

**Think about
Professional discussion
underpinned by portfolio
Level 4 ST0117 Business Analyst
V1.2**



On the day of this assessment you will carry out:



A 60-minute professional discussion



Remote or face-to-face



**In a suitable assessment environment,
free from distractions or influence**



With an end-point assessor



Key point

You will have already submitted your portfolio of evidence, which is not formally assessed but can be used to illustrate your answers.



Do

- Review the criteria associated with the professional discussion - this can be found in the EPA Kit and in the table at the end of this document
- Review relevant legislation, regulations, codes of conduct and your organisation's policies and procedures
- Ensure a quiet room is available and that there are no interruptions
- Be prepared to answer at least 10 questions and any follow-up questions that your assessor may ask



Don't

- Forget to bring your ID
- Forget to plan
- Forget to bring your portfolio to refer to during the professional discussion



Next steps

- Results can take up to 7 working days to be confirmed.
- Your manager/training provider will inform you of the results.



Resits

- If you do not achieve a pass result on the professional discussion, you can resit the assessment



Use the table below to plan and prepare for the professional discussion.

(P) indicates pass criteria

(D) indicates distinction criteria

| Assessment criteria | Key points to remember |
|---|------------------------|
| BA fundamentals | |
| (P) Describe the principles, features and differences of waterfall and agile methodologies for project delivery and software development (K5) | |
| (P) Explain relevance of data protection regulations to role and organisation, and manage information and data in line with legislation and organisational policies (K27) | |

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| <p>(P) Explain own approach to building and maintaining knowledge of technology and industry trends across the digital sector, and the opportunities these bring for business improvement and IT solutions (K28)</p> | |
| <p>(P) Act logically, analytically and objectively in a range of situations by proceeding by rational steps; evaluating information, judging its relevance and value; and supporting conclusions, using reasoned arguments and evidence (B1)</p> | |
| <p>(P) Establish and maintain productive working relationships and use a range of different techniques for doing so. Manage relationships with work colleagues, including those in more senior roles, customers/clients and other stakeholders, so as to gain their confidence, keep them involved and maintain their support for the task/project in hand (B6)</p> | |
| <p>(P) Describe the selection and application of methods of communication appropriate to the situation. Identify the advantages and disadvantages associated with each method (B7)</p> | |

(P) Demonstrate maintaining a productive, professional and secure working environment in line with organisational guidelines (B8)

(P) Describe the wider business environment, and explains how own role contributes to the wider business objectives (B9)

(P) Demonstrate working flexibly and effectively throughout the full lifecycle, contributing fully to the work of teams (B12)

(P) Describe taking initiative in identifying and undertaking appropriate personal and professional development opportunities (B13)

(D) Discuss and analyse technology and industry trends across the digital sector, and the opportunities these bring for business improvement and IT solutions (K28)

(D) Actively work with others, take others with them, lead by example. Deliver reliably, perform and behave professionally, manage and deliver against expectations, proactively update colleagues and behave appropriately for the situation and in line with organisational values (B6)

Investigation techniques

(P) Describe approaches to conducting internal and external environmental analysis of an industry domain (K8)

(P) Identify the advantages and disadvantages of investigative techniques and apply structured investigation techniques to a business situation (K9, S3)

(P) Produce an outline definition of a business situation using a business analysis technique (S4)

(D) Apply structured investigation techniques to a complex business situation. Evaluate the advantages and disadvantages of investigation techniques, and explain the situations appropriate for their selection and application (S3)

Business processing modelling

(P) Explain the purpose of process modelling and describe the purpose of an organisational view of business processes (K10)

(P) Identify and explain different approaches to documenting business processes and explain the situations appropriate for their selection and application (K11)

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| <p>(P) Demonstrate elicitation of process information from stakeholders and explain approach (S8)</p> | |
| <p>(P) Create business processes models, using appropriate techniques, standards notation and software tools (S9)</p> | |
| <p>(P) Analyse business process models to identify opportunities for improvement (S10)</p> | |
| <p>(P) Create models of redesigned business processes (S11)</p> | |
| <p>(D) Create models of complex business processes. Evaluate the advantages and disadvantages of business process modelling techniques and standards, and explain the situations appropriate for their selection and application (S9)</p> | |



Requirements engineering and management

(P) Describe techniques to elicit requirements, including when it is most appropriate to use each and their importance (K12)

(P) Explain the relevance and importance of eliciting requirements rather than gathering solution descriptions (K13)

(P) Explain approaches to categorise, validate and prioritise requirements and document functional and nonfunctional requirements in line with local standards (K14, S13)

(P) Describe approaches to requirements management including change control and explain the relevance and importance of managing requirements (K15)

(P) Identify non-functional requirement areas, and justify their inclusion within requirements engineering (K16)

(P) Explain the relevance and importance of considering user experience, accessibility and usability requirements in the design of digital solutions (K17)

(P) Demonstrate elicitation of requirements from stakeholders to identify business and user needs and explains approach (S12)

(P) Analyse documented requirements to remove duplication, conflict and overlap (S14)

(P) Demonstrate and justify prioritising requirements using an appropriate prioritisation approach (S15)

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| <p>(P) Demonstrate validating requirements with stakeholders and explains approach (S16)</p> | |
| <p>(P) Support the establishment of requirements traceability (S17)</p> | |
| <p>(D) Evaluate the advantages and disadvantages of requirements documentation approaches and explain the situations appropriate for their selection and application. Contribute to the enhancement, maintenance or adoption of local documentation standards (S13)</p> | |
| <p>Data modelling</p> | |
| <p>(P) Explain the value of data to an organisation, and summarise how data needs are considered in business improvement (K18)</p> | |
| <p>(P) Demonstrate elicitation of business data needs from relevant sources (S18)</p> | |
| <p>(P) Support the development of simple data models and demonstrate the use of relevant data modelling techniques, standards, notation and software tools (S19)</p> | |



(D) Consider data needs and constraints in relation to business improvement. Explain business analysis techniques for documenting and modelling data (K18)

Gap analysis

(P) Identify the purpose and activities of the gap analysis process and are able to document business situations to enable gap analysis and decision making (K19, S20)

(P) Support the development of models of future state business situations (S21)

(P) Identify and document differences between current and future business situations (S22)

(P) Identify and document actions required to move from the current to future business situation (S23)

(D) Justify and analyse the key between current and future business situations. Apply a holistic approach to gap analysis (S22)

Business acceptance

(P) Explain the role of the business analyst in facilitating business acceptance of changes and are able to define and document acceptance criteria for business and system changes (K20, S24)

(P) Describe the different phases of testing of business and system changes (K21)

(P) Support business acceptance of business and system changes and explain the approach (S25)

(D) Justify the rationale for Business Acceptance and Business Analysis involvement and responsibilities in facilitating acceptance (K20)

(D) Enable business acceptance of business and system changes, taking responsibility for an aspect of transition and adoption (S25)

Business impact assessment

(P) Explain the concepts of benefits realisation and management (K25)