

Data and Technology Apprenticeships at Kaplan





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Kaplan has made Siemens feel very welcome and part of the family. There is an ease in working with the full team.

SIEMENS

Some think that digital transformation starts with technology.

You know it starts, and ends, with people.

Your people: Stars of the future made fluent in the key digital transformation technologies your organisation needs to thrive.

Our people: Personal development and professional training experts who take care of all your apprenticeship planning, preparation, and paperwork.

20+
years

apprenticeship
experience

Kaplan Apprenticeships: Empowering your people with the knowledge and skills to make a real difference. To unlock the potential of your digital investments and harness the power of data to transform individuals, teams, and your whole organisation.

Why choose Kaplan?

For our learning support. For our unique, flexible apprenticeship models. For our experience, our professional partnerships. For our track record, and our expert account management.

Though different clients have different training priorities, all of them understand the single, simple fact that employing the right people, with the right talent, isn't just a 'nice to have' – it's a modern competitive essential.

And they understand that apprenticeships are a great way to achieve this.

More than anything, they understand that Kaplan is their ideal apprenticeship partner.

Some of the biggest and best organisations across the UK have already chosen Kaplan to train their teams.

You should too.

Rated as a
Top 50

apprenticeship provider
by Rate My Apprenticeship



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The focus on the future, thinking, and always pushing for improvement is very valuable. Kaplan really help us to be better at delivering apprenticeships to our colleagues.



Where can we help?

A Kaplan Apprenticeship is anything but standard. We pride ourselves on going above and beyond to support both our learners and partners to make sure everyone is engaged and aware of what they need to do in order to achieve success.

Support for your employees

An unrivalled range of academic, learning, and wellbeing support to help with every aspect of their learning journey. Nobody feels like a 'number'.

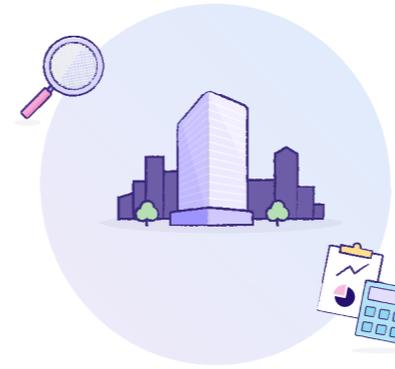
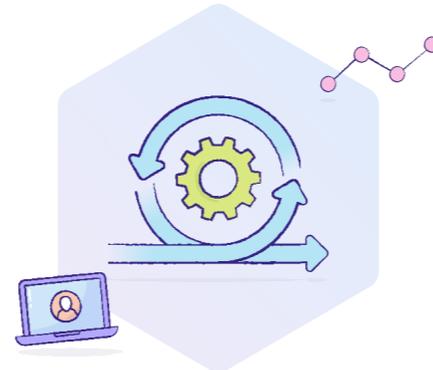


Tailored learning

We design our apprenticeships for, and with, industry, so you can be sure they are relevant to your organisation.

Flexible delivery

Our apprenticeships are delivered online, meaning we can work together to ensure your employees' development fits around existing work and company commitments.



Sector expertise

Apprentices learn from our expert tutors, with learning materials underpinned by leading specialists such as Microsoft, BCS, Cisco, CompTIA, and Datacamp.

Support for you

We act as an extension of your organisation with dedicated points of contact throughout the journey, from consultation to onboarding and programme completion, making sure everyone understands what is expected and who to speak to for help.



Build a talent pipeline

Whether you want to bring new talent into your business or develop existing employees, we can support with recruitment and engagement.

Measuring Impact

You'll have access to a wealth of insight into your employees learning journey. We make sure that they are reaching key milestones, and you'll be able to see their progress.



Apprenticeships for employers

We know that the role of learning is to transform – whether it's companies, cultures, or individuals.

There are a wealth of learning options and opportunities to technically upskill your staff, many of which offer 'quick-fix' and short term solutions.

But why should you choose an apprenticeship over these alternative options?

Develop employee potential

By investing in your people and showing you value their growth, having existing talent taking part in an apprenticeship will drive more enthusiasm and a willingness to drive changes and improvements.

Build internal relationships

It's no secret that line managers play a huge role in an apprenticeship. By supporting their teams and playing a key role in creating their development goals, you can expect a network of empowered and engaged managers with a focus on growth and development opportunities.

Encourage loyalty

Mutual commitment from both employees and employers to undertake an apprenticeship is not something which should be taken lightly. This investment in your people will help to build loyalty amongst staff.

Grow your organisation

Individuals must dedicate time during work towards their apprenticeship. This means you benefit from your employees having dedicated time to focus on transformational projects and opportunities, which can be put into practice.

Going beyond technical skills

It is not enough to be technically competent or exam smart. By developing complementary skills and behaviours to support technical knowledge, apprentices become more rounded professionals with the benefit of applying their learning within their role and your organisation.

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Not only have I watched our apprentices develop personally and professionally as they go through the programme, but they also develop a great connection with the company.



Funding an apprenticeship

An apprenticeship can provide an incredibly cost effective way to bring more skills and knowledge into your organisation.



Levy payers

If your organisation has a payroll bill of over £3m, you will pay into the apprenticeship levy. This means you already have a pot of allocated funding to build a talent pipeline and upskill your existing workforce.



Non Levy payers

For smaller employers who do not pay the apprenticeship levy, government funding is available and you will only need to fund 5% of the total apprenticeship cost.

Funding can vary for each apprenticeship based on the duration of the programme and the rates set by the government.

[Discover more about funding](#)

Hiring an apprentice

Our experienced apprenticeship recruitment team works with you to help secure the ideal apprentice for your business.



Find the right talent

We're dedicated to finding you the right talent for your business, focusing on ambitious and engaged individuals to bridge skill gaps, and drive improvements.



Create a more diverse workforce

We aim to help you create a more diverse workforce, ensuring you have all the skills and knowledge you need to grow your business.



Support from start to finish

Kaplan is here for you throughout the entire recruitment process – from advertising vacancies to shortlisting candidates, preparing them for interviews, and making sure they're the best fit.



Free

recruitment service
for Kaplan clients



Data User Level 3

Suitable for individuals working in many business functions, this apprenticeship will help your employees unlock business potential by becoming more data literate, to better understand insights which can enable transformation, and give you the competitive edge.

Duration 18 months (incl. 3 month gateway)

Qualification achieved

- Data Technician Level 3 apprenticeship
- Optional exam and certification in Microsoft Office Specialist: Excel Associate (Excel and Excel 2019)
- GenAIBIZ AI Certification

Who is it for?

Designed for talent across your whole organisation, this Data User programme is appropriate for individuals in any job function related to data, and aims to build the capabilities to unlock and better communicate the data technology you have at your disposal.

[Discover more about this programme](#)



Programme outline

Five modules of technical training delivered Live Online, combined with additional OnDemand online learning. All formal tuition is supported by work based projects and Coaching sessions to embed learning within the role. Modules covered include:

- Microsoft Office Specialist: Excel Associate
- Introduction to Power BI
- Data Literacy
- Data Analysis and Visualisation with Excel
- Databases and Data Modelling
- Data Challenge

Technologies used

- Excel
- SQL
- Cloud based Data Tools
- Power BI



ACCA Finance Analyst Level 3

Data is at the heart of accounting, and therefore data analysis can help accountants deliver more value to businesses. This apprenticeship has been developed by Kaplan in response to a clear need from our employer partners, and offers your employees the unique opportunity to build core accountancy knowledge with essential data literacy skills.

Duration 18 months (incl. 3 month gateway)

Qualification achieved

- Data Technician Level 3 apprenticeship
- Optional exam and certification in Microsoft Office Specialist: Excel Associate (Excel and Excel 2019)
- Optional ACCA Diploma in Accounting & Business
- GenAIBIZ AI Certification

Who is it for?

New or existing talent within an Accountancy or Finance function, this programme builds core accountancy technical skills partnered with essential data literacy to future proof employees and build the skills which are essential in the future of finance.

[Discover more about this programme](#)

Programme outline

This programme takes ACCA knowledge stage and wraps them in a Data Technician apprenticeship. In addition to this, we offer essential data skills which are delivered Live Online to build a well rounded and future facing skill set. Modules covered include:

- Microsoft Office Specialist: Excel Associate
- Introduction to Power BI
- Data Literacy
- Data Analysis and Visualisation with Excel
- Databases and Data Modelling
- Data Challenge

Technologies used

- Excel
- SQL
- Cloud based Data Tools
- Power BI



Data Analyst Level 4

No matter how much data or technology is at your disposal, transformation comes when you have people capable not only of using it, but unlocking and communicating the story. This apprenticeship seeks to build the capabilities so your people can do just that.

Duration 18 months (incl. 3 month gateway)

Qualification achieved

- Data Analyst Level 4 apprenticeship
- Optional exam and certification in Microsoft Office Specialist: Excel Associate (Excel and Excel 2019)
- GenAIBIZ AI Certification

Who is it for?

Ideal for junior or aspiring Data Analysts or Data Scientists. This programme is applicable for any industry or sector, the capabilities learned will be transferable to any departments or functions within an organisation.

[Discover more about this programme](#)



Programme outline

Six modules of technical training delivered Live Online, combined with additional OnDemand online learning. All formal tuition is supported by work based projects and Coaching sessions to embed learning within the role. Modules covered include:

- Microsoft Office Specialist: Excel Associate
- Data and Visualisation using Tableau and Power BI
- Data Analysis and Statistics
- SQL and Data Modelling
- Exploring Data Science using Python and R
- EPA Readiness Training

Technologies used

- Excel
- SQL
- Tableau
- Power BI
- Python
- R



Business Analysis apprenticeship

Business Analyst Level 4

If you need solution driven professionals to help your organisation deliver business and digital change successfully, a business analyst can do just that. This apprenticeship will create the capability to scope and deliver solutions that will drive business transformation and tangible improvements.

Duration 18 months (incl. 3 month gateway)

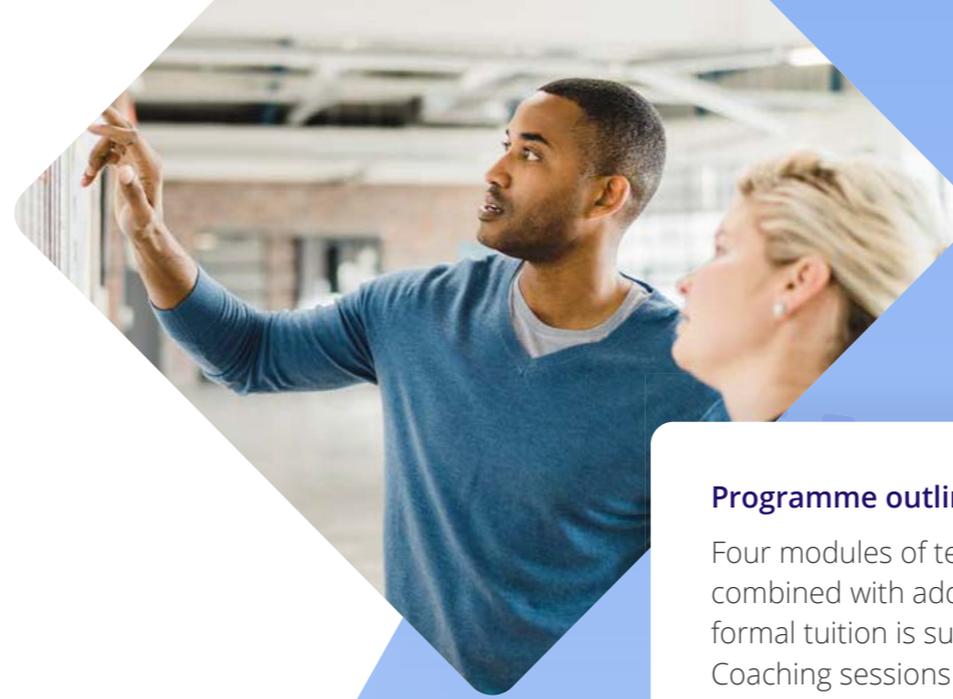
Qualification achieved

- Business Analyst Level 4 apprenticeship
- Optional BCS International Diploma in Business Analysis
- GenAIBIZ AI Certification

Who is it for?

Business analysis is a key role in almost every sector. This programme is ideal for individuals who thrive in a fast-paced and collaborative environment, and who are passionate about driving improvements and organisational change.

[Discover more about this programme](#)



Programme outline

Four modules of technical training delivered Live Online, combined with additional OnDemand online learning. All formal tuition is supported by work based projects and Coaching sessions to embed learning within the role. Modules covered include:

- BCS International Diploma in Business Analysis
- New Technologies for Business
- Agile Principles
- Business Analysis Consolidation Project

The Business Analyst Apprenticeship is technology-agnostic, equipping apprentices with the ability to adapt to various tools and technologies across different environments.



Information Communications Technician Level 3

Essential in providing quality support to internal or external customers, apprentices will develop the ability to troubleshoot system issues to keep your organisation running at all times. There are two pathways available; Support Technician and Network Technician.

Duration 18 months (incl. 3 month gateway)

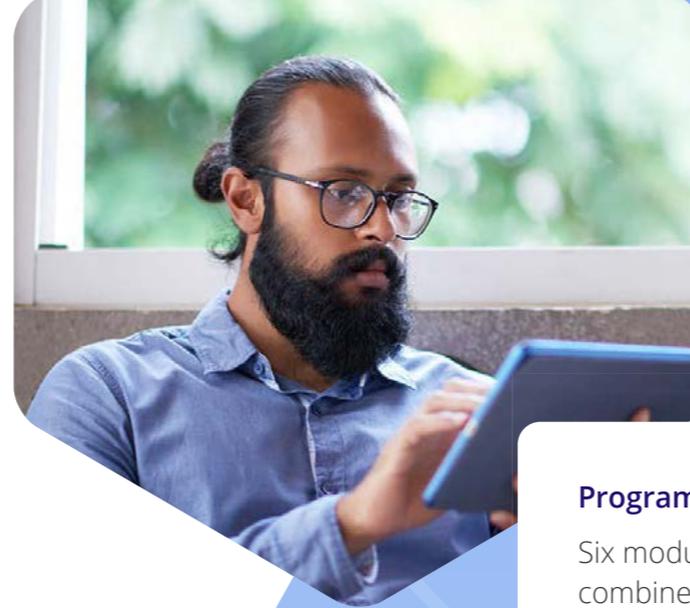
Qualification achieved

- Information Communications Technician Level 3 apprenticeship
- Optional courses include: Cisco Networking Essentials, Azure Fundamentals' AWS Cloud Practitioner, CompTIA A+, Cisco IT Essentials, Linux Professional Institute – Linux Essentials
- GenAIBIZ AI Certification

Who is it for?

IT support functions exist across all sectors and large and small organisations. This is ideal for anyone who enjoys problem solving and troubleshooting, working within an IT support team and function.

[Discover more about this programme](#)



Programme outline

Six modules of technical training delivered Live Online, combined with additional OnDemand online learning. All formal tuition is supported by work based projects and Coaching sessions to embed learning within the role. Modules covered include:

- Networking Essentials
- Cloud Services
- Mobile and Operating Systems
- Technology and Business
- Scripting and Automation
- EPA Readiness Training

Technologies used

- Azure
- AWS
- Windows
- Linux
- PowerShell



Software Development apprenticeships

Digital Product Manager Level 4

Digital Product Managers guide digital products throughout their lifecycle, from inception and prototyping to delivering optimal solutions for users. Digital products typically include systems, services, apps, websites, and software. Digital Product Managers leverage user feedback to enhance and maintain products, driving ongoing improvements.

Duration 22 months (incl. 4 month gateway)

Qualification achieved

- Digital Product Manager Level 4 Apprenticeship
- Optional BCS Practitioner Certificate in Digital Product Management
- Optional Microsoft Office Specialist
- Optional GenAIBIZ

Who is it for?

Digital Product Managers oversee the entire lifecycle of their digital product(s), working with stakeholders to craft a compelling vision and strategy. They prioritise delivering user value through digital products or services, ensuring a seamless user experience while managing competing priorities and constraints.

[Discover more about this programme](#)



Programme outline

Apprentices complete 8 training modules to gain the knowledge required by the apprenticeship standard. The modules consist of live online classes and online self-paced learning. The Skills and Behaviours are developed by applying their new learning with work-based projects. Coaching sessions and reviews support the apprentice and their manager to develop competence in the role.

Modules covered include:

- Introduction to Digital Product Management
- Strategy and Vision for Digital Products
- User-Centred Design and Prototyping
- Product Analytics and Data-Driven Decision-Making
- Agile Product Development and Delivery
- Digital Ethics, Security, and Compliance
- BCS Practitioner Certificate in Digital Product Management
- EPA Readiness and Project Application

The Digital Product Manager Apprenticeship is technology-agnostic, equipping apprentices with the ability to adapt to various tools and technologies across different environments.



Generative AI Course

We've partnered with CertNexus to provide the General Artificial Intelligence for the Business Professional (GenAIBIZ) credential. Data and Technology is constantly changing and evolving so we want to ensure our apprentices are keeping up with these changes.

Generative AI is a subset of artificial intelligence that focuses on creating data, content, or other outputs, rather than just analysing or processing existing information. It employs algorithms and models to generate new, often creative content, such as images, text, or music.

Duration 1 day

Qualification achieved

Completing the assessment gives apprentices the internationally recognised Generative Artificial Intelligence for the Business Professional (GenAIBIZ) credential.

Who is it for?

Our Generative AI course is available for free to all of our Data and Technology Apprentices.

[Discover more about this programme](#)



Programme outline

This is a one day course during which apprentices will learn about AI, discuss the theories and practice behind it, and leave with an action plan for further development.

- Theory discussion
- Collaborative learning
- Hands on learning and experience
- AI engine demonstration
- Development of a personalised action plan

During this live online course, apprentices learn how generative AI can bring significant value to an organisation. They will:

- Describe the fundamentals of AI and generative AI
- Generate text and code using AI
- Generate images, video and audio using AI
- Identify the challenges of generative AI
- Implement organisational strategies for generative AI

Now included for
Free
with all Data & Technology
Apprenticeship
Programmes

What else is included in our Data & Technology apprenticeships?

We go above and beyond to not only make sure your employees can meet the apprenticeship standard and pass their EPA, but also that they have a rich blend of applicable skills which will benefit your organisation on its transformational journey.



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The support we've had from Kaplan has been fantastic.



Data Challenge Workshops

Available as part of our data apprenticeships, these workshops will take the learner through a practical application of a data project. Practical activities give learners an opportunity to build their skills, getting real time feedback.



AI Certification

Our programmes also come with a unique benefit - a complimentary one-day course and microcredential in Generative AI, made possible through our partnership with CertNexus.



Microsoft Office Specialist Skills

The Microsoft Office suite of programmes has so much potential, with many of its features untapped by the general workforce. Kaplan offer optional training at both Associate and Expert level in Excel, Word, and PowerPoint. By undertaking this additional training and exams, individuals can achieve Microsoft Office certifications to not only show proficiency, but to unlock capabilities to become more efficient in their work.



Learning Labs

Giving apprentices the opportunity to flex their new skills in a safe environment, our learning labs are accessible through a web browser but provide access to a number of platforms and high quality exercises without needing any installation permissions.

Designed to shorten the path from learning to application, each apprenticeship has learning labs specific to their learning outcome requirements. By testing skills, feedback and support is almost instant, so learners can ensure they are putting their knowledge into practice straight away.



Online Development Sessions

Our data & technology apprenticeships also include optional online development sessions to build key employee skills. These interactive sessions include Time Management, Personal Impact, and Presentation Skills.

Microsoft
Partner

CompTIA
Authorized Partner

ACADEMIC
PARTNER

bcS
The Chartered
Institute
for IT
Accredited
Training Partner



learn
on demand systems



datacamp

CERTNEXUS®

Speak to us for a free consultation and to find out how
Kaplan apprenticeships can transform your business.

Get in touch

www.kaplan.co.uk/apprenticeships

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