

**Think about
Project with presentation and
questioning
Level 4 ST0118
Data Analyst v1.1**



On the day of this assessment you will carry out:



**A data analysis report of 3,500 words
A 20-minute presentation
A 20-minute questioning session**



Face-to-face or remote



**In a suitable environment free from distractions
or influence**



**On a 1-to-1 basis between you and an end-point
assessor**



Key point

**You will have picked the most relevant project title for your report
and uploaded it, along with your presentation to Highfield 8 weeks
after gateway.**



Do

- ☐ Review the criteria associated with the project with presentation and questioning - 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 5 questions and any follow-up questions that your assessor may ask



Don't

- ☐ Forget to bring your ID
- ☐ Forget to plan



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 project with presentation and questioning you can resit the assessment



Use the table below to plan and prepare for the project with presentation and questioning

(P) indicates pass criteria

(D) indicates distinction criteria

Assessment criteria	Key points to remember
Project with presentation and questioning	
(P) Operates data systems in compliance with all organisational and legislative requirements including principles of Privacy by Design. (S1)	
(P) Outlines and applies the principles of data analysis lifecycle to the steps of data analysis. (K3, S2)	
(P) Describe the principles of data including open, public, administrative and research data and how they relate to the data used within the project. (K4)	

Assessment criteria	Key points to remember
(P) Demonstrates a reasoned application of the principles of data classification. Explains where any flexibilities in application have been applied and their purpose. (S3)	
(P) Identifies quality risks in data analysis and outlines methods to mitigate, escalate and/or resolve them. (K8, S6)	
(D) Outlines and applies the principles for defining customer requirements and implements findings in data analytics planning and outputs. (K9, S7)	
(P) Demonstrates how data from different sources is combined and prepared for data analysis setting out how they identified the risks and challenges inherent in combining data within the project. (S8)	

Assessment criteria	Key points to remember
(P) Describes the tools and methods used by their organisation for data analysis and identifies which were used within the project with reasoning for the choices made to achieve the best outcome. (K11, S15)	
(P) Analyses data sets taking account of different data structures and database designs. (S4)	
(P) Outlines the choice of organisational data architecture. (K12)	
(P) Communicates and collaborates with all relevant stakeholders and adapts communication style to meet audience and situational requirements. (S12)	
(P) Describes how they work independently and collaboratively detailing their impact on the work of others. (B3)	
(P) Acts independently to establish logical and analytical solutions such as exploring new data sets or resolving issues within the data. (B4)	

Assessment criteria	Key points to remember
<p>(D) Evaluates the outcomes of data analysis and suggests alternative tools/ methods which would be of benefit to all stakeholders. (K8, K11, B4)</p>	
<p>(D) Analyses the requirements of the customer to produce a data analysis plan which provides an optimum solution. (S7)</p>	
<p>(D) Demonstrates the use of data sets with different data structures and database designs to solve problems or improve the accuracy or efficiency of data analysis. (S4)</p>	