



Apprenticeship Data Analyst – Pre-Interview Task Guidance

A key part of this role will be to analyse large datasets and build custom reports for stakeholders within NTU.

For this pre-interview task, you have been provided with a dataset in an Excel spreadsheet titled '*Apprenticeship Data Analyst Task*'. You must use this dataset to build a report dashboard using a software platform of your choosing (e.g. PowerBI), and present an analysis of the data using the guidelines listed below. You will be required to present the findings from your analysis on the day of your interview. Your analysis must include:

1. The proportion of learners who are continuing their course
2. The proportion of learners who have withdrawn from their course.
3. The proportion of learners who are currently on a Break in Learning.
4. The proportion of learners who are continuing their course but have exceeded their planned end date.

The specification in Appendix A will help you to identify the relevant data in the Excel Spreadsheet.

Your reporting dashboard must enable the data to be easily analysed at the following levels:

1. Data for the whole University
2. Data for each NTU School
3. Data for each apprenticeship course
4. Fee status of the employer
5. The date the learner started their course

Appendix A: Data Specification

Excel Column	Data Point	Definition
Completion status	1	The learner is continuing their course
	2	The learner has completed their course
	3	The learner has withdrawn from their course
	6	Learner has temporarily withdrawn from the course due to an agreed break in learning
Learning start date	dd/mm/yyyy	The date at which the learner began their course
Learning planned end date	dd/mm/yyyy	The date at which the learner is expected to complete their course
Employer fee status	NL	The Employer non-levy paying employer
	L	The Employer is a levy paying employer
Learner reference number	1 - ∞	The unique reference number for each learner
Learning aim	Text	The apprenticeship course each learner is enrolled on
NTU School	Text	The NTU School or Department that teaches the apprenticeship course