Think about
Professional discussion with portfolio
Level 4 ST0118
Data Analyst v1.1

On the day of this assessment you will carry out:

- **A 60-minute professional discussion**
- **Face-to-face or remote**
- **In an appropriate environment**
- **A 1-to-1 conversation 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 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
Professional discussion with portfolio	
(P) Explains how current, relevant legislation impacts on the safe use of data and how their role contributes to a productive, safe, and secure working environment. (K1, B1)	
(P) Explains the relevant data policies and procedures for the organisation and identifies the data standards to be reached. (K2)	
(P) Describes the fundamentals of data structures and database system design and explains how they are implemented and maintained. (K6)	

Assessment criteria	Key points to remember
(P) Explains approaches to combining data from different sources to improve accuracy and / or efficiency and / or maximise benefits to the organisation and / or customer. (K10)	
(P) Describes impact on user experience and domain context on data analysis. (S5)	
(D) Explains the differences between Structured and Unstructured data. (K5)	
(P) Explains the ethical aspects associated with the collation and use of data and justifies why this is important. (K15)	

Assessment criteria	Key points to remember
(P) Describes the relevant tools or techniques used for working with the data systems architecture in their organisation. (S9)	
(P) Explains and applies the principles of statistics for analysing datasets. (K13, S10)	
(P) Identifies and explains challenges in their work and how they overcame them, providing an outline of lessons learned. (B6)	
(P) Explains how they have applied analytical techniques for data mining and time series forecasting and other modelling techniques. (S13)	
(P) Identifies areas of work where they adapted to changing contexts within the scope of a project, direction of the organisation or Data Analyst role. (B7)	
(P) Explains the principles of descriptive, predictive and prescriptive analytics and demonstrates how they have been applied within their own data analysis practice. (K14, S11)	

Assessment criteria	Key points to remember
(P) Demonstrates data analysis activities involving the collation and interpretation of qualitative and quantitative data and displays results using visual representations. (S14)	
(P) Explains the principles of user experience and domain context for data analytics. (K7)	
(P) Describes how they have appropriately adapted their activities to meet minor, unexpected changes at work. (B2)	
(P) Describes how they have ensured the true root cause of any problem is found and a solution is identified which prevents recurrence. (B5)	
(D) Critically evaluates the risks and benefits of predictive analytics. (K14, S11)	
(D) Compares and contrasts visual data representation approaches and how they aid understanding by stakeholders. (S14)	
(D) Evaluates the benefits and risks inherent in combining data from different sources. (K10)