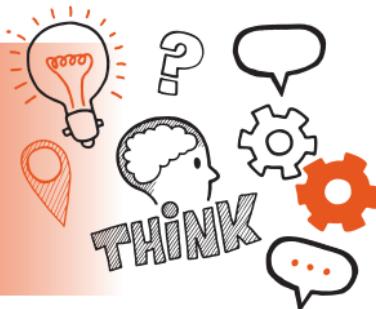


# Think about Professional discussion with portfolio Level 4 ST0118 Data Analyst v1.1



### **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
<b>Professional discussion with portfolio</b>	
<b>(P)</b> 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)	
<b>(P)</b> Explains the relevant data policies and procedures for the organisation and identifies the data standards to be reached. (K2)	
<b>(P)</b> Describes the fundamentals of data structures and database system design and explains how they are implemented and maintained. (K6)	

### Assessment criteria

**(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)

### Key points to remember

## Assessment criteria

**(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)

## Key points to remember

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