**[WORK TASK NAME]**

**PROJECT [INSERT NUMBER]**

**INTRODUCTION (Situation and Task)**

This is an introduction about the project you have carried out. This should include:

* Your specific role within your company/team
* Your key responsibilities within the company/team
* The scope of this project. What does it involve and why are you doing it?
* What are the key performance indicators for this project and what are you expected to achieve?
* How will completing the project add value to your team and/or your company? (Business or social impact)
* Any Stakeholders/colleagues/customers engaged in the project.

**STANDARDS DEMONSTRATED**

Here you want to complete the skills and behaviours matrix showing the skills and behaviour you have demonstrated in the project. You complete this at the end of the project.

**Skills Matrix**

|  |  |  |  |
| --- | --- | --- | --- |
| **ID** | **Skills** | **Included in This Project** | |
|  |  | **Yes** | **No** |
| **S5** | assess the impact of user experience and domain context on the data analysis activity |  |  |
| **S9** | apply organizational architecture requirements to data analysis activities |  |  |
| **S10** | apply statistical methodologies to descriptive data analysis tasks |  |  |
| **S11** | apply predictive analytics in the use of data |  |  |
| **S13** | use a range of analytical techniques such as data mining, time series forecasting, and other modelling techniques to identify and predict trends and patterns in data |  |  |
| **S14** | to collate and interpret qualitative and quantitative data and convert into infographics, reports, tables, dashboards, and graphs |  |  |

**Behaviour Matrix**

|  |  |  |  |
| --- | --- | --- | --- |
| **ID** | **Behaviours** | **Included in This Project** | |
|  |  | **Yes** | **No** |
| B1 | Maintain a productive, professional, and secure working environment |  |  |
| B2 | Shows initiative, being resourceful when faced with a problem and taking responsibility for solving problems within their own remit |  |  |
| B5 | Identifies issues quickly, enjoys investigating and solving complex problems and applies appropriate solutions. Has a strong desire to push to ensure the true root cause of any problem is found and a solution is identified which prevents recurrence |  |  |
| B6 | Demonstrates resilience by viewing obstacles as challenges and learning from failure. |  |  |
| B7 | Demonstrates an ability to adapt to changing contexts within the scope of a project, direction of the organisation or Data Analyst role. |  |  |

**ACTION**

This is where you discuss the implementation of the project. you want to make sure you follow the data analytics lifecycle.

* Planning
  + How did you plan the project? (Include a project brief if possible)
  + What tools and techniques were included in your plan to be used?
  + Why the choice of tools and techniques?
  + What research was used to assist in completion of the task?
  + What CPD or training have you attended to assist in completion of the task?
  + Where, if any, legislation, policies, and processes were followed
* Data Preparation
  + How did you gather and combine the datasets?
  + What was the purpose of the data collected?
  + What cleaning process was carried out on the datasets?
  + How did you check for data quality?
  + Did you encounter any problem or made changes?
  + Where, if any, legislation, policies and processes were followed
* Analysis & Modelling
  + What analysis did you complete?
  + How did you complete the analysis?
  + What technique did you use and why the choice?
  + Did you produce any dashboards and graphs? Why the choice of charts and graphs?
  + If you perform statistical analysis, what statistical analysis have you performed? How have you performed it? What was the rationale for the choice?
  + What insights did you get from the analysis or modelling?

**RESULT**

This is where you discuss the outcome of the task and how you shared it or implemented the output.

* What did you achieve, what did you learn and what would you change in the future?
* Supporting evidence, images, video’s, documents etc.
* Witness testimony (line manager, internal and external stakeholders)

KNOWLEDGE

You need to provide the underpinning knowledge that has enabled you to canary out the task you have documented.

|  |  |  |  |
| --- | --- | --- | --- |
| **ID** | **Behaviours** | **Included in This Project** | |
|  |  | **Yes** | **No** |
| K1 | Current relevant legislation and its application to the safe use of data |  |  |
| K2 | Organisational data and information security standards, policies and procedures relevant to data management activities |  |  |
| K5 | The differences between structured and unstructured data |  |  |
| K6 | The fundamentals of data structures, database system design, implementation and maintenance |  |  |
| K7 | Principles of user experience and domain context for data analytics |  |  |
| K10 | Approaches to combining data from different sources |  |  |
| K13 | Principles of statistics for analysing datasets |  |  |
| K14 | The principles of descriptive, predictive and prescriptive analytics |  |  |
| K15 | The ethical aspects associated with the use of and collation of data |  |  |

**Declaration**

**Apprentice**

|  |  |  |  |
| --- | --- | --- | --- |
| I declare this is my own work and is based on a work task that I have carried out during my Apprenticeship and is clearly linked to my job role. | | | |
| **Name** |  | **Signature** |  |
| **ULN** |  | **Date** |  |
| **Job Role** |  | | |
| **Line Manager** |  | | |

**Employer**

|  |  |  |  |
| --- | --- | --- | --- |
| I declare this is a valid work task and the Apprentice has undertaken the task as documented and it has been completed during their Apprenticeship. | | | |
| **Name** |  | **Signature** |  |
| **Company** |  | **Date** |  |
| **Position** |  | | |

**Must Do.**

* Make sure you are completing real works
* Use screen shots or embed images in your document if using specialist software, tools, platforms or technology
* Real-work tasks are normally submitted in either Word, PDF or PowerPoint files although they can be submitted in any accessible format
* Ensure any confidential or commercially sensitive information is redacted or removed and ensure you discuss this with your line manager before including
* Ensure you are clearly explaining job tasks that you are carrying out and why you are doing it, including your approach and rational
* Make sure you can explain the hardware, software, technology, tools and processes that you are working with

**Portfolio Top Tips**

* You should be comfortable in explaining any element of the real-work tasks you document, read all evidence again prior to your professional discussion to prepare.
* You should always detail the work you were specifically responsible for, listing the work “I” carried out rather than the work “We” carried out.
* You should use technical language and terminology where possible, ensuring that you explain any acronyms used.
* Include examples of your best work, try and ensure that the work tasks are consistent in terms of quality and approach, however they can differ in size.
* You should review each work task that you document with your line manager to ensure that no confidential or commercially sensitive material has been included.
* You should try and ensure that your line manager provides you with a witness testimony to include in your work task write up.
* You should include details on how you worked with both colleagues or customers or both
* Do make good use of any relevant snapshots of information to support the write up of real-work tasks, including good use of video where applicable. Remember, a picture tells a thousand words.