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# Tools of the Trade

Session 2



# Session Outline

What Next?

Gateway

Synoptic Project

Interview

Recap



# Learning Objectives



- Understand the Gateway process

# What Next?





# BCS Data Analytics Tools Exam (KM1)

- Revision pack will be shared with you shortly
- The exam assesses content delivered in the second half of the course as well as some SQL, R and python concepts
- Revision session will be organised by coach prior to the exam
- Member of MultiVerse exam team will be on contact to book your exam

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Gateway



# The Format



## The Format

Gateway will be undertaken remotely via Zoom, you must ensure that your evidence is loaded onto applied prior to the meeting.



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The meeting will be attended by yourself, your line manager (or other representative from your company).

# What is needed before Gateway?

- 100% OTJ
- Portfolio & tracker completed
- Employer reference completed
- Both exam certificates uploaded



## What happens during Gateway?

Gateway is simply a meeting. We will go through and confirm all evidence has been uploaded before discussing next steps and then:

- Submitting your Gateway Checklist (we send you the link)
  - Signing your Gateway Declaration form (emailed the week of Gateway)
- And then the LEARNING portion of your apprenticeship is over!



## What happens after Gateway?

Now the ASSESSMENT part of your apprenticeship begins! You will undertake the remaining parts of the End Point Assessment:

- Synoptic Project
- Competency Interview

Once these are completed the assessor will assign you a grade.

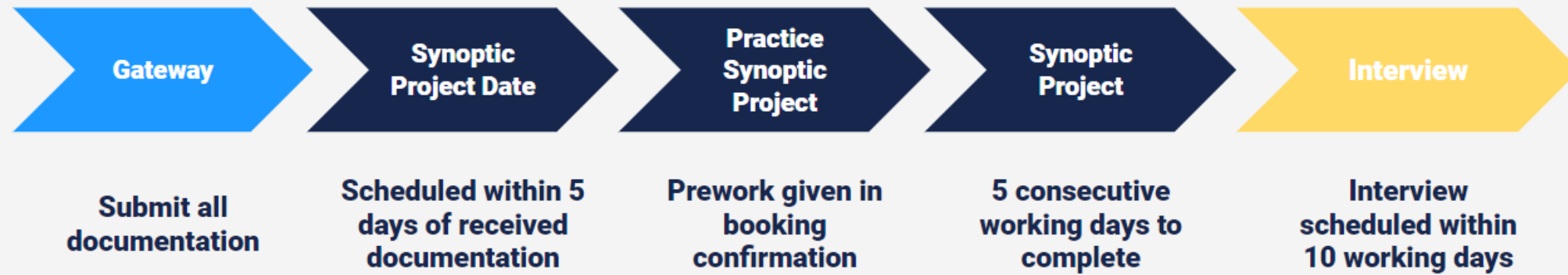


## What happens if I don't pass?

In the (very) unlikely event that you do not pass the EPA first time, the assessor will give detailed feedback on the areas of the standards that did not have sufficient evidence. We will work together to address the shortfalls before resubmitting.

# Synoptic Project





# What is it?

The Synoptic Project is a chance for the assessor to see your end-to-end analytical skills. You will be simulating 6 elements of a standard piece of analysis:

# What is it?

Data Discovery

Data Preparation

Model Planning (and investigation)

Building

Testing

Communication

**What is the format?**



# Data Discovery

A short review and document of key fields to be used for analysis



# Data Discovery

- Summarise the question asked
- State the metrics you are using and which column names (in the data) they correspond to
- Explain why you have chosen these fields
- State your assumptions



# Data Preparation

A short summary of the processes used to extract, transform and load the data



# Data Preparation

- This is your exploratory data analysis section
- What trends did you see?
- Document any issues with data quality
- What did you do to resolve these? Why did you choose those methods?
- What methods were best for your purpose? How did you decide?





# Model Planning

Document the final selected models, charts and reports



# Model Planning

- What model did you intend to use for your investigation? What features did you plan to select?
- Why did you come to this decision?
- What visualisations did you intend to use to demonstrate this?
- Why did you choose them?



# Building

Build the reports/models to answer the questions



# Building

- Do the analysis
- Train and test the model
- Pick the best version of your model
- Visualise the results
- Have you answered all of the questions with these?
- Can you show off any relevant additional skills?



# Testing

Document how you have tested and validated the results



# Testing

- Are your results significant? What statistical tests have you performed to show this?
- Have the assumptions you made about the data invalidate your conclusions?
- How do you know your results are valid?



# Communication

Compile a short report answering the questions asked in the Project Objectives section



# Communication

- Answer the questions
- Include screenshots of your visualisations where appropriate
- Add in any additional analysis you would like considered
- Check you answered the questions (again...thoroughly)



# Practice Synoptic Project

On [Appli.ed](#) there is a practice synoptic project

This will be similar to your actual project during your EPA

We recommend you attempt the practice project before the real thing



## Activity

Download and open the DA Practice Project from [Appli.ed](#)

- What is the **GOAL** of the task?
- What are your required **OUTPUTS**?
- What **data preparation** steps do you think will be necessary?
- What **analytics** would you ideally like to do?
- Are there any **assumptions** you need to make?
- What **tools** would you consider using any why?
- What **standards** are you likely to demonstrate?



# Plan your project to either:

Show off your strengths (what is your USP?)

Target a standard that has weak portfolio evidence



A final piece of advice...



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**READ THE INSTRUCTIONS**

# Interview

# What is it?

An opportunity for the Assessor to ask you for further details,  
which has three main uses:

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Demonstrate a 'weaker' standard

# The Structure

Welcome and introductions

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Photo Id check

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Overview of purpose and structure

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Welcome and introductions

Photo Id check

Overview of purpose and structure

You will then be asked to explain your job role, type of tasks in a typical week and the type of environment

# The Structure

# Structured Discussion



Explore what you have done and how you've done it

- Portfolio, synoptic project and employer reference form
- Specific comments documented

Explore and identify the range and depth of knowledge, skills and behaviours

Confirm and validate the quality of your work

Opportunity to provide further evidence (what else have you been working on?)



# How should you answer?

Use the STAR format, but sometimes it may not be necessary to use all four sections.

Use the assessor's question to determine the type of answer expected

- Why was it important to perform this analysis?
- How did you ensure your analysis was correct?
- How did you ensure your insights were valid?
- What was the impact of...?

Read this [guide](#) for extra advice



## Activity

In pairs choose some questions from this [guide](#) and try and answer them

Feedback to each other on your responses

# Data Career Paths



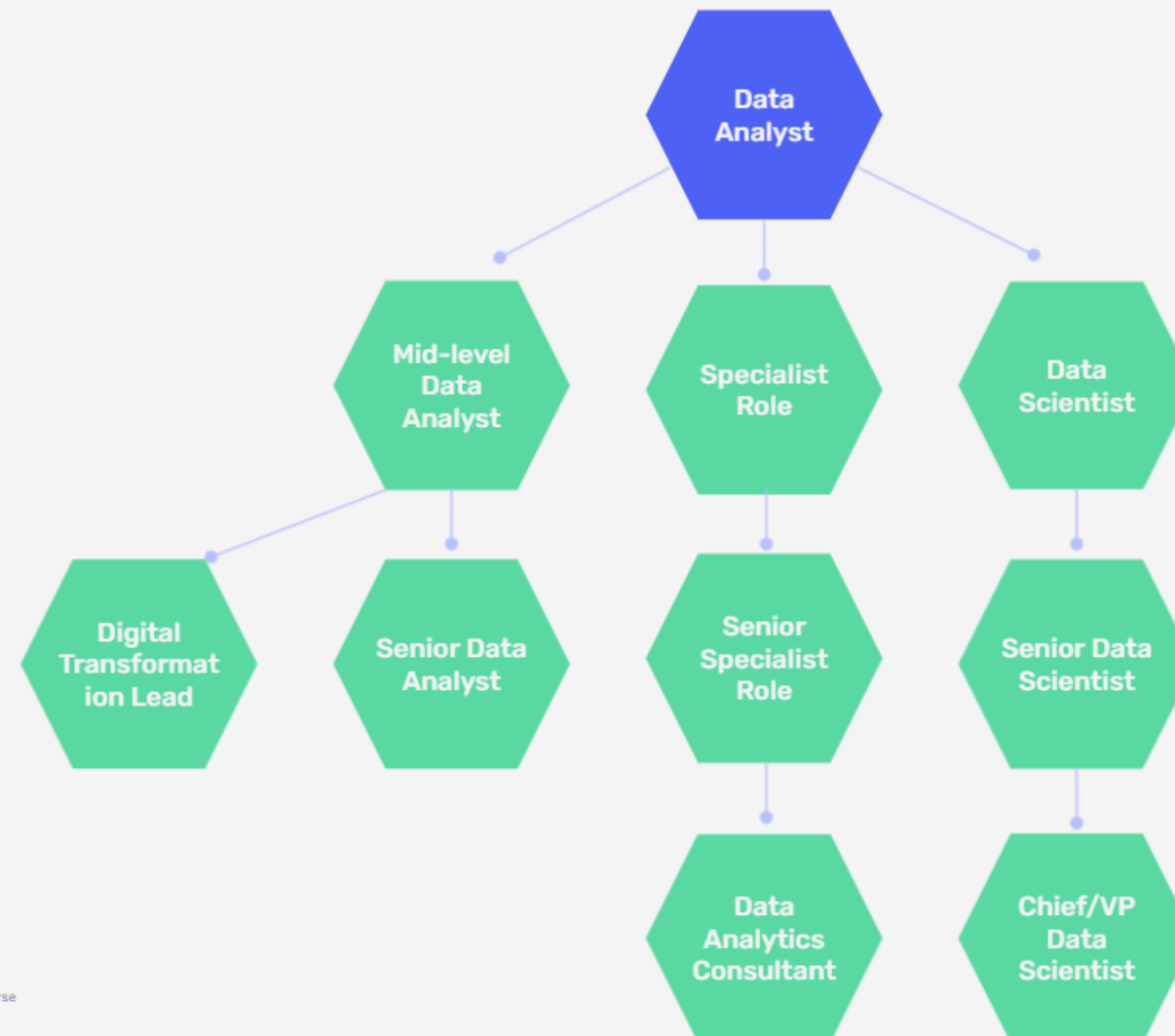
# Activity

## **Scenario**

How do you advance and grow in your career?

## **Discussion**

Open and share a Google doc and list all the different role you would find in a data team





# Recap



# Learning Objectives



- **Understand** the benefits and challenges of **Data Synchronization**
- **Understand** the **Gateway process**

# **Complete Session Attendance Log and Update Your OTJ**

