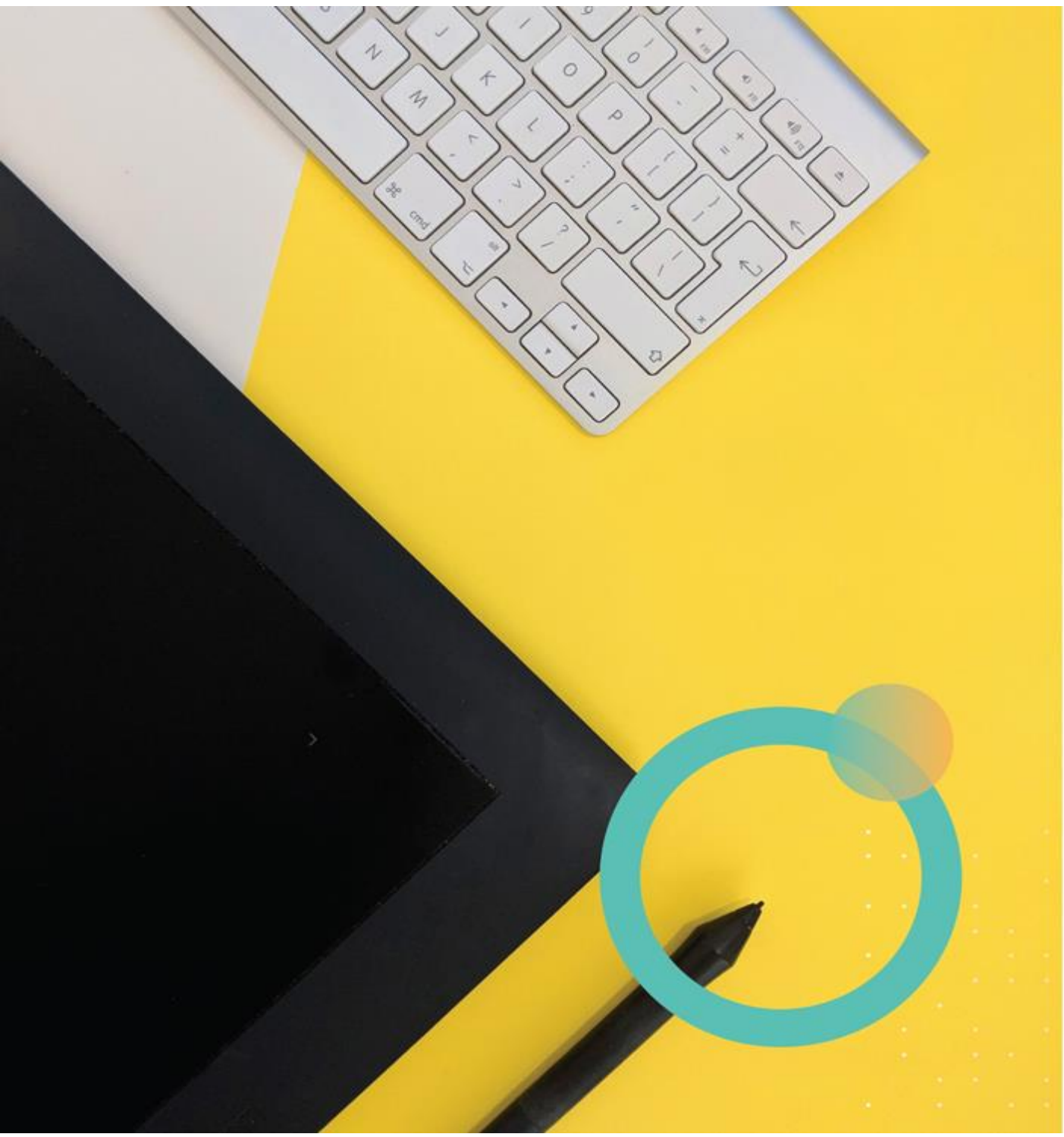


Your learning plan

Data Engineer Level 5 Apprenticeship 19 Months





Introduction.

Embarking on your study journey is the start of an exciting new phase of your career. This learning plan provides vital information you will need as you progress throughout your programme. Keep it safe and refer back to it during your study journey to help keep you motivated, chart your progress and ensure you are on track.

It includes:

- A. A programme overview that outlines the structure of your programme and the key stages of your journey
- B. Details on the assessment process, how you will be assessed throughout and at the end of your programme
- C. Your study timetable to allow you to plan your time effectively and work through your programme in a structured and meaningful way
- D. Useful information and links to remind you of the specific details of your chosen programme
- E. A glossary of useful terms

B. How you will be assessed throughout your programme.

The Assessment Process

BPP has designed a programme that allows you to understand, develop and demonstrate that you have acquired the skills and abilities of your chosen profession.

Understand

Your programme has a standard set of competencies under Knowledge, Skills and Behaviours. It is these competencies that you will focus on throughout the programme. The programme is flexible, and you will learn using various tools, ranging from webinars and e-learning to recordings to classroom courses.

Develop

This makes your programme so much more than just a qualification or degree. You will be asked by your tutors and coach to reflect on what you've learned on the programme and how this applies to your workplace. Assessments allow you to test your new knowledge, and we will identify ways to improve further. Regular diagnostic tests allow us to track your confidence against each Knowledge, Skill and Behaviour and are discussed in your reviews.

Demonstrate

Your learning plan sets out the assessments for each module and when they are due. Application of your Knowledge, Skills and Behaviours at work will likely be assessed through personal reflections. Your coach will then give you feedback on the learning outcomes, what grade this would likely achieve at your End Point Assessment and what steps you can take to develop further. Every apprenticeship has a formal assessment at the end, which is usually graded – pass, fail, merit or distinction – and carried out by an independent assessment organisation. The hard work will have paid off, and you can celebrate being a fully accredited professional.

Once you have completed the On Programme stage, your Coach and employer will agree if you are ready to enter Gateway and move to the End Point Assessment.

[The full assessment plan for your programme can be found here.](#)

An external assessor conducts End Point Assessment. For your programme, two elements for assessment need to be completed to finish your apprenticeship:

1. A project with a presentation – allowing the apprentice to demonstrate competence of skills under controlled conditions.
2. A professional discussion with an assessor - exploring what has been produced by the apprentice and how they mastered their KSBs.

Your grade

The external assessor will decide on the grade to be awarded based on their scoring of the two components of the End Point Assessment: your Project and your Professional Discussion. You will be awarded either a Pass, Merit or Distinction.

A distinction will be achieved if you have been seen as an outstanding employee, regularly going beyond what is required to be competent in the role and you will be seen to have enormous potential in the future.

C. Your study timetable/Curriculum Plan

Your programme is broken down into modules, each with assessments and deadlines. This helps you and your Coach monitor your progress and ensure you are on track.

By supporting you on this programme, your employer is committed to allowing you off the job training within your contracted hours to develop yourself in line with the programme's Knowledge, Skills and Behaviours. This development time will include learning new relevant tasks, embedding your knowledge in your role, practical workplace training, spending development time with your Line Manager, attending online or face-to-face courses, writing assignments/assessments and directed self-study hours.

The table below is your programme outline and you will help to determine a more detailed timetable with specific dates before commencing your study. The total 'On Programme' hours recorded make up your BPP commitment for the Knowledge (Professional Qualification) learning and the Skills and Behaviour assignment completion. All workplace development and training will be in addition to these [hours](#), and all must be recorded within your off the job tracker.

Apprentices and line managers will have regular progress review calls at least every 12 weeks. These calls will include discussions on learning and progress (including off the job training), future progression and development opportunities, development of English and Maths skills, challenges and concerns and target setting. Apprentices also have additional touch points with tutors and coaches throughout their apprenticeship, with additional progress reviews scheduled to support apprentices if they are not progressing.

You are required to complete "active learning" at least every four weeks. 'Active Learning' is any learning related to your apprenticeship that takes place within your working hours that is not undertaken as part of your day-to-day job role. For example, Attending a class (face to face or online), watching a recording, completing activities on the Hub/VLE, reviewing materials, completing research, working on an assignment, or applying new, specific knowledge, skills and behaviours in your workplace.

Modules	Module % of programme	Cumulative %	Module Activity	Study period (months)	Assessment method	Assessment deadline (month)	Learning resources	Webinar hours	Achievement ladder steps	Directed self-study hours	Total hours
Induction	0%	0%	Induction	0 - 1	N/A	N/A	Webinars, E-Learning	4	-	-	4
Module 1	3%	3%	Data Fundamentals	1	N/A	N/A	Webinars, E-learning	12	0	12	24
Module 2	3%	6%	Databases and Data Lakes	2	N/A	N/A	Webinars, E-learning	15	0	17	32
Portfolio Submission 1	0%	6%	Portfolio Submission	1 - 3	Portfolio Submission	3	Coaching 1:1	0	24	0	24
Module 3	7%	13%	Programming and Scripting Essentials	3 - 5	N/A	N/A	Webinars, E-learning	27	0	27	54
Module 4	7%	20%	Networks Essentials and Cyber Security	5 - 6	N/A	N/A	Webinars, E-learning	12	0	12	24
Portfolio Submission 2	0%	20%	Portfolio Submission	4 - 6	Portfolio Submission	6	Coaching 1:1	0	24	0	24
Module 5	5%	25%	Cloud Engineering	6 - 7	N/A	N/A	Webinars, E-learning and Coaching	24	0	22	46
Module 6	2%	27%	Data Collection and Ingestion 1	7 - 8	N/A	N/A	Webinars, E-learning	9	0	12	21

Module 7	3%	30%	Data Collection and Ingestion 2	8	N/A	N/A	Webinars, E-learning	12	0	12	24
Portfolio Submission 3	0%	30%	Portfolio Submission	6 - 8	Portfolio Submission	8	Coaching 1:1	0	24	0	24
Module 8	5%	35%	Data Pipelines	9 - 10	N/A	N/A	Webinars, E-learning	21	0	22	43
Module 9	4%	39%	Data Responsibilities	10 - 11	N/A	N/A	Webinars, E-learning	18	0	12	30
Portfolio Submission 4	0%	39%	Portfolio Submission	9 - 11	Portfolio Submission	11	Coaching 1:1	0	24	0	24
Module 10	3%	42%	Production Environment	11 - 12	N/A	N/A	Webinars, E-learning	15	0	12	27
Module 11	3%	45%	Data Products	13 - 14	N/A	N/A	Webinars, E-learning	15	0	12	27
Portfolio Submission 5	0%	45%	Portfolio Submission	13 - 15	Portfolio Submission	15	Coaching 1:1	0	24	0	24
Module 12	3%	48%	Data Futures	14 - 15	N/A	N/A	Webinars, E-learning	9	0	0	11
On Programme			-	-	-	-		193	120	174	487
EPA	-	-	End Point Assessment	16 - 19	Project, professional discussion	19		-	-	-	-

Data Engineer – Timetable

Please ensure that you plan the below in your diary, attend all sessions and review the content on the Hub that supports these sessions. If you cannot attend any of these sessions due to exceptional circumstances, please inform your coach. Please note that your coach will schedule regular (4-6 weekly) review meetings with you to support and track your progress.

Day	Months	Module	Delivery	# of Sessions
Friday	1	INDUCTION - Data Fundamentals	Online	
Thursday	2	Data Fundamentals	Online	4
Thursday	3	Databases & Data Lakes	Online	5
Thursday	4-5	Programming & Scripting Essentials	Online	8
Thursday	6	Network Essentials & Cyber Security	Online	4
Thursday	6-8	Cloud Engineering	Online	6
Thursday	9	Data Collection & Ingestion P1	Online	3
Thursday	10	Data Collection & Ingestion P2	Online	3
Thursday	10-11	Data Pipelines	Online	6
Thursday	12-13	Data Responsibilities	Online	5
Thursday	13-14	Production Environment	Online	5
Thursday	15	Data Products	Online	5
Thursday	15-16	Data Futures	Online	3

D. Useful Information

Below you will find a list of useful documents and links that will help you to understand your programme better.

Apprenticeship Standard	The Apprenticeship Standard is the government approved document that sets out the qualifications and the high-level learning outcomes for your programme under the headings of Knowledge, Skills and Behaviours.
Handbook	An overview of Apprenticeships at BPP, including the policies and procedures. You will find the Apprenticeship Handbook on your Hub.

E. Glossary.

Below you will find a list of useful terms that will help you to understand the terminology in your learning plan.

Module % of programme	This shows how much of your programme is attributed to this module.
Cumulative %	This shows how completing each module gets you to the end of your programme.
Study Period	The study period shows at which point you will be covering this module in your programme.
Assessment Method	Shows how you will have to evidence you have passed that module. There are a range of different assessment methods from exams, and assignments to the submission of workplace reflections.
Assessment Deadline	Shows when the assessment is due
Learning Resources	Show how you will study the programme and what resources are available to you.
The Hub	Within the Hub you can access your learning resources, check progress and interact with colleagues and peers on the same programme.
Online Classroom	BPP's Online Classroom sessions are pre-recorded sessions you can access through your computer or phone at a time and place to suit you.
Online Classroom Live	Online Classroom Live sessions are delivered 'live' (a set time during the day) and offer an interactive session to engage with your tutor and colleagues on the same programme
Textbook	Learning resources available for you to study

For more information,
visit **bpp.com**

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