Think about
Professional discussion
underpinned by a portfolio
Level 3 ST0795
Data Technician v1.0

On the day of this assessment you will carry out:

A 60-minute professional discussion

Face-to-face or remote

In a suitable assessment environment free from distractions or influence

A structured 1-to-1 discussion 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.

Highfield

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 interview

Next steps

- Results can take up to 7 working days to be confirmed
- Your manager or 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 underpinned by a portfolio

(P) indicates pass criteria
(D) indicates distinction criteria

Assessment criteria	Key points to remember
Data Gathering	
(P) Explains the different types of data sets and their formats. (K1, K4, K6, K15)	
(P) Describes the value of the data to the organisation and the importance of analysis management. (K1, K4, K6, K15)	
(P) Describes the role of data in the digital domain (including the use of external trusted data sets) and how it underpins every digital interaction including applications, devises, IoT and customer centricity. (K1, K4, K6, K15)	

Assessment criteria	Key points to remember
(P) Explains the different types of data formats and data architectures including premises and cloud. (K1, K4, K6, K15)	
(P) Describes the characteristics of presentation tools to visualise and reviews the characteristics of data and communication tools and technologies for collaborative working. (K1, K4, K6, K15)	
(D) Evaluates and justifies why using different data sets is important to the business and evaluates how incorrect data gathering can affect the output. (K1, K4, K6, K15)	

Assessment criteria	Key points to remember
Data Analysis and Validation	
(P) Describes the methods of validating data how to identify common data quality issues and the importance of corrective action. (K10, K11)	

Assessment criteria	Key points to remember
Approach to Work	
(P) Describes how they have reviewed their own development and kept up to date with developments in technologies, trends and innovation. (K16, S14, S15, S17, B1, B5, B6)	
(P) Explains how they have integrated into a multi-functional team both internally and externally to their organisation. (K16, S14, S15, S17, B1, B5, B6)	
(P) Describes how they have worked in an inclusive manner. (K16, S14, S15, S17, B1, B5, B6)	
(P) Works independently to meet required deadlines, managing stakeholder expectations. (K16, S14, S15, S17, B1, B5, B6)	

Assessment criteria	Key points to remember
Distribution and Dissemination	
(P) Describes communication methods, formats and techniques commonly used and how these have been applied in a range of roles including customer, manager, client, peer, technical and nontechnical. (K5, K12, K13, K14, S10, S11, S12, S13)	
(P) Explains the legal requirements of using data and the importance of using data ethically. (K5, K12, K13, K14, S10, S11, S12, S13)	
(P) Describes how they have communicated the results of data analysis to different audiences that assists understanding. (K5, K12, K13, K14, S10, S11, S12, S13)	
(P) Explains the significance of customer/ end user issues, problems, value to the organisation, brand awareness, cultural awareness/ diversity, accessibility to both an internal and external audience. (K5, K12, K13, K14, S10, S11, S12, S13)	

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Assessment criteria	Key points to remember
(P) Explains how they have stored, managed and distributed data in line with data security standards and legislation. (K5, K12, K13, K14, S10, S11, S12, S13)	
(P) Explains how they have produced clear and consistent technical documentation. (K5, K12, K13, K14, S10, S11, S12, S13)	
(D) Critically evaluates why we communicate data and why we utilise different communications methods. (K5, K12, K13, K14, S10, S11, S12, S13)	
(D) Evaluates why we need to store, manage and distribute data and justifies the importance of maintaining ethical and security standards. (K5, K12, K13, K14, S10, S11, S12, S13)	