

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

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

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

<b>B8</b> Maintain a productive, professional and secure working environment (BF28)		
<b>B9</b> Aware of the wider business environment and own contribution to business objectives (BF29)		
<b>B12</b> Work flexibly and effectively as part of a multidisciplinary team throughout the full lifecycle (BF30)		
<b>B13</b> 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