

LEVEL 4 • ST0117 • REMOTE

Level 4 Business Analyst, a 3-month remote foundation.

An intensive, KSB-aligned programme that front-loads the knowledge of the Level 4 Business Analyst Apprenticeship Standard and builds real portfolio evidence — remote, re-paced over twelve weeks, with one in-person training day a month.

12 weeks • remote • 1 in-person day / month • Aligned to ST0117 v1.2 •
KSB-mapped portfolio • 3 mock interviews

Price on enquiry

SELF-FUNDED, OR VIA YOUR EMPLOYER / PROVIDER

WHAT IT IS

The Level 4 knowledge, *front-loaded* and evidenced.

A remote, facilitator-led programme that teaches the Level 4 Business Analyst standard against three simulated projects — re-paced over twelve weeks with more time per topic for younger and early-career apprentices. Learners leave with a **KSB-mapped portfolio** and sit **three mock interviews** with an assessor, the final one a full EPA-style professional discussion.

1

Month 1 — Software • Hartley's Pharmacy

Investigation, stakeholders, as-is process and the core requirements toolkit, taught on a software-change project.

2

Month 2 — Change • Greenbrook Home & Garden

Business case, options appraisal and gap analysis — applying the techniques with less prompting on a change project.

3

Month 3 — Data • Northwind Leisure Trust

Data and reporting requirements, then pulling the portfolio together and the EPA-style professional discussion.

WHO IT'S FOR

- Apprentices on the Level 4 BA standard
- Early-career & younger learners needing a steadier pace
- Career-changers who want the Level 4 knowledge fast

HOW IT RUNS

- Remote delivery over 12 weeks
- One in-person training day each month
- Facilitator-led — fits around the day job
- Three KSB-tagged mock interviews

BUILT AROUND THE STANDARD

- Aligned to ST0117 v1.2
- Every K, S & B taught at least once
- Mapped to the 15 duties
- Portfolio evidence tracker per project

A COMPLETE DELIVERY SET

Everything to *teach it* and to *evidence it*.

THE PROGRAMME INCLUDES

- ✓ Scheme of work + full KSB map
- ✓ Facilitator delivery guide
- ✓ Apprentice handbook
- ✓ Assessor & portfolio pack
- ✓ KSB-tagged question banks
- ✓ Marking guidance & grid
- ✓ Three month-by-month slide decks
- ✓ Three mock interviews
- ✓ Per-project deliverables checklist
- ✓ 6 months BA Hub access

THE SIMULATED PROJECTS

- Hartley's Pharmacy (software)
- Greenbrook Home & Garden (change)
- Northwind Leisure Trust (data)
- Run through the real BA Hub toolkit & Billie

Scope: the full apprenticeship is typically 18 months including ≥348 hours off-the-job training and an independent End-Point Assessment. This 3-month programme is an intensive, KSB-aligned **foundation** that front-loads the knowledge and builds portfolio evidence — it is not itself the full apprenticeship or the EPA. Source standard: ST0117 v1.2 (Level 4 Business Analyst).

Take it to your employer

On an apprenticeship or company scheme? Ask me for a one-page summary to forward — most employers fund structured, standard-aligned training like this.

Take it to your provider

With a training provider already? I deliver against your standard and materials, or bring my own — share my details and I'll talk to them.

Let's get you started.

Tell me where you are and who funds your training, and I'll send a proposal and pricing you can take to your employer or provider.

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