

## Working with ELS End-Point Assessment

### Independent End Point Assessor - Supporting Evidence of Competency

Each apprenticeship standard sets out very clear requirements for occupational competency that we (ELS) must ensure our assessment team meet.

Please provide [detailed information](#) for how you meet the requirements of the **IS (Information Systems) Business Analyst Level 4** Standard (and pathways, where appropriate) you are applying to assess.

<b>Name:</b>	
<b>Date:</b>	
<b>Contact number:</b>	
<b>Do you hold an Assessors qualification? (D32, D33, A1, CAVA)</b> Please list dates achieved (or dates expected if working towards):	
<b>Do you hold an Internal Quality Assurance (IQA) Qualification (D34, V1)</b>	
<b>Do you hold any current and valid DBS checks?</b>	
<b>Date the DBS Check was completed:</b>	

STANDARD:	Occupational competency requirements, as set out in the assessment plan:	How do you meet these occupational competency requirements?  <i>Consider including information such as: details of environments you have worked in, currency of your practical competence, dates and timeframes of experience, how you remain current, details of any professional registrations or qualifications you hold, specific to standard and/or pathway.</i> <b>NB. For standards which have multiple pathways, please enter N/A for the pathways you have no experience in.</b> <a href="https://www.instituteforapprenticeships.org/media/1209/is_business_analyst.pdf">https://www.instituteforapprenticeships.org/media/1209/is_business_analyst.pdf</a> Please click on the link to look up the latest Apprenticeship Standard.	<i>Internal use only:</i>  <b>Score</b>
<b>IS Business Analyst L4</b>	Have excellent knowledge and understanding of the apprenticeship standard.		
	Do you hold relevant industry expertise and/or professional recognition at a level equivalent to or higher than the registration level of the apprenticeship Standard being assessed?		
	Do you have 'hands on' experience with Information Systems Analysis within the last 3 years?		
	How do you keep your CPD for this standard up to date?		

	<b>Key knowledge, Skills and Behaviours as set out in the assessment plan:</b>	<b>How do you meet the standard criteria for the KBSs listed below?</b>  <i>An understanding of the apprenticeship standards and the assessment models used, with specific knowledge about the relevant industry area for the role. Explain your “hands on” experience within the following areas. Please include dates and as much detail as possible. As you type into the boxes they will expand.</i>	<u>Internal use only:</u>  <b>Score</b>
	<b>Investigation Techniques</b> Apply structured techniques to investigate wants, needs, problems and opportunities. Document the current situation and apply relevant techniques to structure information. Assist in the recommendation of business and IS changes.		
	<b>Business Process Modelling</b> Model business situations with clearly-defined boundaries using contemporary modelling techniques and digital modelling tools. Analyse business process models to identify opportunities for improvement. Redesign business process models using different scenarios and different solution models		
	<b>Requirements Engineering and Management</b> Elicit requirements from stakeholders to identify business and user needs Analyse, validate, prioritise and document functional and non-functional requirements for business situations. Identify data requirements relating to business improvement. Assist in the management and controlled change of requirements.		

	<p><b>Data Modelling</b> Create data models to illustrate how data is represented within a business system. Revise the data model in accordance with different proposed solutions.</p>		
	<p><b>Gap Analysis</b> Compare current and future state business situations with a view to developing a roadmap for business improvement.</p>		
	<p><b>Acceptance Testing</b> Define acceptance tests for business change and IS solutions.</p>		
	<p><b>Stakeholder Analysis and Management</b> Identify stakeholders impacted by a proposed change, understand their perspectives and assess how their interests are best managed.</p>		
	<p><b>Business Impact Assessment</b> Assess and document the drivers, costs, benefits and impacts of a proposed business change.</p>		

	<p><b>Technical Knowledge and Understanding of</b></p> <ul style="list-style-type: none"> <li>• How to conduct internal and external environmental analysis of an industry domain.</li> <li>• How business change and system development lifecycles work, including the use of appropriate methodologies and impact of organisational culture.</li> <li>• The role of the IS Business Analyst and its relationship with other roles on a business change initiative including those with system development responsibility.</li> <li>• The value of Business Analysis in improving the IS system performance of an organisation.</li> <li>• What is meant by IS Business Analysis and the stages of activity that constitute it.</li> <li>• The procedures, tools and techniques that can be used to conduct all stages of IS Business analysis.</li> <li>• The approach to investment appraisal, benefits realisation and management.</li> <li>• The purpose and value of quality assurance techniques.</li> <li>• The role and application of contemporary modelling software and techniques in modelling the current and proposed business processes.</li> <li>• How to scope, plan and manage Business Analysis tasks.</li> </ul>		
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	<ul style="list-style-type: none"><li>• How to document options, proposals and plans arising from a specified IT Business Analysis assignment and the sign-off process.</li><li>• The importance of communicating effectively and in a timely manner with a range of stakeholders during an IS Business Analysis assignment.</li></ul>		
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Thank you for your time completing this form

Please return your completed form to ELS by uploading your form at:

<https://www.elsbusinessstraining.co.uk/end-point-assessment/independent-end-point-assessors-and-internal-quality-assurers/>  
or email it to [epaenquiries@explosivelearningsolutions.com](mailto:epaenquiries@explosivelearningsolutions.com)