



Programme Guide:

# **LEVEL 3 DATA TECHNICIAN**

Project Data Academy (PDA)

**GRASP THE  
OPPORTUNITY...**

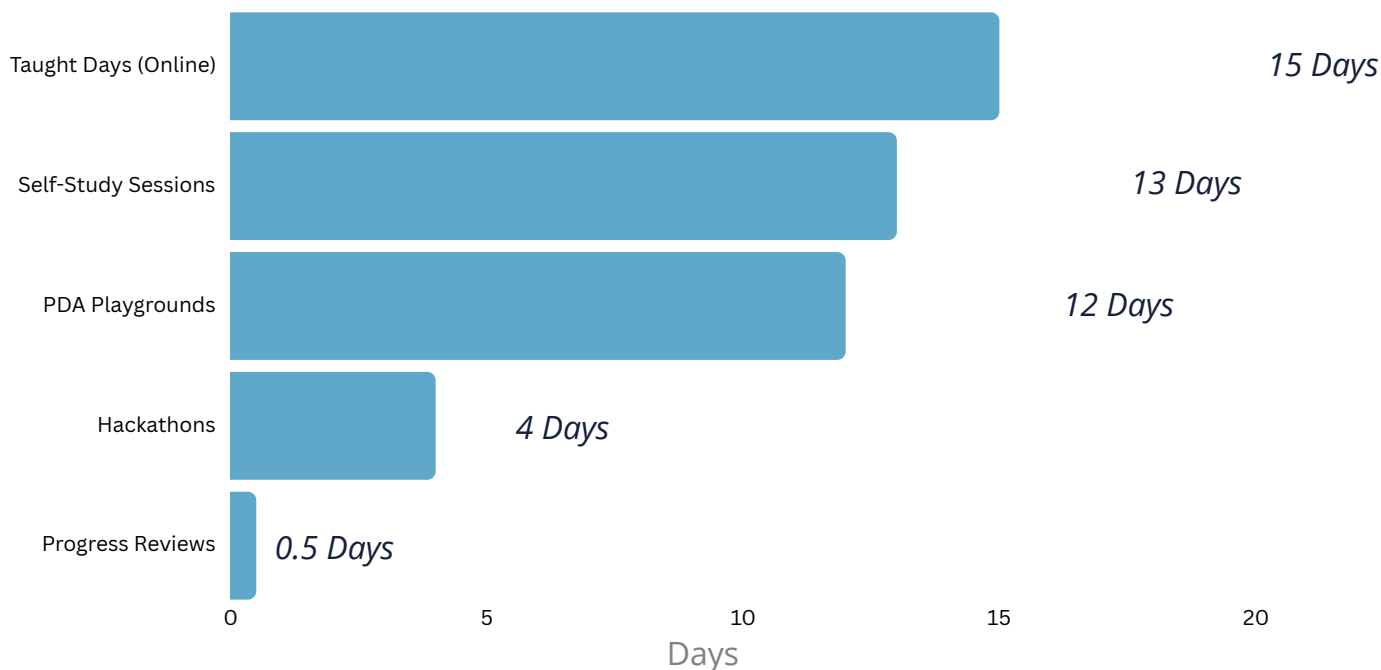
**...TAKE CONTROL OF YOUR  
OWN FUTURE**

# Key Facts:

- 13-month programme + EPA
- Tutor-led training via remote online lessons.
- Off-the-job learning. Working on real-world problems that will help to inspire others.
- Award of a Level 3 Data Technician qualification on successful completion of the apprenticeship.
- The apprenticeship is either:
  - 100% funded for levy payers (Free for employers and learners)
  - 95% for small medium employers and learners (employers only have to pay 5%)
- Cohorts of varying age groups with no age limit
- On completion all candidates will be eligible to register as a member of the Chartered Institute for IT and awarded RITTech post nominals.

## Course Structure:

**44.5 days over 16 months (Including Hackathons)**



Apprentices working towards Functional Skills Level 2 in Maths and English will receive extra sessions and support, including a dedicated Functional Skills Tutor, BKS Learning Resources, workshops, 1-1 sessions, and activities to help with exam preparation in addition to these days shown above. Eligibility for Functional Skills is explained on page 5.

\*The final assessment period will be conducted within 3 months after all teaching and learning is completed.

\*\*We meet with learners and employers every 8-12 weeks to measure progress made and ensure that you are getting appropriate support and the apprenticeship is delivering results for the business.



## Who is the Academy aimed at?

The academy aims to provide candidates with their first steps and practical experience in data analytics. People have attended directly after A-levels, through to seasoned professionals with 30+ years' experience.

## Roles:

This course is designed for individuals in any sector or organisation that regularly works with data, such as Agriculture, Environmental, Business, Leisure, Travel, Hospitality, Education, Public Services, Construction, Creative and Design, Media, Engineering, Technology, Manufacturing, Health, Science, Legal, Finance, Accountancy, Sales, Marketing, Procurement and Transport and Logistics.



## Personal Qualities:

The learners we are looking for should be self-motivated and eager to learn new skills. They should be willing to read and research the subject to stay up-to-date on this rapidly evolving topic. An ideal candidate, should be enthusiastic and willing to network and share knowledge with others. They should be passionate about working effectively within a team.

## Technical Experience:

This course will guide individuals through their first steps with data and analysis so there is no specific required technical experience. However, individuals will need the desire and drive to learn new skills and tools to help them through their data analysis journey!

## What would you like to achieve?

We would strongly encourage you to reflect on what you would like to achieve from the course. Is it to support your current role or help you to reimagine it?

Are you looking to be a translator, acting as a bridge between project and data professionals to drive change? Or would you prefer to be a practitioner?

How deep would you like your data skills to go? Is this a set of new skills to supplement your current ones, or could it facilitate opening new doors?



# **COURSE STRUCTURE & MODULES**

**INTRODUCTION**

**THE WORLD OF DATA**

**INTRODUCTION TO EXCEL**

**VISUALISING DATA**

**ANALYSING DATA**

**DATA STORYTELLING**

**DATA GATHERING**

**DATABASES**

**DATA TOOLS**

**DATA SECURITY**

**DATA & ARTIFICIAL INTELLIGENCE**

**EPA PREPARATION**

**PORTFOLIO SUBMISSION**

If you would like to reserve your apprenticeship funding to secure a place please get in touch and we can help.

[enquiries@projectingsuccess.co.uk](mailto:enquiries@projectingsuccess.co.uk)





## Who is Eligible?

### Core Entry Requirements (Mandated by UK Education and Skills Funding Agency)



**Possess a valid passport / birth certificate / residence permit and NI number. Must be in employment.**

+



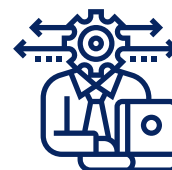
**Must have lived in the UK and/or EU 3 years prior to start date. Must spend 50% of time in England when undertaking the apprenticeship.**

+



**Must not be undertaking another apprenticeship or any other form of education at the same time.**

+



**The apprenticeship must offer substantive new skills & knowledge in your existing or new role.**

If you cannot evidence GCSE English & Maths (or equiv) at grade C or above, then you will be required to complete additional training in functional skills as part of the course.

We take account of previous relevant experience and work with you to tailor the course. Ultimately, employers will assess the suitability of their staff for training.

# UNLEASH YOUR DATA-DRIVEN SUPERPOWERS!



## **On-the-job experience:**

Gain hands on experience with real data and help to solve cutting edge data challenges.

## **Supported training:**

With the support of a mentor, you will undertake tutored online learning, completing exercises and challenges to help prepare you for working with data.

## **Community events:**

You will attend community Hackathons and Meetups to ensure you remain 'plugged in' to the latest thinking from industry experts.

# What will you get out of it?



## Employee:

- Develop knowledge and experience within the new discipline of data science.
- Gain practical experience of solving real world data-driven challenges.
- Development of a portfolio of data-driven work that demonstrates your abilities. Great for your CV!
- Upskilling in a discipline that is in high demand.
- Networking with like-minded people who can support each other.
- A Level 3 Data Technician qualification.

Although apprentices will be required to complete their off the job training, many of their exercises & hackathons are centred around employer challenges, **real problems, real data, practical solutions.**

## Employer:

- Improved insights, governance and reporting, leveraging data that would otherwise be discarded.
- Cost savings, automation of repetitive processes leads to projects being delivered more efficiently.
- The ability to do more with less.
- Help identify opportunities, inspire others and begin to transform how your organisation delivers projects.
- A range of capabilities as a direct product of the apprenticeship, including visualisations and dashboards.





- Build skills and confidence when working with data.
- Identify, shape and develop business challenges.
- Extract and manipulate data to provide insights to resolve these challenges.
- Become a pathfinder within your organisation and reimagine how you work.
- Optimise and improve overall work performance.

## The Academy will empower and enable you to...

- Gain valuable, practical experience with real challenges to enhance your future career.
- Network with like-minded professionals.
- Receive support throughout from professionals who are at the cutting edge and driving industry change.
- Connect with the latest thinking, developments and understand how this could affect your career and your organisation.
- Continue to be paid a salary and have your training costs covered for the duration of the apprenticeship.
- Obtain a nationally recognised qualification.





Every day, we are faced with choices that shape our future. We can choose to stay within our comfort zone and continue with the status quo, or we can choose to embrace change and step out into a world of endless possibilities. The world of project delivery is no exception.

By acknowledging the impact of data and how we use it, we open ourselves up to a future that is filled with exciting opportunities. It is a future where we can use technology to optimise project delivery, streamline processes, and create more efficient workflows.

With our help, you can prepare for this future and unlock the full potential of working with data. We offer a route that will guide you towards a world bristling with opportunity, a world where you can make a difference, and a world where your skills and expertise can make a significant impact.

We guarantee to improve your personal productivity by.....

>20%

We'll help you to unlock your potential, make your job more fulfilling and help you to become more resilient to a rapidly evolving job market.

We'll also help you to reimagine how you work.

Inspire you.

Connect you with like minded people.

We'll prepare you for a new era in project delivery.

New roles are beginning to emerge. Members of our Academy alumni have gone onto roles such as:

- **Head of data insights and knowledge management**
- **Senior Director-Global Head of Data, Insights and Analytics**
- **Senior Data Analyst**
- **Data Analyst, Power Platform Developer, Data Engineer**

Others have developed superpowers to enhance their project delivery roles.



# PDA Digital Badges



In addition to receiving a Level 3 Data Technician qualification, you will also earn digital badges for each module you complete, as well as a Data Analyst badge upon successful completion of the apprenticeship.



# Join like minded people to solve shared challenges that face the profession

Every 4 months we run #ProjectHack. We bring together 100s of project and data professionals to solve common challenges that face the project delivery profession. By joining the Academy we'll work with you to shape these challenges. You'll receive the VIP treatment!



Working together for collective benefit

At #ProjectHack, you will have the chance to work on projects that have the potential to revolutionise the industry. You will be given access to cutting-edge technology and tools, and have the opportunity to learn from experts in the field. Plus, you will get to network with a diverse group of professionals, share ideas, and gain valuable insights into the latest trends and developments in project delivery. An incredible opportunity to make a real difference and take your career to the next level.

Plus... on top of the kudos of winning, we award a prize pot of up to **£5,000!**

By working together we can transform our industries at a pace and scale we have never imagined. Be part of the data revolution!



Project Hack 17 at Tottenham Hotspurs stadium, attended by 330 people. We awarded a prize pot of £5000!

# Our Credentials

*"Projecting Success was the obvious choice for our apprenticeship program. As pioneers in project data analytics, they bring a wealth of personal experience leading megaprojects and portfolios. Their expertise in data analytics, AI, and data engineering is unmatched, and they've founded a community of over 7,500 like-minded individuals. It's clear they're at the forefront of this field, consistently demonstrating integrity, collaboration, and commitment.*

*Our partnership has already spurred a dramatic shift in our thinking, and we're seeing operational changes as a result. Our apprentices automate data collection, processing, and reporting, saving hours each day. This is just the beginning – a grassroots data culture is taking hold that will revolutionise our project delivery".*

**Gareth Parkes, Head of Data & Analytics, Sir Robert McAlpine Ltd**

**computing** AI/ML Team of the Year  
**AI & Machine Learning Awards**

**dataIQ™ 100**  
THE MOST INFLUENTIAL PEOPLE IN DATA

 **APM** Association for  
Project Management

**Finalist**

Mike Nichols Award for Inspiration

*Projecting Success have encouraged us to challenge our current business processes and helped us to realise that there are often more efficient ways of carrying out tasks helping to improve staff morale and reduce costs"*

Anne-Marie Cobb, Lead  
Development Manager. Osborne



*Projecting Success' approach...is both revolutionary and highly disruptive. The world needs more people like Martin and his team to shake things up and make us all think differently"*

Project Data Analytics  
community member

**Collaborate with a trusted organisation who are working hard to transform how projects are delivered** [www.projectingsuccess.co.uk](http://www.projectingsuccess.co.uk)

# Unrivalled in the world of project data analytics

Proud to be the driving force behind data driven project delivery



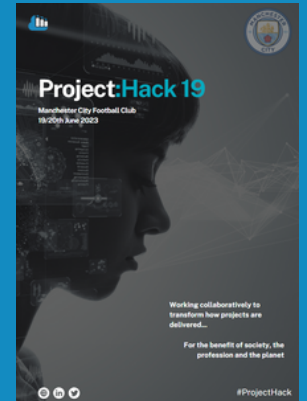
In 2017 we founded the >10,000 strong Project Data Analytics Community.

We co-authored the APM's guide to Getting Started in Project Data. We sit on the APM's Data Advisory Group.



We took a leading role in founding and setting up the Project Data Analytics Task Force. Our CEO was co-chair for >2 years.

We founded Project:Hack as a means of uniting the community around common goals, inspiring people and creating a movement.



We helped establish the Construction Data Trust. We have been appointed as data steward.

We co-authored the manifesto for data driven project delivery.



We have been the driving force behind the Visions for 2025; reimagining project delivery for the benefit of society, the profession and the planet

Providing visible leadership for the benefit of the community  
We can achieve so much more together, than alone





# Let us guide you into the wonderful world of data driven project delivery

Don't miss out on the opportunity to take your data analytics to the next level, to prepare for a data driven future

Enrol on our Project Data Academy today and unlock the power of data and AI to transform how we deliver projects. Sign up now!



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[www.projectingsuccess.co.uk](http://www.projectingsuccess.co.uk)



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Enquire today!

