



Data Technician

☆ Level 3 £ £12,000 🗓 24 months

1. What the role entails

The role of the Data Technician can be found in all sectors where data is generated or processed including, but not limited to, finance, retail, education, health, media, manufacturing and hospitality. The main purpose of the role is to source, format and present data securely using basic methods. These methods can include:

- communicating outcomes appropriate to the audience
- analysing structured and unstructured data to support business outcomes
- blending data from multiple sources as directed
- applying legal and ethical principles when manipulating data.

In their daily work, a Data Technician interacts with a wide range of stakeholders including colleagues, managers, customers and internal and external suppliers. They would typically work as a member of a team and may be office based or remote. A Data Technician may also be responsible for collecting and processing data under the guidance of a senior colleague or multiple colleagues across the business. This may vary by sector and size of the organisation. An employee would mainly be responsible for their own work but may have the opportunity to mentor others.

2. On-programme assessments

Apprentices must spend a minimum of 12 months on-programme. Before entering Gateway, the apprentice must complete the following on-programme assessment requirements:

- Level 2 Functional Skills English and maths or equivalent qualifications
- A completed Portfolio of Evidence to underpin the Professional Discussion.

3. Gateway requirements

The end-point assessment (EPA) period should only start once the employer is satisfied that the apprentice is consistently working at or above the level set out in the occupational standard and they are deemed to have achieved occupational competence. In making this decision, the employer may take advice from the apprentice's Independent Training Provider (ITP), but the decision must ultimately be made solely by the employer.



4. End-point assessment

The end-point assessment (EPA) Data Technician contains two methods of assessment:

Scenario Demonstrations with Questioning

Apprentices must be observed by an Independent End-Point Assessor (IEPA) completing 2 Scenario Demonstrations in which they will demonstrate the knowledge, skills and behaviours (KSBs) assigned to this assessment method. There will be one scenario requiring the apprentice to conduct data gathering operations, and one scenario requiring data analysis and validation operations. This will be supplemented with questioning by the IEPA. The Scenario Demonstrations must be carried out over a total assessment time of 90 minutes.

Grading: the Scenario Demonstrations with Questioning are graded as Fail, Pass or Distinction by the IEPA.

Professional Discussion underpinned by a Portfolio of Evidence

The Professional Discussion is a two-way, free-flowing discussion that will last a maximum of 60 minutes, and involves both the IEPA and the apprentice actively listening and participating in a formal conversation. The Professional Discussion gives the apprentice the opportunity to make detailed and proactive contributions to confirm their competency across the KSBs mapped to this method. KSBs assigned to this assessment method in the assessment plan must be demonstrated, with the apprentice using their Portfolio of Evidence to support their discussion as necessary.

Grading: the Professional Discussion is graded as Fail, Pass or Distinction by the IEPA.

All assessment methods are weighted equally in their contribution to the overall EPA grade. Performance in the EPA will determine the overall apprenticeship standard grade of Fail, Pass, Merit or Distinction.

5. Grade aggregation table

Scenario Demonstrations with Questioning	Professional Discussion with a Portfolio of Evidence	Overall grading
Pass	Pass	Pass
Pass	Distinction	Merit
Distinction	Pass	Merit
Distinction	Distinction	Distinction

A Fail in any assessment method will result in a Fail overall.

6. Completion and certification

We'll activate certification once the apprentice has successfully completed all EPAs, and the IEPA has verified this. Working with the apprenticeship certificate issuing authority, we'll ensure the apprentice receives their certificate.

7. What next?

As well as ensuring full competency as a Data Technician, this standard provides a foundation for potential progression into a number of career paths in the digital sector including Level 4 Data Analyst, Level 4 Information Systems Business Analyst or Level 6 Data Scientist.

Why NCFE?

We're an approved End-Point Assessment Organisation (EPAO) specialising in EPA delivery across health, education, social care, digital and business apprenticeship standards. We offer flexible and reliable EPA solutions supported by sector expertise, guidance documents and proactive service and support.