



# Qualification mapping

**NCFE Level 3 Certificate in Data**  
**QN: 603/7882/7**

## Mapping document

The aim of this document is to show centres how the NCFE Level 3 Certificate in Data (603/7882/7) maps to the knowledge and skills statements within the Level 3 Data Technician Apprenticeship Standard.

The NCFE Level 3 Certificate in Data (603/7882/7) is a standalone qualification that does not form part of the apprenticeship standard or end-point assessment.

This document is for mapping guidance only. All mandatory content from the current specification must be delivered for completion.

### Unit 01 Understand how to source data (L/618/8650)

Learning outcome 1	Assessment criteria	L3 Data Technician Apprenticeship Standard (knowledge)	L3 Data Technician Apprenticeship Standard (skills)
Understand where common sources of data can be found	1.1 Explain the role of data in the context of a digital world	K1: Range of different types of existing data. Common sources of data: internal, external, open datasets, public and private. Data formats and their importance for analysis. Data architecture: the framework against which data is stored and structured, including on premises and cloud.  K15: The role of data in the context of the digital world, including the use of external trusted open datasets, and how data underpins every digital interaction and connectedness across the digital landscape, including applications, devices, IoT, customer centricity.	N/A
	1.2 Explain the internal datasets that can be used for analysis		
	1.3 Explain the external datasets that can be used for analysis		
	1.4 Describe the open datasets that can be used for analysis		

Learning outcome 2	Assessment criteria	L3 Data Technician Apprenticeship Standard (knowledge)	L3 Data Technician Apprenticeship Standard (skills)
Understand data formats and their importance for analysis for a specific business requirement	2.1 Explain the functions and purpose of data formats	K1: Range of different types of existing data. Common sources of data: internal, external, open datasets, public and private. Data formats and their importance for analysis. Data architecture: the framework against which data is stored and structured, including on premises and cloud.	N/A
		K4: Data formats and their importance for analysis management and presentation tools to visualise and review the characteristics of data. Communication tools and technologies for collaborative working.	
	2.2 Explain the importance of selecting the appropriate data format for data analysis	K2: How to access and extract data from a range of already identified sources.	
		K4: Data formats and their importance for analysis management and presentation tools to visualise and review the characteristics of data. Communication tools and technologies for collaborative working.	

Learning outcome 3	Assessment criteria	L3 Data Technician Apprenticeship Standard (knowledge)	L3 Data Technician Apprenticeship Standard (skills)
Understand the purpose and function of data architecture for a specific business requirement	3.1 Explain the purpose, principles and functions of data architecture	K1: Range of different types of existing data. Common sources of data: internal, external, open datasets, public and private. Data formats and their importance for analysis. Data architecture: the framework against which data	N/A
	3.2 Explain the purpose and function of integration		

	<p>3.3 Evaluate the factors that impact the data architecture based on:</p> <ul style="list-style-type: none"> <li>• access requirements</li> <li>• security requirements</li> </ul>	is stored and structured, including on premises and cloud.	
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**Unit 02 Collate and format data for processing and analysis (R/618/8651)**

<b>Learning outcome 1</b>	<b>Assessment criteria</b>	<b>L3 Data Technician Apprenticeship Standard (knowledge)</b>	<b>L3 Data Technician Apprenticeship Standard (skills)</b>
Be able to collect, format and save datasets for a specific business requirement	1.1 Explain the methods of collecting datasets	K3: How to collate and format data in line with industry standards.	S1: Source and migrate data from already identified different sources.
	1.2 Source the appropriate data that contains the required information	N/A	S2: Collect, format and save datasets.
	1.3 Migrate the appropriate data to the required database		
	1.4 Apply an appropriate format for the data		
	1.5 Export and save the data		

<b>Learning outcome 2</b>	<b>Assessment criteria</b>	<b>L3 Data Technician Apprenticeship Standard (knowledge)</b>	<b>L3 Data Technician Apprenticeship Standard (skills)</b>
Be able to prepare data for analysis for a specific business requirement	2.2 Apply appropriate data cleansing measures	K10: The range of common data quality issues that can arise (for example, misclassification, duplicate entries, spelling errors, obsolete data, compliance issues and interpretation/translation of meaning).	S16: Clean data (for example, remove duplicates, typos, duplicate entries, out of date data, parse data (format telephone numbers according to a national standard) and test and assess confidence in the data and its integrity).
<b>Learning outcome 3</b>	<b>Assessment criteria</b>	<b>L3 Data Technician Apprenticeship Standard (knowledge)</b>	<b>L3 Data Technician Apprenticeship Standard (skills)</b>
Be able to test and assess confidence in the data and its integrity	3.2 Apply appropriate validation and verification methods	K11: Different methods of validating data and the importance of taking corrective action.	S8: Apply cross checking techniques for identifying faults and data results for data project requirements.  S16: Clean data (for example, remove duplicates, typos, duplicate entries, out of date data, parse data (format telephone numbers according to a national standard) and test and assess confidence in the data and its integrity).
<b>Learning outcome 4</b>	<b>Assessment criteria</b>	<b>L3 Data Technician Apprenticeship Standard (knowledge)</b>	<b>L3 Data Technician Apprenticeship Standard (skills)</b>
Be able to blend datasets from multiple sources for a specific business requirement	4.1 Explain the importance of blending data from multiple sources	K6: The value of data to the business. How to undertake blending of data from multiple sources.	N/A
	4.2 Apply appropriate blended data techniques from multiple sources	N/A	S4: Blend datasets from multiple sources and present in format appropriate to the task.

			S8: Apply cross checking techniques for identifying faults and data results for data project requirements.
	4.3 Provide blended data in an appropriate format		S9: Audit data results.

Learning outcome 5	Assessment criteria	L3 Data Technician Apprenticeship Standard (knowledge)	L3 Data Technician Apprenticeship Standard (skills)
Be able to manipulate and link external datasets	5.1 Explain the importance of manipulating and linking different datasets	K6: The value of data to the business. How to undertake blending of data from multiple sources.	N/A
	5.2 Apply appropriate manipulation and linking techniques		S5: Manipulate and link different datasets as required.
	5.3 Provide linked dataset in an appropriate format		

**Unit 03 Analyse data to support business outcomes (Y/618/8652)**

Learning outcome 1	Assessment criteria	L3 Data Technician Apprenticeship Standard (knowledge)	L3 Data Technician Apprenticeship Standard (skills)
Be able to apply statistical methods to identify trends and patterns in data for a specific business requirement	1.1 Explain the importance of using statistical methods	K9: Basic statistical methods and simple data modelling to extract relevant data and normalise unstructured data.	N/A
	1.2 Explain the common techniques used in statistical methods		
	1.3 Apply appropriate statistical methods to interpret and identify trends and patterns in data		S6: Use tools and techniques to identify trends and patterns in data.

	1.4 Justify the outcome of data findings		S7: Apply basic statistical methods and algorithms to identify trends and patterns in data.
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Learning outcome 2	Assessment criteria	L3 Data Technician Apprenticeship Standard (knowledge)	L3 Data Technician Apprenticeship Standard (skills)
Be able to apply algorithms to identify trends and patterns in data based on a specific business requirement	2.1 Explain the role of algorithms to identify trends and patterns in data	K7: Algorithms, and how they work using a step-by-step solution to a problem, or rules to follow to solve the problem and the potential to use automation.	N/A
	2.2 Perform predictive data analytics based on a dataset using algorithms		S7: Apply basic statistical methods and algorithms to identify trends and patterns in data.
	2.3 Analyse the outcome of data findings		

Learning outcome 3	Assessment criteria	L3 Data Technician Apprenticeship Standard (knowledge)	L3 Data Technician Apprenticeship Standard (skills)
Be able to filter data according to business requirements	3.1 Identify the elements that need filtering	K8: How to filter details, focusing on information relevant to the data project.	N/A
	3.2 Carry out filtering techniques		

**Unit 04 Present and communicate data to the appropriate audience (H/618/8654)**

Learning outcome 1	Assessment criteria	L3 Data Technician Apprenticeship Standard (knowledge)	L3 Data Technician Apprenticeship Standard (skills)
Understand the range of methods, formats and techniques used	1.1 Explain the range of methods relevant to communicating data	K5: Communication methods, formats and techniques, including: written, verbal, non-verbal, presentation, email, conversation, audience and active listening.	N/A

to communicate data to different roles within an organisation	1.2 Explain the range of formats applied to communications	Range of roles within an organisation, including: customer, manager, client, peer, technical and non-technical.	
	1.3 Explain the range of communication techniques that can be applied		
	1.4 Explain the audience requirements when communicating to a range of roles within an organisation		

<b>Learning outcome 2</b>	<b>Assessment criteria</b>	<b>L3 Data Technician Apprenticeship Standard (knowledge)</b>	<b>L3 Data Technician Apprenticeship Standard (skills)</b>
Be able to communicate data and results to a specific audience and business requirement	2.1 Apply the appropriate communication methods to present data and results	N/A	S13: Explain data and results to different audiences in a way that aids understanding.
	2.2 Summarise gathered data using a narrative to communicate to a specific audience	K12: Communicating the results through basic narrative.	S3: Summarise and explain gathered data.

<b>Learning outcome 3</b>	<b>Assessment criteria</b>	<b>L3 Data Technician Apprenticeship Standard (knowledge)</b>	<b>L3 Data Technician Apprenticeship Standard (skills)</b>
Understand the range of visualisation tools and techniques used to present data for specific audiences and business requirements	3.1 Explain the range of visualisation tools used to present data for business requirements	K4: Data formats and their importance for analysis management and presentation tools to visualise and review the characteristics of data. Communication tools and technologies for collaborative working.	N/A



<b>Learning outcome 4</b>	<b>Assessment criteria</b>	<b>L3 Data Technician Apprenticeship Standard (knowledge)</b>	<b>L3 Data Technician Apprenticeship Standard (skills)</b>
Be able to apply a range of visualisation tools and techniques to present data for specific audiences and business requirements	4.1 Apply advanced and non-advanced visualisation tools to present data	K4: Data formats and their importance for analysis management and presentation tools to visualise and review the characteristics of data. Communication tools and technologies for collaborative working.	N/A
	4.2 Apply the appropriate visualisation techniques for specific audiences		
	4.3 Apply the appropriate visualisation techniques for business requirements		
	4.4 Evaluate the decision process of selected visualisation techniques for specific audiences and business requirements		S13: Explain data and results to different audiences in a way that aids understanding.

**Unit 05 Store, manage and distribute data securely (K/618/8655)**

<b>Learning outcome 1</b>	<b>Assessment criteria</b>	<b>L3 Data Technician Apprenticeship Standard (knowledge)</b>	<b>L3 Data Technician Apprenticeship Standard (skills)</b>
Understand legal and regulatory requirements that apply to data analysis	1.1 Explain the purpose and function of the General Data Protection Regulation (GDPR)	K13: Legal and regulatory requirements (for example, data protection, data security, Intellectual Property Rights (IPR), data sharing, marketing consent, personal data definition. The ethical use of data.	N/A
	1.2 Explain the purpose of the Data Protection Act (DPA)		
	1.3 Distinguish the primary differences between the GDPR and the DPA		

	1.4 Explain the functions of Intellectual Property Rights (IPR)		
	1.5 Explain the purpose and applications of the data sharing code of practice		
	1.6 Describe the role of the Information Commissioner's Office (ICO)		

<b>Learning outcome 2</b>	<b>Assessment criteria</b>	<b>L3 Data Technician Apprenticeship Standard (knowledge)</b>	<b>L3 Data Technician Apprenticeship Standard (skills)</b>
Understand the legitimate and ethical use of data	2.1 Explain the ethical considerations when analysing data	K13: Legal and regulatory requirements (for example, data protection, data security, Intellectual Property Rights (IPR), data sharing, marketing consent, personal data definition. The ethical use of data.	N/A
	2.2 Explain the principles of consent in the use of data		
	2.3 Explain the ethical considerations related to primary and secondary use of data		

Learning outcome 3	Assessment criteria	L3 Data Technician Apprenticeship Standard (knowledge)	L3 Data Technician Apprenticeship Standard (skills)
Be able to securely store, manage and distribute data for a specific business requirement	3.1 Explain the security controls and procedures to ensure data security	N/A	N/A
	3.2 Explain the impacts of common threats to organisations		
	3.3 Apply data handling methods to manage data in a compliant manner		
	3.4 Apply storing and distributing methods to data in a compliant manner		S12: Store, manage and distribute in compliance with data security standards and legislation.
	3.5 Summarise the appropriate methods, security controls and procedures to meet the required outcome of data analysis		S3: Summarise and explain gathered data.

**Unit 06 Collaborate with others and practise continuous professional development (M/618/8656)**

Learning outcome 1	Assessment criteria	L3 Data Technician Apprenticeship Standard (knowledge)	L3 Data Technician Apprenticeship Standard (skills)
Understand the role of data within a business context	1.1 Explain the importance of data in resolving customer issues	K14: The significance of customer issues, problems, business value, brand awareness, cultural awareness/diversity, accessibility, internal/external audience, level of technical knowledge and profile in a business context.	N/A
	1.2 Explain the importance of data to brand awareness		
	1.3 Explain the importance of data to cultural awareness and diversity		

	1.4 Explain the importance of data to accessibility		
	1.5 Explain the importance of data to an internal and external audience		
	1.6 Explain the importance of data to a business		

<b>Learning outcome 2</b>	<b>Assessment criteria</b>	<b>L3 Data Technician Apprenticeship Standard (knowledge)</b>	<b>L3 Data Technician Apprenticeship Standard (skills)</b>
Be able to operate as part of a multi-functional team for a specific business requirement	2.1 Explain the range of roles within an organisation	N/A	S17: Operate as part of a multi-functional team.
	2.2 Identify the communication tools for collaborative working	K4: Data formats and their importance for analysis management and presentation tools to visualise and review the characteristics of data. Communication tools and technologies for collaborative working.	
	2.3 Produce technical documentation of data and results to meet a specific business requirement	N/A	S11: Produce clear and consistent technical documentation using standard organisational templates.
	2.4 Discuss the benefits of organisational and priority skills to a collaborative project		S18: Prioritise within the context of a project.
	2.5 Apply organisational and priority skills to a collaborative project		

Learning outcome 3	Assessment criteria	L3 Data Technician Apprenticeship Standard (knowledge)	L3 Data Technician Apprenticeship Standard (skills)
Be able to inform own continuous professional development (CPD) through identification of technological developments for a specific business requirement	3.1 Evaluate technological developments from a range of possible sources	N/A	S15: Keep up-to-date with developments in technologies, trends and innovation using a range of sources.
	3.2 Evaluate different learning techniques based on own personal development plan (PDP)	K16: Different learning techniques and the breadth and sources of knowledge.	S14: Review own development needs.