specialised skills coaches

PROJECTS & ACTIVITIES

Complete workplace projects
& activities to improve skills &
behaviours

ONE - 2 - ONE

One -2- one learning
sessions with Skills Coaches

FUNCTIONAL SKILLS

Complete your English &
Maths learning & exams

EMPLOYER LED LEARNING

Attend conferences,
events & training led by
your employer

END POINT ASSESSMENT

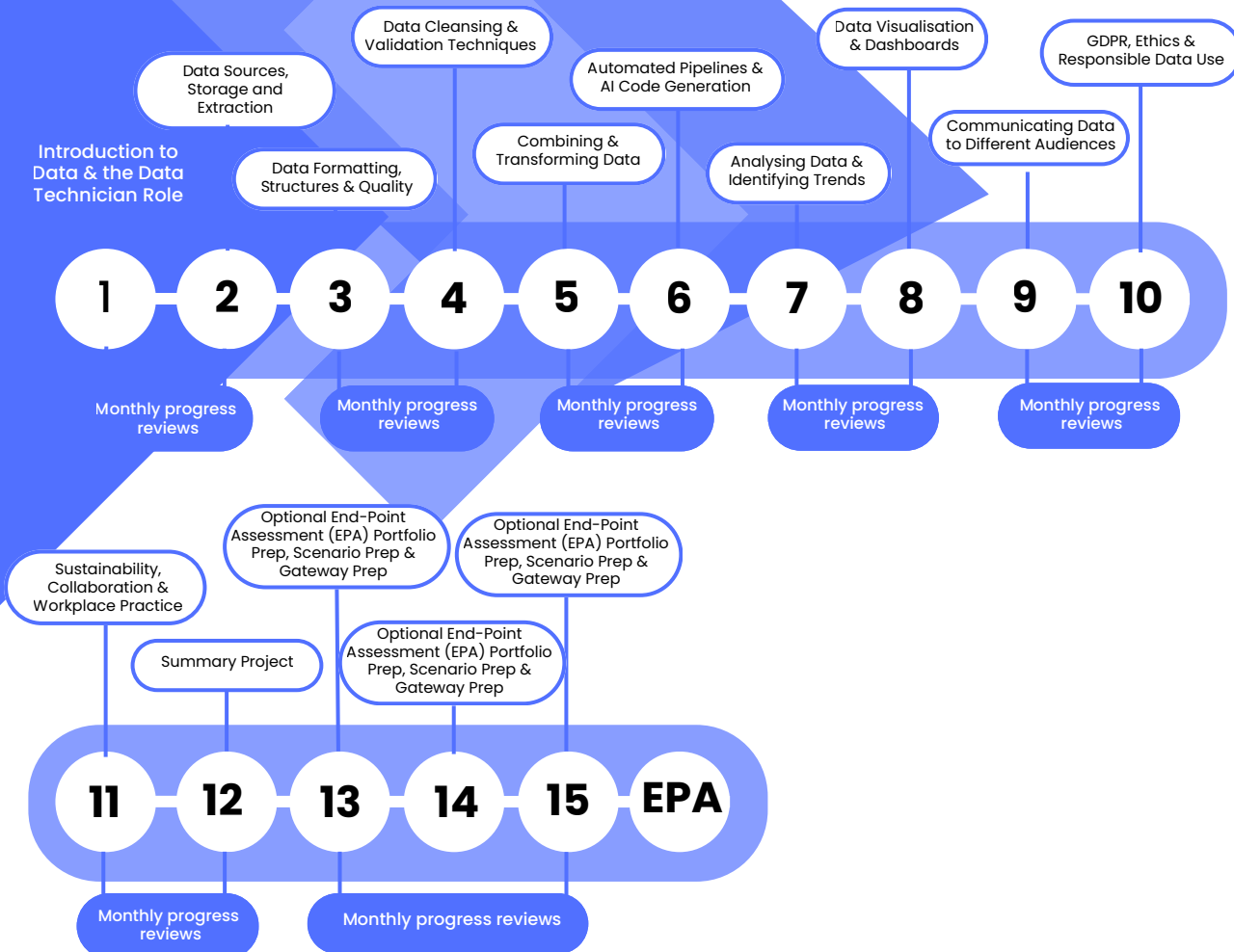
PROFESSIONAL DISCUSSION

This is a structured meeting
between the apprentice and their
assessor (a nominee from the
workplace may be present). The
assessor asks competency-
based questions, and the
apprentice refers to their portfolio
of evidence to demonstrate their
knowledge, skills and behaviours
developed throughout the
programme.

EXAMINATION (CASE STUDY)

Apprentices complete a series of
practical tasks based on realistic
data scenarios. They
demonstrate how they source,
prepare, analyse and present
data, followed by assessor
questioning to confirm
understanding and competence.

Typical Apprenticeship Journey



Off the job training

What counts towards off the job?

