

PROGRAMME GUIDE

Level 4 Project Data Analyst

Optimising how Project Management teams use the power of data and AI

Key facts:

- 15-month programme.
- Tutor-led training via remote online lessons.
- Off the job learning. Working on at least three projects to develop a portfolio that will help to inspire others.
- Award of a Level 4 Data Analyst standard on successful completion of the apprenticeship.
- The apprenticeship is either: 100% funded for levy payers (Free for employers and learners), or 95% for small medium employers and learners (employers contribution 5%).
- 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

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 the days shown below.

- Online Tutor-Led Sessions: 156 hours
- Self-Study & Guided Exercises: 208 hours
- PDA Playgrounds (Optional): 112 hours
- Hacks (Optional): 48 hours
- Meet-ups (Optional): 15 hours

The final assessment period will be conducted within three 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 Project Data Analyst course aimed at?

Projecting Success aims to provide candidates with practical and hands on experience in project data analytics. The course is suited to a wide range of learners, from those who have just finished A-levels, through to seasoned project professionals with 30+ years' experience.

Roles

This course is designed for individuals who want to learn how to use data to unlock new opportunities in their organisation and career. Past participants have included: project managers, engineers, administrators, PMO professionals, quantity surveyors, BIM specialists, document controllers, H&S managers, HR, marketing and finance

professionals. Graduates and professionals looking to transform their role may also benefit from this course.

Technical Experience

Ideally, learners should have some experience with IT systems and software, and be able to retrieve, manipulate, and present data for analysis and reporting. However, the course covers the basics of data analysis, so prior experience is not mandatory.

How the course is assessed

The course is assessed by a professional discussion around the portfolio of evidence (three projects) created during active learning and a second assessment based on a presentation about the end point assessment project created after the teaching is complete.

Module	Overview
Introduction to Project Data Analytics	Welcome and introduction to Project Data Analytics.
Data Fundamentals	A complete guide to data analytics, domain and business function contextualisation.
Data Visualisation with Power BI	Learn the principles of visualising data and start your journey with Power BI from beginners to intermediate.
Programming	Unlock your programming skills using Python.
Data Analysis and Machine Learning	Use Power BI alongside machine-learning algorithms that use data to predict outcomes.
Data Modelling	Learn how to manipulate relationships between different data sources.
Power Platform	A complete guide to automating your tasks and workflows to save time and money.
Applied Machine Learning	Learn about new developments and how to apply machine learning in your role.
Data Security	Learn the key fundamentals of data security and how to apply it to your role.
Customer (CX) and User (UX) Experience	Understand how to meet customer and user requirements in a 'data driven' world.
Analyst Presentation Skills	Use techniques to tell a story that gives significance to your data.
Project Planning	Plan your projects to achieve the best outcomes.
Data driven Project delivery	Explore project data analytics and the current market.
Frontier Technology	Explore the latest and greatest new tech on the market.
Advanced Project Planning	Finalise project planning ready for your forward journey.

Core entry requirements

- Possess a valid passport / birth certificate / residence permit and NI number. Must be in employment.
- Must have lived in the UK and/or EEA (with relevant permission to remain), three years prior to start date and spend 50% of time in England when undertaking the apprenticeship.
- Must not be undertaking another apprenticeship or any other form of funded education, including a bootcamp, at the same time.
- The apprenticeship must offer significant new skills & knowledge in your existing or new role.

If you do not hold GCSE English and/or maths at grade 9–4 (A*–C), or an approved equivalent, you may be offered Functional Skills training alongside your apprenticeship. For apprentices aged 19 and over, this is optional unless required by the apprenticeship standard.

We take account of previous relevant experience and work with you to tailor the course.

Project:Hack

Projecting Success learners have the opportunity to join likeminded people to solve shared challenges that face the profession. Throughout the year we regularly run Project:Hack. We bring together 100s of project and data professionals to solve common challenges that face the project delivery profession.

At Project:Hack, 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/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.

Course Benefits

Employee

- Develop knowledge and experience within the new discipline of project data analytics.
Build critical skills and confidence in data science within project delivery.
- Gain practical experience of solving real world data-driven challenges.
- Development of a portfolio of data-driven solutions that demonstrate 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.
- Nationally recognised level 4 Data Analyst standard.

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.
- More efficient workflows
- Help identify opportunities, inspire others and begin to transform how your organisation delivers projects.
- Increased team capabilities, including dashboards and AI solutions.
- Optimise project performance, including via predictive analytics.

This programme equips you to lead or deliver digital change in project delivery

- Build practical capability in digital automation within project delivery.
- Analyse and reshape real business challenges
- Extract, structure and integrate data to generate decision-ready insight.
- Become a digitally capable change agent within your organisation.
- Detect emerging project variance earlier and act with confidence.
- Improve personal and organisational performance through automation, integration and predictive insight.
- Futureproof your career and organisation in a rapidly evolving environment.

New roles emerging

New roles are beginning to emerge. Projecting Success 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

Technical Requirements

Software	Available Alternatives	Desktop Downloads
Microsoft Office	All online versions are available	Download available online from Microsoft
Excel	Online version fine for modules that do not use Data Analysis toolpak add-on, but will cause issues for the machine learning modules where the add-on is used.	Excel download available online as part of Microsoft Office
Teams	Online version available	Download available online from Microsoft
Python	Online alternatives for programming in the form of https://www.online-python.com/ or https://jupyter.org/ Anaconda, PyCharm, Visual Studio Code or Google Collab, Jupyter	Download available at: https://www.anaconda.com/download
Power BI	Desktop version required	Download available online from Microsoft
SQL Editor	Open Source	No download required
Power Apps/Automate	Free desktop version	Download available online from Microsoft
Gen AI Account		Coding Support
A presentation tool such as PowerPoint or Google Slides		For presentations

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

// Projecting Success has 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,
Octavius

Talk to us

The future of project delivery will be shaped by automation and AI.

Build the capability to lead that change.
Join the Project Data revolution and start transforming how projects are delivered.

Let us guide you into the wonderful world of AI and data driven project delivery.

- Email: enquiries@projectingsuccess.co.uk
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