Data Technician apprenticeship.

Get Set for a better tomorrow

Data technicians work across all sectors to collect, format, and present data securely for analysis. They support business outcomes by handling data, following legal and ethical guidelines, and communicating insights to colleagues, managers, and other stakeholders.

Level 3	Subject area: Data	Duration: 24 months + 3 month assessment period	Delivery mode: Remote & face-to-face observations

What knowledge and skills will an apprentice learn?

Apprentices will learn through online workshops and one-to-one sessions with a Get Set UK Learning Development Mentor and specialist trainers, covering:

- The importance of data security and the methods for collecting data safely.
- Best practices and company procedures to organise data effectively.
- Presenting data for review using various mediums.
- Analysis of both simple and complex structured and unstructured data using basic statistical methods to support business outcomes.
- Validation of the results of data analysis using techniques such as cross-checking to identify faults and ensure data quality.
- How to communicate results verbally, through reports, and technical documentation, tailoring the message for the audience.

What experience will the employer need to provide?

The apprentice will need to have the opportunity to regularly carry out the following tasks:

- Regularly source data from trusted, secure sources while staying compliant with company and legal standards.
- Prepare and format data so it's ready for review and deeper analysis.
- Present information clearly using charts, tables, and graphs.
- Combine data from multiple sources, ensuring accuracy and consistency.
- Use basic stats to analyse data and support smart business decisions.
- Double-check results to spot and fix any errors, ensuring data quality.
- Share insights through clear reports, visuals, or conversations.

What is involved in the end-point assessment (EPA)?

- Scenario demonstration with questioning
- Professional discussion underpinned by a portfolio

Cost/funding band

Free for learners
Employers: £12,000 - up to 100% government-funded

Job roles

- ✓ Data Support Analyst
- ✓ Data Technician
- ✓ Junior Data Analyst
- ✓ Junior Information Analyst
- ✓ Data Analyst

SCAN ME
For more info

Start your apprenticeship journey today.

Call our dedicated apprenticeship team on **01268 270 648** or email us at **apprenticeships@getsetuk.co.uk**