

Highfield Level 4 ST0117 Business Analyst

Mock Assessment Materials

Professional discussion underpinned by portfolio

BA fundamentals			
Ref	Assessment Criteria (Pass)	Achieved	Not achieved
BF22	Describes the principles, features and differences of waterfall and agile methodologies for project delivery and software development (K5)		
BF23	Explains relevance of data protection regulations to role and organisation, and manages information and data in line with legislation and organisational policies (K27)		
BF24	Explains own approach to building and maintaining knowledge of technology and industry trends across the digital sector, and the opportunities these bring for business improvement and IT solutions (K28)		
BF25	Acts logically, analytically and objectively in a range of situations by proceeding by rational steps; evaluating information, judging its relevance and value; and supporting conclusions, using reasoned arguments and evidence (B1)		
BF26	Establishes and maintains productive working relationships and can use a range of different techniques for doing so. Manages relationships with work colleagues, including those in more senior roles, customers/clients and other stakeholders, so as to gain their confidence, keep them involved and maintain their support for the task/project in hand (B6)		
BF27	Describes the selection and application of methods of communication appropriate to the situation. Identifies the advantages and disadvantages associated with each method (B7)		
BF28	Demonstrates maintaining a productive, professional and secure working environment in line with organisational guidelines (B8)		
BF29	Describes the wider business environment, and explains how own role contributes to the wider business objectives (B9)		
BF30	Demonstrates working flexibly and effectively throughout the full lifecycle, contributing fully to the work of teams (B12)		
BF31	Describes taking initiative in identifying and undertaking appropriate personal and professional development opportunities (B13)		

Ref	Assessment Criteria (Distinction)	Achieved	Not achieved
BF32	<i>Discusses and analyses technology and industry trends across the digital sector, and the opportunities these bring for business improvement and IT solutions (K28)</i>		
BF33	<i>Actively works with others, takes others with them, leads by example. Delivers reliably, performs and behaves professionally, manages and delivers against expectations, proactively updates colleagues and behaves appropriately for the situation and in line with organisational values (B6)</i>		

Investigation techniques			
Ref	Assessment Criteria (Pass)	Achieved	Not achieved
IT4	Describes approaches to conducting internal and external environmental analysis of an industry domain (K8)		
IT5	Identifies the advantages and disadvantages of investigative techniques and applies structured investigation techniques to a business situation (K9, S3)		
IT6	Produces an outline definition of a business situation using a business analysis technique (S4)		
Ref	Assessment Criteria (Distinction)	Achieved	Not achieved
IT7	<i>Applies structured investigation techniques to a complex business situation. Evaluates the advantages and disadvantages of investigation techniques, and explains the situations appropriate for their selection and application (S3)</i>		

Business process modelling			
Ref	Assessment Criteria (Pass)	Achieved	Not achieved
BP1	Explains the purpose of process modelling and describes the purpose of an organisational view of business processes (K10)		

BP2	Identifies and explains different approaches to documenting business processes and explains the situations appropriate for their selection and application (K11)		
BP3	Demonstrates elicitation of process information from stakeholders and explains approach (S8)		
BP4	Creates business processes models, using appropriate techniques, standards notation and software tools (S9)		
BP5	Analyses business process models to identify opportunities for improvement (S10)		
BP6	Creates models of redesigned business processes (S11)		
Ref	Assessment Criteria (Distinction)	Achieved	Not achieved
BP7	<i>Creates models of complex business processes. Evaluates the advantages and disadvantages of business process modelling techniques and standards, and explains the situations appropriate for their selection and application (S9)</i>		

Requirements engineering and management			
Ref	Assessment Criteria (Pass)	Achieved	Not achieved
RE1	Describes techniques to elicit requirements, including when it is most appropriate to use each and their importance (K12)		
RE2	Explains the relevance and importance of eliciting requirements rather than gathering solution descriptions (K13)		
RE3	Explains approaches to categorise, validate and prioritise requirements and documents functional and nonfunctional requirements in line with local standards (K14, S13)		
RE4	Describes approaches to requirements management including change control and explains the relevance and importance of managing requirements (K15)		
RE5	Identifies non-functional requirement areas, and justifies their inclusion within requirements engineering (K16)		
RE6	Explains the relevance and importance of considering user experience, accessibility and usability requirements in the design of digital solutions (K17)		

RE7	Demonstrates elicitation of requirements from stakeholders to identify business and user needs and explains approach (S12)		
RE8	Analyses documented requirements to remove duplication, conflict and overlap (S14)		
RE9	Demonstrates and justifies prioritising requirements using an appropriate prioritisation approach (S15)		
RE10	Demonstrates validating requirements with stakeholders and explains approach (S16)		
RE11	Supports the establishment of requirements traceability (S17)		
Ref	Assessment Criteria (Distinction)	Achieved	Not achieved
RE12	<i>Evaluates the advantages and disadvantages of requirements documentation approaches and explains the situations appropriate for their selection and application. Contributes to the enhancement, maintenance or adoption of local documentation standards (S13)</i>		

Data modelling			
Ref	Assessment Criteria (Pass)	Achieved	Not achieved
DM1	Explains the value of data to an organisation, and summarises how data needs are considered in business improvement (K18)		
DM2	Demonstrates elicitation of business data needs from relevant sources (S18)		
DM3	Supports the development of simple data models and demonstrates the use of relevant data modelling techniques, standards, notation and software tools (S19)		
Ref	Assessment Criteria (Distinction)	Achieved	Not achieved
DM4	<i>Considers data needs and constraints in relation to business improvement. Explains business analysis techniques for documenting and modelling data (K18)</i>		

Gap analysis			
Ref	Assessment Criteria (Pass)	Achieved	Not achieved
GA1	Identifies the purpose and activities of the gap analysis process and is able to document business situations to enable gap analysis and decision making (K19, S20)		
GA2	Supports the development of models of future state business situations (S21)		
GA3	Identifies and documents differences between current and future business situations (S22)		
GA4	Identifies and documents actions required to move from the current to future business situation (S23)		
Ref	Assessment Criteria (Distinction)	Achieved	Not achieved
GA5	<i>Justifies and analyses the key between current and future business situations. Applies a holistic approach to gap analysis (S22)</i>		

Business acceptance			
Ref	Assessment Criteria (Pass)	Achieved	Not achieved
BA1	Explains the role of the business analyst in facilitating business acceptance of changes and is able to define and document acceptance criteria for business and system changes (K20, S24)		
BA2	Describes the different phases of testing of business and system changes (K21)		
BA3	Supports business acceptance of business and system changes and explains approach (S25)		
Ref	Assessment Criteria (Distinction)	Achieved	Not achieved
BA4	<i>Justifies the rationale for Business Acceptance and Business Analysis involvement and responsibilities in facilitating acceptance (K20)</i>		
BA5	<i>Enables business acceptance of business and system changes, taking responsibility for an aspect of transition and adoption (S25)</i>		

Business impact assessment			
Ref	Assessment Criteria (Pass)	Achieved	Not achieved
BI4	Explains the concepts of benefits realisation and management (K25)		