

Highfield Level 4 End-Point Assessment for ST0117 Business Analyst

Apprentice Details

Name	
Employer	
Training Provider	

Portfolio of evidence

It is a requirement of this assessment plan that a portfolio of evidence is submitted at Gateway to support the professional discussion. This is not assessed. Please see the EPA-kit for more information on the requirements for the portfolio of evidence.

Please indicate below which piece of evidence is mapped to each KSB covered in the professional discussion. Please use the same reference as the file name to ensure the correct piece of evidence can be located.

KSB	Evidence reference	Evidence location
K5 The principles, features and differences of waterfall and agile methodologies for project delivery and software development (BF22)		
K8 Approaches to conducting internal and external environmental analysis of an industry domain (IT4)		
K9 The advantages and disadvantages of a range of investigative techniques (IT5)		
K10 The purpose of process modelling and the importance of an organisational view of business processes (BP1)		
K11 Different approaches to document business processes including when it is most appropriate to use each (BP2)		
K12 Techniques to elicit requirements, including when it is most appropriate to use each (RE1)		

K13 The importance of eliciting requirements rather than gathering solution descriptions (RE2)		
K14 Approaches to categorise, validate and prioritise requirements (RE3)		
K15 The importance of requirements management including change control (RE4)		
K16 A broad range of non-functional requirement areas, and the importance of including these within requirements engineering (RE5)		
K17 The importance of considering user experience, accessibility and usability requirements in the design of digital solutions (RE6)		
K18 The value of data to an organisation, and how data needs are considered in business improvement (DM1, DM4)		
K19 The purpose and activities of the gap analysis process (GA1)		
K20 The role of the business analyst in facilitating business acceptance of changes (BA1, BA4)		
K21 The different phases of testing of business and system changes (BA2)		
K25 The concepts of benefits realisation and management (BI4)		
K27 Data protection regulations and the importance of managing information and data in line with legislation and organisational policies (BF23)		
K28 Technology and industry trends across the digital sector, and the opportunities these bring for business improvement and IT solutions (BF24, BF32)		
S3 Apply a range of structured investigation techniques to a business situation (IT5, IT7)		
S4 Produce an outline definition of a business situation using an appropriate business analysis technique (IT6)		
S8 Elicit process information from stakeholders (BP3)		
S9 Model business processes using relevant techniques, standards, notation and software tools (BP4, BP7)		

S10 Analyse business process models to identify opportunities for improvement (BP5)		
S11 Produce models of redesigned business processes (BP6)		
S12 Elicit requirements from stakeholders to identify business and user needs (RE7)		
S13 Document clear functional and non-functional requirements in line with local standards (RE3, RE12)		
S14 Analyse documented requirements to remove duplication, conflict and overlap (RE8)		
S15 Prioritise requirements using an appropriate prioritisation approach (RE9)		
S16 Validate requirements with stakeholders (RE10)		
S17 Support the establishment of requirements traceability (RE11)		
S18 Elicit business data needs from relevant sources (DM2)		
S19 Support the development of simple data models using relevant techniques, standards, notation and software tools (DM3)		
S20 Document current business situations to enable gap analysis and decision making (GA1)		
S21 Support the development of models of future state business situations (GA2)		
S22 Identify key differences between current and future business situations (GA3, GA5)		
S23 Identify actions required to move from the current to future business situation (GA4)		
S24 Define acceptance criteria for business and system changes (BA1)		
S25 Support business acceptance of business and system changes (BA3, BA5)		
B1 Act logically, analytically and objectively in a range of situations (BF25)		
B6 Build and maintain positive working relationships with a range of people (BF26, BF33)		
B7 Use a range of methods of communication appropriate to the situation (BF27)		

B8 Maintain a productive, professional and secure working environment (BF28)		
B9 Aware of the wider business environment and own contribution to business objectives (BF29)		
B12 Work flexibly and effectively as part of a multidisciplinary team throughout the full lifecycle (BF30)		
B13 Demonstrate commitment to continuous professional development in relation to Business Analysis and the digital sector (BF31)		

Apprentice Declaration

I confirm that the evidence contained in this portfolio of evidence is all my own work and any assistance given and/or sources used have been acknowledged.

Signed by apprentice (name)	Signature	Date

Employer Declaration

I confirm that the portfolio of evidence is valid and attributable to the apprentice.

Signed on behalf of employer (name)	Signature	Date